



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE  
HELD IN MOSSLEY MILL ON MONDAY 13 SEPTEMBER 2021 AT 6.30 PM**

- In the Chair:** : Councillor R Lynch
- Committee Members** : Aldermen - J McGrath and P Michael  
Councillors – M Cooper, P Dunlop, J Gilmour,  
N McClelland, V McWilliam, V Robinson, L Smyth  
and M Stewart
- Non Committee** : Alderman L Clarke  
Councillors A Bennington, L Irwin, A McAuley, N Ramsay,  
R Wilson
- Members Officers Present** : Director of Community Planning – U Fay  
Head of Community Planning (Interim) – R McKenna  
ICT Change Officer – A Cole  
IT Help Desk Officer – D Mason  
Mayor and Member Services Officer – S Fisher

**CHAIRPERSON'S REMARKS**

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press could access those parts of the meeting which they are entitled to attend via live stream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

The Chair and Members congratulated Ursula Fay on her appointment as Director of Community Planning and wished her all the best in her new role.

**1 APOLOGIES**

Councillors J Archibald-Brown and S Ross

**2 DECLARATIONS OF INTEREST**

None

### **3 PRESENTATION**

The Director of Community Planning gave a presentation on the Directorate incorporating recent changes, the new areas within the Directorate and the key areas of focus within each.

The Director of Community Planning confirmed that the presentation would be added to Fluix. In response to queries, she also clarified that the meetings of the DEA Engagement Forum should take place three times a year, that ASB would continue to be a key priority for Community Planning and that Community Centre service level agreements would be reviewed with consideration given to the increased costs of heat, power and light.

*ACTION BY: Ursula Fay, Director Of Community Planning/Ronan Mckenna, Head Of Community Planning (Interim)*

### **4 ITEMS FOR DECISION**

#### **4.1 CP/GR/086 VULNERABLE PERSONS RELOCATION SCHEME WORKING GROUP**

Members were reminded of the efforts to support refugees in Northern Ireland through the Vulnerable Persons Relocation Scheme (VPRS). The Government in Northern Ireland had been working to welcome refugees from Syria as part of the Syrian Vulnerable Persons Relocation Scheme, run by the UK Home Office.

Members were also aware of the efforts within the Borough through the Good Relations Team to support Syrian families with integration and access to services, such as Arabic awareness events, facilitation of ESOL (English for Speakers of Other Languages) courses and free provision of space to meet socially.

A Terms of Reference for the re-establishment of a Working Group to offer support to Syrian families, who have been relocated to the Council area was circulated. The Group will consist of Elected Members, Statutory Agencies and Community Groups who have a direct responsibility for the government VPR Scheme.

Proposed by Councillor Cooper  
Seconded by Alderman McGrath and agreed that

- (a) The re-establishment of a Working Group to support Syrian families in the Borough be approved.**
- (b) The Terms of Reference for the Working Group be approved.**

- (c) **The VPR Working Group reviews opportunities within the 7 DEAs to support refugees from Afghanistan**
- (d) **Community engagement and education to assist integration are added as objectives within the TOR**

*ACTION BY: Mark Kent Good Relations Officer*

#### **4.2 CP/CP/180 READ YOURSELF WELL**

Members were reminded that in June 2021 Committee the Council agreed to participate in the 'Read Yourself Well Scheme'.

The aim of the programme was to provide access to a range of health books with the aim of helping people understand and manage their health and wellbeing using self-help reading.

Members were further reminded that it was agreed that the following five Council sites should be considered to participate in the 'Read Yourself Well Scheme.'

- Theatre at the Mill – established Mini Library
- Antrim Courtyard – established Mini Library
- Ballyclare Town Hall
- Crumlin Leisure Centre
- Valley Leisure Centre

Members were advised that after investigating all five sites, Officers deemed Valley Leisure Centre and Crumlin Leisure Centres not to be suitable sites for the programme. Following renovations and modernisation to Council Leisure Centres, there had been a significant transformation to online and digital systems, which would not be suitable for the 'Read Yourself Well' Programme.

It was proposed that the remaining two sets of the 'Read Yourself Well' Programme books were located in Community Centres across the Borough on a rotating basis, so as to benefit more communities.

Proposed by Councillor McWilliam

Seconded by Councillor Dunlop and agreed that

**the remaining two sets of the 'Read Yourself Well' Programme books are located in Community Centres across the Borough on a rotating basis.**

*ACTION BY: Amy Dunlop, Community Planning*

*Due to technical issues, Alderman Michael left the meeting during the next item.*

#### **4.3 AC/GEN/068 THE JOYCE TORPEDO RETRIEVAL BOAT**

Members were reminded that Officers had been working with the Lough Neagh Partnership to develop the tourism offer associated with the Lough and wider history of Antrim. It was reported to the February Council meeting that The Partnership had advised officers of an opportunity to acquire a boat named 'The Joyce', which operated on the Lough from 1943 as a Torpedo Retrieval Boat with agreement in principle to acquire this historical artefact given.

An important part of the Lough Neagh story is the Torpedo Platform, which played a vital role during the Second World War and is featured within The Gateway exhibition, which opened on 24 May 2021.

The estimated total cost of having The Joyce returned to Lough Neagh to become part of the Gateway exhibition was £20,000 with the Lough Neagh Partnership having initially offered a contribution of £2,500 toward this.

Members were advised that The Joyce could be moored in Sixmile River at The Gateway Centre as an external exhibit but integral part of the Lough Neagh story and exhibition. This would require some security infrastructure and visitor interpretation to both secure the boat and tell its story.

At the April Council Meeting it was approved to acquire The Joyce and make arrangements to return the vessel to Northern Ireland at an approximate cost of £4,000 with a further report on additional costs of placing The Joyce on display at The Gateway to be brought back to a future meeting. Within this report Members were advised that Silvery Light Sailing, a local maritime charity, were working with the Council to manage acquisition of the vessel and transport arrangements. The Joyce was returned to Northern Ireland in June 2021 to Silvery Light Sailing premises in Newry at a cost of £5,000.

A condition survey of The Joyce, reported to the April Council meeting, had been carried out prior to acquisition and the survey identified the need to make immediate cosmetic and structural repairs to the vessel to preserve its condition prior to any onward move to Lough Neagh. This work was carried out by Silvery Light Sailing immediately upon return of The Joyce to Northern Ireland at a cost of £10,071 to prevent any further deterioration to the 78-year-old vessel whilst out of the water. The Joyce is now in a condition suitable for transport and display at The Gateway and currently moored in Carlingford Marina in the care of Silvery Light sailing, at a cost of £300 per month.

Subsequent discussions with Lough Neagh Partnership regarding this project have resulted in an increased funding contribution from them of £7,500 toward total project costs of the acquisition of £15,071, with a balance of £7,571 covered by the Council

It is proposed that The Joyce be moored alongside the beach jetty at The Gateway, however additional costs of £8,980 have been identified to provide essential secure in water mooring, security for the artefact on the jetty, access control and bespoke maritime designed railings linked to the Gateway branding.

This work will provide secure installation of the vessel as well as protection against vandalism risk or unauthorised access to the exhibit outside, the Gateway opening hours and visually pleasing installation. These works are estimated to take approximately 6 weeks to complete and are necessary before The Joyce can be installed.

The Heritage Lottery Fund has a fund specifically for projects associated with industrial, maritime and transport heritage. Having reviewed the funding criteria, the costs above are eligible for a funding application to the small grant category which funds projects of £3,000 to £10,000 with a turnaround time of two months. It is proposed to submit an application for £8,980 to carry out the works above.

Members were also advised that an application had been submitted to Tourism Northern Ireland COVID Market Led Product Development Programme 2021-22 for £75,000 toward development of an augmented reality visitor experience at the Gateway, which will if successful will include The Joyce.

Proposed by Councillor Dunlop  
Seconded by Councillor Robinson and agreed that

**the update on the acquisition of 'The Joyce' be noted with submission of an application to the Heritage Lottery Fund for £8,980 to install and secure The Joyce at The Gateway to be approved.**

*ACTION BY: Ursula Fay, Director of Community Planning/Samuel Hyndman, Garden Operations and Development Officer*

#### **4.4 AC/GEN/078 DUKE OF EDINBURGH WORKING GROUP**

Members were reminded that at the Council meeting in April the following motion was approved:

*"This Council wishes to pass on our deepest sympathy to Her Majesty Queen Elizabeth on the passing of HRH Duke of Edinburgh. Our Nation mourns with her. In recognition of his lifelong dedication to his Royal duties and commitments, as well as his service in the Navy during WW2, this Council wishes to place a permanent memorial to Prince Philip in our Borough as a mark of respect and Remembrance."*

It was agreed at the meeting that a permanent statue of HRH Duke of Edinburgh be placed in Antrim Castle Gardens and that the creation of an annual bursary, to benefit the young people of the Borough, be explored and a Working Group be set up to develop these ideas.

Group Leaders were asked to nominate to the Working Group with Alderman Smyth, Councillor Kelly and Councillor Smyth subsequently nominated to serve on the Group alongside appropriate officers. The Working Group met on 26 July and 26 August and the minutes of the meetings were circulated for Members' information.

A screening exercise on the project has been carried out with the form circulated for Members' information. An Equality Impact Assessment is not recommended.

Proposed by Alderman McGrath

Seconded by Councillor Cooper and agreed that

**(a) the minutes of the Duke of Edinburgh Working Group meetings of 10 and 26 August 2021 be approved.**

**(b) the outcome of the Section 75 screening exercise be approved.**

*ACTION BY: Ursula Fay, Director of Community Planning*

#### **4.5 AC/GEN/066 CENTENARY OF NORTHERN IRELAND**

A meeting of the NI Centenary Working Group was held on 17 August 2021 and the minutes of this meeting were circulated for approval, having been circulated to the Working Group for their approval as they are not scheduled to meet again until November 2021.

Proposed by Councillor Dunlop

Seconded by Councillor McWilliam and agreed that

**the minutes of the NI Centenary Working Group meeting of 17 August 2021 be approved.**

*ACTION BY: Ursula Fay, Director of Community Planning*

#### **4.6 AC/THB/008 ECO CHRISTMAS FAIR BALLYCLARE TOWN HALL**

Members were advised that a request has been received from Katherine McAdam of County Antrim Country Custodians for support to run an Eco Themed Christmas Fair in Ballyclare Town Hall on Saturday 6th November 2021 branded as "I am Dreaming of a Green Christmas."

There will be a number of stalls at the event with re-gifting, re-using good quality Christmas decorations, Christmas jumper swap shops and other similar themed activities. All items available would be donated as part of a Christmas re-cycling promotion.

There would also be a launch of the TerraCycle Initiative. TerraCycle is a recycling programme whereby materials which are not suitable to recycle at council facilities are forwarded for recycling by TerraCycle. Items such as crisp packets, sweet packets, coffee capsules and pens can be recycled and eliminated from landfill waste. The company then donates money to the collector's charity.

To enable a TerraCycle Initiative to be launched in Ballyclare at the Eco Christmas Fair the group would require a recycling bin to be placed at this location. Stickers identifying this bin as being part of a TerraCycle Initiative will

be provided by County Antrim Country Custodians, who will also assume responsibility for emptying the bin.

The group are also requesting that a number of stall holders could be charged for stall space at the event with all monies raised being donated back to the Mayors Charities for 2021/22

The following support has been requested by the Group to deliver the event:

- free use of Ballyclare Town Hall
- provision of gazebos
- provision of recycling bin for TerraCycle Initiative
- approval to charge stall holders attending event with monies raised being donated to Mayor's charities.

Proposed by Councillor McWilliam

Seconded by Councillor Stewart and agreed that

**the support requested by County Antrim Country Custodians to deliver an Eco Christmas Fair in Ballyclare Town Hall be approved.**

*ACTION BY: Stefanie Buchanan, Tackling Deprivation Officer*

#### **4.7 CP/CD/347 SCHOOL UNIFORM RE-USE SCHEME**

Members were reminded of the successful school uniform re-use pilot scheme, which was delivered in 2020 despite the difficulties presented by the COVID-19 crisis. The 2021 School Uniform Re-Use Scheme was approved by Council in February 2021 and launched by the Mayor and Deputy Mayor on Wednesday 26 May 2021.

An extensive Social Media and PR campaign was developed this year with the provision of promotional materials to each scheme highlighting donation and collection points.

In 2021 the scheme was extended to include the Macedon, Randalstown and Glengormley areas.

<b>DEA</b>	<b>School Uniform Scheme Provider</b>
<b>AIRPORT</b>	A Safe Space to be Me: Crumlin Hub
<b>ANTRIM</b>	First Antrim Presbyterian Church
<b>BALLYCLARE</b>	St John's Church of Ireland
<b>DUNSILLY</b>	Randalstown Arches TIDAL – Toome House

<b>DEA</b>	<b>School Uniform Scheme Provider</b>
<b>GLENGORMLEY</b>	Carnmoney Presbyterian Church Community Relations Forum Fit Moms & Kids
<b>MACEDON</b>	Listening Ear – Dunanney Centre Whiteabbey Community Group
<b>THREEMILEWATER</b>	Monkstown Village Centre

### **2021 Scheme Update**

- Coverage extended to Glengormley, Randalstown and Whiteabbey Areas
- 4 additional community organisation led schemes
- 15 schools directly supporting local community scheme
- 5 schools running own schemes (1 new school scheme – Doagh Primary School)
- Links with Community Advice Antrim and Newtownabbey
- £200 Scheme Support for Uniform Railings/Packaging

### **2021 Scheme Outcomes**

- 7000+ items of good quality school uniform items donated to the schemes
- 70 + schools represented across Primary, Secondary and SEN Schools
- 630+ families were supported by the schemes
- Some schemes are continuing to operate beyond the initial timeframes

### **Areas to Progress 2022**

- Incorporating School Uniform Schemes into Community Events i.e. Fun Days, Seasonal Events
- Increased PR around recycling element – linked to Climate Change
- Removal of appointment slots to access uniform (COVID restrictions permitting)
- Further expansion of schemes into local community groups (more informal)
- Consider Reused School Uniform sale with donations going to Foodbank or Mayors charity

Proposed by Alderman McGrath

Seconded by Councillor McClelland and agreed that

**that the update be noted and continuation of the School Uniform Scheme in 2022 be approved.**

*ACTION BY: Stefanie Buchanan, Tackling Deprivation Officer*

## **5 ITEMS FOR INFORMATION**

### **5.1 AC/GEN/001 THEATRE TICKETING VAT STATUS**

Members would be aware that as part of the range of support measures put in place by the UK Government to support business during the pandemic VAT on theatre ticket sales was reduced to 5% from 15 July 2020 to 31 March 2021. This temporary rate was subsequently extended to 30 September 2021.

Members were advised that in terms of the Council theatre programme promoters hiring the theatre for performances set their own ticket price and the theatre benefits from theatre rental and a 10% ticket commission, the balance of ticket income is paid over to the promoter along with the responsibility of declaring tax. Promoters have been encouraged to reflect the reduction in VAT when setting their ticket prices for performances. The 5% VAT levy has also informed the ticket prices charged for the theatre's in house productions and co-promotions with promoters throughout the summer season in the Civic Square and to benefit ticket buyers.

Members were advised that the 5% VAT levy will increase to 12.5% from the 1 October 2021 until 31 March 2022 and promoters will continue to be asked to reflect this reduction in levy when setting their ticket prices for the Autumn 2021 and Spring 2022 theatre seasons. The reduction in levy will continue to inform the ticket prices for in house productions and co-productions with promoters.

Proposed by Councillor Robinson

Seconded by Councillor Gilmour and agreed that

**the report be noted.**

*NO ACTION*

### **5.2 CP/GEN/019 COMMUNITY PLANNING SECTION - PARTNERSHIP MINUTES**

Members were advised that the quarterly update Partnership Minutes as listed below can be viewed in the electronic folder called "**Partnership Minutes for Members Information**" on your I pads.

<b>Community Development</b>		
<b>File Ref</b>	<b>Date of Meeting</b>	<b>Name of Partnership</b>
D/Gen/91	-	Antrim & Newtownabbey Citizens Advice Bureau

D/CSP/48	24 March 2021	Antrim & Newtownabbey Policing & Community Safety Partnership (PCSP)
D/DP/67	11 May 2021	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	28 April 2021 7 July 2021	Grange Neighbourhood Renewal Partnership
	-	Joint Cohesion Group
CP/GR/43	-	Traveller Issues Local Government Partnership

Proposed by Councillor Cooper  
 Seconded by Councillor McWilliam and agreed that

**the Partnership Minutes be noted.**

NO ACTION

### **5.3 CP/GR/134 GOOD RELATIONS WEEK 2021**

Members were reminded that Good Relations Week 2021 will run from Monday 20 September - Sunday 26 September 2021. Details of the Council's activities for Good Relations Week were provided at the August Council meeting including a series of digital content to be released via social media, followed by a celebration event to be held later in the year hosted by the Mayor to celebrate the achievements of young people involved in projects showcased during Good Relations Week.

A proposal had been received to support a 'Together for Ballyclare Day' that brings together agencies, groups and services available within the Ballyclare DEA, and to celebrate the individuals who work so hard to make the town a special place to call home.

Building on the success of the 'Meet the Neighbours Day' held previously at Ballyclare Presbyterian Church the event will take place on Saturday 25 September 2021 at Ballyclare Town Hall as a pilot event, with the aim of delivering similar events across all DEA's during the financial year. Activity at the event will include; information stalls, displays, music by Victoria Flute Band, movie by Picture House, and local business showcase.

Members were reminded that provision has been made for the Good Relations Week in the estimates as part of the Good Relations Action Plan 2021/22.

Further information about all the activities planned for Good Relations Week can be found at [www.goodrelationsweek.com](http://www.goodrelationsweek.com)

Proposed by Councillor Gilmour  
 Seconded by Councillor Stewart and agreed that

**the report be noted.**

*NO ACTION*

**6. ANY OTHER BUSINESS**

In response to a query from a Member, the Director of Community Planning agreed that Officers would review the seeding grant limits and bring a report back to Committee.

*ACTION BY: Ronan McKenna, Head of Community Planning (Interim)*

There being no further committee business the Chairperson thanked everyone for their attendance and the meeting concluded at 19.17 pm.

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**MAYOR**