



Subject:	Asset Management i) Parkgate Avenue Car Park – Licence Extension ii) Smithfield Market – Update on Unit Lettings iii) Botanic Gardens (Lower Section) – Licence Agreement with Friends of the Field iv) Benview Community Centre – New Licence v) Commission House – New Lease vi) Overflow Parking Area adjacent Cregagh Youth & Community Centre – New Licence
Date:	20 June 2025
Reporting Officer:	Sinead Grimes, Director of Property & Projects
Contact Officer:	Pamela Davison, Estates Manager

Restricted Reports

Is this report restricted?

Yes

☐

No

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Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="checked" type="checkbox"/> X <input type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report/Summary of Main Issues
1.1	The purpose of this report is to seek approval from the Committee on asset related disposal, acquisition and estates matters.
2.0	Recommendation
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> i) Parkgate Avenue Car Park – Licence Extension - Approve the extension of an existing Licence agreement with the Directors of Argento Contemporary Jewellery Ltd for a right of way over Council owned lands at Parkgate Avenue Car Park. ii) Smithfield Market – Update on Unit Lettings – Note the recent lettings and rent reviews at Smithfield Market approved under delegated authority to the Director of Property & Projects. iii) Botanic Gardens (Lower Section) – Licence Agreement with Friends of the Field - Approve the grant of a further Licence Agreement between the Council & Friends of the Field to cover their continued use of portion of Botanic Gardens (Lower Section) as an agroecology community garden in conjunction with the Horizon 2020 UPSURGE project. iv) Benview Community Centre – New Licence - Approve a new 5-year licence agreement for the use of a portion of Benview Community Centre as a play centre & for use of storage container. v) Commission House – New Lease – Approve the lease of Commission House for office use to The Parent Rooms vi) Overflow Parking Area adjacent Cregagh Youth & Community Centre – New Licence - Approve of a new licence to Irish Rugby Football Union (Ulster Branch) for their occasional use of the overflow parking area adjacent to Cregagh Youth & Community Centre.
3.0	Main Report
3.1	<p>i) Parkgate Avenue Car Park – Licence Extension</p> <p><u>Key Issues</u></p> <p>The Directors of Argento Contemporary Jewellery Ltd ('Argento') own a piece of land adjoining the Council owned Parkgate Avenue car park. Council entered into a Licence with Argento granting a right of way over the car park to gain access to their adjoining lands via the gates and/or turnstile located in the boundary fence illustrated at Appendix 1. The existing Licence</p>

	<p>expired on 31 August 2020 and has been extended on an annual basis to 31 August 2024. The fee was £3,000 pa. It is recommended that the Licence is extended for two further years to 31 August 2026 subject to a revised fee of £3,300 per year. The Licence protects the Council's interest in the car park and indemnifies Council against liabilities arising out of Argento's use of the lands.</p> <p><u>Financial and Resource Implications</u></p> <p>Legal Services and Estates would draft the Licence extension. The Council will receive an income of £3,300 per year.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>																						
3.2	<p>ii) Smithfield Market – Update on Unit Lettings</p> <p><u>Key Issues</u></p> <p>The Committee is asked to note recent lettings and rent reviews of Units at Smithfield Market as agreed under the delegated authority granted to the Director of Property & Projects. The Council's Scheme of Delegation provides for retrospective reporting of lettings and rent reviews at Smithfield Market.</p> <p><u>New Lettings</u></p> <p><u>Unit 2 - Smithfield Market</u></p> <table border="1"> <tr> <td><i>Unit size</i></td><td>178 sq ft</td></tr> <tr> <td><i>Use</i></td><td>Nail Salon</td></tr> <tr> <td><i>Rent</i></td><td>£275 per month plus rates</td></tr> <tr> <td><i>Term</i></td><td>Tenancy Agreement for six months and monthly thereafter commencing 1st Oct 2023.</td></tr> </table> <p><u>Unit 3 - Smithfield Market</u></p> <table border="1"> <tr> <td><i>Unit size</i></td><td>136 sq ft</td></tr> <tr> <td><i>Use</i></td><td>Sale of Classic Football Memorabilia</td></tr> <tr> <td><i>Rent</i></td><td>£225 per month plus rates</td></tr> <tr> <td><i>Term</i></td><td>Tenancy Agreement for six months and monthly thereafter commencing 14th Nov 2024.</td></tr> </table> <p><u>Unit 17/18 - Smithfield Market</u></p> <table border="1"> <tr> <td><i>Unit size</i></td><td>996 sq ft</td></tr> <tr> <td><i>Use</i></td><td>Sale of second-hand musical instruments, records, CD's and Cassettes</td></tr> <tr> <td><i>Rent</i></td><td>£900 per month plus rates</td></tr> </table>	<i>Unit size</i>	178 sq ft	<i>Use</i>	Nail Salon	<i>Rent</i>	£275 per month plus rates	<i>Term</i>	Tenancy Agreement for six months and monthly thereafter commencing 1 st Oct 2023.	<i>Unit size</i>	136 sq ft	<i>Use</i>	Sale of Classic Football Memorabilia	<i>Rent</i>	£225 per month plus rates	<i>Term</i>	Tenancy Agreement for six months and monthly thereafter commencing 14 th Nov 2024.	<i>Unit size</i>	996 sq ft	<i>Use</i>	Sale of second-hand musical instruments, records, CD's and Cassettes	<i>Rent</i>	£900 per month plus rates
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<i>Term</i>	Tenancy Agreement for six months and monthly thereafter commencing 17th January 2023. This agreement was subsequently terminated 5 th January 2025
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Unit 23 - Smithfield Market

<i>Unit size</i>	150 sq ft
<i>Use</i>	Hydroponics Store
<i>Rent</i>	£250 per month plus rates
<i>Term</i>	Tenancy Agreement for six months and monthly thereafter commencing 6th Jan 2025.

Unit 35 - Smithfield Market

<i>Unit size</i>	306 sq ft
<i>Use</i>	Barbers and Hair Training Academy
<i>Rent</i>	£600 per month plus rates.
<i>Term</i>	Tenancy Agreement for six months and monthly thereafter commencing 17th Jan 2024.

Unit 38 - Smithfield Market

<i>Unit size</i>	306 sq ft
<i>Use</i>	Sale and servicing of Mobility Scooters
<i>Rent</i>	£550 per month plus rates.
<i>Term</i>	Tenancy Agreement for six months and monthly thereafter commencing 6th May 2024.

Rent Reviews

Rental increases with affect from 1st February 2025

	Previous Rent	New Rent
Unit 1	£1,860	£2,580
Unit 5/6	£10,200	12,000
Unit 7	£5,520	£6,000
Unit 9/10	£10,920	£11,880
Unit 13/14	£9,000	£11,623
Unit 15	£4,800	£6,000
Unit 19	£2,160	£2,820
Unit 20	£2,160	£2,820
Unit 21	£3,000	£4,440

	Unit 26/27	£9,720	£14,640
	Unit 28	£5,700	£7,200
	Unit 29	£4,740	£7,200
	Unit 30/31	£10,800	£14,100
	Unit 32/33	£9,300	£14,100
	Unit 39	£5,520	£7,920
	<p><u>Financial and Resource Implications</u></p> <p>The current rental income for Smithfield equates to £179,587 rising from the previous figure of £158,220 per annum noted at previous Committee on 17th Feb 2023.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>		
3.3	<p>iii) Botanic Gardens (Lower Section) – Licence Agreement with Friends of the Field</p> <p><u>Key Issues</u></p> <p>SP&R at its meeting on 22nd March 2024 approved a licence agreement between the Council & Friends of the Field (FotF) for their use of a part of Botanic Gardens (Lower Section) as an agroecology community garden, in conjunction with the Horizon 2020 UPSURGE project. The subject licence commenced on 1st May 2024 and is due to come to an end on 31st August 2025. However, further works are still required and FotF have therefore requested a new licence from the Council. Subject to Members approval, it is proposed that the Council will enter into a further licence agreement with Fotf for a period of 6 months from 1st September 2025. However, if subsequent delays occur then this further licence may be extended on a month-to-month basis from 1st March 2026 up to a maximum of 6 further months in order for FotF to completely fulfil the objectives of the Upsurge Project through their use of a portion of the Botanic Gardens (Lower Section) as an agroecology community garden. FotF are continuing to partner with the Council in the delivery of the Upsurge Project and therefore a licence fee shall once again not be applicable. See map attached at Appendix 2 showing the location of the licence area delineated blue to FotF and the existing research garden area shaded green which Queen's University Belfast presently occupy in delivering up the Horizon 2020 UPSURGE project in partnership with the Council.</p> <p><u>Financial and Resources Implications</u></p> <p>Legal Services shall act on the instructions of the Estates Management Unit. FotF are continuing to partner with the Council in the delivery of the Upsurge Project and therefore a licence fee shall once again not be applicable.</p> <p><u>Equality and Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>		

3.4	<p>iv) Benview Community Centre – New Licence</p> <p><u>Key Issues</u></p> <p>Belfast City Council have occupied and used a portion of Benview Community Centre as a play centre from 1997. The Council's current Licence expires on 30th June 2025. The People & Communities Committee on 3rd June 2025 agreed to extend the existing agreement with the Benview Community Centre for a period of 5 years. The People and Communities Committee report is attached at Appendix 3. It is therefore proposed that the Council enter into a new 5-year licence agreement from 1st July 2025 with a licence fee of £4,025.56 per annum with any additional use of the hall and hall annex to be charged at £10 per hour. The Council own and use a storage container on the site which can be removed by the Council at any time upon providing to 1 weeks' notice to the Community Centre. The Council will have the right to terminate the licence at any time by the giving of one month's notice to the Community Centre. The Council shall also be permitted use of the Play Park & Football Pitch at any time throughout the licence term by prior agreement with Benview Community Centre. See Map attached at Appendix 4.</p> <p><u>Financial and Resource Implications</u></p> <p>Legal services shall act on instructions of the Estates Management Unit. An annual licence fee of £4,025.56 per annum will be payable by the Council with any additional use of the hall and hall annex to be charged at £10 per hour.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
3.5	<p>v) Commission House – New Lease</p> <p><u>Key Issues</u></p> <p>Commission House office building was acquired via the City Centre Investment Fund for regeneration purposes and is held as a regeneration asset within the wider Dunbar Regeneration Scheme. It is currently vacant having previously been occupied by the Local Government Staff Commission, with Council seeking a short term let pending redevelopment of the wider scheme. Commission House has been actively marketed since June 2023 and an expression of interest has recently been submitted by The Parent Rooms. The organisation supports parents with mental health through a range of wellbeing programmes, counselling and social connection. The proposed use for the building would be office premises, which would house staff and delivery of their services. The group are part funded by both the Department of Health and CNS. Members are asked to approve the granting of a one-year lease to the Parent Rooms for the premises and associated car parking, as delineated in red on the Site Map attached at Appendix 5, at an initial annual rent of £45,000.</p> <p><u>Financial and Resource Implications</u></p>

	<p>The Council will receive rent of £45,000 per annum. Legal Services shall act on the instruction of the Estates Management Unit</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
3.6	<p>vi) Overflow Parking Area adjacent Cregagh Youth & Community Centre – New Licence</p> <p><u>Key Issues</u></p> <p>Irish Rugby Football Union (Ulster Branch) 'IRFU – UB' have requested a new licence for use of the overflow parking area adjacent Cregagh Youth & Community Centre on games days / evenings during the forthcoming 2025 / 2026 rugby season. Subject to members approval, the new licence will permit IRFU – UB with use of the overflow parking area on up to 20 instances (performance dependent) at an agreed cost of £300 on each occasion of use. The licence will also make provision for any requested additional use of the site by IRFU-UB (outside of the fixtures list) subject to at least one week's notice in advance being provided and on the agreement that an overall total of 20 instances of use shall not be exceeded under the licence. See Map at Appendix 6.</p> <p><u>Financial and Resource Implications</u></p> <p>Legal Services shall act on the instructions of the Estates Management Unit. The Council will receive a licence fee from Irish Rugby Football Union (Ulster Branch) of £300 per each occasion of use of the overflow parking area.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	Appendices - Documents Attached
	<p>Appendix 1 – Parkgate Avenue Car Park – Licence Extension Map showing Parkgate Avenue Car Park outlined red and Argento lands shaded blue.</p> <p>Appendix 2 – Botanic Gardens (Lower Section) – Licence Agreement with Friends of the Field - Map showing the location of the proposed licence area delineated blue to FotF and existing research garden area shaded green which Queen's University Belfast presently occupy</p> <p>Appendix 3 - Benview Community Centre – New Licence - People and Communities committee report dated 3rd June 2025.</p> <p>Appendix 4 - Benview Community Centre – New Licence - Map outlining Benview Community Centre in red, the storage container position shaded yellow, play park shaded blue and football pitch shaded green.</p>

	<p>Appendix 5 – Commission House – New lease - Map showing Commission House outlined red.</p> <p>Appendix 6 – Cregagh Youth & Community Centre – New Licence - Map showing the overflow parking area adjacent Cregagh Youth & Community Centre delineated red and temporary route of access shown shaded yellow.</p>
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