



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Contractor's Access to Drumglass Park Gate Lodge
Date:	24 January 2014
Reporting Officer:	Gerry Millar, Director of Property and Projects, Ext: 6217
Contact Officer:	Cathy Reynolds, Estates Manager, Ext: 3493

1	Relevant Background Information
1.1	In 1991 the Council sold the Gate Lodge at Drumglass Park on an 850 year lease to a private purchaser. The property was marketed and sold with the benefit of pedestrian access from Lisburn Road but no vehicle access.
1.2	A building contractor has been engaged by the current owner of the Gate Lodge to carry out substantial repairs to the roof of the house and the contractor has sought a facility to bring deliveries of materials to the rear of the Gate Lodge through Drumglass Park. Due to parking restrictions on the Lisburn Road, the contractor has also sought a facility to allow parking of a contractor's van on an adjoining hard standing area within the Park. The arrangements with the contractor would be for approximately 6 weeks duration. Overlap with the Council's proposed improvement works at the Park will be avoided.
1.3	The movement and interaction of the contractor's vehicles and pedestrians within the Park would require to be strictly controlled. In addition appropriate local arrangements between the Park Manager and the contractor would be necessary in relation to the opening and closing of the vehicle access gate to the Park.

2	Key Issues
2.1	The proposed access and parking arrangements could be incorporated within a Licence Agreement between the contractor and the Council which would set out the responsibilities and liabilities of the parties and detail the nature of operational arrangements required to ensure the safety of park users.
2.2	Any Licence Agreement would be subject to the payment by the contractor of a Licence Fee of £50 per week. The fee will provide an incentive to the contractor to minimise the length of time he utilises the facility granted by the proposed Licence.
2.3	The Licence Agreement would be for a period of six weeks but with a degree of flexibility in this period to take account of any unforeseen delays in completing

	the contract, but would also provide for termination in the event that the Council need to proceed with its own works in this part of Drumglass Park.
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3	Resource Implications
3.1	<u>Finance</u> A Licence Fee of £50 per week would become payable for the duration of the proposed Licence Agreement.
3.2	<u>Human Resources</u> Staff from Parks and Leisure Department would be involved in opening up and closing the vehicle access gate for limited periods to allow access by the contractor and to ensure access by permitted vehicles only. Resources from Estates Management Unit and Legal Services would also be involved in drawing up and monitoring the Licence.
3.3	<u>Asset and Other Implications</u> The Licence Agreement would require the contractor to reinstate any damage caused to any part of the Park as a result of his use.

4	Equality and Good Relations Considerations
4.1	There are no equality or good relations issues associated with this report.

5	Recommendations
5.1	Committee is recommended to grant limited access to a building contractor through part of Drumglass Park for a period of approximately 6 weeks to carry out building works on the privately owned Drumglass Gate Lodge, subject to Licence Fee of £50 per week and an appropriate Licence Agreement to be drawn up by Legal Services.

6	Decision Tracking
	Director of Parks and Leisure to ensure Licence Agreement in place to allow works to commence during December, or such later date as may be acceptable to the Council and the building contractor.

7	Key to Abbreviations

8	Documents Attached
	Appendix 1 – Map showing the location of Drumglass Gate Lodge together with the proposed vehicle access route (shaded blue), the approximate location of the van parking area (shaded green) and the Council’s surrounding Park (shaded yellow).

APPENDIX 1