

Document Pack

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



7th February, 2014

MEETING OF PARKS AND LEISURE COMMITTEE

Dear Alderman / Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on **Thursday, 13th February, 2014 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
 - (c) Declarations of Interest
2. **Quarter 3 Finance Update (Pages 3 - 16)**
3. **Review of Support for Sport 2013/2014 (Pages 17 - 22)**
4. **Ligoniel Improvement Association (Pages 23 - 26)**
5. **Partnership Agreements (Pages 27 - 34)**
6. **Proposed Loughside Sports Educational Village (Pages 35 - 58)**
7. **Multi Use Games Area (MUGA) Programme (Pages 59 - 62)**
8. **Dog Enclosure at the Grove Park - Update (Pages 63 - 74)**
9. **Proposed Whiterock / Falls Park Allotment Sites (Pages 75 - 78)**
10. **Opening of the Sam Thompson Bridge (Pages 79 - 80)**

11. **High Hedges Review** (Pages 81 - 84)
12. **Seasonal Requirements / Posts of Grave Digger** (Pages 85 - 98)
13. **Out of Hours Leisure Centre Use** (Pages 99 - 100)
14. **Public Holiday Closures** (Pages 101 - 106)
15. **Female Soccer Provision in South Belfast** (Pages 107 - 110)
16. **Belfast Mela** (Pages 111 - 116)
17. **Request for the Use of Loughside** (Pages 117 - 118)
18. **Request for the Use of Whiterock Leisure Centre** (Pages 119 - 120)
19. **Request for the Use of Barnett Demesne** (Pages 121 - 122)
20. **Request for the Use of Victoria Park** (Pages 123 - 124)
21. **Pipe Band Event at Ormeau Park** (Pages 125 - 126)



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Financial Reporting – Quarter 3 2013/14 |
| Date: | 13 February 2014 |
| Reporting officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact officer: | Jacqui Wilson, Business Manager |

1. Relevant background information

The Strategic Policy and Resources Committee agreed on 18 June 2010 that:

- the Council would produce financial reporting packs for the Strategic Policy and Resources Committee and each Standing Committee on a quarterly basis
- the Budget and Transformation Panel would also receive monthly financial updates if there were any significant issues to report.

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 Department. It also provides a more detailed explanation of each of the relevant indicators covering the year to date and the year end forecast position.

The style and layout reflect much of the discussion and feedback arising from the members' financial training at the end of September 2010. As we previously advised the committee, we will continue to develop the style and contents of the reports in liaison with members.

Central finance and our departmental management team have worked together to develop the information within this financial reporting pack.

2. Key issues

The current performance in quarter three of the Parks and Leisure department shows a 0.9% variance against the year to date budget; i.e.; an over spend of £162k. This is 0.1% of a reduction on the previous quarter.

Due to the overspend position the Management team have considered

the areas of spend for the remainder of the year and have reduced spend in a number of areas and delayed some programmes to endeavour to meet the budget for 2013/14. However due to exceptional issues early in the financial year such as the Zoo being closed for Easter and the closure of Avoniel pool the department are still projecting an overspend by year end. That forecasted position has improved from last quarter and work is ongoing to ensure it is reduced further.

There are a number of key reasons for the over spend within the department as follows:

Utility costs are currently overspent by £27k and there are ongoing issues with the combined heat and power units within Leisure. The connection to the water mains in the Zoo cost £40k year to date which was not budgeted for and will continue to impact for year end.

Vehicle costs within Parks and Cemeteries are overspent by £62k against budget in quarter three as fuel budgets remain under pressure due to increased costs but it is hoped that this will be reduced by year end.

Compensation claims were £143k over budget by the third quarter. Again the timing of compensation claims is largely unpredictable but this budget will be significantly overspent by year end. The department continues to work with Legal Services to improve the reporting of incidents and ensuring these are managed effectively. A report last month to committee set out the proposal of a claims investigator to help reduce the level of claims.

Direct Employee expenses are overspent by 1.7% which relate mainly to overtime and agency costs. These continue to be monitored and hotspots challenged with managers. A number of new posts in relation to the Zoo review and Parks Operational reviews will assist in reducing the reliance on agency and overtime as well as a number of seasonal posts which will impact on outdoor leisure.

Income for Leisure Centres is back on target with fees and charges income £9k over budget. Promotional activities around membership campaigns have been running from December. Income from grant claims has also improved the overall performance.

Income from fees and charges at the Zoo is down 11% or £178k against budget. This is largely due to the loss of income due to closures over Easter. The good weather had helped increase visitor numbers in July however August and September were down on expected income. Income at the shop is also down £39k but a reduction on expenditure on supplies will continue to reduce this. The shop will continue to be tightly managed and a trading account is in place for the shop. Regular stock takes are in place and the current overspend is £14k.

Estates Unit income in relation to the Franchise agreement at the Castle and Malone House will continue to underperform as a new contract is

| | |
|--|--|
| | <p>now in place from June which reflects a reduced annual rate. Currently income for Malone House and Belfast Castle respectively is £67k and £88k below budget. However the subsidy at both sites continues to be managed and the net expenditure overspends at each are £11k and £31k.</p> <p>Income from Grants is over by £139k however the same amount of expenditure has been incurred to offset this. Income from fees and charges in Parks and Open Spaces is up by 11% or £210k which is from the crematorium (£60k) and events. However these increases do not offset the underperformance of the Zoo and Estates unit.</p> <p>Directorate support is forecast to be under spent by £50k due to posts remaining vacant. Delays in the ASB programme and some improvement work within Neighbourhood development will result in a £190k under spend. This includes income generated from the management fee in relation to Tree contracts with DSD and is projected to generate approximately £30k not budgeted for.</p> <p>The department will continue to monitor the variance between actual and budgeted expenditure/income during quarter three of the year.</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> |
|--|--|

| | |
|---------------------------------|---|
| 3. Resource Implications | |
| | There is a year to date over spend of £162k (0.9%) and a forecast overspend of some £120k (0.5%) by year end due to issues set out above. |

| | |
|--|-------|
| 4. Equality and Good Relations Implications | |
| | None. |

| | |
|---------------------------|---|
| 5. Recommendations | |
| | Members are recommended to note the above report and associated financial reporting pack. |

| | |
|-----------------------------|-----|
| 6. Decision Tracking | |
| | N/A |

| | |
|---------------------------------|---|
| 7.. Key to abbreviations | |
| | <p>CHP - Combined Heat and Power</p> <p>ASB - Anti Social Behaviour</p> <p>DSD - Department of Social Development</p> |

| | |
|-----------|--------------------------------------|
| 8. | Documents Attached |
| | Appendix 1: Financial reporting pack |











Parks and Leisure Committee



Quarterly Finance Report

Report Period: Quarter 3, 2013/14

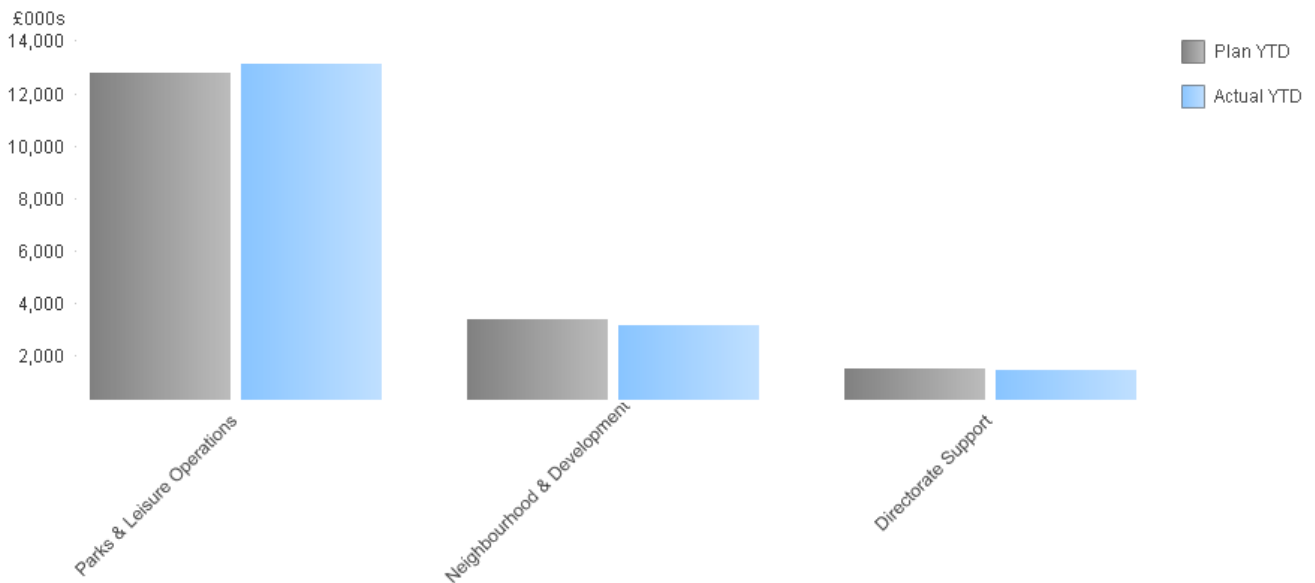
| Revision Record - Please complete to facilitate version control (table will be deleted in final version) | | | |
|---|---------------|---------|--------------------|
| Author | Creation Date | Version | Status |
| C Gillen | 15.01.14 | 1.0 | YTD Dashboard Only |
| | | | |
| Changed by | Revision Date | | |
| C Bateson | 30.01.14 | 1.1 | Compliance KPIs |
| C Bateson | 31.01.14 | 2.0 | Forecast Info |
| J Wilson | 31.01.14 | 3 | Commentary added |
| | | | |
| | | | |
| | | | |

Dashboard

| Revenue Section | | | | | | | Page |
|-----------------------------|---|---------------|-------------|--|--------------------|-------------|------|
| Service | YTD | YTD Var £000s | Var % | Forecast | Forecast Var £000s | Var % | 3&4 |
| Parks & Leisure Operations |  | 381 | 3.0% |  | 360 | 2.1% | |
| Directorate Support |  | (43) | (2.8)% |  | (50) | (2.5)% | |
| Neighbourhood & Development |  | (176) | (5.3)% |  | (190) | (4.2)% | |
| Committee Total |  | 162 | 0.9% |  | 120 | 0.5% | |

| Key Performance Indicators (KPI) | | | |
|----------------------------------|--------|--------|---|
| KPI | Actual | Target | |
| Compliant Purchases | 85.9% | 90.0% |  |
| Timeliness Of Goods On System | 67.7% | 75.0% |  |

Committee Net Revenue Expenditure: Year to Date Position



Commentary and action required:

The current performance in quarter three of the Parks and Leisure department shows a 0.9% variance against the year to date budget; i.e.; an over spend of £162k.

There are a number of key reasons for the over spend within the department as follows:

Direct Employee expenses are overspent by 1.7% which relate mainly to overtime and agency costs as reviews are implemented. These continue to be monitored and hotspots challenged with managers. A number of new posts in relation to the Zoo review and Parks Operational reviews will assist in reducing the reliance on agency and overtime as well as a number of seasonal posts which will impact on outdoor leisure.

Utility costs are currently overspent by £27k and there are ongoing issues with CHP within Leisure. The connection to the water mains in the Zoo cost £40k year to date which was not budgeted for and will continue to impact for year end.

Vehicle costs within Parks and Cemeteries are overspent by £62k against budget in quarter three as fuel budgets remain under pressure due to increased costs but it is hoped that this will be reduced by year end.

Compensation claims are £143k over budget in Parks and Cemetery Services by the third quarter. Again the timing of compensation claims is largely unpredictable but this budget will be significantly overspent by year end. The department continues to work with Legal Services to improve the reporting of incidents and ensuring these are managed effectively. A report last month to committee set out the proposal of a claims investigator to help reduce the level of claims.

Income for Leisure Centres is back on target with fees and charges income £9k over budget. Promotional activities around membership campaigns have been running from December. Income from grant claims has also improved the overall performance

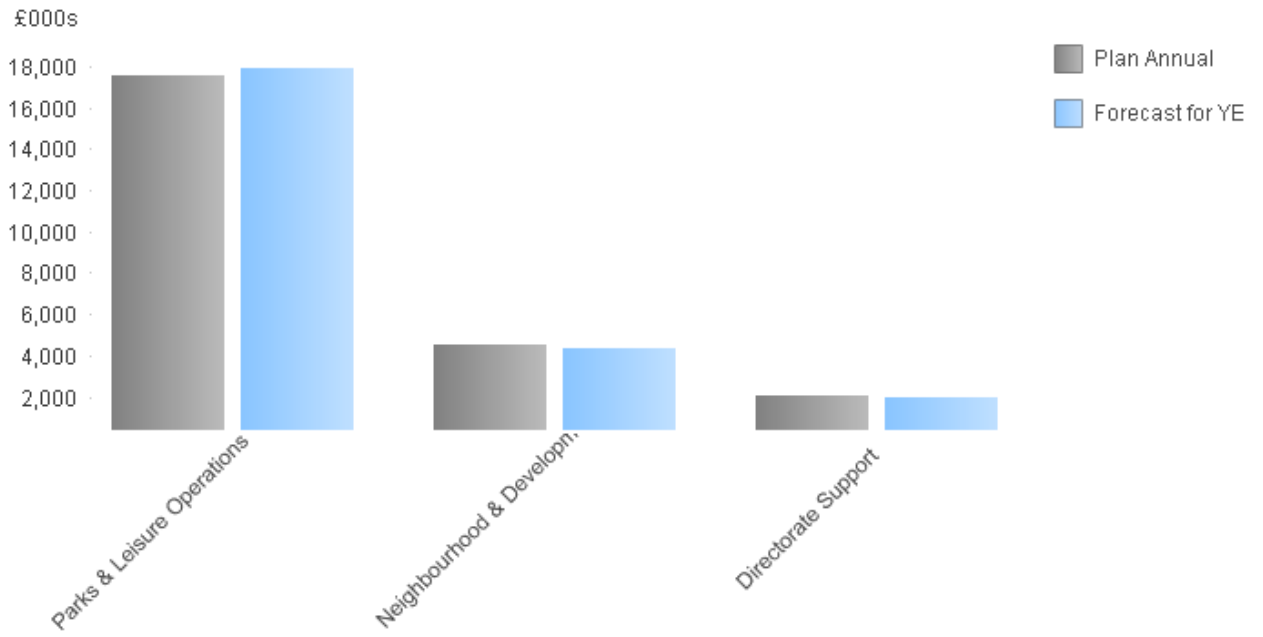
Income from fees and charges at the Zoo is down 11% or £178k against budget. This is largely due to the loss of income due to closures over Easter. The good weather had helped increase visitor numbers in July however August and September were down on expected income.

Income at the shop is also down £39k but a reduction on expenditure on supplies will continue to reduce this. The shop will continue to be tightly managed and a trading account is in place for the shop and regular stock takes are in place the current overspend is £14k.

Income in relation to the Franchise agreement at the Castle and Malone House will continue to underperform as a new contract is now in place from June which reflects a reduced annual rate. Currently income for Malone House and Belfast Castle respectively is £67k and £88k below budget. However the subsidy at both sites continues to be managed and the net expenditure overspends at each are £11k and £31k

Income from Grants is over by £139k however the same amount of expenditure has been incurred to offset this. This is purely a timing issue and should be resolved for year end. Income from fees and charges in Parks and Open Spaces is up by 11% or £210k which is from the crematorium (£60k) and events. However these increases do not offset the underperformance of the Zoo and Estates unit.

Committee Net Revenue Expenditure: Forecast for Year End (YE)



Commentary and action required:

The yearend forecast for the department at Quarter three is reported as £120k overspent; Leisure £100k, Parks & Cemeteries £260k Neighbourhood Development £190k under spent and Directorate under spent by £50k

The key reasons for the overspend is:

Leisure Centres income from fees and charges has been under pressure for the last few years and although memberships are increasing there is a higher increase with the concessionary memberships which results in less income per user. Due to the closure of Avoniel and maintenance upgrades of facilities within Ballysillan and Shankill it is forecast that the service will be approximately £50k under its budgeted income. However the service will continue to try and recover this through ongoing promotions etc

Utility costs continue to be a concern for the department and despite the issue with the Zoo borehole being resolved and Avoniel Pool refurbished these costs are rising. It is forecast that the department will be approximately £90k over budget in this area: Leisure centres £50k and the Zoo £40k.

Compensation Claims within Parks and Cemeteries are forecast to be £150k over budget by the end of the year. The Service continues to work with Legal services to reduce the number of claims coming through however the bulk of current claims are historical.

Income from the Crematorium and from events in Parks not budgeted for is forecast that £140k of additional income will be generated.

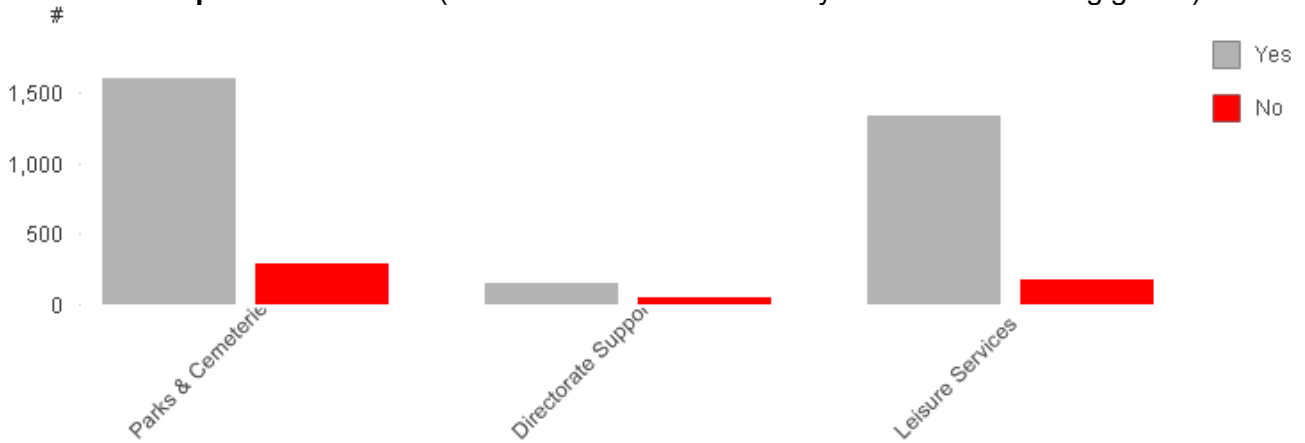
Income from the Zoo is expected to be down by £160k and Estates by £50k due to the reduced franchise fee.

Directorate support is forecast to be under spent by £50k due to posts remaining vacant. Delays in the ASB programme and some improvement work within Neighbourhood development will result in a £190k under spend. This includes income generated from the management fee in relation to Tree contracts with DSD and is projected to generate approximately £30k not budgeted for.

Key Performance Indicators (KPIs): Procurement Compliance

Procurement Compliance refers to the purchases that are made in compliance with the standard procure to pay process in BCC. These processes help ensure that our creditors are paid in a timely fashion and our accounts are accurate and up to date. The following indicators are intended to give a flavour of how well we are doing at adhering to the processes.

Indicator 1: Compliant Purchases (Purchase order created on system before ordering goods)



The impact of ordering goods without a purchase order being created on the system are that a) the authorisation for purchasing goods has not gone through the proper channels, b) incomplete records are available and decisions are being made based on information that is not correct and c) suppliers whose invoices do not have purchase orders take longer to pay and this contravenes an objective of the investment programme, negatively affecting supplier relationships with BCC.

Commentary and action required:

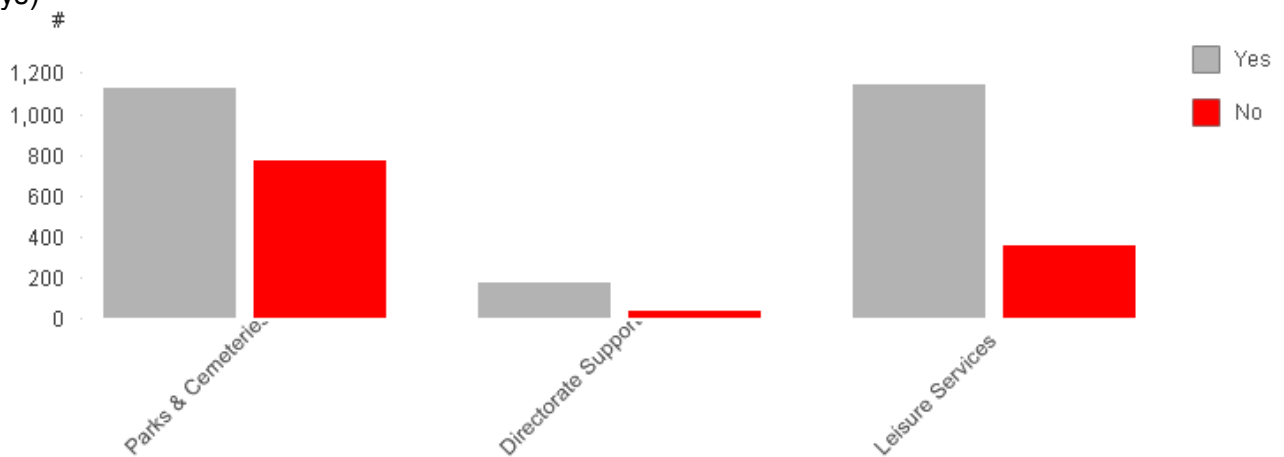
| | Yes | No | Total | % Compliant |
|---------------------|--------------|------------|-------------|--------------|
| | 3,096 | 509 | 3605 | 85.9% |
| Parks & Cemeteries | 1,608 | 288 | 1896 | 84.8% |
| Directorate Support | 157 | 48 | 205 | 76.6% |
| Leisure Services | 1,332 | 174 | 1506 | 88.4% |

The Parks and Leisure Department is 85.9% compliant in relation to raising purchase order on the system prior to receiving goods and the supplier invoicing for them and this is up on the previous quarter.

The department is monitoring performance on a monthly basis and identifying any areas where there is non-compliance and reinforcing the policy.

Key Performance Indicators (KPIs): Procurement Compliance

Indicator 2: Timeliness of Goods on System (Goods received and marked received on system within 5 days)



The impact of not marking goods as received onto the system is that a) BCC records of goods on site are not up to date and b) there is a risk that a department might overspend its budget as goods have been received but are not showing against the budget and c) it can take longer to pay the suppliers invoices and this contravenes an objective of the investment programme, negatively affecting supplier relationships with BCC.

Commentary and action required:

| | Yes | No | Total | % Compliant |
|---------------------|--------------|--------------|-------------|--------------|
| | 2,441 | 1,164 | 3605 | 67.7% |
| Parks & Cemeteries | 1,124 | 772 | 1896 | 59.3% |
| Directorate Support | 171 | 34 | 205 | 83.4% |
| Leisure Services | 1,148 | 358 | 1506 | 76.2% |

The Parks and Leisure Department is 68% compliant in relation to goods receiving orders on the system prior to the invoiced being received

The department is monitoring performance on a monthly basis and is identifying any areas where there is non-compliance to reinforce the policy. On occasions the delivery note is also the invoice and this note would normally generate the goods received on the system. Also in relation to supply of services the receipt of the invoice is the document that informs managers that the service has been completed. The department is continuing to work on these issues and also reinforcing the process with our suppliers.

Parks & Leisure Committee

| Service | Section | Plan YTD £000s | Actual YTD £000s | Variance YTD £000s | % Variance | Annual Plan 2013/2014 £000s | Forecast for Y/E at P9 £000s | Forecast Variance £000s | % Variance |
|-----------------------------|------------------------------|----------------|------------------|--------------------|---------------|-----------------------------|------------------------------|-------------------------|---------------|
| Total | | 17,619 | 17,781 | 162 | 0.9% | 24,097 | 24,217 | 120 | 0.5% |
| Parks & Leisure Operations | Total | 12,758 | 13,139 | 381 | 3.0% | 17,539 | 17,899 | 360 | 2.1% |
| Parks & Leisure Operations | Estates Management | 208 | 259 | 51 | 24.3% | 342 | | | |
| Parks & Leisure Operations | Leisure Centres | 5,727 | 5,830 | 103 | 1.8% | 7,884 | | | |
| Parks & Leisure Operations | Parks & Cemetery Services | 6,390 | 6,428 | 38 | 0.6% | 8,457 | | | |
| Parks & Leisure Operations | Zoo | 433 | 622 | 188 | 43.5% | 856 | | | |
| Directorate Support | Total | 1,510 | 1,468 | (43) | (2.8)% | 2,014 | 1,964 | (50) | (2.5)% |
| Directorate Support | Bereavement Administration | 191 | 181 | (10) | (5.2)% | 255 | | | |
| Directorate Support | Directorate Support | 1,319 | 1,287 | (33) | (2.5)% | 1,759 | | | |
| Neighbourhood & Development | Total | 3,351 | 3,175 | (176) | (5.3)% | 4,544 | 4,354 | (190) | (4.2)% |
| Neighbourhood & Development | Anti Social Behaviour | 240 | 134 | (106) | (44.3)% | 254 | | | |
| Neighbourhood & Development | Landscape & Planning | 1,464 | 1,619 | 155 | 10.6% | 2,139 | | | |
| Neighbourhood & Development | Leisure Development | 547 | 454 | (93) | (17.1)% | 645 | | | |
| Neighbourhood & Development | Open Spaces & Active Living | 547 | 497 | (50) | (9.1)% | 661 | | | |
| Neighbourhood & Development | P&C Development | 104 | 86 | (18) | (17.2)% | 140 | | | |
| Neighbourhood & Development | Policy & Business Devpt Unit | 448 | 385 | (63) | (14.1)% | 705 | | | |

This page is intentionally left blank



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Support for Sport Interim Review 2013/14 |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks & Leisure |
| Contact Officer: | Claire Moraghan, Sports Development Officer |

| | |
|----------|---|
| 1 | Relevant Background Information |
| 1.1 | Members will be aware that Support for Sport has been assisting sports clubs and community organisations develop sport and increase participation for over a decade. |
| 1.2 | Since 2005 the Director of Parks and Leisure has held delegated authority to approve support for sport hospitality, small development grant awards, and more recently Club Mark payments and Individual grants. Members, each year, approve a limited number of large development grant awards. |
| 1.3 | At Committee on 12 September 2013 members approved the transfer of the Support for Sport Grants to the Central Grants Unit with the evaluation and approval process remaining with the department. |
| 1.4 | The application process for the first tranche of funding for 2014/15 financial year has already closed with 152 applications submitted for assessment. The applications will be presented to members in April 2014 for information. |
| 1.5 | Members have also requested a breakdown of the current financial year allocation. |

| | |
|----------|--|
| 2 | Key Issues |
| 2.1 | <p>The Support for Sport Priorities for funding are:</p> <ul style="list-style-type: none"> • The education of coaches and volunteers • Increased opportunities for women and girls, disabled and older people • Promoting sport and physical activity as a social integration and health improvement tool • The need to address any imbalances in applications across the City. |
| 2.2 | <p>It is estimated that there are over 19,000 club members benefiting from the 150 successful applications made to the small grant scheme. This is a 3,000 increase from 2012/13 and from this 13,794 are male (up from 11,671) and 5,300 female members (up from 5010).</p> |

2.3 Table 1 below shows the breakdown of awards made in 2012/13.

Table 1 Breakdown of awards per category and priority group

| Category | No. of Awards | Total Amount |
|---|---------------|-----------------|
| Small Development (£1000 + £250 Equip) | 150 | £134,020 |
| Large Development (£5,000) | 7 | £35,000 |
| Hospitality | 23 | £25,290 |
| Individual Grants (13 sports represented) | 34 | £15,000 |
| Club Mark awards | 17 | £10,500 |
| | Total | £219,810 |
| Small Grant Breakdown | | |
| New Clubs/sections | 20 | |
| No. of coaches qualified | 303 | |
| No. of diversionary programmes | 15 | |
| Women/Girls Groups | 21 | |
| Disability Groups | 7 | |
| Older people | 6 | |
| No. of equipment grants | 28 | |
| No. of Sports supported | 29 | |

2.4 The trend in funding by area and sport over the last three years is identified in Appendix 1. The data shows that in the current financial year (2013/14) there is a similar spread in small development awards in the East and West of the city with a slightly higher proportion going to North Belfast. However clubs applying from the South area has reduced from previous years. This could somewhat be explained in that a significant number of the clubs applying from the south also view themselves as being citywide due to the spread of their members and facilities they use for training.

2.5 The data also highlights a significant level of support for Association Football, totalling 51 applications although this does reflect the high number of football clubs across the city in comparison to other sporting disciplines.

2.6 **Support for Sport moving forward**
Targeted workshops were conducted during November and December 2013 to inform and prepare clubs for the new application process through the CGU. It is anticipated that the second tranche will reopen in May 2014 for funding commencing from September.

3 Resource Implications

3.1 Financial
Members should note that the annual budget has remained the same for the Support for Sport Scheme for the last 10 years.

3.2 Human Resources
None

3.3 Asset and Other Implications
Not Applicable.

| | |
|----------|---|
| 4 | Equality and Good Relations Considerations |
| 4.1 | Following the review of Support for Sport, the revised scheme has undergone equality screening in accordance with Council requirements. This process has 'screened out' the revised scheme, identifying only minor, positive equality impacts, and determining that there is no requirement to proceed to Equality Impact Assessment. |

| | |
|----------|---|
| 5 | Recommendations |
| 5.1 | Members are asked to note the content of this report and agree that a further report is brought before Committee in 12 months to give an analysis of the full financial year and to assess the impact of the centralised programme. |

| | |
|----------|--------------------------|
| 6 | Decision Tracking |
| None. | |

| | |
|---------------------------|-----------------------------|
| 7 | Key to Abbreviations |
| CGU – Central Grants Unit | |

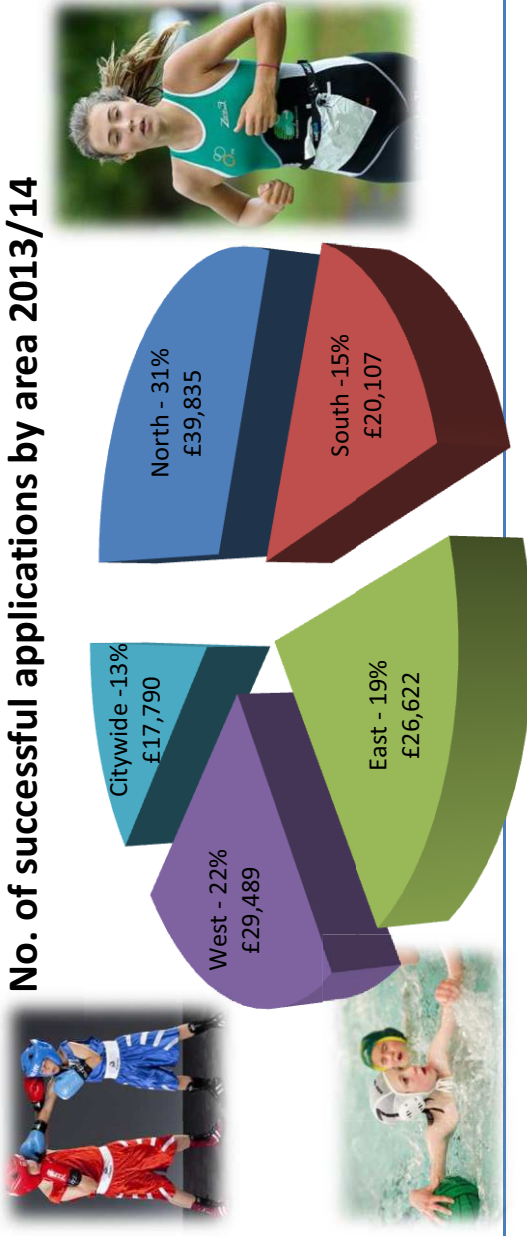
| | |
|---|---------------------------|
| 8 | Documents Attached |
| Appendix 1: The trend in funding by area over the last three years 2011/12 to 2013/14 and the allocation made by sport. | |

This page is intentionally left blank

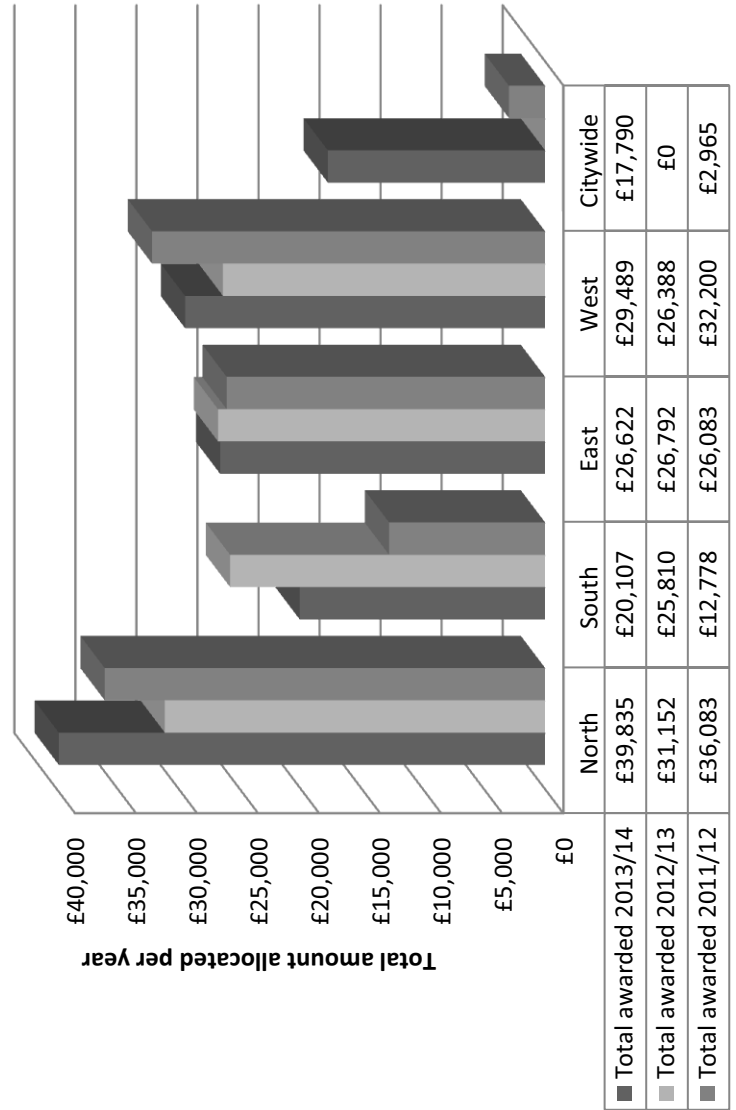
Small Support for Sport Grants by sport

| Sport | No. Applications | Total awarded |
|----------------|------------------|-----------------|
| Asso. Football | 51 | £44,891 |
| Athletics | 4 | £3,569 |
| Basketball | 6 | £5,413 |
| Boccia | 1 | £900 |
| Bowls | 6 | £5,079 |
| Boxing | 14 | £12,812 |
| Canoeing | 1 | £1,000 |
| Cricket | 5 | £5,250 |
| Cycling | 1 | £638 |
| Dance | 1 | £1,000 |
| Darts | 1 | £1,250 |
| Fencing | 1 | £1,000 |
| Fitness | 1 | £956 |
| Gaelic Sport | 9 | £8,419 |
| Golf | 1 | £1,210 |
| Gymnastics | 3 | £2,813 |
| Hockey | 2 | £1,788 |
| Multi-sports | 11 | £9,653 |
| Netball | 4 | £2,671 |
| Rugby | 3 | £2,898 |
| Snooker | 1 | £880 |
| Squash | 2 | £1,240 |
| Sub aqua | 1 | £1,250 |
| Swimming | 5 | £4,744 |
| Table Tennis | 4 | £3,000 |
| Tennis | 5 | £5,115 |
| Volleyball | 1 | £1,000 |
| Waterpolo | 4 | £2,981 |
| Wrestling | 1 | £600 |
| Total | 150 | £134,020 |

No. of successful applications by area 2013/14



3 Year trend of small grants across areas of Belfast





Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | Ligoniel Park – Boodle’s Dam and Community Engagement |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director Parks and Leisure |
| Contact Officer: | Caroline Wilson, Neighbourhood and Development Manager |

| | |
|-----------|---|
| 1. | Relevant Background Information |
| | <p>Boodles Dam is located off the Mountain Hill Road in Ligoniel Park. It is likely that the reservoir was constructed circa mid 1800’s for industrial use.</p> <p>Boodle’s Dam As reported in January 2014 Committee in line recommendations in the Reservoir report produced by URS Infrastructure and Environmental Ltd, works will soon be undertaken to drain, infill and re-develop the impoundment.</p> <p>Ligoniel Improvement Association (LIA) and Belfast Hills Partnership</p> <p>LIA works closely with Belfast Hills Partnership in developing education and environmental programmes both in Ligoniel Park and the area surrounding. The Chair, John Gray, has written to the Director of Parks and Leisure seeking to establish an organisational relationship with the Council to improve linkages between the Ligoniel Park and other open spaces in the neighbourhood.</p> <p>In discussion with LIA, they have indicated that they would be able to support community engagement around this urgent Boodle’s Dam issue. This would also enable the Council and LIA to examine the potential for a wider relationship on the ongoing development and management of the park.</p> |

| | |
|-----------|--|
| 2. | Key Issues |
| | <p>Terms of Reference</p> <p>If the Committee is agreeable to this proposal, it is suggested that the Council convenes a joint working group, initially comprising BCC officers, LIA representatives and Belfast Hills Partnership. The purpose of the joint working group is to:</p> <ul style="list-style-type: none"> – Support Council officers in the communication of the safety issues at Boodle’s Dam to the public; – Facilitate community engagement on plans for the dam and wider development issues for Ligoniel Park; – Present a development proposal and annual animation plan to Committee, linking to the agreed management plan and identifying resources, where appropriate by September 2014; and – Establish a partnership delivery group thereafter, to oversee and support the delivery of the plan, as agreed by Parks and Leisure Committee. <p>As part of the development proposal and annual plan, the group would be expected to identify necessary resources (including sourcing external funding) and seek approval from Committee on its delivery.</p> <p>Proposed objectives</p> <p>The group would be committed to:</p> <ul style="list-style-type: none"> – Promoting a wider sense of ownership of the park by the community – Making the park a safer place and using the asset to contribute to a safer environment – Encouraging greater use of the park and contributing to improving health and well being in the neighbourhood – Encouraging inclusive and diverse participation in its community engagement and plan delivery. <p>Membership</p> <p>It is proposed in the first phase the working group comprises BCC officers, Belfast Hills Partnership and LIA representatives. In the establishment of the partnership delivery group at the next stage, it is anticipated that a wider membership will be proposed to Committee for its consideration.</p> <p>Benefits to Council</p> <p>There are a number of key benefits to the Council in working collaboratively with LIA and Belfast Hills Partnership in this way:</p> <ul style="list-style-type: none"> – Effectively discharges its safety obligations at Boodle’s Dam with |

| | |
|--|--|
| | <p>community support</p> <ul style="list-style-type: none"> – Encourages local civic stewardship in Ligoniel Park, to protect the Council's asset and local biodiversity – Links the Council's programme of work to established LIA's existing networks e.g. with schools – Links the Council's programme of work to Belfast Hills Partnership's strategic plan – Potentially draws down additional external funding for capital and revenue proposals – Fulfils Green Flag standard principles for 'good' community engagement – Contributes to wider strategic outcomes related to promoting healthy living, protection of the environment and vibrant, safe neighbourhoods. <p>It is expected that the joint working group would provide a review of its progress to Committee within 12 months of its establishment, i.e. by October 2015.</p> |
|--|--|

| | |
|-----------|---|
| 3. | Resource Implications |
| | <p><u>Financial</u> Community engagement expenditure within revenue budgets.</p> <p><u>Human Resources</u> None</p> <p><u>Asset and Other Implications</u> Boodle's Dam to be completely abandoned, in-filled and re-developed, following a community engagement process, no later than end September 2014. Allocation has been made for this within maintenance budgets 2014/15. As asset owner, any further asset-related developments will be presented to Committee for its consideration, prior to implementation.</p> |

| | |
|-----------|--|
| 4. | Equality Implications |
| | <p>There are no equality and good relations implications at this stage. Screening of any emerging development proposal and annual plan will be undertaken in the future.</p> |

| | |
|-----------|--|
| 5. | Recommendations |
| | <p>Committee is asked to agree that:</p> <ul style="list-style-type: none"> – A community engagement process to determine the re-development of the impoundment (dam) is facilitated in partnership with Ligoniel |

| | |
|--|--|
| | Improvement Association (LIA) and Belfast Hills Partnership; – A working group to examine a wider development plan is convened by Council officers. |
|--|--|

| | |
|-----------|--|
| 6. | Decision Tracking |
| | Responsible Officer: Neighbourhood and Development Manager. Actions to be completed by September 2014 |

| | |
|-----------|--|
| 7. | Key to Abbreviations |
| | LIA – Ligoniel Improvement Association |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None. |



Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | Partnership Agreements – Engagement on ‘Draft Playing Pitches Agreement Policy’ |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks & Leisure |
| Contact Officers: | Caroline Wilson, Neighbourhood and Development Manager Maria McAleer, Policy and Business Development Officer |

| | |
|-----------|--|
| 1. | Relevant Background Information |
| | <p>Members will be aware that over the years the Council has reviewed ‘facility management agreements’ (FMAs). In 2011 it was agreed that a fundamental revision was needed and a framework and set of criteria established to ensure requests for such arrangements would be assessed on a consistent basis.</p> <p>The draft Playing Pitches Agreements policy (attached at appendix one) seeks to provide the flexibility required to enable mutually beneficial partnership arrangements to be developed that add value to the Council’s service delivery, balancing public access with dedicated use. This was considered and agreed by Committee in December 2012.</p> <p>In September 2013, Council agreed to undertake an engagement process with relevant partners to consider this draft policy.</p> |

| | |
|-----------|--|
| 2. | Key Issues |
| | In October 2013, three engagement workshops took place at Council venues citywide with over 50 participants. At each workshop, Council Officers gave a |

presentation on partner agreements, the draft policy which only applies to standard grass pitches and the outcomes Council is seeking to achieve.

Independent facilitators from the Interaction Institute for Social Change (IISC) facilitated discussion around these areas. The workshops provided an opportunity to hear the views of and engage with current partners (FMAs holders, representative bodies and sporting codes from all levels) on the draft policy.

IISC summarised the key issues arising from the consultation:

Overall policy direction:

- More clarity is required around the details of the proposals to enable partners to provide more detailed feedback on potential implications. That said, some felt that the *“partnership agreements are a good idea as they could assist in ensuring better and more efficient usage of pitches”*.
- There was also support for the Council's wider objectives of trying to enhance inclusion, address inequalities, promote participation and enhance wellbeing across the city.
- Some participants felt if the overall responsibility for pitch upkeep resides with the Council that this could work out better for the clubs.
- There was concern that the policy may take little account of the increase in usage which has taken place over the last few years. Over the years many FMA holders have built up good working relationships with council parks and leisure staff. There was some concern that the new arrangements may not ensure continuity in terms of the provision of skilled and knowledgeable Council staff that play a pivotal role at in ensuring standards and quality of provision at grass pitches across Belfast.
- The issue of provision for intermediate level was raised and it was noted that there is little available at the moment. It is therefore *“important that governing bodies work in partnership with the Council and grass roots to solve problems”*, particularly in relation to the rules and regulations of the various sporting associations.
- There was a broad agreement amongst consultees that increased grass pitches provision was needed and that the welcome introduction of 3G will not fully address this issue.

Future criteria for partner agreements:

- Questions raised were around what the criteria for applications will be, with a suggestion that flexibility will be required in terms of how policies / assessments are applied to specific issues and contexts.
- The issue of how a small club could run a big facility was raised with participants asking if there are likely to be options such as portioning up larger sites or having an agreement with one club to take on just one or two pitches.

Pitches management:

| | |
|--|---|
| | <ul style="list-style-type: none"> • Many of the questions raised were to do with the details of who would run the site, with queries on specific tasks such as pitch marking, setting up pitches for games and cleaning up afterwards. • There were questions as to how a new centralised system would work in practice. Concerns were expressed about the potential for conflict over bookings and it was suggested that changes in the current booking system is required. <p>Specific sporting code related issues.</p> <ul style="list-style-type: none"> • Improved provision for rugby was raised as an issue. • There was concern over how cricket provision at City of Belfast Playing Fields at Mallusk will be managed as there are currently two teams using it. <p>Next steps</p> <p>Following the initial engagement stage, it is proposed that officers continue discussions with relevant partners including current FMA holders, Sports NI and sporting associations.</p> <p>This will allow a full examination of the complex issues emerging from recent engagement and for a robust partnership agreements framework to be brought back to Committee for its consideration. This framework will include arrangements for capacity-building, seeking expressions of interest, distributing grant-aid, facilitating bookings systems and maintenance of pitches. It will also consider issues related to intermediate provision.</p> <p>The Council is currently finalising the update of the baseline study on supply and demand for pitches in the city. This is a useful context piece for the next stages of development of the partnership agreements.</p> |
|--|---|

| | |
|-----------|---|
| 3. | Resource Implications |
| | <p><u>Financial</u></p> <p>Existing FMA payments will be re-distributed in the form of grant aid for active sports development plans. The total figure available for this has not yet been defined.</p> <p><u>Human Resources</u></p> <p>Ongoing officer time from a range of officers across the department will be dedicated to implementation and ongoing management in the medium to long term.</p> <p><u>Assets and Other Implications</u></p> <p>It is proposed within the draft policy that new partnership agreements will impact on future management of assets. Legal services will continue to provide advice on this for the Committee’s consideration.</p> |

| | |
|-----------|---|
| 4. | Equality Implications |
| | The policy will be screened in line with the Council's existing equality screening process. |

| | |
|-----------|--|
| 5. | Recommendations |
| | Members are asked to note the update report and provide feedback on the issues raised. |

| | |
|-----------|--|
| 6. | Decision Tracking |
| | A report outlining the final draft partnership agreements framework and implementation process will be brought to Committee by September 2014. |

| | |
|-----------|--|
| 7. | Key to Abbreviations |
| | <p>FMA's – Facilities Management Agreements</p> <p>IISC-Interaction Institute for Social Change</p> <p>GAA – Gaelic Athletic Association</p> |

| | |
|-----------|--|
| 8. | Documents Attached |
| | Appendix One: 'Draft Playing Pitches Agreement Policy '. |

Parks and Leisure Playing Pitches Agreements Policy

Purpose:

This policy provides a framework to promote monitor and evaluate the Parks and Leisure department's commitments through partnership working to develop use of its Playing pitch sites.

It provides an outline of how the Department will support mutually beneficial partnership arrangements and balances public access with dedicated use e.g. sporting organisations across all playing pitch sites

The Council seeks to promote an Active Belfast supported by assets which are contemporary and fit for purpose and being used to their full potential.

Policy objectives:

This policy details how the department will promote monitor and evaluate its commitments to mutually beneficial partnership working to develop use of its Playing pitch sites. The specific objectives are to:

1. Provide a departmental framework for working with sporting organisations and clubs and;
2. Develop the management approach for dedicated use by not for profit sporting organisations of sites whilst safeguarding public use;
3. Implement 'agreements for use' through an enhanced Support for Sport grant aid;
4. Develop site based sports development plans;
5. Provide quality dedicated space for competitive sporting play.

Context:

The department currently has three main types of use on playing pitch sites. These are described for the purposes of this policy as:

| Category of use | Purpose | Management arrangement | Methods of engagement |
|--|---|---|--|
| I. Public use | One off activities or matches. | Booking system and terms and conditions | Telephone contact Written contact User meetings |
| II. Restricted Public use | Competitive play at <ul style="list-style-type: none"> • Amateur, • intermediate or • international level (as appropriate to the type of sport). Often block bookings made | Agreements for Use | Management boards/ fora League/ code meetings Park manager site meetings Telephone contact Written contact |
| III. 'Private' use controlled by club or applicant | Private activities e.g. by private members clubs | Lease | Written contact Telephone contact |

This policy focuses on those Council owned sites where existing and/or future arrangements may result in restrictions being placed on public use and in particular outlines a method for working with sporting organisations and clubs with a view to more appropriately managing the sites falling within Category II on the above table.

Sites which remain open for Public use on a first come, first served, basis will continue to be managed through the agreed booking terms and conditions.

Existing sites which are leased to sporting clubs will continue to be controlled by the club and managed in accordance with the terms of the legal arrangements in place.

Restricted Public use:

For the purpose of this policy 'restricted public use' is defined as any regular play by a sporting organisation booked on an annual basis on a council site. At present it is mainly competitive play which falls into this category and both the definition and the policy will be reviewed regularly to ensure it remains relevant to the patterns of use.

Management of restricted public use:

The arrangements for restricted public use will be managed through a legal agreement entitled 'Agreements for Use'. Agreements for Use operate on a not for profit basis and will be open to any sporting organisation which can meet the eligibility and assessment criteria and where there are sites available to integrate their sports development plan into site management and delivery. Where demand becomes greater than the number of sites available the council may consider joint club/ team partnership arrangements or prioritise allocation according to the assessment scoring received for each proposal.

This policy applies to all grass playing pitches.

Agreements for Use are developed to support the Council's vision of an Active Belfast and to lead its delivery through partnership working. It specifically aims to ensure the Council adhere to its statutory responsibilities of providing public open space and it seeks to utilise the downtime on playing pitch sites through dedicated sports development plans.

The benefits of working with sporting organisations and clubs:

Arrangements with external organisations must deliver a mutual benefit for BCC and the organisation.

In general the Council will provide:

- An enhanced Support for Sport grant scheme to support the delivery of sports development plans according to the scale of the project and the site;
- the maintenance of each site to a quality standard which covers competition level;
- a fit for purpose booking system to manage bookings for all sites;
- opportunities to renew agreements;
- ongoing training and support opportunities through the Council's Club mark scheme for all sports development plans;
- opportunity for regular engagement with sporting organisations/clubs on the development of provision;
- opportunities to accommodate competition play on sites by agreement holders or other teams as organised by the governing body or leagues;
- replace repair and renew the physical fabric of the sites

An external sporting organisation or club entering into an 'agreement for use' will:

- Provide and complete a sports development plan of activities to improve use of the site in downtime;
- Ensure public access is achievable and safeguarded as part of the sports development plan;
- Man the sites including key holding duties for all activities in the sports development plan or competitive play (subject to specific legal arrangements);
- Prepare the pitches for activities e.g. erect goal nets and corner flags etc
- Adhere to the terms and conditions of funding and the standards of operation of the council;
- Regularly meet with council staff provide and attend relevant training to develop the use and site;
- Use the Council's bookings system to reserve the site for all activities and pay the appropriate hire charges to the Council

All agreements should ensure there is no advertising at the site without prior permission of the Council.

Eligibility

A sporting organisation/club or consortium of organisations may apply to enter into an Agreement for Use with the council. Business organisations, Individuals or statutory organisations are not eligible unless they are a partner in a social enterprise consortium. The terms of this will be set out in the relevant 'Agreement for use'.

A sporting organisation can seek an agreement for use where:

- It proposes to provide enhanced use of a council playing pitch
- Proposes to provide appropriate capital investment for a council owned asset

All successful applicants must deliver an active sports development programme to meet the needs agreed in the sports development plan. The plan should include a focus on wider community involvement in activities onsite and ongoing public access;

The tenure of the agreement is for up to 7 years. Exceptions may be appropriate where the scale of proposed capital investment warrants same. This is a matter for further consideration as part of the matrix to be developed around the Scoring Criteria.

The policy is designed to be equitable and transparent when developing partnerships and the Council will monitor the level of public assets and their availability through its annual stock inspections reports and the performance reports associated with each agreement. Public access is paramount for every agreement for use developed.

Exclusions

- This policy does not apply to any asset which operates city wide events or activities or is a regional sporting venue;
- Any 3/4g or proposed 3/4g proposals will be subject to scrutiny from a separate business model outside of this policy.

- The existence of an Agreement for Use must not preclude the Council from either planning to hold events on the site or from acceding to requests from other organisations who may wish to do so;
- It also excludes the City of Belfast Playing fields which should remain in direct council control as the public playing pitch hub.

Assessing applications

Where an application is for the active development of a playing pitch or site this will be assessed as a grant application using a revised Council's Support for Sport grants scheme.

A scoring matrix will be developed around the new assessment criteria and will be applied when considering any requests. If the application is successful the future use of the site will be managed through 'agreements for use' whether at an amateur, intermediate or international level.

An operational procedure will be attached to the policy when the revised grant scheme is completed.

Once an agreement is in place:

- partners will have to provide written monthly updates on use from and delivery of the Active Development plan validated by the site manager;
- Meet the site manager on a monthly basis to discuss ongoing development.
- Attend network meetings as appropriate;
- Complete recommended training provided by the Council or a third party to fulfil obligations;
- The 'Outdoor Leisure Unit will verify and manage all use and active development outcomes as a whole.

Monitoring and Evaluation

- Booking reports provided and analysed on a monthly basis;
- Monthly review meeting on the roll out of the proposal includes the Active Development plan by the relevant manager and the partner/s.
- An annual review of the performance of social partnerships will be provided to Departmental Management Team (DMT) which is a self evaluation by the partner and an independent report from the relevant manager.
- An independent evaluation on all arrangements to be commissioned by year 5;

Renewal

A renewals process should be initiated by the partner before the 6th month of the final year of the partnership arrangement to allow handover if appropriate or smooth running of an existing partnership.



Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | Proposed Loughside Sports Educational Village |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Stephen Walker, Departmental Portfolio Programme Manager |

| | |
|-----------|---|
| 1. | Relevant Background Information |
| | <p>The purpose of this report is to inform the Committee of an emerging proposal from Seaview Enterprises in respect of Council owned land at Loughshore. A copy of the letter is attached as Appendix A. The land in question is the site of the Loughside Recreation Centre and associated football pitches at Loughside, which is adjacent to Shore Road / Mount Vernon. Clearly at this stage of the Leisure Transformation Programme no decision has been taken about the future of the Recreation Centre.</p> <p>Members may be aware that the Department of Education has recently released a call for expressions of interest in respect of its Shared Education Campuses Programme. This is part of the wider 'Together: Building a United Community' initiative from the First Minister / Deputy First Minister.</p> <p>A preliminary meeting between Council Officers and representatives from Seaview Enterprises (SE) has indicated that it wishes to make application to the programme for funding to deliver a 'Shared Campus'. To do SE has identified the Loughshore site as its preferred location and has asked for the Council's support in a number of ways:</p> <ol style="list-style-type: none"> 1. To agree in principle to lease land to SE to enable the project to proceed; and 2. To be a partner to the bid and participate in the development of the bid and the project moving forward <p>Appendix B sets out the preliminary proposal coming forward. Members will note that paragraph 1.2 which outlines the indicative scheme. This includes a 5,000 seat stadium, however, at this time; this is not included in the proposal going forward to Department of Education, although the proposal will include the provision of a 3G artificial turf pitch.</p> |

| | |
|-----------|---|
| 2. | Key Issues |
| | There are a number of issues which members may wish to consider at this time; |

| | |
|--|---|
| | <ol style="list-style-type: none"> 1. This project is at a very early stage in development; 2. The proposal cannot proceed without the land; 3. At this stage, detail regarding the terms and conditions of the funding are not known; 4. Based on the guidance notes accompanying the call for expressions of interest there is no requirement at this time in relation to security of tenure; a copy of the guidelines is attached as Appendix C 5. The proposal presents the Council with a potential opportunity to secure funding which would enable an existing sport and leisure facility to be regenerated and offer potential benefits to the wider community in North Belfast; |
|--|---|

| | |
|-----------|------------------------------|
| 3. | Resource Implications |
|-----------|------------------------------|

| | |
|--|--|
| | <p><u>Financial</u></p> <p>There are no financial implications at this time. There has been no request for financial support.</p> <p><u>Human Resources</u></p> <p>There are no additional human resource implications</p> <p><u>Asset and Other Implications</u></p> <p>The proposal presents an opportunity to regenerate the site within similar existing land use parameters and would provide additional modern facilities to support programmes for the local community.</p> |
|--|--|

| | |
|-----------|---|
| 4. | Equality and good relations implications |
|-----------|---|

| | |
|--|-------------------|
| | To be determined. |
|--|-------------------|

| | |
|-----------|------------------------|
| 5. | Recommendations |
|-----------|------------------------|

| | |
|--|---|
| | The Committee is asked to give consideration to agreeing to authorising Officers to represent the Council on a Project Board to progress the bid to Expression of Interest Stage with a view to the potential use of the existing land at Loughside Recreation Centre to facilitate the proposal; |
|--|---|

| | |
|-----------|--------------------------|
| 6. | Decision Tracking |
|-----------|--------------------------|

| | |
|--|-------------------------------|
| | Director of Parks and Leisure |
|--|-------------------------------|

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
|-----------|-----------------------------|

| | |
|--|------------------------|
| | SE Seaview Enterprises |
|--|------------------------|

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
|-----------|---------------------------|

| | |
|--|--|
| | <p>Appendix A – Request from Seaview Enterprises</p> <p>Appendix B – Outline proposal from Seaview Enterprises</p> <p>Appendix C – Share Education Campuses Programme – Guidelines</p> |
|--|--|



FAO Gerry Millar, cc Andrew Hassard
Belfast City Council
Adelaide Exchange
Belfast BT2
31 January 2014

Dear Sir,

Loughshore Sports-Educational Village (Schools and Community Campus)

Further to our recent conversation, we agreed to submit an outline proposal to go forward to the Department of Education's recent call for Expressions of Interest – see at weblink

http://www.deni.gov.uk/shared_education_campuses_programme_protocol-2.pdf

In order to progress the bid to the Department of Education, we now require an indication from Council, in principle, and subject to the success of the bid, to lease land to Seaview Enterprises Ltd for said purpose. Although very early days in the development process, we need to know that BCC will provide the land as an 'enabler' for the project. We don't need to agree length of lease, user clauses or anything like that at this early stage, just an agreement that we can expedite an application to Department of Education and work towards the finer details of the lease once we are successful.

In essence, we are asking the Council to be a partner to the bid and – if so determined by the Council – to join the project team developing the bid for submission by 31st March 2014 and thereafter.

This, in turn, is predicated on agreements with Loughside FC, Brantwood FC, Newington FC and Strikers FC on a wider football facilities strategy for Lower North Belfast.

Our intention, overall, is to create a state of the art, open, welcoming sports and educational campus in the Lower North of the city which would utilize the space creatively and intensively to maximise leisure, recreation and leisure usage in an area of considerable need. It will also be our intention that at some stage in the future we will develop a shared space community football stadium. We believe that Department of Culture, Arts and Leisure may help fund that element of the campus at a future date. We provide this information, so that in your committee report to members that they can be made aware of this.

Attached with this letter is

- Outline Proposal Summary
- Site/Scheme drawings
- Seaview Enterprises Constitution
- Mes Que un Club programme summary (ie current activity)

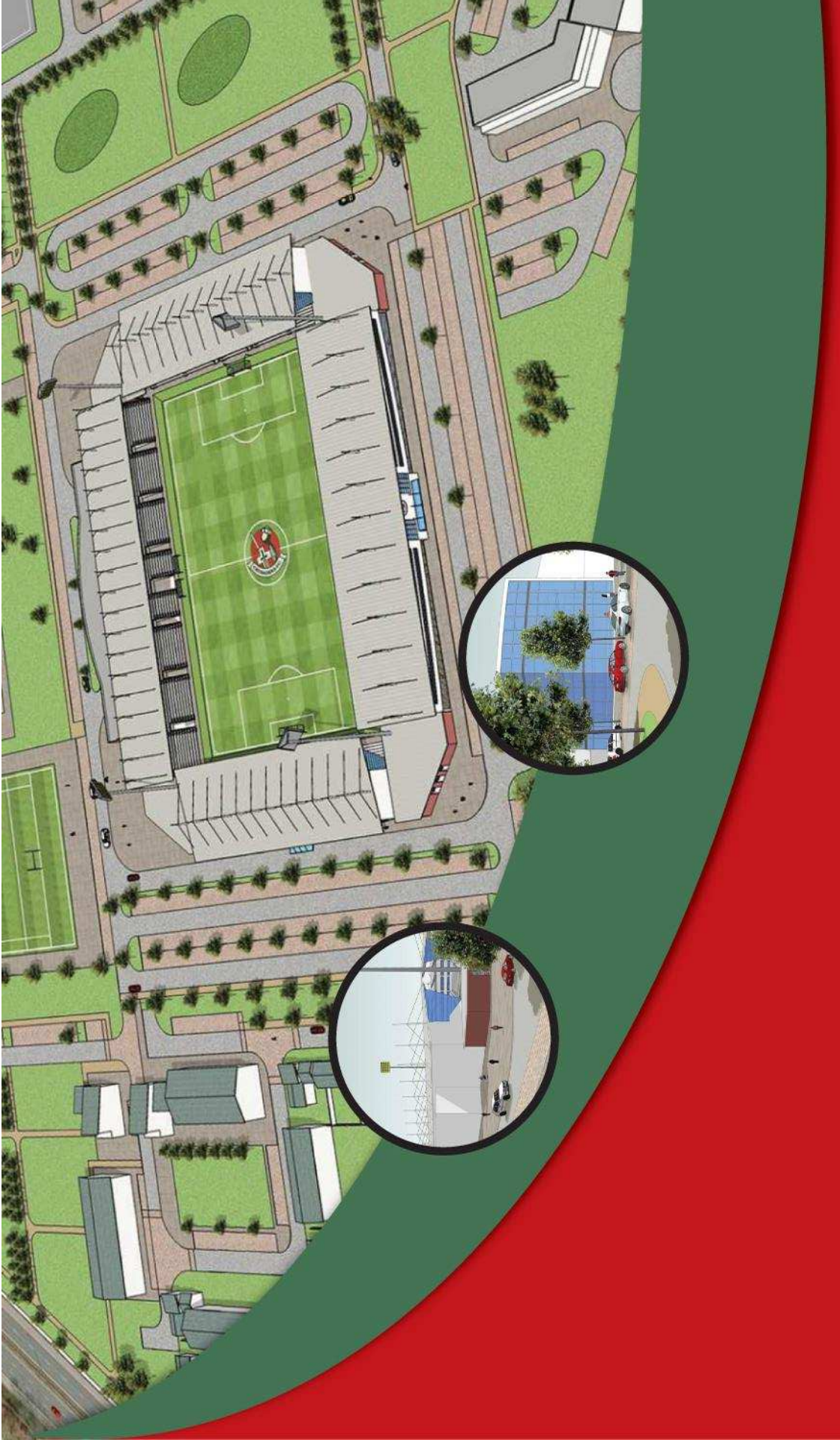
- Draft Lower North Belfast Soccer Facilities Strategy Agreement (this will be completed with all stakeholder clubs before application on the 31st March 2014).

I would be happy to be in attendance at the Committee meeting, should that be required, or available to answer any queries arising.

I await your response with anticipation.

Yours Sincerely,

Mark Langhammer
Seaview Enterprises Ltd
Crusaders FC and Newington FC



Department of Education – Shared Education Facility Expression of Interest Information



A sports, community and schools partnership
for Lower North Belfast at Loughside Recreation Centre

31st January 2014

INTRODUCTION

■ 1.1 INTRODUCTION TO THE PROPOSED SPORTS PARTNERSHIP BID

The Department of Education Minister John O'Dowd made a significant announcement on Friday the 10th January, inviting expressions of interest for Shared Educational Campuses (see link www.deni.gov.uk/shared_education_campuses_programme_protoc_01-2.pdf). These educational campuses make up one element of the Office of the First Minister and Deputy First Minister's Together Building a United Community Strategy.

The aim of the programme is that schools enhance shared education (curriculum time) and shared facilities. This can include shared school campuses or shared facilities. The DE 'Call' is aimed at up to 10 projects. Discussions with sources close to the Minister indicate that there are 4-5 projects (such as in Armagh or at the North Coast) at an early to medium state of readiness. After further market scanning it would appear there are no large applications going forward in the Belfast area for this programme. Seaview Enterprises In short, the 'call' is an open one, and there may be a few 'done deals' but the process appears to be a genuine and open one.

The Proposal: the idea proposed by Crusaders FC and Newington YC (through Seaview Enterprises) is that Belfast City Council's land at Loughside Recreation Centre could be the site of a joint Clubs, Schools and Communities bid to the DE call. This space could be used to locate a range of facilities (subject to agreement with the partners involved and an appropriate Inventory & Needs Analysis). The idea would be to run an Educational Programme (8am to 4-30pm Monday to Friday, supplemented by a Community & Clubs Programme (weekday evenings and weekends)

An indicative drawing is attached and includes facilities such as:

- 3G Multi Sports area – full size pitch (this space will be designed and 'future proofed' to evolve into the shared stadium of up to 4000 capacity to UEFA-FIFA standard)
- Small Sided games areas: 5, 7, 9-a-side zones, multi sport
- Hard surfaced (hockey, tennis etc.) area
- Education Hub: classrooms, lecture hall, IT suite, catering, ancillary facilities
- Gym, medical, drug testing, nutritional rooms, changing and associated facilities

At this early stage in the development process, Seaview Enterprises have spoken with a range of educational partners (presented overleaf) who are all very favourable and would become a formal part of the process. Belfast Education and Library Board will need to lead the bid along with Seaview Enterprises and demonstrate the shared educational capacity of a project of this type.

What support do we need from Belfast City Council?

Seaview Enterprises require the following from Belfast City Council;

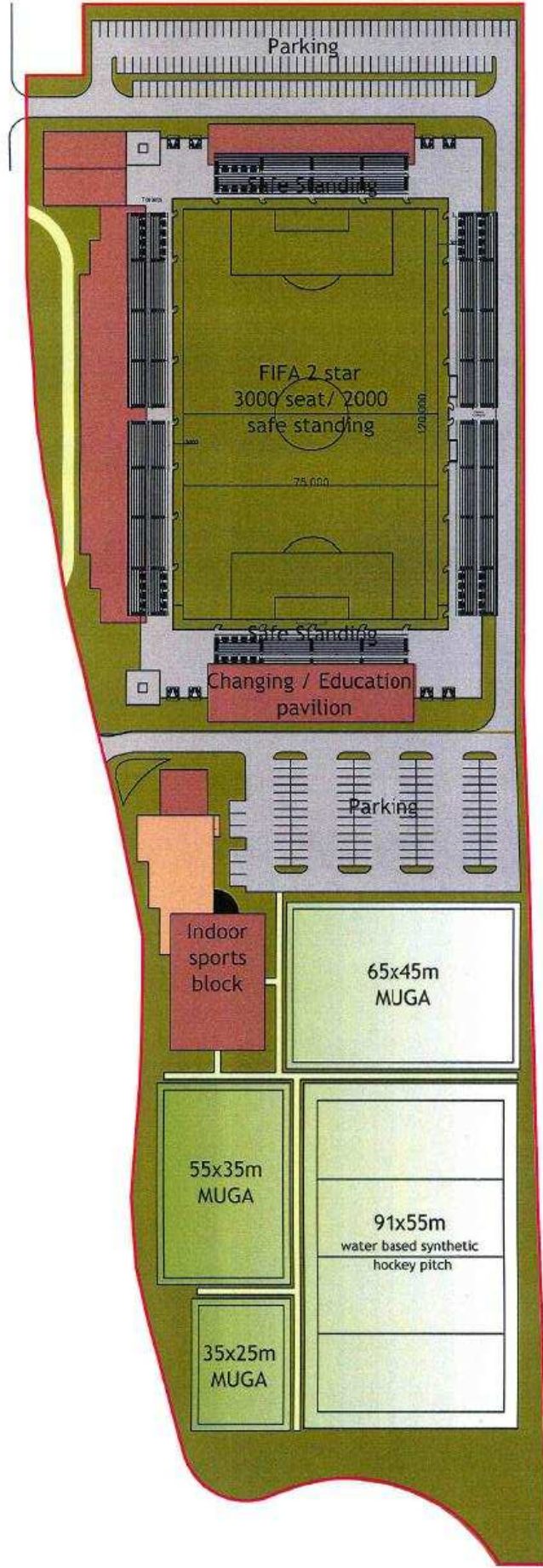
- Agreement to support the bid process
- If successful with the grant application, Belfast City Council would enter into a formal long term lease arrangement on the Loughside Recreation site with Seaview Enterprises CIC

INDICATIVE SCHEME



1.2 INDICATIVE SCHEME

The drawing below provides a vision of what the overall scheme would and could look like. This is for visual purposes at this early stage;



This scheme would be delivered over two phases. The first phase would be the income from the Department of Education to create this Shared Education Sports Campus in Lower North Belfast, and in future years, Crusaders FC and Newington FC (through Seaview Enterprises) would secure additional money (from DCAL, Sport NI, Own Funds, Private Sector) to develop the sports stadium aspect of the project. Early indications are that this overall scheme would not only bring about educational benefits to the young people of North Belfast, but it would help bring approx. £15 million of additional investment to the area, creating upwards of 25 new jobs in the process and allowing sport to continue supporting the development of good relations in the locality.

PARTNERS



1.3 PARTNERS FOR THIS EXPRESSION OF INTEREST

Delivering a project of this size and ambition will take considerable expense, time and resources from a range of partners, including Belfast City Council. Seaview Enterprises will drive the development of the partnership and have set £30,000 of their own financial resources to the side to make this application a priority. The financial resources will cover drawings, costings, business consultants, education consultants and a team to write the bid on behalf of the developing partnership. Some of the partners already signed up at this early stage are presented below;

| Name of Partner | Type of Partner | Additional Information on Partner Role |
|---|--|---|
| Crusaders FC and Newington FC (Via Seaview Enterprises) | Lead Partner | Seaview Enterprises Ltd seek agreement in principle with Belfast City Council for lease of land. Belfast City Council will be a partner to the bid, subject to formal decision in Council. Seaview Enterprises currently run Community Relations through Sport programmes at Seaview with over 40 schools involved – for a summary of the ‘Mes Que un Club’ initiative (More than just a club) which runs a range of Community Relations through Sports programmes and currently engages with over 40 schools in the broad locality – see Annual Summary Report attached. |
| Belfast Education and Library Board | Bid Partner to Department of Education | Representative of Controlled schools and with formal overall responsibility for Area Planning. A positive meeting with the CEO, Clare Mangan, will be followed by more in-depth engagement. It is anticipated that BELB will play a central role in the application to the Department of Education. |
| The Council for Catholic Maintained Schools (CCMS): | Project Partner | Representative of Maintained sector schools. Positive meetings have been held with Jim Clarke (CEO) and Gerry Lundy (Area Planning Review Team). CCMS are positive about the proposal and will make a positive contribution to the Management Board. |
| The Northern Ireland Council for Integrated Education (NICIE) | Project Partner | Representing grant maintained Integrated schools. A meeting has been held with Noreen Campbell (CEO) and NICIE will be an active partner. |
| Area Partnership (North Belfast) | Project Partner | Representatives for the for Primary and Post-Primary education in North Belfast will be valuable partners. Likewise, meetings have been held with both IEF and BELTIE in respect of partnership manager costs |

1.3 PARTNERS FOR THIS EXPRESSION OF INTEREST (cont'd)

| Name of Partner | Type of Partner | Additional Information on Partner Role |
|--------------------------|------------------|---|
| Schools in North Belfast | Project Partners | Integrated: Hazelwood Integrated College & IPS with support from NICIE and IEF. Hazelwood will locate the David Campbell Soccer School at this location. Glengormley and Cliftonville Integrated PS's are interested BELB: Currie PS, Seaview PS, Loughshore AEP provision, Lowwood PS & Nursery Voluntary: BRA , Dominican College, Fortwilliam CCMS: St Mary's Star of the Sea (Greencastle), St Patrick's (New Lodge) Holy Family (Limestone Road), Little Flower |

Over the past few weeks since Minister O'Dowd's announcement, initial and positive meetings have been held with the IFA (Michael Boyd, Johnny Michael) and with the GAA (Maura McMenamin, with a meeting to follow with Ryan Feeney) with a view to linking the school Soccer and GAA schools coaching programme to the Sports Village. Belfast City Council should take great comfort and confidence in the fact that there is so much positivity and energy about this pending project. Belfast City Council should also note the following additional information

Supporting the Incumbent

Loughside FC currently manage the sports pitches at Loughside Recreation facility on behalf of Belfast City Council. They have formed a strong lobby to deal with the opening changes of the Belfast City Council Facility Management Agreements. As part of our bid process, Seaview Enterprises have secured agreement from Loughside FC that they will relocate to Brantwood's Pitch in Lower North Belfast to pave the way for this large ambitious development. Loughside FC, Crusaders FC, Brantwood FC and Newington FC are developing a soccer facility strategy for Lower North Belfast as part of this future bid process

Compliments the Girdwood Project

It should be noted that this bid is cognisant of the inter-schools partnership provision envisaged at the Girdwood site between Belfast Royal Academy, St Patrick's Bearnaagha and St Malachy's College. The schemes will compliment each other and, taken together, will not meet the need within the Lower North Belfast area. Essentially the 1 x 3G pitch at the Hubb Facility will not create the shared educational requirements that Minister O'Dowd is looking for as part of the Shared Educational Campus project, nor will it come close to meeting the facility deficits identified by each school under the provision of the Department of Educations Schools Handbook

CRITICAL ASPECTS OF THE BID



1.4 CRITICAL ELEMENTS

Seaview Enterprises have provided a list of critical questions on the process and background to the proposal / fund. The critical success factors in the application process are detailed below;

| ADDITIONAL INFORMATION | |
|--|--|
| KEY QUESTION | |
| The Need | All schools in the consortia do not come close to meeting the facilities needs as set out in the Department of Education schools handbook. This buildings, facilities and architectural need will be captured, in detail, within the application. The need in terms of educational benefits is set out in several documents, notably by the University of Ulster , QUB the report of the Ministerial Advisory Group and by the CCMS . The economic case has been developed by Oxford Economics. |
| The Site | It goes without saying that the site, on the main Shore Road running from Donegall Park Avenue to Mount Vernon would be perceived to be within the PUL community. It is a sensitive site in community relations terms and does need the involvement and support of the clubs, the community and whole political spectrum to succeed. A consultation process is underway and wider support will be formally recorded and reported in the outline business case. Otherwise the site is well connected to main road, motorway and public transport routes, with the longer term prospect of a rail halt at the site |
| Support of Education Authorities and the Education Programme | In order to succeed, the bid will require the support of the BELB, the CCMS, the Integrated sector and the individual schools. It is expected that all will be formally in support of the bid. To date, positive engagement has occurred with BELB and CCMS, NICIE and IEF have indicated support as have all the schools involved (all currently work within structured programme’s run by the Seaview Enterprises initiative “Mes Que un Clube” |
| The Education Programme: | The education programme will be run by the schools. Indicative funding is available to fund an Education Partnership Manager, subject to application. The main partnership manager will liaise closely with a School Project Board made up of representatives from BELB, CCMS and NICIE |
| Evidence of Existing Sharing | Evidence of existing sharing is being collated from participating schools at present and will form part of the outline business plan |

CRITICAL ASPECTS OF THE BID

1.4 CRITICAL ELEMENTS (CONT'd)

| KEY QUESTION | ADDITIONAL INFORMATION |
|---|---|
| <p>The Need Projected enhancement in Sharing (shared classrooms and shared learning, learning about each other)</p> | <p>The degree to which there is quality, shared learning experience will be the main critical factor in the success of the project. The QUB Shared Education Research Centre has agreed to work with the project from the outset and monitor the progress of the provision. A shared education programme will be agreed by the key partners (BELB, CCMS and NICIOE) and be supplemented by tertiary provision from BMC and Bryson-Future-Skills, in the Expression of Interest</p> |
| <p>Community Relations</p> | <p>Enhanced community relations is at the heart of the project. Both Crusaders FC and Newington FC have deep community roots in the surrounding localities. Both clubs are currently engaged in an in-depth community relations through sport initiative – “Mes Que un Clube” (see attached summary) The key local community and voluntary sector ‘umbrella group’ LTAD (Loughshore Community and Development) will be represented on the project board. The aim to make the Loughshore Sports and Educational Village a key educational and sporting hub will help transform the confidence and pride of the local and wider North Belfast</p> |
| <p>Community Support</p> | <p>A community consultation will be undertaken prior to the submission of the bid in March 2014</p> |
| <p>Management</p> | <p>The management proposal is set out in summary, in Flow Chart format, and enclosed. Seaview Enterprises, the not-for-profit limited company of Crusaders FC and Newington FC will lease ground from BCC.</p> |
| <p>Viability</p> | <p>The economic viability of the project will be set out in the Outline Business Case and tested within a full Economic Appraisal</p> |
| <p>Ambassadors and Support</p> | <p>The move to develop a Sports and Educational Village will have the public support of a significant number of Ambassadors. These will include well known public figures such as broadcaster Eamonn Holmes, Rev Ken Newell, boxer Carl Frampton, ex Northern Ireland international and commentator Gerry Armstrong, ex Ireland and Lions rugby international Trevor Ringland, and an additional 50+ others</p> |

NEXT STEPS IN BID PROCESS

■ 1.5 KEY STEPS BETWEEN NOW AND 31st MARCH 2014

Providing that Belfast City Council approve request from Seaview Enterprises, there are a range of actions that need to be undertaken between now and 31st March 2014. The bid will be developed by Copius Consulting, led by Liam McStravick. In the next weeks, the following milestones are envisaged;

- Facilities & Needs Analysis with each of the schools – articulating the deficits that exist in local schools facilities and DE's Schools Handbook.
- To explore the shared educational components of each of the school partners and develop an overall scheme that meets these needs
- To develop a set of detailed drawings, costings and an appropriate management structure for the future facility
- To develop an agreed project delivery team (it would be Seaview Enterprises preferred choice to work with Gerry Millar's Department in BCC and have them lead on all aspects of construction and contracting) – We would like this agreed before submission as this would lend considerable weight to the scoring and risk management aspect of the bid.
- Curriculum Shared Education: Analysis of current partnerships/activities – Consideration of enhanced partnerships/activities
- Facilitated Meeting of Schools, Partners
- Formal Decision to support: Belfast City Council, Development Committee
- Formal Decision to Support: BELB
- Formal Decision to Support: CGMS
- Formal Decision to Support: Loughside Boys FC (as the Incumbent)
- Briefing the main political parties in Belfast about the project, allowing them to shape, influence and contribute to the overall scheme
- Decision to Support: other partners from the community and voluntary sector
- Final Drawings, Costs, Outline Business Case

Further Information:

Business Planning:

Educational Partners and Programme:

Construction and Site Planning:

Community Programme:

Liam McStravick, Copius Consulting (07909 514416)

Mark Langhammer: (07918-195070)

Tom Whiteside: (07801-710642)

Bernard Thompson: (07875-081947)

liam@copiusconsulting.co.uk

mianghammer@atl.org.uk

tommywhiteside@sky.com

bernard@morethanaclub.org

SHARED EDUCATION CAMPUSES PROGRAMME

1. INTRODUCTION and BACKGROUND

- 1.1. The First Minister and deputy First minister in their '**Together: Building a United Community**' statement to the Assembly on 9 May 2013 contained a range of proposals including details on **Shared Education Campuses**. Work on 10 shared education campuses will be commenced within the next 5 years, building on the project proposals for Lisanelly. These campuses will be the pathfinder projects leading to a wider programme of shared education capital projects. The campuses will also integrate community activities and resources and other services including statutory provision where appropriate.
- 1.2. The specific aim of the Executive's Together: Building a United Community strategy relating to education is *'To enhance the quality and extent of shared education provision, thus ensuring that sharing in education becomes a central part of every child's educational experience.'*
- 1.3. Included in the strategy is a commitment *'to create 10 Shared Educational Campuses based on the Lisanelly Shared Education Campus model'*. We believe that building good relations, tackling intolerance and challenging prejudice can be embedded through the ethos of schools and is already an integral part of the curriculum. In addition to current work in this area this Strategy proposes that the PfG commitment to ensure all children have the opportunity to participate in shared education programmes by 2015 seeks to reinforce opportunities to contribute to the shared vision of building a united community.
- 1.4. Creating more opportunities for socially-mixed, shared education, with a view to achieving a full shared education system in Northern Ireland, is a crucial part of breaking the cycle of inter-generational educational underachievement unemployment, and sectarianism; and improving good relations amongst and for our young people.

- 1.5 Lisanelly has been quoted as the template for these new 'Shared Educational Campuses'. This is a shared campus' in the truest sense of the term, bringing together six schools of different management types and phases, on a site in excess of 130 acres, with a forecast combined long term enrolment of c. 3,700 pupils.
- 1.6 While Lisanelly Shared Education Campus (LSEC) is an example or pathfinder for shared education facilities here, it must be recognised that it is also unique. The availability of an extremely large site close to the centre of Omagh will not be readily replicated in other towns across the north. Implementation of the FM/dFM announcement will require a flexible approach to the identification of potential 'shared campuses'.
- 1.7 In progressing shared education, delivery of educational benefits to children and young people must be the overarching priority. It is important that any proposal for a shared campus be consistent with the work on area planning currently being undertaken. Any models of sharing must fit within the relevant Area Plan, taking into account the full needs of an area, including the implications for other schools and recognising the importance of parental preference, which is protected in legislation.
- 1.8 Enhancing shared education provision provides a range of benefits including: raising educational standards, particularly for disadvantaged pupils; greater choice and greater opportunity; providing sustainable local provision; facilitating delivery of the Entitlement Framework; and providing wider choice for pupils in terms of leisure, cultural and sporting activities.
- 1.9 The purpose of this document is to set out the process and timetable to be used to identify and assess proposals submitted under this initiative.

2. DEFINITION and SCOPE

2.1 In July 2012, the Minister of Education announced the establishment of an independent Ministerial Advisory Group (MAG) on Advancing Shared Education and the group published its findings on 22 April 2013. The issues arising from the findings on shared education cross many existing policy areas throughout education and the Department is already working on and will continue to develop shared education initiatives in schools.

2.2 It is important there is a clear definition of what is meant by schools 'sharing' and the Department of Education proposes to use the definition of sharing, provided to the Ministerial Advisory Group on Shared Education:

“Shared education involves two or more schools or other educational institutions from different sectors working in collaboration with the aim of delivering educational benefits to learners, promoting equality of opportunity, good relations, equality of identity, respect for diversity and community cohesion.”

2.3 The “Shared Campuses” initiative under TBUC is seen as complimenting the work already underway and will be targeted towards infrastructure projects aimed at improving or facilitating sharing initiatives within local schools.

2.4 The Shared Educational Campuses Programme will have the potential to bring together a range of schools and aid sharing of classes, subjects and sports and extra-curricular activities.

2.5 The programme will target schools that can demonstrate the following types of sharing:

- Shared facilities – where new facilities are built to allow for shared use by all schools within the model.
- Enhanced facilities – where current facilities are improved to allow for shared use by all schools within the model.
- Shared Campus – where schools are co-located and share infrastructure i.e. the Lisanelly model.

- 2.6 The Shared Educational Campuses Programme will not give consideration to the concept of a 'virtual campus' or to those schools that do not actually share facilities.
- 2.7 Whilst the sharing of teachers across schools or the sharing of training and development is undoubtedly a contributor; it is assumed that the focus will be on children and young people in the first instance.
- 2.8 The programme will consider project proposals that demonstrate that they meet the following essential criteria:

Essential Criteria

- **Number and Management Type of Schools** – must involve at least two schools from different sectors. As per the integrated test, 30% of the minority community should be represented within the combined total of population involved.
- **Educational Benefits** – must demonstrate how the proposals will benefit the education of all children involved.
- **Societal Benefits** – must demonstrate how the proposals will enhance/develop a shared future for the local community.
- **Endorsement from respective Managing Authorities** – all Managing Authority relating to the schools involved in the process must provide endorsement of their agreement to the proposal.
- **Evidence of Community Support** –community parent and pupil support is required to ensure the success of these types of proposals, evidence is therefore required to confirm support is in place.
- **Context of Area Planning** – any proposal should fit within the relevant Area Plan, taking into account the full needs of an area, including the implications for other schools within the area plans.

- 2.9 Priority will be given to project proposals that demonstrate that they meet the following desirable criteria:

Desirable Criteria

- **Location** – proposals should be for schools to be located within the same campus or in close proximity to each other. Any proposal that is for shared facilities rather than a shared campus should provide details on the distances between the schools involved.
 - **Evidence of Existing Sharing** – schools should already be working in collaboration on curricular and non-curricular issues and/or be sharing facilities on a regular basis. The move to a Shared Campus will therefore build on the shared education that has already taken place. Evidence is required to be provided to confirm that any existing sharing exists.
- 2.10 Applications should demonstrate that all essential criteria are met and that any evidence requested is provided. Proposals considered as having met all the essential criteria will then be assessed with priority given to those proposals that best meet both the essential and desirable criteria. Those proposals which best meet the criteria will be submitted to the Minister for a final decision on which projects will be approved to proceed to full business case.

3. PROCESS

Stage 1 – Call for Expressions of Interest

- 3.1 The programme will be delivered by means of separate discrete calls for proposals. In order to reduce the administrative and financial burden on individual schools and Managing Authorities a two staged approach will be operated with regard to the application process.
- 3.2 The first stage will take the form of an Expression of Interest which must be endorsed by the relevant school Managing Authorities i.e. the relevant Education and Library Board on behalf of controlled schools in its area, the Catholic Council for Maintained Schools on behalf of catholic schools or by an

individual Voluntary Grammar, Grant Maintained Integrated or Irish Medium School.

3.3 Expressions of Interest should be submitted through the relevant Education and Library Board who will be responsible for submitting the EOIs to the Department of Education. You should ensure that proposals are submitted through the Board in time to meet the deadline for responses of 31 March 2014.

3.4 The Expression of Interest should be supported by a Strategic Outline Case (SOC) setting out the case for the project. A copy of the SOC Template is included at Annex 1 to this document. This will introduce the basic project concept, backed up with information on the cost, benefit and timing of the project.

Assessment of Project Proposals

3.5 Following the closing date for applications, all project applications will be assessed under the relevant essential criteria as set out at 2.8 above. Those applications deemed to have met the essential criteria will be further assessed along with any evidence provided in support of the desirable criteria as set out in 2.9 above. Projects will be sifted and selected on the basis of the information provided in this application.

3.6 A group will be established within the Department to consider proposed projects against the set criteria. This group will report to the Director of Area Planning and will make recommendations to the Minister based on which projects best meet the criteria, and within the funding available, should be progressed to a full business case.

3.7 Projects selected for further consideration will be required to work up a detailed business case for consideration and approval. Only after approval of the detailed business case and subject to availability of funding at that time will projects be permitted to move to award of contract

3.6 The indicative timetable for the first call under the Shared Education Campuses Programme is as follows:

- May 2013 – OFMDFM Minister’s Statement to Assembly – announcing work on 10 shared education campuses will be commenced within the next 5 years, building on the project proposals for Lisanelly;
- January 2014 - Call for Expressions of Interest – , the Department issues letter to school authorities setting out process, copying the approved protocol, programme application form and confirming the programme timetable;
- End of March 2014 – deadline for submission of proposals by School Planning Authorities;
- June 2014 – Announcement of programme; Selected proposals advised to proceed in planning, including securing professional team as required.

4. APPROVAL OF PROGRAMME

4.1 Planning Authorities will be informed of the projects to proceed in planning.

4.2 Selected projects will be invited to develop a full business case. The full business case, when submitted will be considered within the normal business approval processes and in line with NIGEA guidelines including value for money and affordability. Only after approval of the full business case and can a project proceed to tender and construction.

4.3 Projects not selected for advancement in the call will be returned to the Planning Authority. The project may be submitted to any subsequent call for proposals.

5. MONITORING

5.1 Programme governance and control structures will be established for the programme of shared education campuses emerging.

5.2 Project plans will be sought from the School Managing Authorities for all approved projects.

6. ECONOMIC APPRAISALS

6.1 A full business case (Economic Appraisal) must be prepared for each selected proposal. Business cases must be completed in accordance with NIGEA guidelines. No project shall be permitted to proceed to tender/construction without an approved full business case and confirmation from the relevant managing authorities of affordability and available funding.

6.2 The Department will provide consultants to work with the managing authorities to help complete the business case.

7. PROCUREMENT

7.1 All professional appointments arising on approved projects must be carried out in full compliance with procurement guidelines and regulations. Where a professional team has already been appointed, the relevant managing authorities must provide evidence that the team has been procured in compliance with procurement guidelines and regulations, otherwise the Department will not support the appointment.

Shared Educational Campuses Programme – Application Form

The Shared Educational Campuses Programme will be delivered through a distinct, single call to Planning Authorities.

All project proposals must be supported by a complete application form which will form the Strategic Outline Case (SOC) for the shared educational campus proposal.

The application form will help the Department to assess whether it is worth committing resources to take the project forward to develop a more detailed design and Economic Appraisal.

The completed application form must be returned through your Education and Library Board to reach the Department by 31 March 2014

This form is designed to help Planning Authorities make an application using appropriate and proportionate effort. There is flexibility over the amount of information to be included under each heading below, but note that the Application Form is intended to be a short document and should not exceed 10 pages.

Project Title:

Planning Authority:

Managing Authorities Involved:

Senior Responsible Officer:

Signed:

Date:

Section 1: Project Overview

*Briefly describe the basic project concept.
Confirmation must be given that the application relates to schools which are viable and core to emerging area plans.*

Section 2: Rational, Aims and Need

*State the rationale for shared education.
Identify the type of sharing being proposed (Shared facilities, enhanced facilities or shared campus).
Identify the relevant aims and objectives of the proposed project.
Outline how the project meets the following criteria:*

- Number and Management Type of Schools;*
- Demonstration of the Educational Benefits that will be created;*
- Demonstration of the Societal Benefits that will be created;*
- Evidence of parent and Pupil Support;*
- Location;*
- Evidence of Existing Sharing;*
- Relevance within context of Area Plans.*

Section 3: Constraints

Identify likely constraints e.g. lands issues; legal constraints; planning approvals.

Section 4: Stakeholder Issues

Identify the key stakeholders and confirm their agreement to the project proceeding.

*Indicate their level of commitment to the project as specifically as possible.
Describe any consultations held or still required.
Are there any outstanding stakeholder issues?
Provide endorsement from respective Managing Authorities.*

Section 5: Management and Implementation

*Give a preliminary indication of the proposed project management arrangements.
Is any consultancy support likely to be required?
Describe any legal or contractual issues.
Are there any important outstanding management/implementation considerations?*

Section 6: Costs, Benefits & Risks

*Provide broad estimates of the capital and revenue costs of the project.
If savings are anticipated, for example of planned minor works or maintenance explain their nature and quantify them broadly.
Describe the non-monetary costs and benefits that are expected to arise.
Explain the key risks that the project is likely to face and any potential mitigation measures.*

This page is intentionally left blank



Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | MUGA Programme |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Rose Crozier, Assistant Director Parks and Leisure |

| | |
|-----------|---|
| 1. | Relevant Background Information |
| | <p>Committee is asked to note that Strategic Policy and Resources Committee at its meeting on 24 January 2014 agreed a MUGA programme.</p> <p>A MUGA is a Multi-Use Games Area which is suitable for a variety of informal sports including football, netball and basketball etc. Due to their nature the majority of MUGAs are accessible and free to use. The Council currently has 37 MUGAs across the city.</p> |

| 2. | Key Issues | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--|---|--|--|----|--------------|---------------------------------|----|---------------|------------------------------|----|-------------|---------------------------------|----|-----------|---------------------------|----|------------|---------------------------|----|---------------------|------------------------|--|--|--|----|--------------------------|---|----|----------|---|----|-----------------------------|---|
| | <p>Phase 1 of the MUGA Programme is broken down into two strands – refurbishments and new builds. The sites and investment have been agreed are as follows:</p> <table border="1" style="width: 100%;"> <tr> <th colspan="3" style="text-align: left;">MUGA PROGRAMME – PHASE 1</th> </tr> <tr> <th colspan="3" style="text-align: left;">Phase 1A – Refurbishments - £275,000</th> </tr> <tr> <td style="width: 5%;">1.</td> <td style="width: 30%;">Clara Street</td> <td style="width: 65%;">Completion by end of March 2014</td> </tr> <tr> <td>2.</td> <td>Victoria Park</td> <td>Completion by mid April 2014</td> </tr> <tr> <td>3.</td> <td>Finlay Park</td> <td>Completion by mid February 2014</td> </tr> <tr> <td>4.</td> <td>New Lodge</td> <td>Completion mid March 2014</td> </tr> <tr> <td>5.</td> <td>Willowbank</td> <td>Completion mid March 2014</td> </tr> <tr> <td>6.</td> <td><i>Dover Street</i></td> <td>Complete December 2013</td> </tr> <tr> <th colspan="3" style="text-align: left;">Phase 1B – New Builds – approx £815,000</th> </tr> <tr> <td>7.</td> <td>Springfield Av Site A</td> <td>New build. Preparatory work to commence now. Due for completion March 15* <i>(Costs to be confirmed)</i></td> </tr> <tr> <td>8.</td> <td>Annadale</td> <td>New build. Preparatory work to commence now. Due for completion March 15*</td> </tr> <tr> <td>9.</td> <td>Clarendon Playing Fields</td> <td>New build. Preparatory work to commence now. Due for completion March 15*</td> </tr> </table> <p>*Dependent on planning permission etc.</p> | MUGA PROGRAMME – PHASE 1 | | | Phase 1A – Refurbishments - £275,000 | | | 1. | Clara Street | Completion by end of March 2014 | 2. | Victoria Park | Completion by mid April 2014 | 3. | Finlay Park | Completion by mid February 2014 | 4. | New Lodge | Completion mid March 2014 | 5. | Willowbank | Completion mid March 2014 | 6. | <i>Dover Street</i> | Complete December 2013 | Phase 1B – New Builds – approx £815,000 | | | 7. | Springfield Av Site A | New build. Preparatory work to commence now. Due for completion March 15* <i>(Costs to be confirmed)</i> | 8. | Annadale | New build. Preparatory work to commence now. Due for completion March 15* | 9. | Clarendon Playing Fields | New build. Preparatory work to commence now. Due for completion March 15* |
| MUGA PROGRAMME – PHASE 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phase 1A – Refurbishments - £275,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Clara Street | Completion by end of March 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Victoria Park | Completion by mid April 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Finlay Park | Completion by mid February 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | New Lodge | Completion mid March 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Willowbank | Completion mid March 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | <i>Dover Street</i> | Complete December 2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phase 1B – New Builds – approx £815,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Springfield Av Site A | New build. Preparatory work to commence now. Due for completion March 15* <i>(Costs to be confirmed)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Annadale | New build. Preparatory work to commence now. Due for completion March 15* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Clarendon Playing Fields | New build. Preparatory work to commence now. Due for completion March 15* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|----|--|
| | <p>MUGA Refurbishment Members will be aware that there is already a very successful rolling programme of improvements in place for the Council's playgrounds which is based on robust independent condition surveys. A similar process will be put in place to assess the remaining existing MUGAs and the results of this assessment will form the basis of a rolling programme of refurbishments for the Council's MUGAs going forward.</p> <p>Members will also be aware that a number of MUGAs are transferring in under the Local Government Reform (both from DSD and from Lisburn/Castlereagh) and these will be included in the inspection programme.</p> <p>New Builds It has been agreed that officers progress the development of a policy framework in relation to the provision of new MUGAs. This will be carried out in parallel to the work being progressed on the condition surveys and will be brought back to Strategic Policy and Resources Committee at the same stage to allow Members to consider an overall Programme.</p> <p>Work is also ongoing on re-base lining the Pitches Strategy and looking at Facilities Management Agreements. The work on development of a rolling MUGA programme will be looked at in the context of these.</p> |
| 3. | Resource Implications |
| | <p><u>Financial</u> Phase 1A will be financed through non-recurrent underspend and the new builds will be progressed under the Capital Programme.</p> <p><u>Human Resources</u> Staff from Parks & Leisure and Property & Projects will deliver the MUGA programme.</p> <p><u>Asset and Other Implications</u> The MUGA Programme will enhance facilities for local people</p> |
| 4. | Equality and good relations implications |
| | There are no equality implications. |
| 5. | Recommendations |
| | Committee is asked note the report. |
| 6. | Decision Tracking |
| | Director of Parks and Leisure |
| 7. | Key to Abbreviations |
| | MUGA - Multi Use Games Area DSD - Department of Social Development |
| 8. | Documents Attached |
| | None |

This page is intentionally left blank



Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | Pilot Dogs off lead enclosure at Grove Playing Fields - Update. |
| Date: | 14 February 2014 |
| Reporting Officer: | Rose Crozier, Assistant Director of Parks and Leisure |
| Contact Officer: | Fintan Grant, City Parks Manager |

| | |
|-----------|--|
| 1. | Relevant Background Information |
| 1.1 | Members are reminded that at its meeting in May 2013 the Parks and Leisure Committee approved the pilot of a “dogs off lead” enclosure in Grove Playing Fields. |
| 1.2 | The pilot was proposed to help inform the implementation of further dog control orders such as; <ol style="list-style-type: none"> 1. Excluding dogs from designated areas, and 2. Requiring dogs to be kept on a lead in designated areas. |
| 1.3 | Public consultation highlighted issues raised about the need for facilities to allow dogs off leads and due to public response the consultation on the exclusions from lands order has been suspended to allow for further clarification and consideration of the issues raised. The “dogs of lead” enclosure was installed in Grove Park in June 2013 and has been in operation now for over 6 months. The area is 80 meters x 30 meters, secured by a ranch style fence and contains several bins and park benches. Appropriate signage was erected to reinforce four key rules: <ul style="list-style-type: none"> • No children under sixteen • Only two dogs per person • People must supervise their dog at all times • No food Permitted. |

| | |
|-----------|---|
| 2. | Key Issues |
| 2.1 | The Friends of Grove Park and local residents were consulted prior to the |

| | |
|------|--|
| | <p>enclosure being installed and initially there were some concerns that the area would attract an element of antisocial behaviour and that the area chosen was not the most suitable area within the park. The Park Warden team increased patrols of the area to ensure any incidents of antisocial behaviour were managed efficiently and effectively. There have been no reports of anti social behaviour regarding the dog enclosure during the life of the pilot.</p> |
| 2.2 | <p>Two public meetings have taken place. The purpose of these meetings was to facilitate ongoing consultation and information sharing. The meetings have been well attended and public opinion and support for the dog enclosure has become more positive throughout the term of the pilot.</p> |
| 2.3 | <p>A user survey was carried out at month four and is attached at Appendix 1. The user survey was carried out by the Park Wardens who gathered both quantitative and qualitative feedback to assist in improving and evaluating the pilot and any future interventions.</p> |
| 2.4 | <p>In total 92 questionnaires were completed face to face with dog owners. The headline statistics and responses are detailed in the report attached at Appendix 2.</p> |
| 2.5 | <p>In summary 51% of users had a positive experience using the dog enclosure and this reinforces that 49% of users heard about the dog enclosure by word of mouth.</p> |
| 2.6 | <p>43% of users had a negative experience using the enclosure however if the user had a negative experience they often described features such as bad drainage and unsuitable pathways, typically things that can be made good.</p> |
| 2.7 | <p>The nature of the users experience also appears to be tied to the split between those with larger and those with smaller dogs. Many of those who have smaller dogs feel intimidated by larger animals with some reports of smaller dogs being attacked.</p> |
| 2.8 | <p>62% of users thought the enclosure was in the correct location within the park and for many of those who didn't once again the responses tended to be things that could be made good. Such as better paths and upgrading of seating.</p> |
| 2.9 | <p>At this stage it is recommended that engagement continues with users of the enclosure at Grove Playing Fields to determine what improvements can be made and the associated costs.</p> |
| 2.10 | <p>It is further proposed that assessments are carried out in each area and proposals brought forward to develop similar facilities across the city. Proposals will be brought back to Committee for approval.</p> |

| | |
|------|--|
| 2.11 | Key learning points from the pilot are: <ul style="list-style-type: none"> • The need to consult with Elected Representatives from the area, park users and in particular dog users to determine the location of the facilities • New facilities for dog users need to be promoted to maximise their use and benefits from the investment. |
|------|--|

| | |
|-----------|--|
| 3. | Resource Implications |
| 3.1 | <u>Financial</u> To date the dog enclosure has cost approximately £8,000. If Committee is minded to include the dog enclosure as a permanent feature within Grove Playing fields more appropriate paths, seating and fencing would need to be considered. Currently the cost for any upgrade has not yet been determined. |
| 3.2 | <u>Human</u> There are no implications associated with this report |
| 3.3 | <u>Asset and other implications</u> None |

| | |
|-----------|---|
| 4. | Equality Implications |
| | There are no equality or good relations implications anticipated. |

| | |
|-----------|--|
| 5. | Recommendations |
| | Members are asked to agree to: <ul style="list-style-type: none"> • The continuation of the facility at Grove Playing Fields with further engagement with local users • The development of proposals for similar facilities across the city. |

| | |
|-----------|---|
| 6. | Decision Tracking |
| | All actions will be completed by the City Parks Manager and the Community Parks Manager |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | None |

| | |
|-----------|--|
| 8. | Documents Attached |
| | Appendix 1 – Dog enclosure user survey. Appendix 2 – Grove Playing Fields Dog Enclosure analysis report |

This page is intentionally left blank

Grove Park Dog Enclosure User Survey

The dog enclosure has now been in operation in Grove Park for 4 months. The Council really value user feedback and endeavour to improve our services as a result of user information. We would be grateful if you could take a few moments to answer the questions below. Providing your contacts it optional:

Name _____
Address _____
Contact e-mail _____

1. How often do you use the dog enclosure?

- (a) Once a month
- (b) Once a week
- (c) Once a day
- (d) More than once a day
- (e) Other (if other please specify)

2. How did you become aware of the facility?

- (a) City Matters
- (b) Word of Mouth
- (c) Public consultation meetings
- (d) Noticed it while using the park
- (e) Other (if other please specify)

3. What kind of experiences have you had while using the dog enclosure?

4. Do you think the dog enclosure is situated in the right location within the park?

YES / NO

If you answered no can you comment why?

5. How do you think the dog enclosure could be improved?

-

To be completed by Council Officer

Date _____

Time _____

Number of other users _____

Weather conditions _____

This page is intentionally left blank

Appendix 2: Grove Playing Fields Dog Enclosure user survey analysis report.

Introduction

For a period of 6 months (June – December 2013) a pilot was undertaken in Grove Playing Fields in north Belfast to test an innovative intervention to encourage improvements to dog usage, control and management in our parks. A large fenced dog enclosure was built for all dogs to use off-lead under the supervision of their owners. The pilot has now come to an end and this report aims to outline the findings generated from two robust methodologies namely; a survey observation technique called a System for observing play and recreation in communities (SOPARC) and a user survey conducted by the park wardens which gathered both quantitative usage data and qualitative feedback to assist in improving and evaluating the pilot and any future interventions.

Method 1: Survey observation technique (SOPARC)

It is evident from Table 1 that over a 7 month period an estimated 4724.5 dogs used Grove Playing Fields. Of this total, an estimated 399.5 used the dog enclosure. The estimated total number of people who used the park is 22594.5 and of this total 518 used the dog enclosure.

Table 1: Estimated total dog and people usage.

| Parameter | 1 week Observation Summer (July 2013) | 3 Month Estimated Total (June – Aug 2013) | 1 week Observation Winter (Sept 2013) | 4 Month Estimated Total (Sept – Dec 2013) | 7 Month Estimated Total |
|--|---------------------------------------|---|---------------------------------------|---|-------------------------|
| <i>Total dogs using grove playing fields</i> | 138.5 | 1800.5 | 172 | 2924 | 4724.5 |
| <i>Total dogs using the enclosure</i> | 17 | 221 | 10.5 | 178.5 | 399.5 |
| <i>Total people using grove playing fields</i> | 805 | 10465 | 713.5 | 12129.5 | 22594.5 |
| <i>Total people using the enclosure</i> | 23.5 | 305.5 | 12.5 | 212.5 | 518 |

Method 2: User survey

In total 92 questionnaires were completed face to face with dog owners throughout the pilot (June – December 2014). The headline statistics are outlined on Table 2 on the following page.

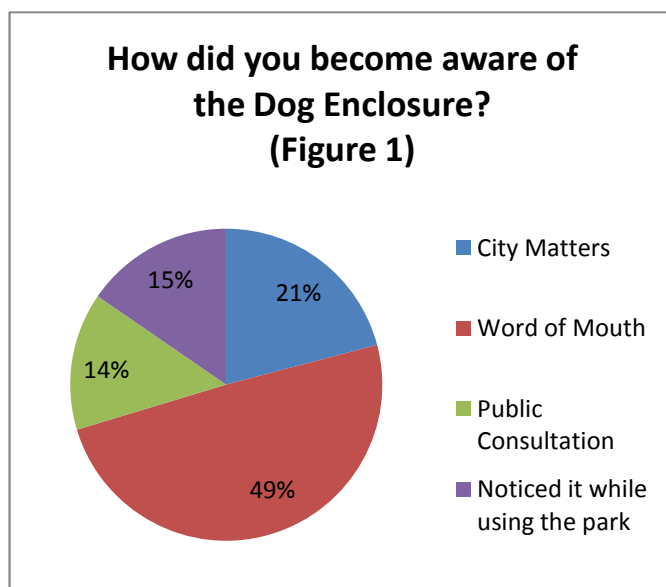
Table 2: Headline statistics

*Figures subject to rounding

| | | | | | |
|-------------------------------|-----------------------|-------------------------|------------------------------|-----------------------------------|--------------------|
| Awareness | City Matters (21%) | Word of Mouth (49%) | Public Consultation (14%) | Noticed while using Park (15%) | Other (1%) |
| User Experience | Positive (51%) | | Indifferent (7%) | | Negative (43%) |
| Correct Location | Yes (62%) | | | No (38%) | |
| Suggested Improvements | Design (34%) | Infrastructure (56%) | None (4%) | Remove (4%) | Don't Know (1%) |

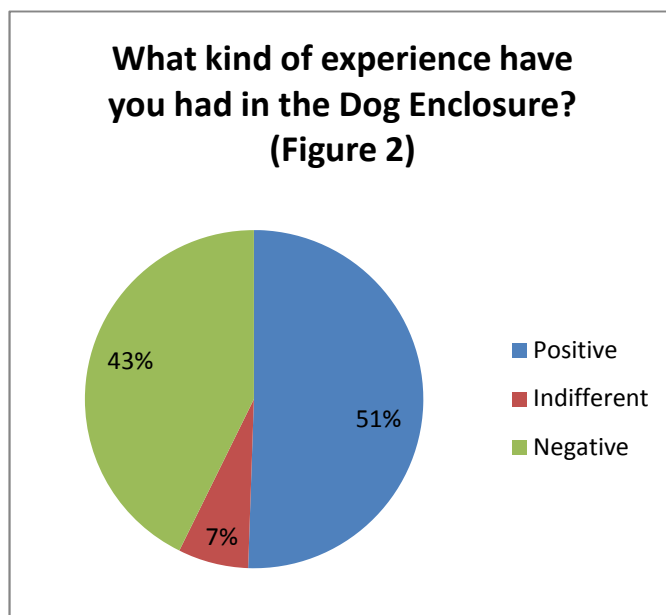
Enclosure awareness

Dog owners were asked about how they knew about the dog enclosure. Figure 1 shows the responses to this question. The most popular answer with 49% of responses was by Word of Mouth. 21% of dog owners had heard about it though the City Matters magazine. Public Consultation accounted for 14% and 15% noticed the enclosure while using the park.



User experience

This question was open ended, therefore the answers were classified into categories which included Positive, Indifferent and Negative. From Figure 2 it can be seen that 51% of users had a positive experience in the dog enclosure. However 43% expressed a degree of dissatisfaction with their experience. The remaining 7% were indifferent to their experience in the enclosure. When given the chance to elaborate, positive responses were generally limited to short statements such as 'good' or 'no problem'. However if the user had an overall negative experience they often described features or situations which led them to feel this way. Typically negative experiences focused around the use of the enclosure between larger and small dogs. Many of the users who reported a bad experience felt intimidated by the larger dogs and were put off by their presence.

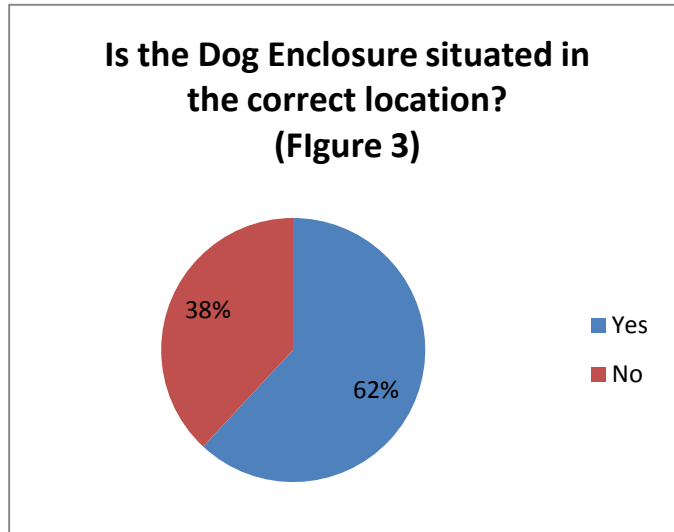


Location of the enclosure

Much of the park open space is already being utilised therefore the choice of location was limited. Users were given the opportunity to comment on the location of the dog enclosure. However the response to this question and the subsequent opportunity to elaborate, gave some insight as to the placement of the enclosure as well as pertinent points to be considered in future designs.

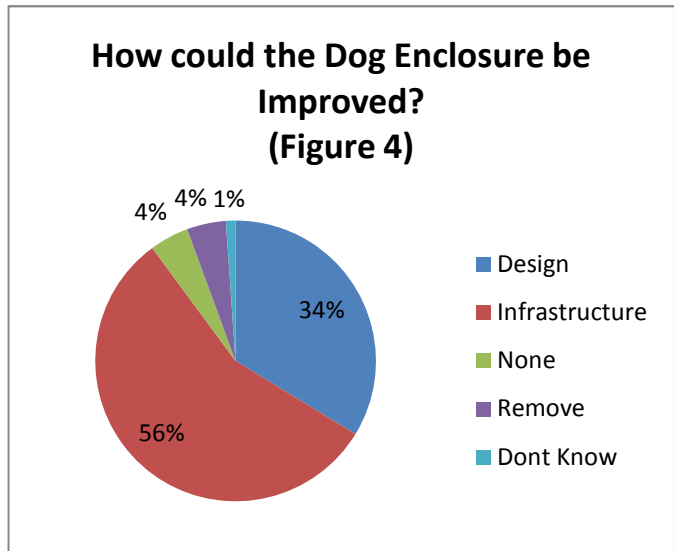
Figure 3 highlights that the majority of users surveyed (62%) thought that the enclosure was situated in the correct location. However 38% people thought that it was not. When asked to explain

why they felt the dog enclosure was in the wrong location, 53% of the comments relate to the ground underfoot. Many commented that the ground was soft and poorly drained. Other comments include the need for a more open location while others outlined that the enclosure was too small.



Improving the enclosure

Dog owners were asked to comment on how the enclosure could be improved. A number of common themes were identified and thus responses were collated into 4 categories. Figure 4 shows that 56% of improvements related to the infrastructure within the enclosure. A large number of these infrastructure related responses focused on the need for more and better paths within the enclosure as the ground was wet and muddy. A number of dog owners also commented upon the need for better seating. Comments relating to the overall design of the enclosure account for 34%. The design related issues identified focused on the need for increasing the size of the enclosure as well as the low height of the fencing which allowed larger dogs to escape. A number of respondents suggested that larger/smaller dogs should be segregated. 4% of comments received suggested that no improvements were needed or could be made. 1% suggested that they didn't know how to improve the enclosure. 4% of responses said that dog enclosure should be removed completely.



Summary

Dog walking is a popular activity in Grove Playing Fields and appears to be an emotive issue to those groups of users. Over the 7 month pilot an estimated 4724.5 dogs used Grove Playing Fields. Of this total, an estimated 399.5 used the dog enclosure. The estimated total number of people who used the park is 22594.5 and of this total 518 used the dog enclosure.

Within this user group there also seems to be two sub-groups i.e. those with large dogs and those with smaller dogs. In general most users accept that the current location is the correct one, however drainage appears to be an issue. Most users found out about the dog enclosure through word of mouth though the City Matters magazine and public consultations appear to have also been effective in promoting its existence. The nature of the users experience appears to be tied to the split between those with larger and those with smaller dogs. Many of those who have smaller dogs feel intimidated by the larger animals with some reports of smaller dogs being attacked. Finally, most dog owners suggested improvements to the enclosure. The most frequent suggestion was the improvement of the paths in the dog enclosure along with upgrading the seating provision. Other notable improvements suggested include building obstacles or providing toys for the dogs to engage with.



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Falls Park and City Cemetery Master plan – update on the development of the allotment site. |
| Date: | 13 February 2014 |
| Reporting Officer: | Rose Crozier, Assistant Director of Parks and Leisure |
| Contact Officer: | Ricky Rice, City Parks Manager Karen Anderson-Gillespie, Policy and Business Development Officer |

| | |
|-----------|---|
| 1. | Relevant Background Information |
| | <p>A report was presented to Committee on the 11 October 2012 outlining a number of short, medium and long term proposals, as part of the Falls Park and City Cemetery Master plan. One of the short term proposals made reference to a potential allotment site adjacent to the Whiterock Leisure Centre. An initial environmental survey has indicated the area is suitable for a total of 25 allotments.</p> <p>Officers have been working with partnership organisations to deliver a programme of work as part of the Master plan and 'Growing Communities' strategy. The Public Health Agency (PHA) has expressed an offer in principle to fund the development of the allotment site and to pilot the combined use by private individuals and community groups/ schools from the local residential area.</p> <p>The purpose of this report is to provide an update on the progress of this element of the Master plan and to seek authority to accept PHA's in principle funding award subject to internal legal advice.</p> |
| 2. | Key Issues |
| | <p>Belfast City Council has a long history (30+years) of designing, implementing, managing and facilitating 'Grow your Own' provision within Belfast. Currently the council provides a total of 240 allotment sites across five locations in Belfast: Ballysillan, Belmont, Blythefield, Annadale and Musgrave and a number of community garden facilities across Belfast.</p> |

| | |
|--|--|
| | <p>Demand for allotments currently outweighs supply and research indicates that this is likely to increase. Waiting lists for allotments are long and turnover is minimal. The pilot proposes to develop 25 allotments including 19 for private/ individual use and 6 for community/ school use. Many community organisations have been actively involved in the Whiterock community garden to date, gaining vast knowledge and skills in food growing. Community allotment provision will enable more people to use the space, and benefit from the food grown, while creating more sustainable growing activities for the community/ schools and giving them a greater sense of pride and ownership.</p> <p>A local allotment waiting list currently exists for residents, community groups/ schools following an 'expression of interest' exercise carried out in 2010. A master allotment waiting list for all sites across the city is currently being collated by the department. As part of the funding agreement, the PHA have outlined conditions to be followed, including:</p> <ul style="list-style-type: none"> • Allotments are allocated to residents/ community groups/ schools from the local residential area i.e. within 1.2km mile radius catchment area/ approx 10/15 min walk; • The allotment site combines both individual and community/ school use; and • The PHA funding is recognised via signage and associated literature. <p>On this basis it is proposed that we undertake an exercise to identify current interest among local residents within the catchment area, using the existing list as a starting point. If there are a greater number of names than plots available, these will be added to the master list.</p> <p>There are significant benefits to be gained by combining both individual and community growing facilities from the local residential area, including improvements to the following:</p> <ul style="list-style-type: none"> • Physical health by increasing the accessibility and availability of fresh fruit and vegetables; • Mental health and wellbeing by giving people the opportunity to be physically active and engage socially; • Poverty levels by addressing some of the food security issues by increasing accessibility to and availability of inexpensive, locally grown fruit; • Social isolation issues by increasing community engagement in sustainable activities and building community cohesion; and • Green space development by enhancing biodiversity in an urban environment. |
|--|--|

| | |
|------------------|--|
| <p>3.</p> | <p>Resource Implications</p> |
| | <p><u>Financial</u> The PHA has agreed in principle to fund the development of the allotment site. This will cost approximately £70,000 and will include drainage, footpaths and watering point for allotment holders. The council will be responsible for the implementation, management and maintenance of the allotment site.</p> |

| | |
|--|--|
| | <p><u>Human</u> There will be no additional human resources required at this stage.</p> <p><u>Asset and other implications</u> None at this stage.</p> |
|--|--|

| | |
|-----------|---|
| 4. | Equality Implications |
| | There are no equality or good relations implications anticipated at this stage. |

| | |
|-----------|---|
| 5. | Recommendations |
| | <p>It is recommended that the committee:</p> <ul style="list-style-type: none"> • Endorse the content of the update report; and • Grant authority to accept the PHA grant award subject to an agreement being drawn up by Legal Services. |

| | |
|-----------|--|
| 6. | Decision Tracking |
| | All actions will be completed by the City Park Manager and a progress report will be brought to Committee in due course. |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | None |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None |

This page is intentionally left blank



Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | Sam Thompson Bridge Opening |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Rose Crozier, Assistant Director Parks and Leisure |

| | |
|-----------|---|
| 1. | Relevant Background Information |
| | <p>Connswater Community Greenway / East Belfast Flood Alleviation Scheme Phase 1 sections are due for completion in May 2014. Phase 1 includes the developments in Victoria Park and Orangefield Park.</p> <p>As part of the works at Victoria Park, a new pedestrian and cycle bridge was installed on 12th October 2013. The bridge was subsequently named Sam Thompson Bridge as agreed by committee in October 2013 after a public vote.</p> <p>The bridge will be opened on Friday 4th April 2014, when it is anticipated 90% of the works in Victoria Park will be complete. The bridge is symbolic of Belfast's progress in the delivery of one of UK's 3 Big Lottery Funded 'Living Landmarks'.</p> |

| | |
|-----------|---|
| 2. | Key Issues |
| | <p>A fun community celebration event is proposed to attract 2014+ people to visit Sam Thompson Bridge and '<i>Get over it</i>' on the official opening day between 12.00 – 16.00pm.</p> <p>Residents, schools, employees and user groups will be encouraged to cycle, walk or get public transport to '<i>Get over it</i>'.</p> <p>A photographer will be present to take pictures of groups and individuals getting over the Sam Thompson Bridge. As this is a project co-funded by a number of partners and is part of the Council's Investment Programme it is intended that photographs will be taken of Sam Thompson's family member(s), Ministers, the Lord Mayor and Chair of Strategic Policy and Resources Committee, Party Group Leaders, local elected representatives, partners and user groups,. A schedule for the photography will be agreed with those who are planning to attend during allocated time slots and will be circulated in advance of the event.</p> <p>The event will encourage walking and cycling and highlight the link between exercise, green space, greenways and health.</p> |
| 3. | Resource Implications |

| | |
|--|---|
| | <p><u>Financial</u> Event is accommodated with the CCG budget.</p> <p><u>Human Resources</u> No implications</p> <p><u>Asset and Other Implications</u> The Connswater Community Greenway will create a 9km linear park through East Belfast, following the course of the Connswater, Knock and Loop Rivers, connecting the open and green spaces and remediating the Connswater River itself. The Greenway will reconnect the communities of East Belfast and restore the rivers as community assets. It will create vibrant, attractive, safe and accessible parkland for leisure, recreation and community events and activities</p> |
|--|---|

| | |
|-----------|---|
| 4. | Equality and good relations implications |
| | There are no equality implications. |

| | |
|-----------|---|
| 5. | Recommendations |
| | Committee is asked to note the date for the opening of the Sam Thompson Bridge. |

| | |
|-----------|-------------------------------|
| 6. | Decision Tracking |
| | Director of Parks and Leisure |

| | |
|-----------|--|
| 7. | Key to Abbreviations |
| | CCG – Connswater Community Greenway UK – United Kingdom |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None |



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | High Hedges update |
| Date: | 13 February 2014 |
| Reporting Officer: | Rose Crozier, Assistant Director of Parks and Leisure |
| Contact Officers: | Caroline Wilson, Neighbourhood and Development Manager Paul Barr, Landscape and Planning Manager |

| | |
|-----------|---|
| 1. | Relevant Background Information |
| | <p>In March 2012, Committee was presented with a report on the implementation of the High Hedges Act (Northern Ireland) 2011 setting out the four key stages of the process.</p> <p>Committee agreed to grant delegated authority to the Director of Parks and Leisure to exercise all powers relating to the High Hedges Act (NI) 2011. It was also agreed that the High Hedges process would be reviewed after an appropriate period of implementation.</p> |
| 2. | Key Issues |
| | <p>From April 2012 to date, the service has dealt with 149 complaints in relation to high hedges the majority of these by telephone. The vast majority of complaints have been dealt with informally. The three complaints that proceeded through the formal route were completed without any appeal with the service receiving the £1,050 required fee.</p> <p>The officers however have dealt with over 1600 calls requesting advice and guidance on the legislation. The experience to date is that the service is working hard with residents to resolve issues regarding High Hedges through the more informal route which is proving to be successful.</p> <p>In the report to Committee in March 2012, the view was that the High Hedge fee of £350 would cover the costs associated with administering this new legislation and the programme would be cost-neutral. Currently there are two fixed term officers providing advice and support in this area at a cost of £54k.</p> |

The assessment is that realising this level of income over time is now unlikely, given the track record of informal dispute resolution. The role of the High Hedges Project Officer and Project Assistant has been more an advice and mediation role.

The costs for both officers have been offset against income from other projects, generated within the Landscape Planning & Development Unit. This includes the DRD Street Trees programme and DSD Environmental Improvement schemes.

More broadly, there is increased pressure on the Landscape Planning and Development Unit to deliver more information in relation to public liability claims in all areas and to significantly improve its processes, particularly inspections and records retrieval. In recent months, the High Hedges team has been assisting in this regard.

In order to release specialist technical staff to undertake more inspections and management of repairs, it is proposed that for a temporary period of 6 months, the High Hedges Project Officer undertake the following tasks:

- Dealing with telephone enquiries relating to high hedges, tree pruning requests and complaints
- Development and provision of High Hedges information as an online resource to enable the public to more easily access the information
- Drawing up (tree) planting plans for small scale environmental schemes
- Attending site meetings with DRD Roads Service Engineers, Parks Managers, Councillors and members of the public and giving tree advice
- Updating park and street tree details on the City Tree Management System software using information received from Contractors.

In addition, the Project Assistant will:

- Log all complaints/requests for work and allocate these to relevant officers within Landscape Planning and Development Unit, as part of the roll-out of digitised reporting by the Mobile Playground Inspectors
- Assist as a central resource with the recording and processing of invoices associated with the arboricultural and horticultural tenders, playground tenders, street furniture, fencing quotations, tracking spend and providing budget information on request
- Assist with the supervision and implementation of contracts across a number of work-streams
- Assist with information gathering associated with inquiries from Legal Services regarding horticultural and playground claims.

At the end of 6 months, it is planned that the advisory functions of the High Hedges team will be largely fulfilled by the information provided online. At that point, there would also be a review of the business support

| | |
|--|---|
| | <p>functions within the unit, to determine longer term needs in the context of Local Government Reform and other improvement initiatives, including the recently agreed Claims Investigator post.</p> <p>The interim arrangement would remain cost-neutral offset against income from contracts with DSD and DRD.</p> |
|--|---|

| | |
|-----------|--|
| 3. | Resource Implications |
| | <p><u>Financial</u> The extension of the two fixed term posts will cost £30k for a period of 6 months. This will be funded through income from contracts with DSD (Open Site maintenance and Environmental Improvement schemes) and DRD Roads Service (Street Trees).</p> <p><u>Human Resources</u> Normal human resources policies and procedures will be applied in implementing all changes.</p> <p><u>Assets</u> Improved management of complaints, repairs and claims.</p> |

| | |
|-----------|-------------------------------------|
| 4. | Equality Implications |
| | There are no equality implications. |

| | |
|-----------|---|
| 5. | Recommendations |
| | Committee is asked to approve the extension of the High Hedges team for a time-limited period of 6 months up until end September 2014 for the tasks outlined above. |

| | |
|-----------|---|
| 6. | Decision Tracking |
| | Responsible Officer: Landscape Planning and Development Manager. Actions to be completed by October 2014 |

| | |
|-----------|---|
| 7. | Key to Abbreviations |
| | DSD – Department for Social Development DRD – Department of Regional Development |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None |

This page is intentionally left blank



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Replacement of existing Gravedigger posts to Cemetery Operative posts and Parks & Cemeteries Seasonal Requirements for 2014/15 |
| Date: | 13 February 2014 |
| Reporting Officer: | Rose Crozier Assistant Director |
| Contact Officers: | Fiona Holdsworth, Principal Parks & Cemeteries Services; Manager or Sharon McCloy, Cemeteries & Crematorium Manager |

| | | | | |
|-----------|--|--------------------|-------------------|------------------------|
| 1. | Relevant Background Information | | | |
| | Currently within the Parks & Cemeteries Services Section there are:- | | | |
| | 10 x Gravedigger posts (Scale 3) | | | |
| | 14 x Cemetery Operative posts (Scale 4) | | | |
| | | | | |
| | City Cemetery | Dundonald Cemetery | Roselawn Cemetery | |
| | Gravedigger | 4 | 2 | 4 (includes 1 vacancy) |
| | Cemetery Operative | 7 | 1 | 6 |
| | The Cemetery Operative posts were introduced in 2008 following approval by Committee on 15 May 2008. | | | |
| | It has been identified by management that the posts within the cemeteries, and in particular Roselawn, are not providing sufficient operational flexibility to meet today's demands, service standards and health & safety requirements. At Roselawn there is a growing requirement that staff must be flexible in order to deal with the increasing number of burials on this expanding site, associated increases in ground maintenance requirements, the introduction of memorial safety and the provision of operational back-up cover at the Crematorium. | | | |

| | |
|--|--|
| | <p>It is within the job description of the Cemetery Operative to provide this required level of operational flexibility, but not all the required aspects are covered within the job descriptions of the current Gravedigger posts – See Appendix 1 Cemetery Operative job description and Appendix 2 Gravedigger job description.</p> <p>There are over 55,000 graves in Roselawn Cemetery which is expanding rapidly, at approximately 250 new graves per annum. Dundonald Cemetery has approximately 22,000 graves. Within Roselawn and Dundonald Cemeteries approximately 80% of graves have headstones/memorials already erected on them. None have yet been inspected for memorial safety, stability and permission to erect.</p> <p>Within the existing structure there is currently 15 seasonal staff, i.e. 4 Park Operatives and 11 Gardener Scale 3s to assist with the seasonal increase in work within Parks & Cemeteries.</p> |
|--|--|

| | |
|------------------|---|
| <p>2.</p> | <p>Key Issues</p> <p>At present there is 1 vacancy for a Gravedigger at Roselawn Cemetery, this post needs to be filled as it currently is being covered by the extension of a Seasonal Gardener’s contract which cannot continue long term.</p> <p>In addition Memorial Safety Inspections must be introduced at Roselawn and Dundonald Cemeteries as reported to Committee on 14th March 2013. The Cemetery Operatives, under the supervision of the Community Park Supervisors and following directives from the Cemeteries and Crematorium Manager will shortly commence carrying out these vital inspections.</p> <p>In order to ensure that the staff ‘s job descriptions are suitably flexible to provide the full range of operational requirements within the cemeteries, it is proposed that the current vacant post of Gravedigger at Roselawn and all other Gravedigger posts elsewhere (10 in total) would be replaced by the recruitment of Cemetery Operatives, if and when they become vacant.</p> <p>Discussions have recently been with the current Gravedigger post holders and their Trade Unions representatives at their request to review the role of Gravediggers.</p> <p>Outcomes from this review will be brought to a later Committee.</p> <p>To reduce agency staff and overtime usage, the Parks & Cemeteries Managers have requested 11 Park Operatives and 9 Gardener Scale 3s seasonal staff across all areas for 2014/15. This will be a change to our current establishment by an additional 5 seasonal posts and the designation numbers will also change.</p> |
|------------------|---|

| | |
|-----------|---|
| 3. | Resource Implications |
| | <p>The phasing in of the new Cemetery Operative posts will have financial implications, the differential between the current remuneration of Scale 3 for Gravedigger to the current remuneration of Scale 4 for Cemetery Operative posts. This will incur an additional cost of £1984 per post per annum.</p> <p>It is anticipated, as a result of the proposed memorial safety work that the Cemetery Operatives will undertake, that income will increase however it is difficult to establish by how much at this stage. This is due to the recouping of income from the many unauthorised memorials and foundation fees.</p> <p>Many fees are not being currently paid by sculptors, as there is not an adequate checking mechanism in place within the cemeteries to ensure that the correct procedure and fees are paid before a headstone is erected. Sculptors therefore are erecting headstones ad hoc which are not only a potential health & safety risk to staff and visiting public, but the council is not receiving any income through the required fees. By replacing current Gravediggers with Cemetery Operatives posts, this will mean more flexibility and provide an adequate checking mechanism to ensure correct procedures and fees are paid before headstones are erected.</p> <p>Proposed changes to seasonal staff would increase the limit to recruit up to 20 staff, i.e. 11 Park Operatives and 9 Gardener Scale 3s which is an increase of 5 posts. Please note that these will not be recruited unless operationally necessary.</p> <p><u>Human Resources</u></p> <p>If approved to recruit Cemetery Operatives instead of Grave diggers the recruitment of the current vacancy at Roselawn and those in the future, as and when required, will be carried out through the normal Council recruitment and selection procedures. Please note the others will be replaced as and when further vacancies occur within the Gravedigger designations at Roselawn, Dundonald and City cemeteries. A reserve list will be compiled (with a time limit) so that if/when a vacancy arises successful candidates may be recruited off this list.</p> <p>If approved, seasonal staff will also be recruited through the normal Council recruitment and selection procedures to commence in April 2014.</p> |
| 4. | Equality Implications |
| | None |
| 5. | Recommendations |
| | Members are asked to approve the contents of this report namely:- |

| | |
|--|---|
| | - To agree to the phasing out of existing gravedigger posts (10) as they become vacant and replace these posts with Cemetery Operative posts. |
|--|---|

| | |
|-----------|--------------------------|
| 6. | Decision Tracking |
| | None |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | None |

| | |
|-----------|---|
| 8. | Documents Attached |
| | Appendix 1 – Cemetery Operative Job Description Appendix 2 - Gravedigger Job Description |

Job description

No:

Date: 24 September 2012

Dept: Parks and Leisure
Post No: 35 was 523400 was 5210700
Section: Parks and Cemeteries
Job Title: **Cemetery Operative**
Grade: Sc 4

Main purpose of job

To be responsible to the Cemeteries and Crematorium Manager or other appropriate officer to undertake work in the cemeteries or Crematorium either individually or as part of a team.

To undertake the full range of duties involved in cremations and burials in accordance with recognised Codes of Practice.

To undertake a range of horticultural and gardening duties as directed.

To identify and take remedial action for headstone safety.

Summary of responsibilities and personal duties

1. To carry out duties to ensure the smooth processing of the funeral from reception of the body, through the service for the dead, to the cremation or burial of the body;
2. To co-operate with the Senior Crematorium Technician or Community Parks Supervisor in the compilation of work schedules and report any requests for alterations to the same to the Senior Crematorium Technician or Community Parks Supervisor;

When undertaking cremation duties:

3. To carry out necessary checks before cremation on identification and to supervise the correct placing of the coffin onto the catafalque by the family or Funeral Directors;
4. To ensure safe operation and routine maintenance of cremators and auxiliary equipment such as fans, smoke indicators, reducing machine and catafalque etc including minor repairs and identifying and reporting any irregularities with equipment;
5. To store ashes prior to disposal, to check ashes for final disposal, to pack ashes for despatch and to remove metal objects from cremated remains. To dispose of cremated remains as instructed, including the burial and scattering of ashes in the cemetery;
6. To carry out minor clerical work including completion of 'in house' forms giving cremation details;
7. To clean and tidy cremator room, chapel, waiting room, Book of Remembrance Room and other areas within the Crematorium, and maintain the floral displays

When undertaking chapel duties:

8. To check the daily list of services and ensure that the Chapel is prepared according to the type of service that will be conducted. To set out correctly the times of the services and the names of the deceased onto the daily information board;
9. Show the family mourners to their seats in the chapel and assist as required with the transfer of the coffin from the hearse to the catafalque and escort the mourners from the Chapel at the end of the service via the exit corridor and floral tributes hall;
10. To assist in the Funeral Service as placing, for example, making short announcements and pressing the committal button and to operate and coordinate different music formats, that is, CD's and other relevant media types, to meet the requirements of both the minister and family representatives during the funeral service.

When undertaking grave digging and gardening duties

11. To identify and check grave spaces and report irregularities to the Community Parks Supervisor and/or Cemetery Manager.
12. To excavate grave by use of appropriate tools, for example, shovels, spades and other tools including powered tools and plant such as mechanical excavator, Kango hammers, water pump to appropriate depth.
13. To receive coffin from undertaker and check documentation, to lower coffin into ground and to fill in and finish grave including placing of wreaths.
14. To undertake site preparation and constructional labouring.
15. To undertake maintenance of cemetery including sweeping, grass cutting, hedge trimming, turfing and seed sowing, planting and removal of litter and rubbish.
16. To carry out application of chemical pest control methods including calibration of sprayers and identification of a range of pests, diseases and weeds.
17. To operate appropriate plant / vehicles and to use powered hand tools and light plant relevant to cemetery and gardening operations and to ensure cleanliness of tools and any buildings.
18. To undertake the reinstatement of monuments and underground vaults.
19. To assist mourners and members of the public in locating graves and memorial trees, giving guidance where required and to maintain good relations with Ministers and Funeral Directors.

Training and development

20. To undergo periodic training as appropriate and keep required operational requirements up to date and to participate in team-building training as required;
21. To be available for emergency cover as required;
22. To deputise for the Senior Crematorium Technician and/or Community Parks Supervisor in his or her absence if requested to do so;

Other duties

23. To comply at all times with the Code of Cremation Practice as laid down by the Federation of Burial and Cremation Authorities and the Health and Safety at Work Regulations 1992 and appropriate legislation;
24. To carry out regular inspections of headstones and take remedial action to ensure compliance with health and safety regulations;
25. To undertake such other relevant duties as may from time to time be required;

Employee specification

No:

Date: 24 September 2012

Dept: Parks and Leisure
Post No: 35 was 523400 was 5210700
Section: Parks and Cemeteries
Job Title: **Cemetery Operative**
Grade: Sc 4

Qualifications

None. Full training will be provided on appointment. The applicant will be required to obtain the Cremator Operator's Certificate of Proficiency within one year of appointment.

Possession of a PA1 and /or PA6 pesticides Application Certificate would be an advantage.

Experience

It is desirable to have experience in the operating of cremators or incineration machinery.

It would be desirable to have recent horticultural experience gained within the last three years.

It is desirable to have experience of dealing with the public in a sensitive manner and environment, for example, funeral parlour or similar environment.

Special skills and attributes

Applicants must be able to demonstrate:

- Effective interpersonal and sensitive communication skills
- Ability to liaise and effectively communicate with funeral directors and other external organisations

- Commitment to provide a quality service
- Ability to work as part of a small team
- Ability to use initiative and responsibility when required
- Proven ability to work unsupervised
- Ability to keep and maintain accurate records
- Knowledge and understanding of health and safety issues.

The council reserves the right to shortlist on the basis of performance in tests on numeracy and checking skills and attributes.

This page is intentionally left blank

Job description

Ref No: AFTER JOB LOADING **Date:** April 2007

Dept: Parks and Leisure Services

Post No: 57

Section: Parks and Cemeteries

Job Title: Gravedigger

Grade: Scale 3

Main purpose of job

To be responsible to the Area Contract Manager or other appropriate officer to undertake work in cemeteries either individually or as part of a team.

Summary of responsibilities and personal duties

1. To identify and check grave spaces and report irregularities.
2. To regularly carry out memorial inspections, check inscriptions and monumental installations and inform management accordingly of any irregularities.
3. To excavate grave by use of appropriate tools, for example, shovels, spades and other tools including powered tools and plant such as mechanical excavator, Kango hammers, water pump to appropriate depth.
4. To receive coffin from undertaker, check documentation and update grave cards as required.
5. To lower coffin into ground.
6. To fill in grave and finish grave including placing of wreaths.
7. To undertake site preparation and constructional labouring.
8. To undertake maintenance of cemetery including sweeping, grass cutting, hedge trimming, planting and removal of litter and rubbish.
9. To carry out turfing and seed sowing.
10. To operate appropriate plant and vehicles relevant to cemetery operations.
11. To undertake the reinstatement of monuments and underground vaults.
12. To assist mourners and members of the public, giving guidance where required.
13. To ensure cleanliness of basic tools and equipment and the cleanliness of buildings.
14. To ensure effective communication with other members of the team and line management.
15. To direct members of the public, assist with locating graves, provide assistance where possible with genealogical issues and generally ensure good relations with the public.
16. To assist with on-the-job training and coaching, for example, new starts, apprentices, work placements and other staff.
17. To undergo periodic training as and when necessary.

18. To ensure that work is carried out in accordance with Health and Safety legislation and council regulations, to include the wearing of appropriate PPE (for example, when using shoring equipment).
19. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the city council.
20. To undertake such other relevant duties as may from time to time be required.

This page is intentionally left blank



Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | Out of Hours use of Leisure Centres |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Adrian Walker, Leisure Operations Manager Claire Moraghan, Sports Development Officer |

| 1.0 | Relevant Background Information |
|------------|--|
| 1.1 | The purpose of this report is to seek Committee approval to extend the of Out of Hours agreements under which sports clubs use our leisure facilities for training purposes. |
| 1.2 | The Parks and Leisure Committee at its meeting on 11 December 2008 agreed to extend out of hours use of leisure centres to all clubs and adopted a charging rate of £20 per hour as a contribution towards utilities costs. |
| 1.3 | At subsequent Committee meetings members agreed to extend the out of hours use of leisure centres scheme to all sporting organisations and to reduce the rate to £10 per hour on 11 June 2009 and 10 September 2009 respectively. |
| 1.4 | Clubs currently pay £11 per hour and this will increase to £11.60 from April 2014 in line with the new scale of charges. |
| 1.5 | Currently 7 water based clubs avail of the out of hours facilities totalling 23 hours per week. They also utilise 18 hours during normal opening times at full price and regular competition bookings. |
| 1.6 | Centres using out of hours include; Andersonstown, Avoniel, Ballysillan, Falls, Olympia and Whiterock. |
| 1.7 | Comments from the clubs indicate that the out of hours service is highly valued and allows the clubs to keep costs down ensuring their membership fees are manageable. Many have spoken about the increased opportunity to train when it is increasingly difficult to get access to pool time during normal opening hours due to demand from the public. |

| | |
|------------|---|
| 2.0 | Key Issues |
| 2.1 | The legal agreements have now expired and at this point all of the clubs are technically “over-holding” on their agreements. |
| 2.2 | Legal Services have advised that retrospective Committee approval should be sought for the extension of the agreements as well as the authority to extend the existing agreements until March 2015. |
| 2.3 | Delegated authority is also requested to extend or amend the out of hours contracts as required in line with the service’s plans for improvement and service development. |
| 2.4 | Subject to Committee approval it is proposed that the Department writes to the groups to extend their agreements until 31 March 2015. |

| 3.0 | Resource Implications | | | | | | | | | |
|---|--|--------------------|--------------------|--------------------|-----------------|----|----|---|-----|-----|
| 3.1 | The table below indicates estimated costs and income based on the current usage. | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th></th> <th>Out of Hours Usage</th> <th>Usage at full rate</th> </tr> </thead> <tbody> <tr> <td>Total No. hours</td> <td>23</td> <td>18</td> </tr> <tr> <td>No. of Participant opportunities weekly</td> <td>365</td> <td>405</td> </tr> </tbody> </table> | | Out of Hours Usage | Usage at full rate | Total No. hours | 23 | 18 | No. of Participant opportunities weekly | 365 | 405 |
| | Out of Hours Usage | Usage at full rate | | | | | | | | |
| Total No. hours | 23 | 18 | | | | | | | | |
| No. of Participant opportunities weekly | 365 | 405 | | | | | | | | |

| | |
|------------|------------------------------|
| 4.0 | Equality Implications |
| 4.1 | None. |

| | |
|------------|--|
| 5.0 | Recommendations |
| 5.1 | It is recommended that Committee approve the extension of the Out of Hours agreements until 31 March 2015 and grant delegated authority to the Director of Parks and Leisure to subsequently extend as required. |

| | |
|------------|--|
| 6.0 | Decision Tracking |
| | The Leisure Operations Manager to action the committee’s decision. |

| | |
|------------|-----------------------------|
| 7.0 | Key to Abbreviations |
| | None |

| | |
|------------|---------------------------|
| 8.0 | Documents Attached |
| | None |



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure |
| Subject: | Closures for Public Holidays |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Rose Crozier, Assistant Director |

| | |
|----------|--|
| 1 | Relevant Background Information |
| | <p>Each year a plan is presented to committee setting out the opening/closing arrangements for public holidays. This is specifically in relation to proposals for opening/closing times and dates due to public holidays, maintenance arrangements and staff training during the financial year 2014/2015.</p> |

| | | | |
|----------|--|--|--------------------------------|
| 2 | Key Issues | | |
| | <p>Members are asked to note the following information:</p> <p>The opening and closing proposals are taken in advance to committee each year so that adequate notice can be given to both customers and staff in relation to Bank Holidays and other exceptional closures.</p> <p>The public/bank and statutory holiday entitlements for the financial year 2014/15 have now been confirmed and this year the extra statutory holiday has been allocated to 2nd January 2015.</p> <p>This will result in the following closures:</p> <p><u>Cemeteries and Crematorium</u> The following holiday arrangements are proposed for cemeteries and crematorium central and site offices for the financial year 2014/15:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"></td> <td style="text-align: center;">CENTRAL AND SITE OFFICE</td> </tr> </table> | | CENTRAL AND SITE OFFICE |
| | CENTRAL AND SITE OFFICE | | |

| DATE | PROPOSED OPENING HOURS |
|-------------------------------------|------------------------|
| Monday 21 April 2014 | CLOSED |
| Tuesday 22 April 2014 | 08:30am – 12.30pm |
| Monday 5 May 2014 | CLOSED |
| Monday 26 May 2014 | CLOSED |
| Saturday 12 th July 2014 | CLOSED |
| Monday 14 July 2014 | 08:30am – 4.30pm |
| Tuesday 15 July 2014 | CLOSED |
| Monday 25 August 2014 | CLOSED |
| Wednesday 24 December 2014 | 08:30am – 3pm |
| Thursday 25 December 2014 | CLOSED |
| Friday 26 December 2014 | 08:30am – 12.30pm |
| Thursday 1 January 2015 | CLOSED |
| Friday 2 January 2015 | 08:30am-12.30pm |
| Tuesday 17 March 2015 | CLOSED |

Roselawn Crematorium and Cemeteries Burial operations

It is proposed that the crematorium and cemeteries burials will operate the following arrangements with staff on site:

| DATE | CREMATORIUM OPERATING HOURS | CEMETERY BURIALS |
|-------------------------------------|-----------------------------|------------------|
| Monday 21 April 2014 | CLOSED | CLOSED |
| Tuesday 22 April 2014 | 08:30am – 5pm | 08:00am – 11am |
| Monday 5 May 2014 | CLOSED | CLOSED |
| Monday 26 May 2014 | CLOSED | CLOSED |
| Saturday 12 th July 2014 | CLOSED | CLOSED |
| Monday 14 July 2014 | 08.30am -5pm | 08:00am – 11am |
| Tuesday 15 July 2014 | CLOSED | CLOSED |
| Monday 25 August 2014 | CLOSED | CLOSED |
| Wednesday 24 December 2014 | 08.30am -2pm | 08.30am -2pm |
| Thursday 25 December 2014 | CLOSED | CLOSED |
| Friday 26 December 2014 | 08.30am -12noon | 08:00am – 11am |
| Thursday 1 January 2015 | CLOSED | CLOSED |
| Friday 2 January 2015 | 08.30am -12noon | 08:00am – 11am |
| Tuesday 17 March 2015 | CLOSED | CLOSED |

Members are reminded that cemeteries are open to the public as open spaces 365 days a year:

November – February: 8.00am - 4.00pm and Sundays 10.00am – 4.00pm

March and October: 8.00am – 6.00pm and Sundays 10.00am – 6.00pm

April to September: 8.00am – 6.00pm, Tuesdays and Thursdays: 8.00am – 8.00pm and Sundays 10.00am – 6.00pm.

Leisure Services

A schedule has been developed which makes recommendations relating to the opening/closure arrangements for leisure centres for the financial year 2014/15 and is attached at Appendix 1 for Members consideration.

| | |
|--|---|
| | <p>It is again proposed that a more structured approach to bank holiday closures is maintained. The majority of centres will close on bank holidays, with a couple of centres remaining open so as to provide customers with the opportunity to access leisure facilities. It is proposed that centres will open for bank holidays on a geographical basis and that this will be rotated each year.</p> <p>Historically it has been difficult to release staff to attend mandatory training or have a staff planning day or staff briefing sessions due to operational difficulties of continuing to provide a service to the public. Members are asked during December to allow a training day to be allocated per centre. Any other short closures will be delegated to the director to facilitate operational reviews and improvements.</p> <p>Planned maintenance closures will also be facilitated at sites as per the planned maintenance schedule.</p> |
|--|---|

| | |
|----------|---|
| 3 | <p>Resource Implications</p> <p><u>Financial</u></p> <p>The financial impact of implementation of this schedule has been reflected within the revenue estimates for the period 2014/15.</p> <p><u>Human Resources</u></p> <p>None</p> <p><u>Asset and Other Implications</u></p> <p>None</p> |
|----------|---|

| | |
|----------|--|
| 4 | <p>Equality and Good Relations Considerations</p> <p>None</p> |
|----------|--|

| | |
|----------|--|
| 5 | <p>Recommendations</p> <p>It is recommended that members approve the closures schedule outlined in this report.</p> |
|----------|--|

| | |
|----------|--|
| 6 | <p>Decision Tracking</p> <p>The Committee Decision will be implemented by the Assistant Director and appropriate notification will be provide to staff and customers.</p> |
|----------|--|

| | |
|----------|-----------------------------|
| 7 | Key to Abbreviations |
| | None |

| | |
|----------|---|
| 8 | Documents Attached |
| | Appendix one – closures by leisure centre |

Appendix 1: PROPOSED LEISURE CENTRE PUBLIC HOLIDAYS & MAINTENANCE CLOSURES 2014/2015

APPENDIX 1

O Open **C** Closed **EC** Facility closed early between 4pm and 5pm.

| MONTH | DAY | DATE | A'TOWN | A'NIEL | SH'ILL | B'SILL | Grove/ GWBC | OLYM | W'ROCK | TENNIS CTR | LSIDE | FALLS |
|------------------|-------|------|--------|--------|--------|--------|----------------|------|--------|----------------------|-------|-------|
| 2014-2015 | | | | | | | | | | | | |
| April | Sun | 20 | O | C | C | C | O | O | C | C | C | C |
| April | Mon | 21 | C | C | C | C | C | C | C | C | C | C |
| | Tues | 22 | O | O | C | C | C | C | C | C | C | C |
| MAY | Mon | 5 | C | C | C | O | C | C | C | OPEN FOR MARATHON | C | O |
| | Mon | 26 | C | C | O | C | C | C | O | C | C | C |
| JULY | Fri | 11 | O | EC | EC | EC | EC | EC | O | EC | EC | O |
| | Sat | 12 | O | C | C | C | C | C | O | C | C | O |
| | Sun | 13 | O | C | C | C | C | C | O | C | C | O |
| | Mon | 14 | O | O | O | O | O | O | O | O | O | O |
| | Tues | 15 | O | O | O | O | O | O | O | O | O | O |
| AUG | Mon | 25 | C | C | C | C | O | C | C | C | C | O |
| DEC | Wed | 24 | EC | EC | EC | EC | EC | EC | EC | EC | EC | EC |
| | Thurs | 25 | C | C | C | C | C | C | C | C | C | C |
| | Fri | 26 | C | C | C | C | C | C | C | C | C | C |
| | Sat | 27 | O | O | O | O | O | O | O | O | O | O |
| | Wed | 31 | EC | EC | EC | EC | EC | EC | EC | EC | EC | EC |
| JAN 2015 | Thurs | 1 | C | C | C | C | C | C | C | C | C | C |
| | Fri | 2 | C | C | C | C | C | C | C | C | C | C |
| March 2015 | Tues | 17 | C | O | O | O | O | O | C | C | C | C |

Notes:

- 1) As part of an annual, rotational drain down programme, it is proposed that the swimming pools at Grove Wellbeing Centre and Falls Leisure Centres will close for essential planned maintenance and pool drainage during Christmas 2014. The respective pools will be closed for approximately 1-2 weeks.
- 2) The Council have not confirmed the public holiday provision for the 12th July or for the concessionary day during December 2014. As a result some further confirmation may be necessary when this information becomes available. The provisional plan anticipates these dates to be Monday 14th July and Tuesday 15th July 2014 and Friday 2nd January 2015.



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Female Association Football provision in South Belfast |
| Date: | 13 February 2014 |
| Reporting Officer: | Rose Crozier, Assistant Director Parks and Leisure |
| Contact Officer: | Claire Moraghan, Sports Development Officer Patrick Smyth, Community Parks Manager |

| | |
|-----------|---|
| 1. | Relevant Background Information |
| | <p>There are 8 senior female football clubs in Belfast, many with second and third level streams and junior sections. However they represent only 6% of Belfast football clubs.</p> <p>Members will be aware that a baseline survey into pitch provision is underway with early indication that there are issues around provision of grass pitches in the summer to meet the demand for women's football. Further information on the survey will be provided in due course.</p> |

| 2. | Key Issues | | | | | | | | | | | | | | | | | | | | | |
|-------------|--|---|------|--------------------------|---------|-------|---|-------------|-------|---|---------|-------|--------------------------------------|------------|-------|---|--------|------|---|----------|------|---|
| | <p>The current review of provision has highlighted the lack of playing opportunity for female football with only 9 confirmed grass pitches available for summer play in 2014.</p> <p>Table 1. Summer Provision</p> <table border="1"> <thead> <tr> <th>Pitch</th> <th>Area</th> <th>No. of pitches available</th> </tr> </thead> <tbody> <tr> <td>Mallusk</td> <td>North</td> <td>3</td> </tr> <tr> <td>Ballysillan</td> <td>North</td> <td>1</td> </tr> <tr> <td>Boucher</td> <td>South</td> <td>1 (unavailable due to Tennets Vital)</td> </tr> <tr> <td>Wedderburn</td> <td>South</td> <td>2</td> </tr> <tr> <td>Ormeau</td> <td>East</td> <td>3</td> </tr> <tr> <td>Victoria</td> <td>East</td> <td>3 (likely to be available due to Connswater Greenway development)</td> </tr> </tbody> </table> <p>With the loss of the single summer pitch at Boucher Road the provision for the south of the city is reduced. This is coupled with the issue of reports of anti-social behaviour during the summer months and the use of one of the pitches at Wedderburn as a bonfire site.</p> | Pitch | Area | No. of pitches available | Mallusk | North | 3 | Ballysillan | North | 1 | Boucher | South | 1 (unavailable due to Tennets Vital) | Wedderburn | South | 2 | Ormeau | East | 3 | Victoria | East | 3 (likely to be available due to Connswater Greenway development) |
| Pitch | Area | No. of pitches available | | | | | | | | | | | | | | | | | | | | |
| Mallusk | North | 3 | | | | | | | | | | | | | | | | | | | | |
| Ballysillan | North | 1 | | | | | | | | | | | | | | | | | | | | |
| Boucher | South | 1 (unavailable due to Tennets Vital) | | | | | | | | | | | | | | | | | | | | |
| Wedderburn | South | 2 | | | | | | | | | | | | | | | | | | | | |
| Ormeau | East | 3 | | | | | | | | | | | | | | | | | | | | |
| Victoria | East | 3 (likely to be available due to Connswater Greenway development) | | | | | | | | | | | | | | | | | | | | |

| | |
|--|---|
| | <p>An alternative site in the south of the city is Strangford Avenue playing fields which currently has no provision for summer play and is routinely under used due to the additional costs for providing a second manned changing pavilion.</p> <p>The proposal to “flip” one winter pitch on this site to summer play would also come with key handling agreements for the second changing facility and therefore no additional costs would be incurred by the council.</p> <p>This would result in meeting one of the key playing pitch policy objectives of providing quality dedicated space for competitive sporting play.</p> |
|--|---|

| | |
|-----------|--|
| 3. | Resource Implications |
| | None. The clubs booking the facility would still pay the agreed rate following the agreed booking procedure through Outdoor Leisure. |

| | |
|-----------|---|
| 4. | Equality Implications |
| | The proposal aims to rebalance the provision across the city and will be quality screened in accordance with Council requirements through the review of Parks & Leisure playing pitches review. |

| | |
|-----------|---|
| 5. | Recommendations |
| | Members are asked to agree the proposal to convert one winter pitch at Strangford Avenue playing fields to a summer pitch and for officers to draw up key handling arrangements with legal services. The legal agreement to be in place for the beginning of the summer season in April 2014. |

| | |
|-----------|---|
| 6. | Decision Tracking |
| | The Sports Development Officer to arrange the drawing up of an appropriate legal agreement. |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | None |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None |

| | |
|--|--|
| | |
|--|--|

This page is intentionally left blank



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Belfast Mela 2014 |
| Date: | 13 February 2014 |
| Reporting Officer: | Rose Crozier, Assistant Director of Parks and Leisure |
| Contact Officer: | Stephen Stockman, City Park Manager |

| | |
|-----------|--|
| 1. | Relevant Background Information |
| | <p>The Committee is asked to note that the Council has received a request from the Director of ArtsEkta to use Botanic Gardens for the Belfast Mela on 24th August 2014</p> <p>The Mela is a multicultural festival that has attracted 20,000 people annually from all communities across Northern Ireland. The Mela has been successful in raising cultural awareness, encouraging civic identity and promoting a positive image for Belfast and Northern Ireland.</p> |

| | |
|-----------|---|
| 2. | Key Issues |
| | <p>The Council wishes to promote the use of its parks and open spaces and where appropriate we will permit the use of these facilities for large events and concerts.</p> <p>The key issues are :</p> <ol style="list-style-type: none"> 1. In this particular instance the Council has received a request for use for Upper and Lower Botanic Gardens for the Belfast Mela on 24th August 2014 from midday to 6.00pm. Depending on funding and availability of Lower Botanic Gardens, it is proposed that the Director of Parks is given delegated authority to make a decision regarding the use of Lower Botanic Gardens for the proposed event later this year. 2. The proposed timescale from set up to take down of the event is eight days 19th to 26th August 2013 inclusive in Botanic Gardens. |

| | |
|--|--|
| | <p>3. Due to the economic climate ArtsEkta has requested permission to collect an entrance fee in the region of £3 per adult depending on funding for the event. It is proposed that Director of Parks and Leisure is given delegated authority to agree the admission fee prior to the event based on the timely provision of financial evidence.</p> <p>4. The event shall be subject to the preparation of an event management plan which shall cover all aspects of management including health and safety, access and will comply with the current events policy.</p> <p>5. A legal agreement will be provided by Legal Services</p> <p>6. Consultation by ArtsEkta will be undertaken with other local stakeholders such as Queens University, Lyric Theatre, local residents groups and the Friends of Botanic Gardens.</p> |
| | |

| | |
|-----------|---|
| 3. | Resource Implications |
| | <p><u>Financial</u> The Bond of Intent shall be waived but the Bond of reinstatement of £1000 shall be provided by ArtsEkta as in previous years per event.</p> <p><u>Human Resources</u> There may be overtime required by staff to assist with the management of the proposed event.</p> <p><u>Asset and other implications</u> ArtsEkta shall ensure all minimal impact on Council property and will provide a Bond of reinstatement prior to the event.</p> |

| | |
|-----------|--|
| 4. | Equality Implications |
| | <p>There are no equality implications as the event promotes cultural diversity and recognises minority and local indigenous groups</p> |

| | |
|-----------|--|
| 5. | Recommendations |
| | <p>Committee is asked to grant permission to ArtsEkta to provide the Belfast Mela in Botanic Gardens subject to the development of an Event Management Plan and satisfactory terms being agreed by the Director of Parks and Leisure and on condition that :</p> <ul style="list-style-type: none"> • The event organisers resolve all operational issues to the Councils |

| | |
|--|--|
| | <p>satisfaction;</p> <ul style="list-style-type: none"> • An appropriate legal agreement, to be prepared by the Assistant Chief Executive and Town Solicitor is completed and • The event organisers meet all statutory requirements including Health and Safety and Licensing • The organisers be permitted to charge an admission fee in the region of £3 to access the Botanic Gardens for the event if deemed necessary to support the financing of the event and • Grant delegated authority to the Director of Parks and Leisure to vary the admission fee subject to the provision of financial evidence by ArtsEkta to support this decision. • Grant delegated authority to the Director of Parks and Leisure to permit the event to also include Lower Botanic Gardens subject to availability and available funding when confirmed by ArtsEkta. • Permit Closure of Botanic Gardens on the 24th August 2014 to permit admittance by Mela tickets holders only. |
|--|--|

| | |
|-----------|--|
| 6. | Decision Tracking |
| | All actions to be completed by City Park Manager (East) |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | None |

| | |
|-----------|--|
| 8. | Documents Attached |
| | Appendix 1 – Letter of request from ArtsEkta |

This page is intentionally left blank

Philip House
Level 2 Suite 2
127 - 137 York Street
Belfast BT15 1AB

T: 028 9023 1381
E: info@artsekta.org.uk
www.artsekta.org.uk
www.belfastmela.org.uk

belfast
mela

ArtsEkta are the proud
organisers of the Belfast Mela

Charity No. XR 96726
Company Ltd No. NI060389



cultural bonding through the arts



Andrew Hassard
Director of Parks & Leisure
Belfast City Council
Adelaide Exchange
24-26 Adelaide Street
Belfast, BT2 8GD

CC: Alex McNeill, Community Parks Manager;

Dear Andrew,

Re: **Belfast Mela 2014**

I am writing to formally request the use of Botanic Gardens for staging the Belfast Mela 2014 on the 24th August 2014 from 12pm-6pm. Similar to 2013, we are requesting use of both Upper Botanic and Lower Botanic playing fields. Whilst we still have to confirm activity for Lower Botanic we wish to make you aware that it could be a potential site to further expand the festival next year. We hope to provide an update in early 2014.

There are several points to note in relation to the 2014 event:

- We intend to make use of Botanic Gardens from the 19th – 26th August 2014 inclusive of build, show days and de-rig;
- Similar to previous years, we intend to collect a fee of between £3-£5 per adult depending on the public and private funding secured for the event. Logistically, this means we require the park to remain closed to the public for the duration of the event with admittance for Mela ticket holders only;
- We will undertake necessary consultations in conjunction with BCC to minimise disruption to surrounding residents. ArtsEkta acknowledges there were issues raised with the management of the 2013 event and will endeavour to ensure these are rectified for next year.



Philip House
Level 2 Suite 2
127 - 137 York Street
Belfast BT15 1AB

T: 028 9023 1381
E: info@artsekta.org.uk
www.artsekta.org.uk
www.belfastmela.org.uk

belfast
mela

ArtsEkta are the proud
organisers of the Belfast Mela

Charity No. XR 96726
Company Ltd No. N1060389



cultural bonding through the arts

If you require any additional information please do not hesitate to contact me.

I look forward to hearing from you.

Yours Sincerely,

Nisha Tandon

Director





Belfast City Council

| | |
|---------------------------|--|
| Report to: | Parks and Leisure Committee |
| Subject: | Loughside Recreation Centre: Musical Extravaganza Booking |
| Date: | Thursday, 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks & Leisure |
| Contact Officer: | Adele Faulkner, Leisure Improvement Manager, ext 3607 Mark McCashin, Area Leisure Manager, ext 3555 |

| | |
|-----------|--|
| 1. | Relevant Background Information |
| | <p>The department has received a booking request for the use of Loughside Recreation Centre to host a musical Extravaganza afternoon and evening on Saturday 26th April 2014. The booking request has been made by the Pride of the Shore who formed in 1985. They are a competition band based in North Belfast, with 35 members ranging from three years of age to middle age. The objective of Pride of the shore is the advancement of community musical awareness and the opportunity to learn and develop musical talents.</p> <p>Loughside recreation centre has hosted a similar event in 2006 run by Belfast Historical Music Society.</p> |

| | |
|-----------|--|
| 2. | Key Issues |
| | <p>An application for the use of the Main Hall (event time 3pm -12.00pm) at Loughside Recreation Centre on Saturday the 26th April 2014 inclusive of set up time, has been received from Pride of the Shore. The facility request is for a fund raising fifes and drums musical extravaganza featuring bands from Northern Ireland and Scotland. Four bands will attend from Scotland and six from Northern Ireland. The group have estimated that 600 people will attend the event, including band members. A request has been made for permission to sell alcohol and the organisers are in the process of applying for an occasional alcohol licence.</p> <p>The organiser has undertaken to provide the following information in support of the application prior to the event:</p> |

| | |
|--|--|
| | <ul style="list-style-type: none"> • A formal letter of application • Safety statement • Risk Assessments/event plan/security • Public Liability Insurance • Occasional liquor licence • Entertainments licence • Event Plan • Emergency evacuation plan |
|--|--|

| | |
|-----------|---|
| 3. | Resource Implications |
| | <p><u>Financial</u> The fee charged to Pride of the shore is in line with Council charging policy and will include staff costs for out of opening hours use.</p> <p><u>Asset and Other implications</u> Council officers will liaise with organisers in relation to the potential environmental impact of this event.</p> |

| | |
|-----------|------------------------------|
| 4. | Equality Implications |
| | None |

| | |
|-----------|--|
| 5. | Recommendations |
| | <p>It is recommended that Members approve the application to hire facilities at Loughside Recreation Centre on Saturday the 26th April 2014 subject to the development of an event management plan and to satisfy the terms agreed by the Director of Parks and Leisure and on condition that:</p> <ol style="list-style-type: none"> 1. The event organisers resolve all operational issues to the Council's satisfaction 2. An appropriate legal agreement to be prepared by the Town Solicitor and 3. The event organisers meet all statutory requirements including Health and Safety and Licensing. |

| | |
|-----------|--------------------------|
| 6. | Decision Tracking |
| | None |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | N/A |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None |



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Cumann Spoir an Phobail Whiterock Leisure Centre |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Adrian Walker, Leisure Operations Manager |

| | |
|-----------|--|
| 1. | Relevant Background Information |
| | A request has been received for the use of Whiterock Leisure Centre by Cumann Spoir an Phobail. Cumann Spoir an Phobail has stated that they are a group based in the Upper Springfield area. They are a local not for profit voluntary organisation and wish to run a community celebration event in the area and for local people. |

| | |
|-----------|---|
| 2. | Key Issues |
| | <p>An application for the use of the Main Hall, 1pm -1am at Whiterock Leisure Centre on Saturday 29 March 2014 inclusive of set up, site clearance and clean up on Sunday 30 March 2014 has been received from Cumann Spoir an Phobail. The facility request is to deliver a community celebration event and presentations to local people who have contributed to the development of the Whiterock community in the fields of Sport, Culture and Development. The request includes the provision of bar facilities.</p> <p>The organiser has undertaken to provide the following information in support of the application:</p> <ul style="list-style-type: none"> • A formal letter of application • Safety statement • Risk Assessments • Public Liability Insurance • Occasional licence • List of security staff and registration numbers. |

| | |
|-----------|--|
| 3. | Resource Implications |
| | <p><u>Financial</u> The fee charged to Cumann Spoir an Phobail is in line with Council charging policy and will include staff costs for out of opening hours use.</p> <p><u>Asset and Other implications</u> Council officers will liaise with organisers in relation to the potential environmental impact of this event.</p> |
| 4. | Equality Implications |
| | There are no equality implications at this time. |
| 5. | Recommendations |
| | <p>It is recommended that Members approve The Cumann Spoir an Phobail application to hire facilities at Whiterock Leisure Centre on Saturday 29 March 2014, Subject to:</p> <ol style="list-style-type: none"> 1. The event organisers resolve all operational issues to the Council's satisfaction 2. An appropriate legal agreement to be prepared by the Town Solicitor and 3. The event organisers meet all statutory requirements including Health and Safety and Licensing. |
| 6. | Decision Tracking |
| | Adrian Walker, Leisure Operations Manager |
| 7. | Key to Abbreviations |
| | None |
| 8. | Documents Attached |
| | None |



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Barnett Demesne – Request for use by the County Grand Lodge of Belfast |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Ricky Rice, City Parks Manager. |

1. Relevant Background Information

The Committee is reminded that in 2004 it received a request, for the first time, from the County Grand Lodge of Belfast to hold the 12th July Demonstration event at Barnett's Demesne.

On 15 October 2004 the Lodge wrote to the Council and sought permission to use Barnett's Demesne property for the Twelfth of July event from July 2005 to July 2009. The former Community and Recreation (Parks and Amenities) Sub Committee at its meeting on 30 November 2004 acceded to the request for the event to be held on 12 July 2005.

At the meeting in November 2004 the Sub Committee recommendation stated that 'it will look favourably at a request to use the property (by the County Grand Lodge) as and when each is made but that in the exercise of fairness and equality of opportunity the Council cannot contract itself to reserve the use of its premises solely for the Lodge of the Twelfth of July demonstrations without giving equal consideration to other requests for use of the premises on such dates.'

The Committee is reminded that in successive years, all such requests from the Lodge have been approved.

2. Key Issues

The Committee is asked to note that the County Grand Lodge has requested the use of Barnett's Demesne for the 12th July Annual Demonstration event for 2014.

As indicated earlier, the event has been held at Barnett's Demesne since 2005

(8 years). The Council has worked closely with the Grand Lodge to ensure that the venue has facilitated the holding of a satisfactory event.

The main concern is that the site be vacated as quickly as possible and be left in the same state as prior to use given that Malone House and the grounds are heavily used by others. The County Grand Lodge has undertaken to ensure that litter is removed and that any physical damage to the site is repaired to its original condition.

3. Resource Implications

Financial

The charges for the use of the site will be in line with existing policy in relation to Parks events. The appropriate legal agreements will be entered into in respect of issues such as damage to property, health and safety and a bond of £2,000 will be required from the County Grand Lodge.

Human Resources

There are no additional human resource implications.

Asset and Other Implications

There is no significant impact on the asset.

4. Equality Implications

Equality criteria have been met.

5. Recommendations

It is recommended that the Committee accede to the request from the County Grand Lodge for the use of Barnett's Demesne on the 12th July 2014, subject to an appropriate legal agreement being prepared by the Town Solicitor.

6. Decision Tracking

The City Parks Manager will inform the County Grand Lodge of the Council's decision by 11th April 2014.

7. Key to abbreviations

None.

8. Documents Attached

None.



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Use of Victoria Park in Bombardier Aerospace's Evacuation Plan |
| Date: | 13 February 2014 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |

| | |
|-----------|--|
| 1. | Relevant Background Information |
|-----------|--|

| | |
|--|---|
| | This report is to inform Members that the Council has received a request from Bombardier Aerospace Belfast for approval in principle to permit the inclusion of Victoria Park in their evacuation plan. |
|--|---|

| | |
|-----------|-------------------|
| 2. | Key Issues |
|-----------|-------------------|

| | |
|--|--|
| | The Security Department at Bombardier Aerospace Belfast is currently reviewing the Emergency Evacuation Plan for their Queen's Island site at Airport Road. They have been working with statutory bodies and other agencies including Belfast Resilience Forum Programme Manager, Claire Carleton, to plan for a total site evacuation in the event of a major incident. |
|--|--|

| | |
|--|---|
| | If a total evacuation of the Queens Island site is required the Senior Officer of the Emergency Services will determine which offsite assembly point is to be used. A number of locations have been identified with the preferred options being in the vicinity of the Odyssey. |
|--|---|

| | |
|--|--|
| | Victoria Park has been identified as an alternative location with access via Connsbank Road and Sydenham By-Pass and/or the new footbridge at Airport Road directly opposite the main entrance to the Bombardier site. |
|--|--|

| | |
|--|---|
| | Bombardier recognise that in the short term the use of Victoria Park is subject to the footbridge being opened for use and the completion of the building works that are currently ongoing on the park. |
|--|---|

| | |
|--|---|
| | It is recommended that the Council agree to the request from Bombardier and that a legal agreement be drawn up in relation to their use of Victoria |
|--|---|

| | |
|--|--|
| | <p>Park in the event of an emergency. Advice from the Council's Emergency Planning Unit is that Victoria Park should not be used if the nature of the emergency incident is flooding and this will be reflected in the legal agreement.</p> <p>There is also an issue relating to the use of the park outside of normal opening hours. Discussions around the opening hours of the new footbridge are still ongoing and at this point it is not certain if it will be open 24 hours. It is suggested therefore that the legal agreement allows the use of Victoria Park as an evacuation area during normal park opening hours and that when a decision is reached around the opening hours of the new footbridge the agreement is updated to reflect this.</p> <p>If Members agree to this request Council officers will liaise with Bombardier staff around the practicalities of using Victoria Park as an evacuation point to minimise the impact on other park users.</p> |
|--|--|

| | |
|-----------|--|
| 3. | Resource Implications |
| | <p><u>Financial</u> There are no financial resource implications attached to this report.</p> <p><u>Human Resources</u> There are no human resource implications attached to this report.</p> <p><u>Asset and Other Implications</u> A Council asset will be used in the event of a total site evacuation.</p> |

| | |
|-----------|---|
| 4. | Equality Implications |
| | There are no equality implications associated with this report. |

| | |
|-----------|---|
| 5. | Recommendations |
| | Members are asked to agree to Bombardier Aerospace Belfast's request to include Victoria Park in their evacuation plan, subject to the signing of a formal agreement, that it will not be used if the emergency is a flooding incident and that it will not be used until the new footbridge is opened. |

| | |
|-----------|--|
| 6. | Decision Tracking |
| | The Director will inform Bombardier of the Committee's decision. |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | None |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None |



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Parks and Leisure Committee |
| Subject: | Use of Ormeau Park – Additional Request |
| Date: | 13 February 2104 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Rose Crozier, Assistant Director Parks and Leisure |
| 1. | Relevant Background Information |
| | <p>At its meeting of 5 December 2013 Committee agreed the use of Ormeau Park in support of a bid to host the UK Pipe Band Championships on Saturday 14 June 2014 and Saturday 15 June 2015, potentially attracting an audience of 10,000 people on site.</p> <p>The event organisers have approached the Council seeking permission to sell alcohol at the event.</p> |
| 2. | Key Issues |
| | As previously agreed an event management plan will be produced by the organisers to satisfy all legal and statutory requirements. |
| 3. | Resource Implications |
| | <p><u>Financial</u> No implications</p> <p><u>Human Resources</u> No implications</p> <p><u>Asset and Other Implications</u> No implications</p> |
| 4. | Equality and good relations implications |
| | There are no equality implications. |
| 5. | Recommendations |
| | Committee is asked to approve the request to sell alcohol at the event. |

| | |
|-----------|---|
| 6. | Decision Tracking |
| | Assistant Director of Parks and Leisure |

| | |
|-----------|-----------------------------|
| 7. | Key to Abbreviations |
| | UK - United Kingdom |

| | |
|-----------|---------------------------|
| 8. | Documents Attached |
| | None |