

# Document Pack

**Democratic Services Section  
Chief Executive's Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**



Friday, 3<sup>rd</sup> December, 2010

## **MEETING OF PARKS AND LEISURE COMMITTEE**

Dear Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Thursday, 9th December, 2010 at 4.30 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully

PETER McNANEY

Chief Executive

### **AGENDA:**

1. Routine Matters
  - (a) Apologies
  - (b) Minutes
2. Alexandra Park Improvements Programme (Pages 1 - 6)

To consider further the minute of the meeting of 11<sup>th</sup> November under the heading "Alexandra Park Improvements Programme" which, at the request of Councillor Crozier, was referred back to the Committee for further consideration by the Council at its meeting on 1<sup>st</sup> December

3. Parks and Leisure Improvement Programme - Presence in Parks Pilot (Pages 7 - 12)
4. Active Belfast and Open Spaces - Liverpool Study Visit (Pages 13 - 34)
5. Financial Reporting 2010/2011 Quarter 2 (Pages 35 - 44)

6. Cemeteries Charges (report to follow)
7. Letting of Parks Dwellings (Pages 45 - 48)
8. Urban Sports Park (Pages 49 - 52)
9. City of Belfast Golf Club (Pages 53 - 56)
10. Gate Lodge at City Cemetery (Pages 57 - 70)
11. Sport Northern Ireland - Community Capital Programme (Pages 71 - 74)
12. Waterworks Community Garden (Pages 75 - 78)
13. Concert at Botanic Gardens (Pages 79 - 82)
14. Northern Ireland Schools Cup (Pages 83 - 86)
15. Shankill Leisure Centre - Pool Repairs (Pages 87 - 88)
16. Support for Sport (Pages 89 - 94)

Extract from minutes of -

PARKS AND LEISURE COMMITTEE

11th NOVEMBER, 2010

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**“Alexandra Park Improvements Programme**

The Committee considered the undernoted report:

**“Purpose of Report**

The purpose of this report is to obtain Council support for enhancements to Alexandra Park.

**Relevant Background Information**

The Committee is reminded that at its meeting on 11 June 2009 it was informed that funding from the Reconciling Communities Through Regeneration (RCTR) programme had been secured in late 2008 and it was agreed that Groundwork NI (GWNI) would work alongside local community representatives and relevant stakeholders in the development of regeneration proposals for Alexandra Park.

*RCTR is ‘a strategic regional programme aimed at improving tolerance and acting as a catalyst for reducing sectarianism and racism. It aims to achieve this by involving local community and statutory agencies in regenerating local areas, which will eliminate or reduce displays of sectarian and racial aggression.’*

RCTR is scheduled to run from October 2008 to August 2011, and has four key objectives to:

- develop ‘key skills for peace’ and create opportunities for inter-group dialogue, cross community relationship building and networking;
- work strategically with the Peace III clusters;
- build positive relationships at a local level in order to achieve positive change; and
- begin to address contested physical space issues with the aim of regenerating physical spaces and removing the physical manifestations of segregation.

Key anticipated outputs are:

- a ‘shared space’ strategy;
- networking;

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- development of a skills audit and delivery of training/mentoring; and
- an 'iconic' environmental improvement.

These outputs should lead to the following outcomes:

- communities, service providers and elected representatives working together to encourage integrated actions and promote shared space and shared services;
- communities able to take advantage of future opportunities;
- reduced marginalisation and polarisation;
- reduced levels of sectarianism and racism; and
- enhanced skills and experience.

In conveying its consent to GWNI the Council was supporting an engagement process with communities surrounding Alexandra Park, with the aim of improving community relations, building skills and encouraging cross community dialogue around common concerns. The budget for the project includes up to £50k per area for physical regeneration works, which addresses the overall aim of the programme. Within the context of Alexandra Park this would provide an opportunity for some minor investment and regeneration.

The RCTR programme in Alexandra Park has, in addition to the involvement of council officers and staff from Groundwork included, the NI Housing Executive, the PSNI, local political representatives, community activists, local schools and residents.

#### Current Position

Since the project was approved by the Park and Leisure Committee on 11 June 2009 GWNI has been working alongside a variety of organisations and representatives from the local community to develop proposals for the park on a cross community basis. While participation has been widely encouraged and sought the main participants have been:

- Parkside, Newington and Castleton Residents Association
- Camberwell Terrace Residents Association
- Residents from Dunmore estate
- Residents from Alexandra Park Avenue
- Friends of Grove Park
- North Belfast Community Development Transition Group
- Residents from Tigers Bay.

A steering group was formed and as part of the process it undertook a survey of the surrounding area. Following an analysis of the survey and following discussion it was agreed that the project should focus on the development of a nature trail around the pond, a fishing stand, a seating area and interpretive panels in the upper section of the park and picnic tables, seating and interpretive panels in the lower section of the park.

Landscape proposals have been developed, based on the above design, and meetings have been held with Council Officers, PSNI representatives including the Design out Crime Officer and the Steering Group to consider and agree the proposals and the design layout.

A further community consultation exercise was carried out with a series of public meetings held at a variety of locations including Camberwell Court, Holy Family Youth Club, Currie Primary School, Grove bowling pavilion and Mountcollyer Youth Club. While the turnout was disappointing the overwhelming view was one of support for the proposed regeneration plans.

At present no funding has been secured for the project. However, an application for £50,000 will be made to the RCTR, in addition, a further application will be submitted to the Alpha Programme for £50,000 to meet the shortfall in the cost, the total cost is estimated at £100,000.

The proposals include:

- Upper section of the park:
  - Nature trail around the pond including clearing the rubbish and shrubbery, installation of seating and a seating area with interpretive panels on the history and wildlife within the park.
- Lower section of the park:
  - A picnic area, seating and interpretive panels on the history and wildlife within the park

This regeneration project will also compliment the Council's proposed refurbishment of the playground at the Lower Alexandra Park and the potential refurbishment of the Upper Playground at a future date as well as the ongoing management and maintenance.

### Key Issues

The key issues for the Committee are:

- The Committee previously endorsed the concept at its meeting in June 2009;
- Proposals have now been worked up as outlined above;

- Funding is yet to be secured;
- Groundwork is seeking funding from RCTR Programme and the Alpha fund to meet the capital cost of the project, estimated at £100,000;
- The Council has been requested to convey its support for the funding applications as outlined;
- Groundwork would also seek consent from the Council to undertake the proposed works;
- Officers from the Landscape Planning and Development Unit and Parks Area Management have been involved with the Steering Group and are satisfied that the proposals are sensitive to the history and nature of the parks; and will have minimal revenue implications.

#### **Resource Implications**

##### **Financial**

There are no capital or revenue implications for Belfast City Council.

##### **Human Resources**

There are no additional human resource implications.

##### **Asset and Other Implications**

The project will improve the physical environment of the park, it will enhance biodiversity within the park and it will enhance the community cohesion around the park.

#### **Recommendations**

It is recommended that:

1. The Committee agree to support the funding applications and direct the Director of Parks and Leisure to provide a suitable letter as appropriate; and
2. The Committee convey its consent to the Groundwork NI to undertake the necessary work providing adequate funding has been obtained; the necessary approvals have been obtained; and
3. Groundwork NI and or its agents carry the public liability insurance during the undertaking of the works, subject to an appropriate legal agreement being prepared by the Assistant Chief Executive and Town Solicitor.”

The Committee adopted the recommendations.”

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Improvement Programme: Presence in Parks Pilot
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Rose Crozier Head of Parks and Leisure
<b>Contact Officer:</b>	Pete Murray, Antisocial Behaviour Officer Liam McKinley, Park Manager

<b>1.</b>	<b>Relevant Background Information</b>
	<p>As part of the Departmental Improvement Programme officers have been examining the role of Parks staff with a view to developing working practices which will provide an improved service and create safer green spaces.</p> <p>The report below outlines a proposed 'Presence in Parks' Pilot which will operate for a period of 9 months (Jan 2011 – Sept 2011). The proposed pilot will amalgamate existing ranger and attendant resource into a team of Community Park Wardens and Park Safety Wardens. All of the wardens will be trained to integrate with and support council warden services and the specialist team of Park Safety Wardens. They will be mobile and will respond quickly to reports of antisocial behaviour and be trained and authorised to enforce specific bye-laws in support of existing council wardens and PSNI resources.</p>

<b>2.</b>	<b>Key Issues</b>
	<p><b>The 'Presence in Parks' Pilot</b></p> <p>The rationale behind the development of the 'Presence in Parks' pilot is to demonstrate the department's commitment to park users and outside agencies that we will continue to tackle the issue of safety in parks.</p> <p>The primary strength of the existing Park Ranger Service is the connection they have with the communities in the city. The local knowledge and contacts that the Rangers have developed, will be invaluable in the creation of safer green spaces and the provision of quality services to park users. The 'Presence in Parks' pilot will harness the Rangers local knowledge in order to:</p> <ul style="list-style-type: none"> <li>• build feelings of safety within and outside of the park boundaries,</li> <li>• increase the capacity of the council to adopt a one council approach, and</li> <li>• effectively combine all the warden resources such as the new Park Wardens, Dog Wardens, Litter Wardens and Community Safety Wardens.</li> </ul>

The pilot will introduce two roles, Community Park Warden and Park Safety Warden.

The role of the Community Park Warden will be a development of the role of Park Ranger and Park Attendant. They will be site based across 9 strategic park locations, as set out in Appendix 1. Duties will be focused on:

- opening and closing the site where they are based and opening and closing smaller satellite locations,
- raising public awareness, delivery of education and provision of quality customer service,
- recording incidents of damage or antisocial behaviour at the site where they are based and at smaller satellite locations, and
- assess possible risks and if needed request the assistance of the Park Safety Wardens or PSNI.

The role of Park Safety Warden will be a development of the role of Park Ranger Team leader. Duties will be focused on:

- responding to reports of antisocial behaviour across the whole city,
- enforcement of bye laws and codes regarding Litter, Dog fouling and Alcohol consumption in parks
- supporting existing council enforcement officers (Litter wardens, Dog fouling Wardens and Community Safety Wardens) and
- provision of supervision to the Community Park Wardens outside core hours (Friday night, Saturday and Sunday).

All of the wardens will be trained and directed to liaise with existing council resources to embed a one council approach in response to the issue of park safety.

If the 'Presence in Parks' Pilot is agreed, the roles of Community Park Warden and Park Safety Warden will be drawn from existing departmental resources

#### **Reporting ASB and Responding to ASB**

The 'Presence in Parks' Pilot provides an opportunity to review and test new operational systems and technology, which will:

- support the new park wardens to record and respond to antisocial behaviour, and
- provide a facility to support the public to report incidents of damage and antisocial behaviour in park areas.

The use of technology will support better collection and analysis of data and it will improve our service standards. The data will be collected by the Community Park Wardens. It will be central to the development of the pilot that ASB incidents are recorded consistently across all park areas and our subsequent actions are reported more accurately to members and the community.

The Park Safety Wardens will respond to all reports, their actions will be recorded and used to feedback to the community, providing a visible and accountable service to the public.

As part of the pilot, work will be undertaken to explore the development of a single contact number for the public to report incidents. Recommendation for this service will be reported to Committee during the pilot.

	<p><b>Co-ordination of services</b>  Park Safety Wardens liaise closely with the Community Safety Wardens, Litter Wardens and Dog Fouling Wardens through the Parks ASB Co-ordinator and the Community Park Manager based at Duncrue. Regular briefings will be held at Duncrue which raise issues of safety as they occur and provide opportunity to brief and liaise with the PSNI.</p> <p>The Community Park Wardens and Park Safety Wardens will work closely with each other combining lock up duties if required. This function will be co-ordinated through regular meetings between Community Park Managers. There is also a role for all Wardens to provide visible staff presence and support during events, assist in the delivery of schools programmes and tours through input from the Parks Outreach Manager.</p> <p><b>Protocols and Procedures</b>  Community Park Wardens will work closely with Dog Wardens, Litter Wardens, Community Safety Wardens and PSNI. It will be essential to develop working protocols and procedures to define exactly what is expected of the various services and how any joint operation will be managed.</p> <p><b>Criteria for Assessing Effectiveness of Pilot</b>  Work will be undertaken in January/February 2011 to establish a baseline for the key parks in the pilot measuring antisocial behaviour, usage of parks and level of customer satisfaction. It is envisaged that the same measures will be examined in September/October 2011 to assess the impact of the pilot and to inform future proposals.</p>
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<b>3.</b>	<p><b>Resource Implications</b></p> <p>It is envisaged that the new Community Park Warden resource will be drawn from within the department amalgamating the roles of Park attendant and Ranger positions, if necessary the new roles could be supplemented by the Parks Apprentices.</p> <p>The role of Park Safety Warden will be drawn from existing Team leader positions.</p> <p>As the proposed roles can be filled by existing staff, the Enforcement pilot will not require any additional resources.</p> <p><b>Training and Professional Development</b></p> <p>All park wardens will receive the following training:</p> <ul style="list-style-type: none"> <li>• Use of technology and recording systems</li> <li>• Development of Warden role: <ul style="list-style-type: none"> <li>○ Litter awareness – educate park users and share information with Cleansing service.</li> <li>○ Dog Fouling and dog related issues – educate park users and share information with Dog Wardens</li> <li>○ Drink/Drug Awareness - sharing Information with PSNI and community/voluntary sector.</li> <li>○ Healthy Living Projects - developing closer links with leisure colleagues.</li> </ul> </li> </ul>
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	<p>As the Park Safety Wardens will work closely or in tandem with PSNI and existing council enforcement services, they will receive specialist training to enable enforcement of the following:</p> <ul style="list-style-type: none"> <li>• Drinking alcohol in designated places</li> <li>• Dog fouling</li> <li>• Litter and fly tipping.</li> </ul> <p>In the long term, support will be required to develop areas such as customer care, basic horticulture, community engagement and partnership building with internal and external agencies.</p>
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<b>4.</b>	<b>Equality and Good Relations Implications</b>
	None.

<b>5.</b>	<b>Recommendations</b>
	Members are asked to adopt the pilot and agree the implementation in January 2011 for a period of 9 months.

<b>6.</b>	<b>Decision Tracking</b>
	The 'Presence in Parks' pilot will be evaluated every three months with a final evaluation proposed in November 2011.

<b>7.</b>	<b>Key to Abbreviations</b>
	ASB: Antisocial Behaviour PSNI: Police service for Northern Ireland

<b>8.</b>	<b>Documents Attached</b>
	Appendix 1: Pilot Locations

**Appendix 1****Presence in Parks Pilot Park Locations**

<b>Operational area</b>	<b>Location</b>
North Belfast	Belfast Castle (Green Flag)
	Waterworks
	Woodvale
	<b>Duncrue (Park Safety Wardens)</b>
East Belfast	Ormeau
	Botanic Gardens
	Victoria Park/ Orangefield
South & West Belfast	Musgrave (Green Flag)
	Falls Park / City Cemetery
	Sir Thomas & Lady Dixon Park

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Active Belfast and Open Spaces Strategy development update: Learning and implications for Belfast from the Liverpool study visit
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director
<b>Contact Officer:</b>	Rose Crozier, Head of Service Caroline Wilson, Policy and Business Development Unit

<b>1.</b>	<b>Relevant Background Information</b>
	<p>As part of the process of developing the new Active Belfast and Open Spaces (ABOS) strategy, Members requested continued engagement in considering key issues such as targeted provision, partnerships and alternative business models for delivery.</p> <p>For this purpose, a short study visit was organised to Liverpool, to:</p> <ul style="list-style-type: none"> <li>▪ view alternative models of leisure provision at city and neighbourhood levels;</li> <li>▪ engage with practitioners and policy-makers experienced in a parks and leisure modernisation programme;</li> <li>▪ consider the challenges and opportunities for future provision in Belfast.</li> </ul> <p>The 3 day study visit included inputs from Liverpool City Council (LCC) elected members, their parks and leisure teams, key external partners and regeneration site visits. The final programme and participant list is attached at appendix 2.</p> <p>At a follow-up meeting held on 11 November with those who participated on the visit, a number of key themes were highlighted as relevant to the development of the Active Belfast and Open Spaces Strategy.</p>
<b>2.</b>	<b>Key Issues</b>
	<p>The paper proposes a series of areas to be considered as part of the development of the Active Belfast and Open Spaces Strategy. An overview of the initiatives of interest, aligned to the ABOS strategy objectives, is included in appendix 1.</p>

It was recognised that some of the initiatives examined already happen in Belfast, including work with the health sector. There are also differences between Belfast and Liverpool; for example, Belfast has more green space. However, Members were impressed by the overall scale and approach in Liverpool.

The resulting discussion within the Belfast delegation centred on a set of core ideas:

### **1. Visionary leadership and a lateral strategy**

The Active City Partnership in Liverpool, sponsored by the Council and the Primary Care Trust, worked across all sectors in the city, identifying multiple opportunities to maximise the city as an active and healthy city. This included the private sector, emphasising the importance of health and well-being in a competitive city.

A lateral strategy stretched across sectors to improve health and well-being, emphasising that money spent on parks and leisure services was saving the health trust money in the longer term. The city's transport strategy was also included, promoting all opportunities for activity.

Liverpool's Active City Partnership also worked with the universities in the city to develop a comprehensive performance management system which demonstrated the social and economic value of using this integrated approach. Likewise, citizens were involved in large-scale targets ("Liverpool's Challenge") and the 'co-production' of health outcomes in the city.

Members have already recognised that partnership working is a core principle for the new ABOS strategy. It is recommended that any proposed Active Belfast Partnership would adopt a lateral approach, similar to that in Liverpool.

As a new partnership develops, it is important to facilitate the continued evolution of the ABOS strategy and its objectives, in order that other organisations have the opportunity to buy into the vision and objectives. It was suggested that this might be facilitated through a large-scale conference to scope all activities and resources related to promoting activity, health and well-being. This would allow the city to assess the baseline of this type of work, identify opportunities for collaboration and pinpoint gaps in the city's provision.

Finally, Liverpool City Council demonstrated bold imagination to restore parks as welcoming and open with a strong architectural vision. The Belfast delegation suggested that such a strong aesthetic vision is incorporated into future regeneration projects commissioned by the Parks and Leisure Committee.

### **2. More people, more active, more often**

Liverpool dedicates a considerable amount of its resources to those who are sedentary and most at risk of ill-health from non-participation in any form of activity. It then uses a series of incentives to sustain participation, including social marketing and monetary rewards (discounts, free passes).



The Belfast delegation is keen to develop a '*language of invitation*' which encourages people to get and stay active. Fundamental to this is the centrality of the customer and promoting a broad culture of activity in the city. The Belfast delegation highlighted that the 'customer welcome' is the key to sustaining physical activity, both in our leisure centres but also in non-traditional venues. In Liverpool, leisure centre staff have generic job profiles which are flexible to enable their deployment to meet the needs of the customer – supplying what, when and where the customer wants it.

A staff task group has been established as part of the improvement programme to examine these issues. Members' comments from the study visit regarding flexible management, working practices and promoting participation have been fed into this group. Officers will bring forward recommendations for Members' consideration next month.

Cross-service working is fundamental to improving quality of life and embedded in the culture of Liverpool City Council. Members recognised the value of our staff and the innovations already undertaken in our services. In order to further encourage this, and in addition to the staff task group described above, they suggested that a cross-departmental staff forum is established. This group would gather, share and implement improvement and collaboration ideas from across the services.

Also, a planning session for the entire Leisure Services in December has been previously agreed by Committee and it is anticipated that this workshop will cover these themes.

Finally, as part of a fundamental review of the Boost scheme, Members also recommended consideration is given to the incentives used to sustain membership. This could include links with the private sector and a rewards scheme in the NI Civil Service.

### **3. Models for delivery**

Liverpool City Council (LCC) sought to achieve complementarity across the city, recognising that the Council was not the sole provider of facilities for physical activity in the city. In order to do this, they had an agreed vision for the provision needed in an area. The Belfast delegation suggests that in order for the Council to fully exploit its neighbourhood assets – including green spaces and community centres – that a similar exercise would be valuable for Belfast. This would also identify areas where we need to build strategic linkages with education and private providers. This would inform future investment and rationalisation decisions as well as minimise duplication.

Preliminary discussions are ongoing with the Development Department to this end and it is anticipated that a set of recommendations will be brought forward in due course. This will be in the context of the Council's forthcoming Asset Management Strategy.

The Belfast delegation also recognised the potential for alternative management models for upcoming asset regeneration projects, such as the Tropical Ravine. It was agreed that models such as community trusts can facilitate different

	<p>relationships with the private sector to ensure investment in facilities and programmes, particularly important in the current economic climate.</p> <p>It was also suggested that consideration is given to partnership on assets, similar to the partnership to refurbish the Liverpool City Council-owned park adjacent to the Alder Hey Children’s Hospital. This will be regenerated as an extension of the hospital grounds, allowing patients and visitors to boost their sense of well-being in a connected green space. This may have application for the Dunville Park project and discussions should be initiated with the Belfast Trust on this matter.</p> <p>In summary, it is proposed the next steps are:</p> <ul style="list-style-type: none"> <li>• Feed the ideas for initiatives into the existing staff task groups, currently working on various aspects of the new ABOS strategy, including a participation plan;</li> <li>• Continued development of the Active Belfast Partnership, in line with the Liverpool model, commencing with a large-scale workshop in the City Hall to scope existing programmes and resources available to promote activity in the city;</li> <li>• Establish a cross-departmental staff forum to identify improvements, efficiencies and opportunities for collaboration in parks and leisure facilities.</li> </ul> <p>Finally, to consider the outputs of the above pieces of work, it is proposed that a further Members’ workshop is organised in February 2011 for members of the Parks and Leisure Committee.</p>
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<b>3.</b>	<b>Resource Implications</b>
	<p><u>Financial</u> Up to £2,000 towards the costs of a workshop, to be held in City Hall in early 2011. Provision for both of these items been made within revenue budgets.</p> <p><u>Human Resources</u> Officer time to participate in staff task group and staff forum.</p> <p><u>Assets</u> Committee has already given authority (10 January 2010) for the closure of leisure facilities to facilitate a staff workshop. This will happen on 22 December 2010. No other asset implications identified.</p>

<b>4.</b>	<b>Equality and Good Relations Implications</b>
	<p>None identified at present. The final ABOS Strategy will be consulted upon and screened for equality implications in line with the Council’s statutory obligations.</p>

<b>5.</b>	<b>Recommendations</b>

	<p>As outlined above, the Committee is requested to grant authority to the Director to:</p> <ul style="list-style-type: none"> <li>• facilitate a large-scale workshop in the City Hall to scope existing programmes and resources available to promote activity in Belfast;</li> <li>• establish a cross-departmental staff forum to identify improvements, efficiencies and opportunities for collaboration in parks and leisure facilities; and</li> <li>• organise a Members' workshop for Committee in February 2011.</li> </ul>
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<b>6.</b>	<b>Decision Tracking</b>
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	<p>Actions outlined to be completed by March 2011. A report to be brought to Committee on the ABOS strategy by May 2011 by the Policy and Business Development Manager.</p>
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<b>7.</b>	<b>Key to Abbreviations</b>
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	<p>ABOS Strategy – Active Belfast and Open Spaces Strategy</p>
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<b>8.</b>	<b>Documents Attached</b>
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	<p>Appendix 1: Liverpool Study Visit Report – 11 November 2010 Appendix 2: Programme and participant list</p>
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### Belfast City Council

<b>Report to:</b>	Liverpool Study Visit Group
<b>Subject:</b>	Learning and implications for Belfast from the Liverpool study visit
<b>Date:</b>	11 November 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director
<b>Contact Officer:</b>	Rose Crozier, Head of Service Caroline Wilson, Policy and Business Development Unit

#### **Purpose of paper**

This paper outlines the learning from the recent study visit, hosted by Liverpool City Council. The paper proposes a series of actions to be considered as part of the development of the Active Belfast and Open Spaces Strategy.

#### **Relevant Background Information**

As part of the process of developing the new Active Belfast and Open Spaces (ABOS) strategy, Members requested continued engagement in considering key issues such as targeted provision, partnerships, the business model for leisure and models of delivery.

For this purpose, a short study visit organised to Liverpool, to:

- view alternative models of leisure provision at city and neighbourhood levels;
- engage with practitioners and policy-makers experienced in a parks and leisure modernisation programme;
- to consider the challenges and opportunities for future provision in Belfast.

The 3 day study visit included inputs from Liverpool City Council (LCC) elected members, their parks and leisure teams, key external partners and regeneration site visits. The final programme and participant list is attached at appendix 1.

The Belfast City councillors and officers who travelled to Liverpool are very appreciative for the information and insights that their Liverpool hosts shared with them during the 3 days.

## Key issues

There are 4 areas for the new Active Belfast and Open Spaces strategy:

- promoting participation
- building partnerships
- resources and facilities for delivery
- planning and performance management.

The key ideas, issues and challenges raised over the course of the study visit have been grouped under these 4 headings, to examine their potential application in Belfast.

### 1. Promoting participation

1.1. **More people, more active, more often** – Liverpool’s Active City Partnership seeks to encourage non-active people into one session of exercise a week through small, sustainable lifestyle changes. This means finding those who are inactive and going to where people are at – shopping centres, older people’s homes, libraries, etc. There is a balance between driving business into leisure centres and achieving the city’s desired health and well-being outcomes. For example, installing exercise equipment at Redholme Memory Care, a Dementia Care Facility resulted in a 20% reduction in falls, increased patient wellbeing and increased staff wellbeing.

1.2. **Five ways to health and well-being** – as part of the 2010 Year of Health and Wellbeing in the Liverpool City Region, their key campaign focuses on five colour-coded ways to wellbeing:

- Be active
- Give
- Connect
- Keep learning
- Take notice.

All partners promote small actions into people’s daily life and use this social marketing tool to describe all of their work in health and well-being terms. For example, park ranger schools engagement is branded under the ‘Take notice’ heading, encouraging young people to be aware of the bio-diversity and built heritage within the park, as well as the obvious activity of physically walking around the park. Children are also then encouraged to get connected with grandparents by showing them around the park at a later date.

1.3. **Lifestyles Membership** – Lifestyles is the LCC brand equivalent of the BCC Boost membership scheme. All leisure centres are called Lifestyles Centres. The simple scale of charges is modelled on the private sector in terms of

pricing (e.g. get 12 months for price of 10) and offers couples/family discounted membership. One marketing tool used to incentivise and retain membership is discounted rates at various outlets, including restaurants, across the city. Also, leisure staff manage proactively the customer relationship and maximise retention.

- 1.4. **Future Lifestyles** – LCC offers free Lifestyles membership to all young people. Within this, there is a dedicated programme of activities for young people which are designed to promote healthy habits but most importantly are fun – through sessions for 0-4 year olds, Saturday clubs for 5-7 year olds and dedicated coaching sessions for 8-17 age range. This links to broader cost benefit in terms of obesity prevention.
- 1.5. **Senior Lifestyles** - this is a similar free access programme for retired people in Liverpool. This programme employs older instructors for its taster sessions to encourage older people to participate. This includes walking clubs and introduction sessions in the outdoor gyms and the trim trails in local parks.
- 1.6. **Liverpool's Challenge** – the city set itself the challenge of losing a million pounds in weight. This was facilitated through signing up in leisure centres, surgeries, libraries and shopping centres. Using customer relationship management (CRM) techniques as well as engagement with the private sector, people were encouraged to participate in physical activity as well as make improvements to their diet. There was a Challenge tower in the city centre, a tanker on the Mersey River and a website which all recorded the progress of the city. The collective nature of the challenge meant that the target was exceeded.
- 1.7. **Linking to local delivery** – the city employs 6 Active City Coordinators, one for each Neighbourhood Management Area, 2 in an area identified as in greatest need and work closely with NHS and City Council Area Management Teams. They develop and co-ordinate programmes that result in an increase in the participation of adults & families in sport and physical activity. They also enable voluntary & community groups to build their capacity through advising and assisting with funding applications for grant aid, sponsorship and Active City support.
- 1.8. **International events and local legacy** – the sports development section works with events providers to ensure local legacy. For example, in the build-up to the Tall Ships event in Liverpool 2009, a series of events were hosted in local neighbourhoods encouraging young people to become involved in water sports. There is a deliberate strategy to achieve community connections around city events, thus building the legacy of sustained physical activity beyond the lifespan of the large-scale event.

## 2. Building partnerships

- 2.1. **Active City Partnership** - Liverpool Active City, is a joint City Council and PCT initiative and was launched in 2005. Its strategic plan is to increase the levels of physical activity within the city and improve the health and wellbeing

of its population. For example, the 'Walk for Health' initiative is led by the Primary Care Trust; however, participants are rewarded with free passes for LCC Lifestyle gyms. Also, Fire Service gives fitness classes to local schools as part of their outreach programme. Cycle Liverpool lends bicycles in identified flagship parks.

- 2.2. **European Capital of Culture** – It is recognised in Liverpool that the high profile cultural year was an enormous catalyst to bring disparate strands of work together and focussed on local legacy. To this end, they are using the 2010 Year of Health and Well-being to do further galvanise the 'coalition of the willing'. The social marketing tool – 5 ways to well-being – consolidating health and well-being outcomes across a range of sectors, including public transport, Highways Agency and the business sector. Given the success of the Year of Health and Well-being, it is likely to become the decade of H+W.
- 2.3. **Recognising health benefits of green spaces** – alongside leisure centre-based programmes similar to the BCC Cardiac programme, Liverpool NHS also actively uses parks as venues for well-being such as giving health checks to people using the park on Saturday afternoon. There is also a partnership to refurbish the Council-owned park adjacent to the Alder Hey Children's Hospital as an extension of their grounds, allowing patients and visitors to boost their sense of well-being in a connected green space.
- 2.4. **Health is wealth** – the health and well-being agenda of LCC is embedded in the competitive city agenda with strong links to private sector. Through the Active City Partnership, the business sector is encouraged to sign up to a workplace well-being charter, promote Lifestyles membership for staff, facilitate walking meetings and contribute to the 'Health, Wealthy and Wise' newsletter.
- 2.5. **Liverpool Sports Forum** – this is a sports forum which includes the private sector and education sector to promote physical activity in the city. It also allocates, on behalf of the Council, the sports development funding in the city.

### **3. Resources and facilities for delivery**

- 3.1. **Flexible working practices** – leisure centre staff have generic job profiles which are flexible to enable their deployment to meet the needs of the customer. In addition they work 5 days out of 7 at times when the centre is open. They are paid NJC rates with no shift enhancement or weekend working rates. Very limited overtime is paid and usually only to cover special events. Centre managers are also responsible for multiple locations.
- 3.2. **Mapping the city's sports provision** – LCC recognise that they are not the sole provider of sports provision in city. They have strong links with sports colleges in city as well as secured community access to education sector facilities. Investment decisions are made on the basis of proximity to other sports facilities, whether Council-owned or not. LCC completed a Waterspace review in late 1980's which directed their investment decisions in terms of rationalisation, development and closures.



- 3.3. **Private sector capital investment** – LCC has recognised that in the current economic climate different investment vehicles will be required for the delivery of capital schemes in the future. This will include a different relationship with the private sector to ensure investment in facilities and programmes. For example, a group of pitches has been financed under a public/private partnership whereby the private company receive the revenue from the pitches for 10 years and then return ownership to the Council.
- 3.4. **Maximising benefit and minimising costs** – LCC have always used their leisure centres to disseminate information and are now moving to utilise them as a location to access a wider range of services, as a shared services hub, bringing in additional Council services as well as other agencies such as the police.
- Also, LCC close some provision on the basis of demand/usage patterns e.g. their tennis centre is closed during day.
- 3.5. **Community ownership** – LCC operated a sports centre in Alt Valley and despite allocating considerable regeneration resources into the area, it was failing to make any impact in terms of addressing the health inequalities and arresting decline in participation rates. It was agreed to hand it over to Alt Valley Community Trust to operate. In short turnaround, vandalism has significantly and participation has increased. Community Trust is able to access funding not available to Council. It offers a breadth of well-being activities such as drama, arts and healthy eating schemes. Continues to co-ordinate their work with local Active City Co-ordinator.
- 3.6. **Private sector principles with public sector values** – Glendale is a joint venture partnership which is part-owned by LCC (20%) and part-owned by a private sector company (80%). All grounds maintenance is provided through this joint venture partnership, following the transfer of staff and assets from LCC. This model works on the basis of 'private sector principles with public sector values'. Since the transfer, costs have gone down and performance has gone up. The 12-year contract is outcome-focussed (largely around Green Flag) and performance management drives payments from LCC. It is a not-for-profit organisation and surpluses are put back into services. They also must not deliver a deficit. Glendale runs the apprentice programme for LCC. Their tagline is 'Pride, passion and performance' instilling a sense of working for local communities.
- 3.7. **Standards of provision** – LCC has taken a decision to reduce the number of local playgrounds but has increased the quality of the remainder. While this means that there is a greater travel distance to the local playground, it does mean that the provision is of a higher standard and is subject to much less vandalism/ASB. Likewise, the Council provide fewer pitches (135) but these are maintained to a high quality.
- 3.8. **Maximising tourism** - parks are considered as an integral part of tourism offer in Liverpool. Locations and events are proactively marketed with tourist and visitor industry in the city. Parks venues, such as the Isla Gladstone

conservatory are also marketed to the lucrative business tourism market as locations for conferences and gala receptions.

- 3.9. **City Watch** – is an in-house ASB/security resource which has across all LCC locations. It has an enforcement role and can also respond to incidents identified on live-monitored CCTV. They provide sophisticated monitoring, cost of crime analysis and engagement and cross-cutting approach through all enforcement agencies. City Watch is contracted by parks to reduce annual revenue losses to vandalism by 20%.
- 3.10. **Asset regeneration** – there is a political mandate to use asset regeneration to lift aspirations of an area, with a shift of focus to North Liverpool. The refurbishment of Isla Gladstone conservatory and Stanley Park sought to restoring the spirit of the park, matching the Victorian vision with today's needs. It has successfully provided employment and an icon for the area, boosting community morale as well as the perception of the area across Liverpool.
- 3.11. **Palm House Preservation Trust** – this is a small trust which operates a Heritage Lottery funded restoration project. The Trust is able to attract large-scale private foundation funding and corporate sponsorship for the ongoing maintenance of the Palm House. The Council's contract with the Trust outlines expectations regarding public access and the standards of maintenance.
- 3.12. **City Friends' Forum** – this is a cross-city forum which meets every 6 months to share ideas on events, ways of tackling anti-social behaviour and promoting parks. The Active City Partnership also offers funding to the group. The establishment of friends groups is a KPI for the Council.
- 3.13. **Sports excellence benefits tourism** – LCC understands value of sports tourism to the city and that this requires investment in sports excellence as well as mass participation. Analysis has been completed on the economic impact of sports participants and spectators coming to the city for national/international sporting events, in terms of secondary spend as well as media coverage. This enables to LCC to lever funding for investment in sports excellence centres, demonstrating the long term benefits of capital investment.
- 3.14. **Liverpool Loop Line** – is a city wide cycle path managed by Sustrans and maintained by Glendale as part of their Council contract. Sustrans provide a series of programmes for the cycle way to promote its use.

#### **4. Planning and performance management**

- 4.1. **Measuring progress against the 5 ways to well-being** – LCC has contracted with Liverpool John Moore's University to develop and implement an evaluation framework to measure the social outcomes of the health and well-being approach adopted. KPIs have been developed across the 5 ways to well-being and services/programmes are measured against the appropriate KPI. This facilitates a broader picture of the combined impact of the approach.

- 4.2. **Virtual teams** – Cross-service working is fundamental to improving quality of life and embedded in the culture of Liverpool City Council. In each of the 5 Neighbourhood Management areas (bringing together 6 wards in each area across the city), it is an organisation expectation that teams will plan collaboratively so as to maximise the value of the revenue and asset investments of the Council in each locality.
- 4.3. **Neighbourhood Management Framework** – this is the delivery link between local area planning and the various parks and leisure strategies. Each strategy is ‘translated’ by district committees and neighbourhood management teams into a meaningful action plan for an area. This includes identifying additional partners and resources as well as measuring key performance indicators at a local level.
- 4.4. **Participatory budgeting** – as part of the broader local area planning framework, local districts were given control over £30,000 budget in 2009/10. In a deliberative voting workshop, over 100 local people determined the allocation. This year, it will be expanded to control over £150k for the highways budget.
- 4.5. **Annual parks improvement plan** – each park has an improvement plan which is linked to either retaining or achieving the Green Flag award. The departmental improvement plan is presented to Members and is used by parks managers as a management tool throughout the year, against which their performance is measured. The KPI attached to this is that 50% of Liverpool citizens will live within 1000m of a Green Flag rated park.
- 4.6. **Customer Relationship Management** – leisure centre reception staff regularly collect key outcomes information and proactively monitor attendance and participation rates in a range of programmes and events. Also, LCC use IT (SIM city-type) to engage with communities and share information across agencies.

#### Questions for Liverpool delegation

In order to identify the key learning that Members might wish to take forward in the development of the Active Belfast and Open Spaces strategy, the following questions are presented:

- What is the political vision for an Active Belfast Partnership?
- What is the political vision for a modern, efficient and effective parks and leisure services?
- How will we work with local people to design and deliver services and programmes for improved health and well-being?
- What are the key modernisation challenges in Belfast?
- How do we agree common outcomes for an Active Belfast Partnership?
- How can we link our services at a local level?
- Are there easy opportunities to use leisure centres as neighbourhood hubs?
- Where can we integrate our services? With whom? What partnerships do we need to develop to make a Grove II happen?

- How do we begin planning for the replacement of existing facilities and/or rationalisation of provision?
- How can we use our investments at a local level to drive neighbourhood transformation?

The discussion from this can be integrated into the final paper that is presented at the next Members' workshop at the end of November.

### Next steps

Over the last 4 months, since the previous Members' workshop, a number of staff task groups have been established, to draft a series of options for Members' consideration. This includes a participation plan for an Active Belfast. It is timely that ideas from the Liverpool study visit might be fed into this process.

A draft departmental vision and values has also been drafted collaboratively as part of the departmental planning process. This will be presented to Members as part of the Departmental plan in the New Year. This is in line with the vision for the Active Belfast and Open Spaces strategy and its focus on the health and well-being agenda, which Members endorsed at the workshop in May. It is proposed that:

Our departmental purpose is:

**To work with people across Belfast and its neighbourhoods to create an active, healthy and vibrant city.**

Our vision is:

The **people** in Belfast will be active and healthy and everyone will use leisure, parks and open space facilities across the city. They will participate in local events and play an active part in community life.

We will have pride in our work and be passionate about our purpose. The city and its neighbourhoods will be attractive and vibrant **places** to live in, work in and visit. We will continue to engage with local people and partners to make sure that people are offered the best possible facilities and services in a safe environment.

We will protect the natural environment of Belfast and educate people on the importance of a green city. With our partners, we will work hard to connect the city and integrate our services. The range and quality of our facilities and services will be accessible and valued by citizens and visitors alike. Those who use our services and participate in programmes and events will be very satisfied with their experience.

We will be flexible and efficient. We will prioritise community involvement, customer focus and value for money. We will strive to understand the city and identify innovative **possibilities** and creative solutions to deliver excellent services.

**We are about people, places and possibilities.**

Our values:

We fully subscribe to the council’s values and in particular we will embed the values outlined below. These values are part of everything we do:

**We are proud, passionate and professional:**

<b>Values</b>	<b>What we mean</b>
<b>Proud</b>	Having pride in our work, the city and our environment. Being open and transparent and developing trust by doing what we promise. Having a ‘can do’ attitude and being empowered to deliver.
<b>Passionate</b>	Being positive, active and helpful in working things out. Celebrating success and promoting our achievements. Treating each other with respect and dignity.
<b>Professional</b>	Learning and developing as employees. Being willing to accept responsibility for our work and performance. Communicating openly about expectations and decisions taken.

**Discussion**

Members are therefore asked to consider:

- Are Members satisfied with the content of this report as an accurate and useful reflection of the study visit to Liverpool?
- Are there additional observations they would like to make?
- On the basis of the questions outlined above, are there specific learning points which Members would like to further explore, in terms of their application in Belfast?

**Proposed next steps**

Members might wish to propose a workshop for Members of the Parks and Leisure Committee, to be organised at which an expanded version of this paper will be presented.

The proposed objectives of the workshop would be:

- To consider the learning from the Liverpool study visit, for integration into the

ongoing development of the Active Belfast and Open Spaces strategy, including:

- Initiatives to maximise participation
  - Business models to maximise income
  - Facilities for delivery
- To consider improvements from staff task groups which will begin to transform the rate of recovery for BCC leisure centres
  - To consider the departmental customer charter and customer improvements.

The discussions would be fed into the final drafting stages of the Active Belfast and Open Spaces strategy.

**Study Visit Programme for Elected Members to Liverpool City Council  
20 – 22 September 2010**

**Participants:**

Cllr Tom Ekin

Cllr Frank McCoubrey

Cllr Tom Hartley

Cllr Peter O'Reilly

Cllr John Kyle

Andrew Hassard, Director of Parks and Leisure

Rose Crozier, Head of Parks and Leisure

Caroline Wilson, Policy and Business Development Manager

Monday 20 September		
07.00	Depart Belfast for Belfast International Airport	<i>Taxi at Cecil Ward Building from 6.45 (parking arranged for duration at City Hall) Easyjet flight 604 d. 08.15am from Belfast International a. 09.00am Liverpool Airport *CHECK IN CLOSES 07.35am*</i>
09.00	Arrive at John Lennon International Airport Liverpool	<i>Coach transfer to Hilton Liverpool (30 minutes)</i>
10.30	Arrive hotel and check-in	
11.00	Transport to Calderstones Park Menlove Avenue/Calderstones Road (NW bound)	<i>Coach waiting outside hotel.</i>

Theme: Partnerships for Delivery			
		Themes for Liverpool contributors	Considerations for Belfast Councillors
11.30	<p><b>Welcome to Liverpool</b> Working lunch with Liverpool City Council officials</p> <ul style="list-style-type: none"> <li>– Overview of city</li> <li>– Strategic context of leisure and parks and greenspaces in Liverpool</li> </ul> <p>Paul Scragg, Manager, Parks and Greenspaces Frank Doherty, Sports Development Manager</p>	<ul style="list-style-type: none"> <li>– What physical leisure and parks infrastructure is provided in Liverpool?</li> <li>– What are the business models used by the Council to deliver its services e.g. trusts?</li> <li>– How does the Council promote flexible working practices in its terms and conditions?</li> <li>– Modernising services: what are the challenges and opportunities of the new funding climate?</li> <li>– What are the measures of success?</li> </ul>	<ul style="list-style-type: none"> <li>– What are the key modernisation challenges in Belfast?</li> <li>– How does the Council promote flexible working practices in its terms and conditions?</li> <li>– How do we improve our rate of recovery?</li> <li>– Are there new business models to consider?</li> <li>– Can we reduce physical provision and still maximise participation?</li> </ul>



14.00	<b>Liverpool 2024 A thriving international city</b> Meeting with Andy Snell, Liverpool First and Lesley Thompson Manager of Neighbourhood Services	<ul style="list-style-type: none"> <li>– How are communities engaged in the city vision?</li> <li>– Who are key partners in delivery?</li> <li>– Are there commonly agreed outcomes?</li> <li>– What are the neighbourhood governance arrangements?</li> <li>– How have marginalised communities benefited from the city’s health and well-being agenda? Older people?</li> </ul>	<ul style="list-style-type: none"> <li>– How do we agree common outcomes?</li> <li>– Who needs to be on an Active Belfast Partnership?</li> <li>– What is its link to political authority of Council?</li> <li>– How do we achieve fair access to health and well-being opportunities in the city without duplicating services?</li> </ul>
16.00	Session end.		
16.15	Return to hotel with brief tour of city centre	Coach waiting outside venue.	
17.00	Free time		
19.00	Dinner	<i>Walk (0.5m) to Living Room, 15 Victoria Street, Liverpool L2 5QS</i>	
<b>Tuesday 21 September</b>			
<b>Theme: Tackling inactivity across the city’s neighbourhoods</b>			
		<b>Themes for Liverpool contributors</b>	<b>Considerations for Belfast delegates</b>
07.30	Breakfast		
09.00	Transport to Calderstones Park, Menlove Ave/Calderstones Road (NW bound)	<i>Coach at front of hotel</i>	
09.30	<b>1. Liverpool Parks Strategy and the value of parks</b> Engaging communities and stakeholders through open spaces and connecting parks Paul Scragg	<ul style="list-style-type: none"> <li>– How has Liverpool created civic pride in its public spaces?</li> <li>– How has Liverpool planned safe, open and welcoming spaces and achieved such widespread success with Green Flag?</li> <li>– How does the Council encourage and facilitate the use of parks for health and</li> </ul>	<ul style="list-style-type: none"> <li>– How do we maximise the value of our parks in the Council’s agenda?</li> <li>– How can we link our services at a local level?</li> <li>– How can Belfast develop spaces which are safe and comfortable for everyone?</li> </ul>

	<b>2. Delivering through partnerships</b> Presentation from Joint Venture Glendale- Liverpool Ltd Peter Cosgrove Managing Director	well-being pursuits? – What events and programmes are put in place? – Are parks considered part of the city’s tourism ‘offer’?	– How do we work with neighbourhoods to co-produce valued parks?
11.15	Transport to Sefton Park, Mossley Hill Drive	<i>Coach waiting outside venue</i>	
11.30	Visit to restoration project at Sefton Park		
12.45	Transport to Calderstones Park	<i>Coach waiting outside venue</i>	
13.00	Lunch at Calderstones Park		
14.00	Transport from Calderstones Park to Wavertree	Coach waiting outside venue	
14.30	<b>Delivering modern and sustainable leisure facilities strategy</b> Tour of flagship facility Millennium House and Lifestyles Gym Robert Lyall	<ul style="list-style-type: none"> <li>– Does Liverpool have an agreed ‘hierarchy of facilities’ i.e. what is provided at neighbourhood level and what is provided as a city asset?</li> <li>– What are the challenges?</li> <li>– Is there fair access to leisure/health and well-being opportunities in the city? How is this achieved?</li> <li>– What is the business model behind leisure services in Liverpool?</li> <li>– How does it measure social/health and wellbeing outcomes?</li> </ul>	<ul style="list-style-type: none"> <li>– Are there easy opportunities to use leisure centres as neighbourhood hubs?</li> <li>– Where can we integrate our services? With whom?</li> <li>– What partnerships do we need to develop to make a Grove II happen?</li> <li>– How do we begin planning for the replacement of existing facilities and/or rationalisation of provision?</li> <li>– What do we need to provide at a city level?</li> <li>– What do we need to provide at a neighbourhood level?</li> </ul>
17.00	Depart Wavertree to return to hotel	<i>Coach waiting outside venue</i>	

17.30	Arrive hotel	<i>Free time</i>	
19.00	<b>Dinner with elected representatives, Liverpool City Council – venue to be advised.</b> <i>Cllrs Tim Moore, Wendy Simon, Cllr Mundy – see details below</i>	<i>Walk to Gusto Restaurant and Bar 22 Edward Pavilion Albert Dock (opposite hotel)</i>	
<b>Councillor Steve Munby</b> Title: <i>Cabinet Member for Neighbourhood Services</i> Party: <i>Labour Party</i> Ward: <i>Riverside</i>		<b>Councillor Timothy Moore</b> Title: <i>Cabinet Member for Environment and Climate Change</i> Party: <i>Labour Party</i> Ward: <i>Princes Park</i>	<b>Councillor Wendy Simon</b> Title: <i>Cabinet Member for Culture and Tourism</i> Party: <i>Labour Party</i> Ward: <i>Kensington and Fairfield</i>

<b>Wednesday 22 September 2010</b>			
<b>Theme: Linking to the place-shaping and competitive city agenda</b>			
07.30	Breakfast		
08.45	Check-out		
09.15	Transport to Stanley Park	Coach at front of hotel	
		<b>Themes for Liverpool contributors</b>	<b>Considerations for Belfast delegates</b>
09.30	<b>Driving economic regeneration:</b> Tour of Stanley Park – conference centre and café Visit to Isla Gladstone Conservatory Paul Scragg	<ul style="list-style-type: none"> <li>– How has the Council used its investments to drive regeneration and build neighbourhood attractiveness?</li> <li>– How does the Council enable local people to get involved and believe in transformation?</li> <li>– What impact has this had?</li> <li>– What has been or could be improved?</li> </ul>	<ul style="list-style-type: none"> <li>– How can we use our investments at a local level to drive neighbourhood transformation?</li> <li>– How do we create collaborative community partnerships which deliver on Council outcomes?</li> </ul>

11.30	<p><b>Developing a political vision for health and well-being</b></p> <p>Working lunch with Liverpool City Council elected representatives or De Briefing Session yet to be confirmed</p>	<ul style="list-style-type: none"> <li>- What is the political vision for modern, efficient and effective parks and leisure services in the city?</li> <li>- How do you empower local people and neighbourhoods to take ownership of the health and well-being agenda, within an overall city vision?</li> </ul>	<ul style="list-style-type: none"> <li>- What is the political vision for modern, efficient and effective parks and leisure services in Belfast?</li> <li>- What is the role of political leadership in building an Active Belfast?</li> <li>- How will we work with local people to design and deliver services and programmes for improved health and well-being?</li> </ul>
13.30	Thanks and closing session		
14.30	Coach transfer to Liverpool Airport	<p><i>Easyjet flight 611</i></p> <p><i>d. 16:55pm from Liverpool Airport</i></p> <p><i>a. 17:45pm Belfast International</i></p> <p><b>*CHECK IN CLOSSES 16.15pm*</b></p>	
17.45	Arrive Belfast International	<i>Taxi to Cecil Ward Building</i>	
18.45	Arrive Cecil Ward Building		



### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Financial Reporting – Quarter 2 2010/11
<b>Date:</b>	9 December 2010
<b>Reporting officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact officer:</b>	Jacqueline Wilson, Business Support Manager

<b>1.</b>	<b>Relevant background information</b>
	<p>The Strategic Policy and Resources Committee agreed at on 18 June 2010 that:</p> <ul style="list-style-type: none"> <li>• the council would produce financial reporting packs for the Strategic Policy and Resources Committee and each Standing Committee on a quarterly basis</li> <li>• the Budget and Transformation Panel would also receive monthly financial updates if there were any significant issues to report.</li> </ul> <p>The reporting pack (Appendix 1) contains a summary dashboard of the financial indicators and an executive summary explaining the financial performance of Parks and Leisure Committee in the context of the financial performance of the overall council. It also provides a more detailed explanation of each of the relevant indicators covering the year to date and the year end forecast position.</p> <p>As we previously advised the committee, we will continue to develop the style and contents of the reports in liaison with members. In particular, the members' financial training at the end of September 2010 provided a good opportunity for discussion and feedback on the reports. It is therefore intended to make some amendments to style and layout for the quarter 3 financial reports.</p> <p>Central finance and our departmental management team have worked together to develop the information within this financial reporting pack.</p>
<b>2.</b>	<b>Key issues</b>
	<p><i>Current and forecast financial position 2010/11</i></p> <p>The current year to date financial position as at quarter 2 for Parks and Leisure Committee is an over-spend of some £0.2m, or 2% of budget (quarter one: £0.2m), with a forecast end of year over-spend of some £0.19m, or 0.9% of budget (quarter 1: £0.3m). The reasons for this over-spend relate to:</p> <ol style="list-style-type: none"> <li><b>1. An overall employee budget over-spend at quarter two.</b> As reported last quarter, operational reviews are underway within the department and recommendations will be presented to committee over the next number of months to finalise structures and methods of working to help reduce the need for agency and overtime. The reduction from quarter one in the forecast end-of-year over-spend takes account of the impact of these operational reviews.</li> </ol>

	<p><b>2. Utility costs in both Parks and Leisure are over budget.</b> As reported last quarter, we have disputed bills, specifically for water charges. We can now report that Northern Ireland Water has confirmed that a refund of £45k will be made and this has been reflected in the year end forecast.</p> <p><b>3. Income from services within the department is under pressure.</b> Income from fees and charges is down at leisure centres, the Zoo, especially in shop sales, Belfast Castle and Malone House. Managers are reviewing the uptake of their services and generating options to retain customers and promote their services to new customers to improve this situation.</p> <p>However it should be noted that income from events and Belfast in Bloom, cemeteries and crematorium is up 8% on budget.</p> <p>The financial reporting pack contains more detail on both the overall council position and the financial performance in each of the Services within the Department.</p> <p>It should be emphasised that the end of the financial year is still several months away and that there are significant uncertainties which could impact on the forecast.</p> <p>Nevertheless, a half-year forecast is helpful to members in making financial decisions for the remainder of 2010/11 and to inform the 2011/12 rates setting exercise.</p>
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<b>3.</b>	<b>Resource Implications</b>
	<p>There is a year to date overspend of £0.2m and a forecast overspend of some £0.2m or 1% by year end. This reflects the half year position regarding the employee budgets and the operational reviews that are on-going. As set out in the attached report actions are being taken to reduce this overspend.</p>

<b>4.</b>	<b>Equality and Good Relations Implications</b>
	None.

<b>5.</b>	<b>Recommendations</b>
	<p>Members are recommended to note the above report and associated financial reporting pack.</p>

<b>6.</b>	<b>Decision Tracking</b>
	N/A

<b>7.</b>	<b>Key to abbreviations</b>
	None.

<b>8.</b>	<b>Documents Attached</b>
	Appendix 1: Financial Reporting Pack



## Parks and Leisure Committee











### Quarterly Finance Report

Report Period: Quarter 2 2010/11











Dashboard: Quarter 2, 2010/11

Strategic Element: Financial Planning	£'000 (under)/ over	Indicator %	Page no
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**Year to date % variance**

BCC	(1,423)	(3%)	  <b>3</b>
• Parks and Leisure Committee	213	2%	 
○ Leisure	211	5%	 
○ Parks and Cemeteries	88	2%	 
○ Parks and Leisure Directorate	(86)	(9%)	 

**Forecasted % variance**

BCC	(2,138)	(2%)	  <b>4</b>
• Parks and Leisure Committee	193	1%	 
○ Leisure	206	3%	 
○ Parks and Cemeteries	44	0%	 
○ Parks and Leisure Directorate	(57)	(3%)	 

**Note: Negative variances represents an under spend**



## Executive Summary

### Year to Date % Variance

The current performance of the Parks and Leisure department shows an overspend of £213k in quarter 2 compared to £183k in quarter one. This is 2% over the estimated net expenditure for the second quarter. The key contributors to this position are the £211k (5%) overspend in Leisure, the £88k (2%) overspend in Parks and an underspend in directorate of £86k (9%).

There are three key reasons for the current overspend within the department:

The overall employee budget is showing a £368k (4%) overspend at quarter two. £219k (5%) in Leisure; £219k in Parks (4%) and an under spend of £69K (-8%) in Directorate. As reported last quarter operational reviews are underway within the department and recommendations will be presented to committee over the next number of months to finalise structures and methods of working to help reduce the need for agency and overtime.

Utility costs in both Parks and Leisure specifically in relation to water charges are over budget. As reported previously bills are in dispute and confirmation has been received of £45k of a refund to be received. This has been reflected in the year end forecast.

Members should note also that income from services within the department is under pressure with fees and charges income in leisure centres down by £20k and other sales e.g. Sports consumables down by £20k.

Fees and charges income from the Zoo is also down by £20k and shop sales at the zoo are down by £106k. Belfast Castle and Malone House show a reduction of income of £75k and £50k respectively. This is partially due to the lack of internally generated income. Managers are reviewing the uptake of their services and generating options to retain customers and promote their services to new customers to improve this situation. Income from events and Belfast in Bloom; cemeteries and crematorium is up 8% on budget. A report is due to committee this month on proposals regarding the charges at cemeteries and the crematorium.

### Forecast Variance

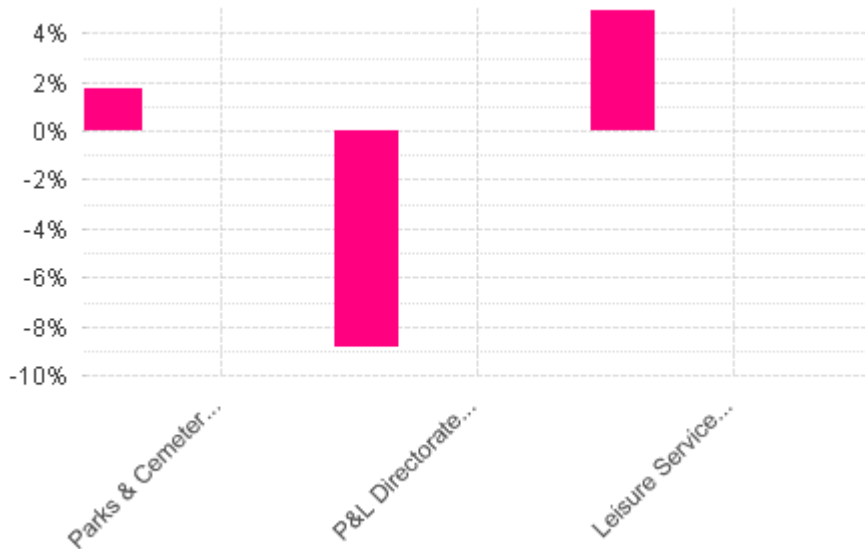
The year end forecast position for the department is estimated at £193k (1%) over spend at quarter two (quarter one: £259k). This reflects the half year position regarding the employee budgets and the operational reviews that are on-going.

**Parks and Leisure - Year to Date % variance**

Source: SAP

PI definition:

This indicator calculates the difference between the budgeted net expenditure and the actual net expenditure as a percentage. It is reported for the year to date.



**Commentary and action required**

The current performance of the Parks and Leisure department shows an over spend of £213k in quarter two compared to £183k in quarter one.

The key area of over spend at the half-year is in relation to the employee budget which is showing a £368k (4%) overspend at quarter two. This breaks down into overspends of £219k (5%) in Leisure; and £219k in Parks (4%) and an under spend of £69K (-8%) in Directorate.

The key contributor for Parks and Cemeteries, which is £88k over budget, is the cost of agency staff while staff reviews are ongoing. Operational reviews and audits have highlighted the issues for management to address to reduce this by year end. However this is mitigated by income from events, Belfast in Bloom and cemeteries and the crematorium which is up 8% on budget.

Utility costs specifically water and sewerage charges are £150k (18%) over budget. These are currently being challenged with NI Water and confirmation has been received for a refund of £45k which is reflected in the year end forecast. These costs will be added to by the Zoo as the bore hole which has been the sole source of water has collapsed and it has been necessary to link into the water mains in the interim. This could cost up to £50k and has been reflected in the year end forecast.

Fees and charges income from the Zoo is also down by £20k and shop sales at the zoo are down by £106k. This situation will be continually monitored by the manager and tighter stock control and trading accounts have been put in place to manage this.

Belfast Castle and Malone House show a reduction of income of £75k and £50k respectively. This is partially due to the lack of internally generated income.

The Leisure Services £211k over spend on year to date can be attributed to the employee overspend as highlighted above. £200k of overtime costs relate to the operational health and safety demands of the services. These are currently being reviewed as part of the operational improvement plan. The review is also looking at flexibility of the workforce, provision of facilities, pricing and opening hours. Recommendations from the review will be presented to committee at a later date.

Income from Fees and charges in leisure centres down is by £20k and other sales e.g. Sports consumables down by £20k.

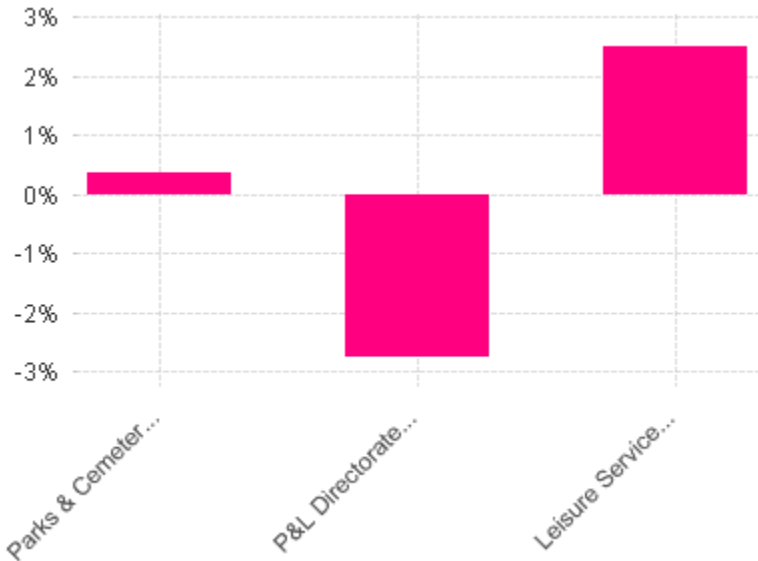
Directorate Support has shown an under spend of £86k or 9% at quarter two. This relates to an under spend on employee costs which is due to the delays in filling posts following the business support review. This under spend has been reflected in the year end forecast as the posts were vacant for up to 6 months.

## Forecast % variance

Source: SAP

PI definition:

This indicator calculates the difference between the planned net expenditure and the forecasted net expenditure as a percentage. It is reported as a forecast for the end of the financial year.



### Commentary and action required

The year end forecast position for the department is estimated at £193k (1%) over budget at quarter 2 (quarter 1: £259k). This forecast has been revised on the basis that a number of recommendations from the operational reviews will be implemented during 2010/11.

Controls are in place regarding overtime and agency and audits are being completed by Audit Governance and Risk Services this month to identify areas for improvement and action. Operational reviews are underway in both Parks and Leisure regarding operational requirements, to challenge current working practices and to achieve more effective service provision within the most appropriate structures.

Premises cost will continue to be monitored by managers to ensure bills are reviewed and challenged where appropriate.

Managers are reviewing the uptake of their services and generating options to retain customers and promote their services to new customers to improve this situation. Options include improved programming, addressing customer feedback, events and marketing.

## Parks and Leisure Committee - Main Items of Expenditure

	Variance YTD £'000	% Variance	Plan 10/11 £'000	Forecast for Y/E at P6 £'000	Forecast Variance £'000	% Variance
<b>Parks and Leisure Committee</b>	<b>213</b>	<b>2%</b>	<b>22,291</b>	<b>22,484</b>	<b>193</b>	<b>1%</b>
<b>Leisure</b>	<b>211</b>	<b>5%</b>	<b>8,171</b>	<b>8,377</b>	<b>206</b>	<b>3%</b>
Leisure Development	( 67)	(13%)	661			
Leisure Centres	279	8%	7,510			
<b>Parks and Cemeteries</b>	<b>88</b>	<b>2%</b>	<b>12,045</b>	<b>12,089</b>	<b>44</b>	<b>0%</b>
Parks & Open Spaces	251	8%	6,482			
Zoo	( 36)	47%	933			
Landscape & Planning	( 121)	(30%)	809			
Estates Management	67	34%	521			
Cemeteries & Crematorium	( 45)	(18%)	434			
P&C Services Unit	( 25)	(5%)	1,015			
P&C Development Unit	( 6)	(2%)	1,333			
Conservation & Education	4	1%	519			
<b>Parks and Leisure Directorate</b>	<b>( 86)</b>	<b>(9%)</b>	<b>2,075</b>	<b>2,018</b>	<b>( 57)</b>	<b>(3%)</b>
Antisocial Behaviour	( 21)	(33%)	187			
Directorate Support	( 65)	(7%)	1,888			

**Note: Negative variances represents an under spend**

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**Belfast City Council**

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Letting of Parks Houses
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure Ext.3400
<b>Contact Officer:</b>	Jacqui Wilson, Business Support Manager, Parks and Leisure Ext. 3403

**Relevant Background Information**

There are currently three houses available to let within Parks & Leisure Department. The rents payable on these properties were last revised by Committee in May 2010 and ratified by SP&R in August 2010.

The rents on these dwellings have been based on equivalent Housing Executive Rents for houses with equivalent facilities and have been adjusted by the Estate Management Unit to take into account the following factors.

1. Location of the dwelling.
2. Condition of the dwelling
3. Dwellings are only offered to Council employees under agreements which can be terminated at short notice or when the employee leaves the employment of the Council.
4. Some of the Tenancy Agreements call on the occupier to take certain security duties in relation to adjoining Council property. Where this is the case an allowance has been made.

**Key Issues**

An expression of interest process to rent specific properties was advertised within the council in September 2010 to all permanent members of staff.

The criteria applied was that the individual must be permanently employed by Belfast City Council and had to be bound by a tenancy agreement which was

linked to their continuing employment. The tenancy agreement requires the individual to take on certain responsibilities specific to the property but in general they pertain to opening and closing gates, reporting incidents of anti-social behaviour to the police and some minor maintenance of the gardens.

A number of staff applied for the 3 available properties at 125 Ballygowan Road, 2 Park Road, Mallusk and 743 Upper Newtownards Road which had all become available due to staff leaving the Council.

A process of random selection was then carried out and all interested parties invited to view the allocation of the individual properties on 18<sup>th</sup> October 2010.

The following allocation was made:

743 Upper Newtownards Road (Dundonald Cemetery) – Robert Martin Parks and Cemetery Services

125 Ballygowan Road (Roselawn Gate Lodge) – Melanie Brehaut, Parks and Cemetery Services

2 Park Road (City of Belfast Playing Fields) – Denis Butler, Parks and Cemetery Services

### **Resource Implications**

#### Financial

Subject to all the dwellings being let for the entire year, the proposed revised rents would provide the department with £7,500 per annum in rental income.

#### Human Resources

No additional human resources required.

#### Asset and Other Implications

Occupation of the houses secures the asset and allows a presence on the site to provide a resource to open and close the site and report any incidents including those regarding anti social behaviour.

### **Recommendations**

Committee is asked to agree the allocation of Parks Houses as detailed above subject to tenancy agreements.

### **Decision Tracking**

Tenancy agreements to be drawn up and signed in conjunction with Legal Services

Officer Responsible: Business Support Manager.



<b>Key to Abbreviations</b>
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None
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<b>Documents Attached</b>
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None
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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Bridges Urban Sports Park – project update
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officers:</b>	Adrian Dalton, Sports Development Officer

#### 1. Relevant Background Information

Members will be aware that funding was granted to the Council by SEUPB in August 2008 for the purposes of building an outdoor urban sport facility located between Little Patrick Street and Corporation Street under the M3 flyover bridge.

The total project cost of £500,000 is made up of:

- £370,000 funded by SEUPB under measure 2.1 of the EU Programme for Peace and Reconciliation 2007-2013
- £80,000 funded by Belfast City Council through the Capital Build Programme
- £50,000 funded through the Brighter Belfast Landfill Tax Credits Scheme.

The Parks and Leisure Committee agreed the recommendation of the update report of 13 August 2009 to name the park Bridges Sports Park Belfast.

In September 2008, Freestyle Skateparks was selected following a tendering exercise as Contractor to design and build the skate park.

Building work is set to start on site this month, which should take approximately 20 weeks until the site is operational, which includes 16 weeks for building work and a 4 week 'settling in' period.

Work has been ongoing with Belfast Urban Sports (BUS), and they are ready to deliver coaching / events when the Park opens. The Sports Development Officer (SDO) and BUS have been running taster sessions and will continue doing this until the Park opens in 2011.

Quarterly progress and Financial reports have been completed and sent to Special EU Programmes Body (SEUPB) to start drawing down the programme and staff costs to date.

	<p>Posters have been sent to all Belfast City Council (BCC) Leisure and Community Centres to promote 'Bridges Urban Sports Park'. A Facebook account has also been set up and is used as a marketing tool. The site is monitored daily and is growing on a monthly basis.</p>
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<b>2.</b>	<b>Key Issues</b>
	<p>A letter was sent to SEUPB requesting an extension to the Project life due to the timing difficulties experience with getting the project started. This was accepted and extended to January 2012. As building work has been delayed further, and the Park likely to open around April 2011, we plan to request a further extension, in order to achieve our 2 years performance objectives, as highlighted in the Letter of Offer. If the extension is agreed, it will be at no additional cost to the Council.</p> <p>The 'Service Level Agreement' (SLA) is due to be signed by both Belfast City Council and BUS. The SDO is working with the councils Legal Department and the SLA is due to be signed before Christmas 2010.</p> <p>An Urban Sports Conference took place on Thursday 25 November 2010. The conference was a huge success and an opportunity to promote Urban Sports and the 'Bridges Urban Sports Park Project'. Over sixty people attended the conference, including Belfast City Council partners, and representatives from Sport, Leisure, Education, Youth and Community backgrounds.</p> <p>A 'Steering Group' has been ongoing since this project started, between Parks and Leisure staff and members from BUS. The local PSNI, have agreed to sit in on steering group meetings planned prior to the opening of 'Bridges Urban Sports Park'.</p> <p>An action plan has been drawn up to aid the SDO in achieving all objectives as highlighted in the Letter of Offer. This action plan is set to be reviewed every 3 months from when the park becomes operational. A more detailed plan around activities and marketing opportunities will be brought back to committee prior to the launch of the park.</p>

<b>3.</b>	<b>Resource Implications</b>
	<p><u>Financial:</u> The financial requirements are in place as identified above and the SDO is working closely with the Project Management Unit, Business Support and SEUPB to ensure that all of the requirements of the funding are being met. The overall budget will be re-profiled on approval of the extension by SEUPB to ensure the performance objectives of the project are met and all eligible funding drawn down.</p> <p><u>Human Resources</u> The SDO is currently working with the internal steering group to address</p>

	<p>resourcing issues around anti social behaviour and service level agreements around maintenance requirements.</p> <p><u>Asset and Other Implications</u> When completed, the urban sports park will be an addition to the departmental/council asset portfolio and will require necessary maintenance and replacement budgets to be made in future financial estimates.</p>
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<b>4.</b>	<b>Equality and Good Relations Implications</b>
	Equality implications have been taken into account in the development of this project.

<b>5.</b>	<b>Recommendations</b>
	Members are asked to note the contents of the report and the progress of the project to date.

<b>6.</b>	<b>Decision Tracking</b>
	N/A

<b>7.</b>	<b>Key to Abbreviations</b>
	<p>BCC - Belfast City Council          SDO – Sports Development Officer          BUS – Belfast Urban Sports          SEUPB – Special EU Programmes Body          SLA – Service Level Agreement</p>

<b>8.</b>	<b>Documents Attached</b>
	None.

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	City of Belfast golf course: evaluation report
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Stephen Walker, Principal Parks and Cemeteries Development Manager

<b>Relevant Background Information</b>	
	<p>The Committee is reminded that at its meeting in January 2010 it received a report regarding the provision of fencing at the City of Belfast Golf Course. Members will recall that the request had originated from ongoing discussions with residents from the properties adjacent to the Golf Course, and their elected representatives from Newtownabbey BC; regarding damaged caused to property and the threat of injury to home owners, their family and visitors. In addition, discussions have been held with members of the Golf Club Committee.</p> <p>The Committee had been asked to approve a one off payment to the Golf Club Committee to erect a ball stop net. After consideration the Committee decision was not to approve the payment. In addition, the Committee asked for further information regarding the operation of the Golf Course and possible future use of the facility and asked that a further report be submitted for its consideration in due course.</p> <p>At the meeting the Committee asked for a report outlining the background to the facility, usage levels, costs and future development options.</p> <p>At present the course is jointly managed by the Golf Club Committee and Belfast City Council within a facilities management agreement. This agreement is due to expire in July 2011.</p> <p>The agreement dates back to 2005 and emerged following a series of committee reports between 2001 and 2005 which considered at that time a range of options including the disposal of the site. The outcome of those discussions was a facilities management agreement which sought to reduce the overall running</p>

	<p>cost of the facility.</p> <p>The current position is as follows:</p> <ol style="list-style-type: none"> <li>1. The facilities management agreement expires in July 2011;</li> <li>2. The issue of the ball stop netting has been raised again as the original planning decision not to grant approval has been over turned and planning approval has now been granted;</li> <li>3. The cost of the netting would be a minimum of £40,000;</li> <li>4. In addition, the existing Club House is an old porta-cabin which has reached the end of its functional life and needs to be replaced. The Club Committee has intimated that it is willing to undertake to provide a permanent structure but would require a long lease, in the region of 15 years to provide secure of tenure and to meet the terms of mortgage;</li> <li>5. The future designation of the land remains subject to clarification through BMAP with a final decision not expected until the summer of 2011, however since this was last considered by the Committee a report into the planning assessment commissioned by Estates has now been received. This considers the whole site and sets out some options for consideration.</li> </ol>
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	<p><b>Key Issues</b></p> <p>The current position as set out above presents the conditions for a review of the facility and for the Council to determine whether it wishes to retain a Golf Course at City of Belfast under a facilities management agreement or other lease arrangement or whether it wishes to close it and consider alternative uses of the site itself. It would therefore be inappropriate at this time to make a decision regarding the issue of the erection of ball stop fencing in isolation from a consideration of the future of the site in terms of whether we continue with a facilities management arrangement; enter into a lease arrangement or close the facility and consider alternative uses including disposal.</p> <p>To enable the proper consideration of all the issues to arrive at a decision regarding the future of the City of Belfast Golf Course it is proposed to hold a special meeting of the Committee early in the new year at a date to be agreed with the Chairman.</p>
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	<p><b>Resource Implications</b></p> <p><u>Financial</u> There are no financial implications at this time.</p> <p><u>Human Resources</u> There are no additional human resource implications at this time.</p> <p><u>Asset and other implications</u> There are no additional implications at this time.</p>
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	<b>Equality and Good Relations Implications</b>
	None.

	<b>Recommendations</b>
	It is recommended that the Committee note the report and agree to hold a special meeting in January 2011 to consider the matter.

	<b>Decision Tracking</b>
	A further report will be brought to a Special Meeting in January 2011 by the Principal Parks and Cemeteries Development Manager.

	<b>Key to Abbreviations</b>
	None.

	<b>Documents Attached</b>
	None.

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Development Brief on City Cemetery Gate Lodge, Whiterock Road (Fox's Lodge)
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure, Ext. 3400.
<b>Contact Officer:</b>	Ken Anderson, Estates Management Unit Stephen Walker, Principal Parks and Cemeteries Development Manager, Ext. 3510.

#### Purpose of Report

The purpose of this report is to establish a position regarding the future potential development of the Gate Lodge at the City Cemetery.

#### Relevant Background Information

Committee is being asked to consider the terms of a Development Brief for the rejuvenation of the Council's Gate Lodge which lies at the edge of the City Cemetery and fronts on to the Whiterock Road opposite Britton's Parade (See attached site map and site location plan at Appendix 1). The development of the building has been considered and discussed on several occasions. It had also been previously exposed to the market by way of a Development Brief. One of the key elements of the previous Brief was that the project should focus on the historical significance of the City Cemetery and the genealogy of the area.

The successful proposal at that time was from the Whiterock/Westrock Residents' Association. Unfortunately the Association was unable to finalise the arrangement and the former Head of Parks and Cemeteries Services reported this to the former Community and Recreation (Parks and Cemeteries Services) Sub-Committee on 28 November 2005 (copy minute attached at Appendix 2). The Sub-Committee at that time also agreed the preparation of an amended Development Brief which would have as its principal objective the restoration of the Gate Lodge in a sensitive manner which respected the nature of the immediate surroundings. While this allowed submission of proposals focussing on the historical significance of the City Cemetery and the genealogy of the area, it allowed for consideration of a wider range of proposals and types of appropriate development.

Following a further interim report to Committee a revised Development Brief was brought to the Strategic Policy and Resources Committee. Following representations from a Member the Committee determined to refer the matter back to the Parks and Leisure Committee for further consideration.

The attached revised draft Development Brief (Appendix 3) is now being presented to Members for consideration. This seeks to preserve the flexibility incorporated in the 2008 proposal but leaves the way open (at paragraph 3.1 c.) for interaction (if required) between the proposed development and the Cemetery. This could include uses which focus on historical and genealogical elements.

### **Key Issues**

The issues for Committee to consider are:

- This issue has been under consideration for a significant period of time without significant progress;
- The revised Development Brief aims to address previous concerns regarding restoration of the Gate lodge (Fox's Lodge) while preserving flexibility of potential use so as to attract maximum interest in the property;
- The current difficulties in the property market and a potential squeeze on grant aid make appropriate timing of release of the Development Brief to the market, difficult to judge.

### **Options**

The Committee has several options:

Option 1 is to issue a revised development brief in line with appendix 3;  
Option 2 is to amend the draft brief outlined at Appendix 3;  
Option 3 is to instruct Officers not to issue a brief at this time owing to market conditions; and  
Option 4 is to instruct Officers to have the building de-listed and demolished which would have an associated cost.

### **Resource Implications**

#### Financial

Disposal of the Gate Lodge, on lease, may raise an annual rent or a capital sum. This could generate possible income which would be set by Estates.

#### Human Resources

No need for additional human resources has been identified at this time.

#### Asset and Other Implications

This former dwelling and the immediately adjoining lands are unused by the Council and have fallen into extreme disrepair. The aim of the disposal is to enable the capital investment in the property by outside funders (private and/or public sector). The investment should in turn have a positive social and economic impact upon the

surrounding area.

<b>Equality and Good Relations Implications</b>	
	None.

**Recommendations**

It is recommended that the Committee approve the contents of a revised Development Brief and reference to the Strategic Policy and Resources Committee in accordance with Standing Order 46 for further approval prior to future marketing of the property. Further reference to Parks and Leisure Committee and subsequently Strategic Policy and Resources Committee would follow receipt and evaluation of any proposals submitted in response to the Brief.

**Decision Tracking**

Director of Parks and Leisure to liaise with the Director of Property and Projects to ensure reference to Strategic Policy and Resources Committee within three months of this Committee.

**Key to Abbreviations**

None.

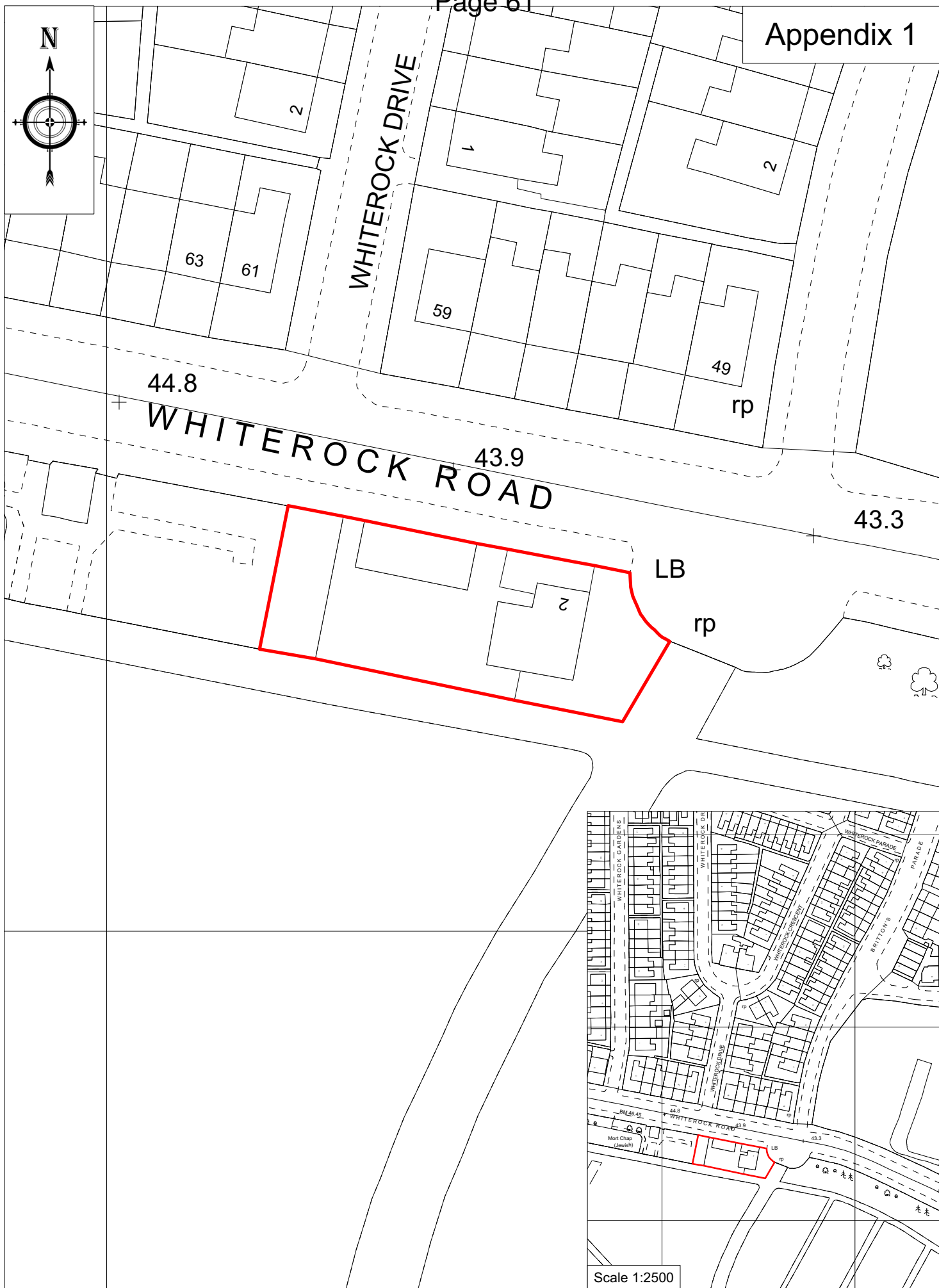
**Documents Attached**

Appendix 1 – Location map and site map showing subject property outlined red.

Appendix 2 – Extract from the Minute of the Community and Recreation (Parks and Cemeteries Services) Sub-Committee of 28 November 2005.

Appendix 3 – Revised Draft Development Brief

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Scale 1:500

Area 0.146 acres (589m<sup>2</sup>)

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437 Community and Recreation (Parks and Cemeteries Services)  
Sub-Committee, Monday, 28th November, 2005

**City Cemetery – Future Use of Gate Lodge at Whiterock Road**

The Head of Parks and Cemeteries Services reminded the Sub-Committee that the former Parks and Amenities Sub-Committee, at its meeting on 7th September, 1999, had agreed that a development brief be prepared and interest sought by public advertisement for the Gate Lodge located at the Whiterock Road which was an integral part of the City Cemetery. At that meeting, the Members had agreed also that the Estates Manager be requested to:

- (i) develop a brief for the City Cemetery Gate Lodge, the adjacent buildings and a former service yard on the Whiterock Road which would incorporate community and business development elements; and
- (ii) develop a method of assessing the proposals received which would:
  - (a) provide investment to initiate the rejuvenation of the local community;
  - (b) restore the Gate Lodge and adjoining buildings and service yard in a sensitive manner which respected the architecture and nature of the immediate surroundings;
  - (c) result in a project which would benefit the enhancement in the area;
  - (d) encourage visitors from both sides of the community; and
  - (e) develop activities to address the anti-social behaviour in the area.

At a subsequent meeting held on 9th May, 2000, and following a public advertisement, the Sub-Committee had agreed to proceed with a lease to the Whiterock/Westrock Residents' Association, subject to completion of an appropriate agreement to be prepared by the Director of Legal Services.

The Head of Parks and Cemeteries Services reported that, for various reasons and despite significant efforts, the Whiterock/Westrock Residents' Association had not been in a position to finalise and agree a specific proposal. The Gate Lodge and the nearby buildings continued to be a major eyesore and attracted significant anti-social elements and therefore it was necessary for the area to be tidied up at the earliest opportunity. He pointed out that currently there was a shortage of storage facilities within the City Cemetery and it was felt that part of the nearby defunct service yard could be utilised for this purpose. Bearing in mind the desire to link the use of the building with the activities in the City Cemetery but, at the same time being cognisant of the difficulty of funding a partner for this purpose, he suggested that a new brief be developed and advertised as had been previously, subject to a relaxation of those issues in relation to the City Cemetery. The brief would be amended to indicate that it would be the Council's desire that a scheme associated with the restoration of the Gate Lodge would be welcomed. He reported that the key assessment criteria of submissions would include:

**Community and Recreation (Parks and Cemeteries Services)  
Sub-Committee, Monday, 28th November, 2005**

**C  
438**

- (a) the provision of investment to assist the regeneration of the local community;
- (b) the restoration of the Gate Lodge, adjoining buildings and service yard on the Whiterock Road in a sensitive manner which respected the architecture and nature of the immediate surroundings; and
- (c) whilst not an obligatory requirement, the Council would welcome proposals which would be cross-community in nature and develop activities which would address anti-social behaviour within the City Cemetery.

Accordingly, he recommended that the Sub-Committee agree that the City Cemetery Gate Lodge situated on the Whiterock Road be advertised on the property market on the basis of the above-mentioned proposals.

The Sub-Committee adopted the recommendation.

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# BELFAST CITY COUNCIL



## DEVELOPERS BRIEF

**GATE LODGE  
CITY CEMETERY  
WHITEROCK ROAD  
BELFAST**

## **DEVELOPERS BRIEF**

### **GATE LODGE, CITY CEMETERY, WHITEROCK ROAD, BELFAST**

#### **1.0 INTRODUCTION**

- 1.1 This brief invites submissions from parties interested in putting forward development proposals for the Gate Lodge at Belfast City Cemetery for the purposes of a scheme which will provide benefit and advantage to both the City Cemetery and the local physical and social environment.
- 1.2 The site is in the ownership of Belfast City Council.

#### **2.0 LOCATION/ PROPERTY SITE DETAILS (see Map attached)**

- 2.1 The buildings are located within the boundaries of Belfast's City Cemetery, fronting onto the Whiterock Road.
- 2.2 The site area extends to approximately 0.15 acres (589 sq metres).
- 2.3 The main building on site is the former Gate Lodge which is reported to date from the 1860's. Located adjacent to the Gate Lodge are two outbuildings and a former enclosed service yard. The three buildings are in a severe state of dereliction.
- 2.4 The boundary wall fronting Whiterock Road is 'Listed' by the Department of the Environment, Environment and Heritage Service (EHS) as being of historic interest. A preliminary indication from EHS suggests they would consider construction of an appropriate access to the Gate Lodge site from Whiterock Road. Any new access should be in sympathy with the 'Listed' wall and would be subject to the normal statutory approval processes.

#### **3.0 OBJECTIVES**

- 3.1 The primary objective is to restore the Gate Lodge and adjoining buildings in a sensitive manner which respects the architecture of the original building and nature of the immediate surroundings in the City Cemetery. The more specific objectives are as follows:-

- a. Restoration of the Gate Lodge, and the remainder of the site in a sensitive manner which respects the architecture and nature of the immediate surroundings through good design and use of appropriate materials.
- b. The development should be consistent with its location on the periphery of the City Cemetery and should also incorporate measures which seek to minimise anti-social behaviour.
- c. The site should be developed as a physically self-contained entity with direct pedestrian and vehicle access to/from Whiterock Road. No parking will be permitted on any of the service roads within the cemetery and no direct vehicle access from the site to the Cemetery will be permitted. Pedestrian access from the development to the Cemetery may be afforded where the nature of proposed use is strongly linked to the historical significance or genealogy of the area.
- d. Mains services should be brought from Whiterock Road and any services currently through the cemetery should be terminated.
- e. The project should take account of the historical significance of the City Cemetery.
- f. Provide investment to stimulate regeneration and act as a touchstone for good urban renewal practice within the local community. The Council will consider a range of uses which may be either based on the social economy, residential or commercial use or a combination of these.
- g. Although not obligatory, the Council would welcome proposals which are cross-community in nature.
- h. The project must be financially and economically viable.

#### **4.0 TERMS OF DISPOSAL**

- 4.1 The development will be carried out on the basis of a Lease of the site by Belfast City Council for a term of 25 years. Developers should indicate if this term meets their requirements or state what alternative period may be required for their purposes.
- 4.2 Disposal will be by way of an Agreement for Lease with Lease to be granted on satisfactory completion of the development. The Agreement for Lease will contain time limits for commencement and completion of development. The terms of the Agreement for Lease will include provisions which allow the developer to take possession of the site, under Licence, to carry out the proposed development. Signature of the Agreement for Lease will be expected within six weeks of its issue. A deposit will become payable upon signature of the Agreement for Lease.
- 4.2 Financial bids are invited for the Lease of the site.

- 4.3 The terms of the Lease will restrict use of the buildings and yard to uses deemed compatible with Objectives stated in this Brief.
- 4.4 During the term of the Agreement for Lease and subsequent Lease the developer will be required to:-
- I. carry out developers proposals contained in response to this Brief as may be altered or amended with the agreement and written consent of Belfast City Council.
  - II. obtain in advance of development all necessary Planning and other statutory consents in relation to the construction and refurbishment of all or any buildings, structures and spaces.
  - III. abide by all bye laws and regulations in relation to building operations and subsequent use of the premises and the surrounding lands retained by the Council.
  - IV. pay fees and all other outgoings, including insurance and maintenance costs of the premises.
- 4.4 The developer will be required to obtain all necessary planning permissions and consents, erect and maintain all buildings, control building operations, abide by all regulations and pay fees and other outgoings, including insurance. It should be noted that within the Belfast Urban Area Plan 2001 the entire City Cemetery site is zoned for Landscape, Amenity or Recreation use. The draft Belfast Metropolitan Area Plan shows the Cemetery as a Local Landscape Wedge.
- 4.5 The developer will be required to conduct all necessary negotiations with the statutory bodies in respect of mains services, and must make their own enquiries and satisfy themselves as to the availability of services etc, and further satisfy themselves as to all the site conditions and constraints. The developer shall provide main foul sewer and water connections to the Whiterock Road.

**5.0 SUBMISSIONS WILL BE ASSESSED ON:**

- How the scheme meets the requirements set out in this Brief in particular as outlined in Paragraph 3.0.
- Financial bid.
- Design qualities.

**6.0 SUBMISSION**

6.1 Developers should submit two copies of documents giving the following information.

- Sketch layout plans of the site/buildings, indicating proposed uses.
- Written statement outlining the nature of the proposal, financial bid, source(s) of funding and development programme.

- Name of solicitor who will be acting in this matter.

6.2 Two Copies of Submissions should be sent to:

**The Estates Manager  
Belfast City Council  
Property and Projects Department  
Adelaide Exchange  
24-26 Adelaide Street  
Belfast BT2 8GD**

6.3 All proposals must reach the above address on or before **4.00 p.m.** on ??????.

*These particulars do not form any part of an Offer or Contract. While the statements contained in this brief are given in good faith and as a general guide to the property, the City Council cannot accept any warranty as to their accuracy. Interested parties are not entitled to place reliance on them as statements or representation of fact and must satisfy themselves by inspection or otherwise as to the correctness of each item. The City Council does not bind itself to accept any submission.*

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**Belfast City Council**

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Sport Northern Ireland - Community Capital Programme
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Stephen Walker, Principal Parks and Cemeteries Development Manager

<b>Relevant Background Information</b>	
	<p>The Committee will be aware that Sport NI operates a range of programmes and initiatives in line with its vision and strategic objectives to increase participation in sport and physical recreation, to improve sporting performance and to improve efficiency and effectiveness in the administration of sport. Sport NI has recently opened its Community Capital Programme. The anticipated budget will be £1.5m for the period 2011/12. The maximum award will be £245,000, with a small contribution expected from partner organisations.</p> <p>It is anticipated that 6 projects across NI will be awarded grant. A preliminary application is due to be completed by 1 December 2010 and it is anticipated that successful schemes will be announced in March 2011, a 'call off' list will be retained for two years, although there is no commitment on the part of Sport NI to fund any project on the 'call off' list. If the application is successful additional information will be required by 15<sup>th</sup> March 2011, this would include. Security of tenure and the necessary statutory approvals, where appropriate.</p> <p>The programme is targeted to support the needs of low capacity applicants and areas of historically low uptake of Sport NI funding. It will also prioritise those organisations and clubs who have not received Sport NI capital funding in the past 10 years.</p> <p>More comprehensive information on this programme and other Sport NI initiatives can be found at <a href="http://www.sportni.net">www.sportni.net</a></p>

<b>Key Issues</b>	
	<p>Council Officers have received several requests from a community organisation (North Queen St. Residents Association and the Ashton Centre), a sporting club (Shankill United Football Club) and a school (Aquinas Grammar) seeking Council support in respect of their proposed applications under this programme. Protocol requires that Council support requires Committee approval, however, owing to the time scales a preliminary and qualified letter of support from a Council Officer</p>

	<p>has been provided at this time.</p> <p>In two instances the requests for support are in respect of Council facilities, at North queen Street and at the Hammer Open Space. In both instances it is anticipated that if successful the applicant will require security of tenure on the site which normally means a 20-25 year lease and it may require some capital funding from BCC to meet the short fall.</p> <p>In each case it is the view of Officers that these projects will potentially benefit the local community in terms of improved facilities and increased participation levels. However, the committee is asked to note that:</p> <ol style="list-style-type: none"> <li>1. the business case has not yet been established;</li> <li>2. there are no technical drawings at this time;</li> <li>3. statutory approvals where required have not yet been sought;</li> <li>4. the estimated cost is not yet known and consequently the potential capital liability to BCC is not known;</li> <li>5. the future management and revenue implications are not yet known</li> </ol> <p>At this time, the Committee is asked to recognise the potential of the projects and to agree in principle to support them and to authorise Officers to work with the communities and group in support of the applications.</p>
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	<p><b>Resource Implications</b></p> <p><u>Financial</u> It is likely that there will be capital and potentially revenue implications, however, these are unknown at this time.</p> <p><u>Human Resources</u> There are no additional human resource implications at this time other than Officer time.</p> <p><u>Asset and Other Implications</u> If successful these projects would make a positive contribution to the level of sporting and recreational facilities within the local neighbourhood and would support the delivery of improvements in health and well being and community cohesion.</p>
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	<p><b>Equality and Good Relations Considerations</b></p> <p>There are no equality considerations at this time, however, in the production of any business case / sports development plan it would be expected that equality considerations would be taken into account.</p>
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	<p><b>Recommendations</b></p> <p>It is recommended that the Committee:</p> <ol style="list-style-type: none"> <li>1. Note the content of the report;</li> <li>2. Note the preliminary nature of the project;</li> <li>3. Agree in principle to support the projects subject to further clarification on matters relating to design of the proposal, obtaining the necessary statutory approvals, securing the necessary funding, adequate consideration of future management and revenue issues;</li> </ol>
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	<ol style="list-style-type: none"><li>4. Agree that Officers complete a Strategic Outline Case which would be forwarded to the Director of Property and Projects for consideration for inclusion on the Capital Programme;</li><li>5. Agree in principle to enter into appropriate arrangement which would provide security of tenure subject to further discussion and clarification and the agreement of Strategic Policy &amp; Resources in line with Standing Orders.</li></ol>
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	<b>Decision Tracking</b>
	Actions to be completed by the Principal Parks and Cemeteries Development Management by April 2011.

	<b>Documents Attached</b>
	None.

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Waterworks Community Garden
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director
<b>Contact Officer:</b>	Ricky Rice, Area North Parks Manager

<b>1.</b>	<b>Relevant Background Information</b>
	<p>Committee will recall that in February 2010 it approved a request from an organisation to create a community garden in the Waterworks.</p> <p>Grow is a non- profit organisation which has a mission to build community partnerships by increasing and enhancing community gardening. Grow works to promote and support all aspects of community food and gardening to improve people's lives by providing a catalyst for neighbourhood and community development and stimulating social interaction.</p>
<b>2.</b>	<b>Key Issues</b>
	<p>With support from Council officers and with funding from the Peace III programme, Grow successfully established the community garden, recruited participants and sustained participation. This has included support from a part-time community gardener, trained in community development and the Grow co-ordinator.</p> <p>To date, officers are satisfied that the garden has been well-managed and has further opportunity to develop its links in the local area.</p> <p>The group are now preparing for next year's growing season and is seeking support from the Council. It has made an application to the Good Relations Partnership for support on the good relations workshops as part of the programme. However, this will not cover running costs, some of the community engagement activity, the sessional costs for the community gardener and some co-ordination costs for Grow.</p> <p>Committee will be aware that work is ongoing to develop a strategy for allotments and community gardens. This is due to be presented to</p>

	<p>Committee in March 2011.</p> <p>In advance of this, it is proposed that interim one-off support is offered to Grow to sustain and further develop the community garden in the Waterworks. Given existing relationships and management arrangements, Grow is in a unique position to offer these services in the Waterworks on the basis of their track record in this particular community garden. Any future support will only be made in the context of the new strategy.</p> <p>As part of this, it is also recommended that Grow is requested to facilitate some training for Council officers on the principles of community gardening, in order to build the internal capacity for this area of work. Another suggested condition of the financial support is that Grow extends its community reach to work with young people in the area. An appropriate target on this can be negotiated with Grow and Council officers.</p> <p>Similar to the evaluation and reporting procedures of the Good Relations Partnership, Grow will be asked to demonstrate the impact of the support in an evaluation report and account for the financial support to Committee, following the programme.</p>
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<b>3.</b>	<p><b>Resource Implications</b></p> <p><u>Financial</u>  Total: up to £12,000. This is covered in revenue estimates for 2011/12.</p> <ul style="list-style-type: none"> <li>• Contribution to running costs (inc. insurance) £1,500</li> <li>• Contribution to community engagement activities £2,000</li> <li>• Sessional community garden costs £4,000</li> <li>• Grow co-ordination costs (inc. Council training workshops) £4,500</li> </ul> <p>Subject to:</p> <ul style="list-style-type: none"> <li>• 2 workshop sessions for Council staff on community gardening principles and techniques by October 2011;</li> <li>• Increased participation by local young people; and</li> <li>• An evaluation report to be completed by November 2011.</li> </ul> <p>As the aims and objectives of the Waterworks community gardens sit within the overall aims and objectives of the Programming Open Spaces project (funded by Peace III), there is potential that part of these costs can be recouped (up to end June 2011). However, this would be subject to the agreement of the Good Relations Partnership and the funding body SEUPB.</p> <p><u>Human Resources</u>  Officer time including participation in training workshops.</p> <p><u>Asset and Other Implications</u>  This project continues to sustain use the area of land in a more proactive and positive matter to improve quality of life for the surrounding community.</p>
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<b>4.</b>	<b>Equality Implications</b>
	None evident. The forthcoming strategy will be assessed in line with standard equality obligations.
<b>5.</b>	<b>Recommendations</b>
	It is recommended that the Committee approve the one-off financial support up to £12,000 to Grow to sustain and expand the Waterworks community garden in 2011, subject to an appropriate legal agreement to be drawn up by the Assistant Chief Executive and Town Solicitor between Grow and the Council.
<b>6.</b>	<b>Decision Tracking</b>
	Officer Responsible: Area Manager, North Area. All actions to be completed by December 2011.
<b>7.</b>	<b>Key to Abbreviations</b>
	None.
<b>8.</b>	<b>Documents Attached</b>
	None.

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Concerts at Lower Botanic 2011
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Rose Crozier, Head of Parks and Leisure
<b>Contact Officer:</b>	Alex McNeill. Park Manager

<b>1.</b>	<b>Relevant Background Information</b>
	<p>The Committee is asked to note that the Council has received a request for the use of Lower Botanic Gardens for a concert in June 2011, with an audience of approximately 20,000 people per day, from Eddie Wray, Director of PLM Promotions, Unit 11, Blaris Industrial Estate, Lisburn.</p>

<b>2</b>	<b>Key Issues</b>
	<p>The key issues for the Committee to note are:</p> <ol style="list-style-type: none"> <li>1. The Council wishes to promote the use of its parks and open spaces and where appropriate the use of these facilities for large events and concerts is permitted in line with the agreed events policy.</li> <li>2. In this instance the Council has received a request for the use of Botanic Gardens on 11 June 2011. The actual date remains to be finalised and there may be need for flexibility for an additional performance possibly on 10 June.</li> <li>3. The concert promoter is aware of the scale of charges for a concert. i.e. £2 per person for the first 11,000 and £3 for each person thereafter.</li> <li>4. The concert promoter is aware of the need for the payment of a Bond of Intent which must be completed prior to confirmation that the venue is available</li> <li>5. The event would be subject to the preparation of an event management plan which would cover all aspects of management including health and safety, access and shall comply with the current Events Policy</li> <li>6. The promoter will be required to ensure that the genre of the music shall be compatible with the locality prior to final agreement.</li> <li>7. A legal Agreement will be provided by the Assistant Chief Executive and Town Solicitor.</li> <li>8. The Concert promoter will be required to consult with local stakeholders such as Queens University, Lyric Theatre, etc.</li> </ol>

<b>3.</b>	<b>Resource Implications</b>
	<p><u>Financial</u> Bonds of Intent shall be paid to the Council before approval is given. The Scale of Charges shall be applied to the size of audience.</p> <p><u>Human Resources</u> There may be overtime required by staff to assist with the management of the proposed event which would need to be met from the fee charged.</p> <p><u>Asset and Other Implications</u> The promoter will ensure all minimal impact on Council property and they shall provide a Bond of Reinstatement prior to the event.</p>
<b>4.</b>	<b>Equality and Good Relations Considerations</b>
	None.
<b>5.</b>	<b>Recommendations</b>
	<p>It is recommended that the Committee grant permission to PLM Promotions to hold a concert in Botanic Gardens over two days in June 2011 subject to satisfactory terms, as discussed in this report, being agreed with the Director of Parks and Leisure and on condition that:</p> <ol style="list-style-type: none"> <li>i. the event organisers resolve all operational issues to the council's satisfaction;</li> <li>ii. an appropriate legal agreement is completed; and</li> <li>iii. the event organisers meet all statutory requirements including entertainment licences.</li> </ol>
<b>6.</b>	<b>Decision Tracking</b>
	All actions will be completed by the Area Manager (East) by July 2011.
<b>7.</b>	<b>Key to abbreviations</b>
	None.
<b>8.</b>	<b>Documents Attached</b>
	Appendix 1: Letter of request from Eddie Wray, PLM Promotions.

Dear Mr Hassard,

I would respectfully request to book Botanic Gardens on Saturday 11th of June 2011 for a music concert with the possibility of a second show on Friday 10th June.

We are planning a pop/mainstream-led music event that would feature one main headliner (chart-topping act) with support from up to 5 other mainstream music acts/artists.

Our company hosted the recent successful Fatboy Slim event at Giants Park, Dargan Road (North Foreshore) and have developed good relationship with Tom Cowan and Susan Quail and the team there.

We need to host this particular event in the city centre to maximize accessibility and attendance, particularly from the student populous of the city. We are however acutely aware of the sensitivities of the surrounding residential area and have always taken steps to ensure all such sensitive issues are dealt with appropriately.

We are also aware that a bond would be required for use of the gardens and we would of course provide a full management plan, event drawings and maps, H&S plans and work closely with your licensing department as well as providing full public and employers liability insurance of up to £10,000,000 and

We are prepared to offer for the use of Botanic Gardens the same deal that was in place for Giants Park which was £2 per person up to 12,000 people and then a further £3 per person thereafter... We have based this on a maximum capacity of 20,000 persons.

We work with two main security companies, Clubsec which is headed by Tony Agnew possibly the most experienced security official in the country as well as G4S, Belfast.

Reference to our competence in hosting large outdoor music events could be sought from Steven Hewitt head of Building Control and Licensing as well as the Health and Safety or Environmental Departments of Belfast City Council itself. We have many accolades from other officers and officials in other outlying areas of the country including many from the PSNI. (I have attached for your viewing.)

We are locally based and have a great event team of which our Production Director (Dave Sinton, Belfast Waterfront) and Health and Safety Officer Paul Scott have over 60 years experience between them in the events industry.

Our artist line up for the event is already in held for Saturday June 11<sup>th</sup> 2011 however confirmation of the venue is urgently required and of the utmost importance in order for us to progress the event and possibly find an alternative line up for Friday June 10<sup>th</sup> if appropriate.

Please pass on my thanks to Jillian and Alex from your department for the invaluable help and assistance they have afforded me.

If you require any further information please do not hesitate to ask.

Yours sincerely

Eddie



**Eddie 'Wray' Rowan**

Owner/Director

PLM Promotions:

T: +44 (0) 2892 667000

F: +44 (0) 2892 667020

Web: [www.plmpromotions.com](http://www.plmpromotions.com)



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**Belfast City Council**

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Proposed Event – NI Schools Cup “Quarter Finals Day”
<b>Date:</b>	09 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Paula Irvine, Outreach Manager

	<b>Purpose</b>
	To inform the Committee of a request from the Northern Ireland Schools Football Association (NISFA) to hold the quarter finals of the NI Schools Cup at Mallusk Playing Fields. To seek committee approval for the event to proceed and free use of the facilities be granted.

	<b>Relevant Background Information</b>
	The committee is asked to note that the Council has received (November 2010) a request from the (NISFA) to host the quarter finals of the NI Schools Cup at the City of Belfast Playing Fields (Mallusk). The event will have approximately 600 participants from schools across Northern Ireland. Approximately 25 schools have teams competing in the quarter finals. Age categories range from under 12's through to under 18's. A definite date has not yet been agreed but it is proposed that the event will take place week commencing 24 January 2011.

	<b>Key Issues</b>
	This is the first time the quarter finals will be held in a single location. The benefit of bringing the quarter finals to one location is that it will enhance and promote cross community participation and engagement through the medium of soccer.
	<b>Media Coverage</b>
	The NISFA has formalised a relationship to work in conjunction with the BBC and the Belfast Telegraph to raise the profile of the schools cup. Both will be present at the event ensuring media coverage. Raising the profile of the Schools Cup will have a positive effect on participation levels in schools.
	The NISFA have requested council representation at the later stage of the event

	<p>to make the draw for the semi finals, discussions are taking place regarding the possibility of televising the draw.</p> <p>The Community Parks Outreach Manager will liaise with corporate communications with regards to the potential media coverage and promoting the councils role.</p> <p><b>Event Management</b></p> <p>The event organisers will complete the agreed event management plan. It will address all relevant issues including health and safety to the satisfaction of Council officers.</p>
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	<p><b>Resource Implications</b></p> <p>Each school participating will cover the cost of their own transport and the sponsors of the NI Schools cup will cover the cost of the referees.</p> <p>Potential revenue for the use of the pitches is £327.00 however the committee are asked to note that the organisers have made application for free use of both the pitches and the ancillary facilities. Committee are also asked to note that the organisers have requested that 4 pitches be re-marked to accommodate junior football. As a result of this these pitches will need to be re-marked again in time for the weekend league fixtures.</p> <p>As the event will be held mid week there will be no displacement to regular users.</p> <p>It is estimated that the event will require 2 members of staff to supervise and assist with the allocation of dressing rooms. The ancillary facilities will then need to be cleaned afterwards for the weekend fixtures. Staffing costs for both is estimated at £138.00</p>
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	<p><b>Equality Implications</b></p> <p>It is expected that there are no equality implications to run the event.</p> <p>The competition runs at boys age groups U12, U14, U16, and U18 as well as girls at U18 level. The 600 participants represent a range of different age groups, gender, ethnic and religious background.</p>
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	<p><b>Recommendations</b></p> <p>The committee are asked to approve:</p> <ol style="list-style-type: none"> <li>1. That the quarter finals are held at Mallusk subject to the completion of an appropriate event management plan to the satisfaction of Council officers.</li> <li>2. That the event organisers are given free use of the pitches and subsequent facilities.</li> </ol>
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	<p><b>Decision Tracking</b></p> <p>All actions will be completed by Paula Irvine Community Parks Outreach Manager and Patrick Smyth Outdoor Leisure Officer by 31 January 2011.</p>
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	<b>Key to Abbreviations</b>
	NISFA – Northern Ireland Schools Football Association.

	<b>Documents Attached</b>
	N/A

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Shankill Leisure Centre Swimming Pool Repairs
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Adrian Walker, Leisure Operations Manager

<b>1.</b>	<b>Relevant Background Information</b>
	<p>The swimming pool at the Shankill Leisure Centre is in need of essential maintenance which will require closure for a period of 5 days and it is suggested that this takes place from Monday 20 December to Friday 24 December. The centre is to be closed as previously agreed for annual staff refresher training on Tuesday 21 December and therefore the request covers four days of operation.</p> <p>Centre Management have indicated that hairline fractures have been detected on a small number of tiles located within the pool tank.</p> <p>Furthermore the water balance (chemical content) has reached a level that will require a partial drain – down in order to rebalance the chemical levels. Total dissolved solids (TDS) have been recorded at 2000mg/l above source water level. This indicates a water imbalance and can lead to the pool surroundings becoming corroded if remedial action is not undertaken. In addition the ability to control the levels of combined chloramines becomes more difficult and can result in an unpleasant swimming experience due to the levels of ammonia within the water.</p> <p>A partial drain – down (2 – 3 feet) and subsequent refilling with fresh water will eliminate this issue.</p> <p>The partial drain down would also enable the tiling repairs to be undertaken within the pool tank and would permit adequate time for the remedial works to settle prior to re-commissioning.</p>

<b>2.</b>	<b>Key Issues</b>
	<p>The lead up to Christmas is traditionally the time when leisure centres undertake such repairs and it is expected that, if the recommendations are accepted, the swimming pool will be re-commissioned and open for business on Wednesday 29 December prior to an escalation in business during January.</p>

<b>3.</b>	<b>Resource Implications</b>
	<p><u>Human Resources</u> Appropriate staff will be afforded the option of using the closure as an opportunity to take annual leave. Alternatively additional training will be offered and deep cleaning around the wet side of the centre can be undertaken. No overtime is anticipated during this time.</p> <p><u>Asset and Other Implications</u> Alternative swimming availability at Falls Leisure Centre &amp; Grove Wellbeing Centre remains during this short closure and users of Shankill Leisure centre will be made aware of this</p>

<b>4.</b>	<b>Equality and Good Relations Implications</b>
	None.

<b>5.</b>	<b>Recommendations</b>
	It is recommended that Members approve the closure of the swimming pool at Shankill from 20 -24 December to allow for essential maintenance.

<b>6.</b>	<b>Decision Tracking</b>
	Leisure Operations manager to complete actions by end December 2010.

<b>7.</b>	<b>Key to Abbreviations</b>
	None.

<b>8.</b>	<b>Documents Attached</b>
	None.



### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	<b>Support for Sport Development Grants</b>
<b>Date:</b>	9 December 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Claire Moraghan, Sports Development Officer

#### Purpose

The purpose of this report is to inform Members of the decision taken by the Director of Parks and Leisure under delegated authority regarding Support for Sport small development and hospitality applications received during November 2010.

#### Relevant Background Information

Members will be aware that delegated authority was given to the Director of Parks and Leisure for Hospitality and Development applications requesting up to £3,000 and £1,250 respectively – including a one off equipment grant of £250.

#### Current context

The Director and relevant officer met on Monday 29 November 2010 to discuss Small Development applications and Hospitality applications under delegated authority.

The Small Development applications are listed in Appendix 1.  
The Hospitality applications are listed in Appendix 2.

Detailed applications are held in the Parks and Leisure Department and can be forwarded to Members on request.

A copy of each application will be available at Committee

#### Resource Implications

Financial

The table below indicates the amounts allocated from the 2010/2011 budget.

<b>Area</b>	<b>Total available</b>	<b>Allocated to date</b>	<b>Proposed allocation for November</b>	<b>Remaining after allocation</b>
Small Development	£120,000	£66,372	£8,084	£45,544
Hospitality	£31,000	£27,185	£2,200	£1,615

Human Resources

N/A

Asset and Other Implications

N/A

**Recommendations**

That members note the content of this report with regard to Support for Sport development and hospitality applications.

**Decision Tracking**

Sports Development Officer to arrange the award of all Support for Sport Small Grants by 30 December 2010.

**Key to Abbreviations**

None

**Documents Attached****Table of Recommendations**

Appendix 1: Small Development Applications November 2010

Appendix 2: Hospitality Applications November 2010.

Support for Sport Small Development grants December 2010

ID	Club/Organisation	Activity details	Breakdown	Recommendation and reason	Amount Recommended
D-541-11	Saint Agnes Hurling Club	Following the success of the U16 team a lot of the boys are moving up to U18 age group and currently they do not have provision for U18's so they are establishing an new section to keep them involved in the club and sport.	Facility Hire: £1280 Total: £1280-75%= £960	To support up to a maximum of £960, not representing more than 75% of the total running costs.	£960
D-542-11	Saint Agnes Gaelic Football Club	Establishing an intensive training programme for new section of U18's coming up through the club in partnership with County Antrim Board. 16 weeks are eligible for funding through the scheme.	Facility Hire: £960 Total: £960-75%= £720	To support up to a maximum of £720, not representing more than 75% of the total running costs.	£720
D-543-11	Blackie River Community Group	Linking with the Young at Hearts programme they wish to provide Tai Chi Classes and a ladies fitness club targeting the over 50's and those at risk of isolation and health problems. Based at St. Paul's Parish Centre and Blackie River Centre.	Coaching Costs: £750 Facility Hire: £225 Marketing Materials Total: £1003-75%=£753	To support up to a maximum of £753, not representing more than 75% of the total running costs.	£753
D-544-11	Cavehill Bowling Club	The Club wish to attract younger members into bowling and are providing coaching opportunities and age appropriate Tournament. They will utilise experienced bowlers within the club and encourage inter-generational development.	Coaching Costs: £576 Marketing Materials: £90 Medals: £467 Umpires:£200 Total: £1333-75%=£1000 +£250 Equipment	To support up to a maximum of £1000, not representing more than 75% of the total running costs + £250 Equipment.	£1000 +£250 Equipment grant
D-545-11	Leander Amateur Swimming Club	Learn to Swim programme. The club are trying to increase their junior base coming up through the club. They wish to train a volunteer up to level one coaching to assist with the programme. Facility Hire is not eligible as the pool is in Castlereagh.	Coach Education Costs: £650 Coaching Costs:£250 Facility Hire: Not Eligible Total: £900-75%=£675 +£250 Equipment.	To support up to a maximum of £675, not representing more than 75% of the total running costs +£250 Equipment.	£675 + £250 Equipment Grant

Support for Sport Small Development grants December 2010

D-546-11	Immaculata Amateur Boxing Club	Annual Boxing Tournament with Boxing Club from Dublin for male and female boxers aged 14 years and over on 18 December. They will use the event to showcase their club and boxers within the Falls Community. Ineligible costs: Payment for Star Guests.	Coaching Costs: £600 Medals and Trophies:£400 Total: £1000-75%=£750	To support up to a maximum of £1000, not representing more than 75% of the total running costs	£750
D-547-11	Instonians Cricket Club	6 week coaching, training and lifestyle sessions including batting, bowling, nutrition and tactics for talented cricketers aged 11 to 15 at RBAI Sports Hall. 18 participants expected.	Coaching Costs: £960 Facility Hire: £393 Total: £1333-75%=£1000	Support up to a maximum of £1000 of eligible costs.	£1,000
D-548-11	Cregagh Wanderers Youth Football Club	Coach education including IFA Goal Keeping Master class from Malcolm Roberts formally of Fulham FC leading to 12 coaches going through IFA Goal keeping certificate.	Coach Education:£600 Coaching Costs:£120 Facility Costs£250 Total £970-75%= £728	Support up to a maximum of £728 of eligible costs	£728
D-549-11	Deanby Youth Football Club	Club are starting a new section for 8-12 year old boys and girls based at St. Malachy's and Girls Model. They hope to add to their base of young footballers coming up to the U16 levels. A coach will go through IFA level 1 and First Aid.	Coach Education: £460 Facility Hire: £870 Total:£13330-75%=£998	Support up to a maximum of £998 of eligible costs	£998
<b>Total Allocated to Date</b>		<b>£66,372</b>	<b>Total Allocated this Month</b>	<b>£8,084</b>	<b>Overall Total £74,456</b>

Appendix 2 Support for Sport Hospitality December 2010

Ref	Club	Event Details	Event date	Recommendation
H-71-11	Cardinal O'Donnell's GAC	Event Celebration: The club became 2010 Antrim Junior Football Champions this year and wish to celebrate this significant event at City Hall on 4 March 2011.	4 March 2011 Venue - City Hall	Recommendation: £1800
H-72-11	The Belfast 2011 International Wheelchair Tennis event	Event has been running for 12 years and it is event hospitality/prize giving following the tournament It is recommended that the application be deferred until April 2011 and until the outcome of the event application to Support for Sport Events is Known	17 September 2011 Venue - Wellington Park Hotel	Recommendation: Deferred until April 2011/new financial year.
H-73-11	Immaculata Amateur Boxing Club	Event Hospitality following a boxing tournament against City of Dublin Boxing on 18 December at Immaculata.	18 December 2010 Venue - Immaculata Boxing Club	Recommendation: £400
<b>Total Allocated to Date</b>			<b>Total Allocated this Month</b>	<b>Overall Total</b>
<b>£27,185</b>			<b>£2,200</b>	<b>£29,385</b>

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