



## Belfast City Council

<b>Report to:</b>	Strategic Policy and Resources Committee
<b>Subject:</b>	Licence Agreement at Ormeau Park
<b>Date:</b>	22 October 2010
<b>Reporting Officer:</b>	Gerry Millar, Director of Property and Projects, Ext. 6217.
<b>Contact Officer:</b>	Cathy Reynolds, Estates Manager, Ext. 3493

### Relevant Background Information

At its meeting on 14 October 2010 the Parks and Leisure Committee is being asked to approve the grant of a short term temporary Licence Agreement to Marian Hunter, for use of part of the Ormeau Park Bowling Pavilion. Use will be for child care playgroup purposes on three mornings per week at a Licence Fee of £110 per week. The Director of Property and Projects will provide a verbal update to Members on the outcome of the Parks and Leisure Committee Meeting.

A copy of the Parks and Leisure Committee report, including Appendices thereto, is attached at Appendix 1. On the understanding that approval to the proposed Licence Agreement is provided by Parks and Leisure Committee, the Strategic Policy and Resources Committee are being asked to approve the grant of a Licence, in accordance with Standing Orders 46 and 60, on the terms outlined in the attached report (Appendix 1).

### Key Issues

Following a decision of the Parks and Leisure Committee on 14 October 2010, approval is sought to the grant of a short term Licence Agreement, to Marian Hunter, at the Ormeau Park Bowling Pavilion, for three mornings per week, for the period up to the end of March 2011, at a Licence Fee of £110 per week.

### Resource Implications

Financial

The fee of £110 per week will be charged over the period of the Licence Agreement on Ormeau Park Bowling Pavilion. This will cover provision of the accommodation plus lighting and heating costs.

#### Human Resources

No additional human resources required although in relation to the proposed Licence Agreement on the Bowling Pavilion, Parks personnel will be required to open up and close up the building and the access gates from Park Road on the three days per week the building will be used by the Playgroup.

#### Asset and Other Implications

The proposed Licence Agreement is designed to protect the Council's relevant property assets.

#### **Recommendations**

Committee is recommended to approve the grant of a temporary Licence, to Marian Hunter, to occupy part of Ormeau Park Bowling Pavilion at a fee of £110 per week and subject to a suitable Licence Agreement to be prepared by the Town Solicitor.

#### **Decision Tracking**

Subject to Committee and Council approval, Director of Property and Projects to arrange for completion of Licence Agreement before the end of November 2010.

#### **Key to Abbreviations**

#### **Documents Attached**

Appendix 1 – Copy of report, plan and map, submitted to the Parks and Leisure Committee of 14 October 2010.

## APPENDIX 1



## Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Proposed Licence Agreement at Ormeau Park Bowling Pavilion
<b>Date:</b>	14 October 2010
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Stephen Walker, Principal Parks and Cemeteries Development Manager

### Relevant Background Information

At its meeting on 10 December 2009 the Parks and Leisure Committee approved the renewal of a lease on the former Elderly Men's shelter at Ormeau Park, to Marian Hunter, for use as a private sector Playgroup Centre. A 5 year agreement at £2,940 per annum was subsequently drawn up and completed on 18 March 2010. On account of the accumulation of some previous arrears the tenant requested that the new lease provide for monthly rental payments. This was duly done and all payments are currently up to date. All previous arrears were cleared immediately prior to commencement of the new lease.

The above mentioned tenant, Marian Hunter, has recently approached the Council for temporary use of the Ormeau Park Bowling Pavilion. Use is envisaged from 8.30am to 1.30pm, three days per week, until the end of March 2011. The need for additional accommodation has arisen due to increased numbers of children seeking places with the playgroup. In addition a nearby church hall which will provide the necessary overflow accommodation is currently undergoing upgrade work to facilitate the playgroup. It is envisaged the church hall will be available for occupation early in the new year.

Marian Hunter's use will include the Main Club Room and ancillary kitchen facilities plus the Ladies Toilet area (all hatched blue on the attached Plan (Appendix 1). All these areas will be cleared at the end of each session. A small, partly enclosed 'office' area will be used for the storage of equipment at all times during the period of the Licence. Access to the various rooms within the building will be via the area shown shaded yellow on Appendix 1.

Pedestrian access to the building will be via the route shown shaded blue on the attached map (Appendix 2). The gate on Park Road which leads to this area will

be opened and closed by Parks staff before commencement and the end of each session.

Given the urgent need of the playgroup the Director of Parks and Leisure has agreed an interim arrangement under delegated authority pending a formal agreement from Committee.

### **Key Issues**

Use of Ormeau Park Bowling Pavilion has been requested by a private sector playgroup for three mornings per week for the period up to the end of March 2011. Use is to be regulated by a Licence Agreement and subject to an agreed fee of £110 per week, payable in advance, to include the costs of heating and lighting. The Council's Fire Safety Officer and Insurance Officer are content that the building is adequate for the intended purpose, however responsibility for compliance with all necessary regulations governing child care arrangements will remain the responsibility of the Licensee (Marian Hunter).

### **Resource Implications**

#### Financial

Modest financial receipt for limited period. No Council expenditure required to make the building suitable for purpose.

#### Human Resources

No additional human resources required although Parks personnel will be required to open up and close up the building and the access gates from Park Road on the three days per week the building will be used by the Playgroup.

#### Asset and Other Implications

Regulation of the occupation by way of a Licence Agreement will protect the Council's property asset.

### **Recommendations**

Committee is recommended to approve the grant of a Licence Agreement within the portion of Ormeau Park Bowling Pavilion shown hatched blue on Appendix 1, to Marian Hunter, for use as a Playgroup Centre three mornings per week until the end of March 2011, subject to the payment of a monthly Licence Fee of £110 per week, with detailed terms to be incorporated in a legal agreement to be drawn up by the Town Solicitor and Assistant Chief Executive and the approval of the Strategic Policy and Resources Committee in accordance with Standing Orders 46 and 60.

### **Decision Tracking**

Director of Parks and Leisure to liaise with the Director of Property and Projects with a view to obtaining the approval of the Strategic Policy and Resources Committee in the October 2010 Committee cycle.

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

<b>Documents Attached</b>
Appendix 1: Plan showing the rooms to be used by the Playgroup (hatched blue) and access to the rooms (shaded yellow).  Appendix 2: Map showing the Bowling Pavilion (shaded green) and the designated access to it (shaded blue). The surrounding land in Council ownership is shaded yellow.