



3 June 2020

Chairman: Councillor V McWilliam

Vice Chairman: Alderman L Clarke

Committee Members: Aldermen - M Girvan, D Kinahan and J McGrath
Councillors - P Dunlop, G Finlay, L Irwin, R Kinnear,
T McGrann, P Michael, S Ross, M Stewart, L Smyth and
R Wilson

Dear Member

MEETING OF THE COMMUNITY PLANNING COMMITTEE

A remote meeting of the Community Planning Committee will be held in the **Council Chamber, Mossley Mill on Monday 8 June 2020 at 6.30 pm**

All Members are asked to attend the meeting via "Zoom".

To ensure social distancing, it is only possible to facilitate 11 Members in the Council Chamber. Priority admission will be given to Committee Members on a first come, first served basis. This does not affect the rights of any Member participating in the meeting.

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Dixon".

Jacqui Dixon, BSc MBA
Chief Executive, Antrim & Newtownabbey Borough Council

PLEASE NOTE: no refreshments will be available

For any queries please contact Member Services:

Tel: 028 9034 0048/028 9448 1301

memberservices@antrimandnewtownabbey.gov.uk

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 ITEMS FOR DECISION

- 3.1 Property Details Surveys Contract with Land and Property Services
- 3.2 Report on the Commercial Vacancy Survey Work Undertaken
- 3.3 Street Naming – Ballycorr Road, Ballyclare
- 3.4 Equality and Diversity Working Group Minutes
- 3.5 Community Development Grant Aid Programme 2020/21
- 3.6 DFC Access and Inclusion Programme
- 3.7 Borough Arts and Cultural Advisory Panel
- 3.8 Request to hold Outdoor Weddings

4 ITEMS FOR INFORMATION

- 4.1 Correspondence from Department for Communities
- 4.2 School Uniform Re-use Pilot Update
- 4.3 Department for Communities Food Package Distribution

5 ANY OTHER RELEVANT BUSINESS

REPORT ON BUSINESS TO BE CONSIDERED AT THE COMMUNITY PLANNING COMMITTEE MEETING ON MONDAY 8 JUNE 2020

3 ITEMS FOR DECISION

3.1 PBS/BC/005 PROPERTY DETAILS SURVEYS CONTRACT WITH LAND AND PROPERTY SERVICES

Members will be aware of the numerous strands of work the Building Control section undertakes in partnership with Land and Property Services (LPS) section of Department of Finance. In 2018, the Council agreed a new contract with LPS for the property details surveys undertaken by the Building Control section, this was extended in April 2019. Correspondence has been received from LPS on 30 April 2020, a copy of which is enclosed requesting we extend the current contract from April 2020 until the end of March 2021. A Data Protection Impact Assessment is also enclosed for Members' information.

The aim of this strand of the LPS partnership is to deliver greater efficiency (lower unit cost of assessment), and effectiveness (increased valuation list growth) in the rate revenue generating process while reducing disruption to the ratepayer and minimising the backdating of the rates bill. This activity will enhance the timeliness, accuracy and thus fairness of the valuation list and consequently the distribution of rate liability. It is an example of collaborative working across central and local government, optimising the use of resources.

RECOMMENDATION: that the Property Survey Contract with Land and Property Services be extended for a further 12 months until 31 March 2021.

Prepared & Agreed by: Bronagh Doonan, Head of Property and Building Services

Approved by: Nick Harkness, Director of Community Planning

3.2 CPR/PBS/BC/005 LAND AND PROPERTY SERVICES FEEDBACK REPORT ON THE COMMERCIAL VACANCY SURVEY WORK UNDERTAKEN JULY/AUGUST/SEPTEMBER

Members will be aware of the multiple strands of work the Building Control section undertakes in partnership with Land and Property Services (LPS) section of the Department of Finance. Building Control completed a second tranche of commercial vacancy surveys on behalf of LPS in January and February 2020 and have received favourable feedback for the Council.

LPS advise that the additional rates income due to be received by the Council from this exercise, is £12,481.53.

RECOMMENDATION: that this effective example of partnership working with Land and Property Service be continued.

Prepared & Agreed by: Bronagh Doonan, Head of Property and Building Services

Approved by: Nick Harkness, Director of Community Planning

3.3 PBS/BC/003 STREET NAMING – BALLYCORR ROAD, BALLYCLARE

A development naming application from Billy Quinn on behalf of Craighill Ltd, regarding the naming of a residential development at Ballycorr Road, Ballyclare was referred back to the developer from the Community Planning meeting on 9 March 2020. The development consists of 26 detached dwellings.

Subsequently correspondence was received on 28 April with alternative proposals for the naming of this development. The development names and developer's rationale have been submitted as outlined below, with the developer's location map, site plan and a masterplan are enclosed showing the overall proposed development including future phases.

- 1 – Craighill Heights – To recognise the site's historic name and elevation
- 2 – Craighill Manor – To recognise the site's historic name and the type of detached dwelling
- 3 – Craighill View – To recognise the site's historic name and the view from it

Council should be aware that the original quarry was called Craighill Quarry. A small portion of this quarry which has been previously developed is accessed off Ballyeaston Road, and already named Craighill Park/Craighill Crescent.

The current development is accessed off Ballycorr Road but the overall masterplan indicates there will be a link between the 2 roads as further proposed phases are approved and developed (shown dotted red on enclosed masterplan).

It is further proposed to use the prefix 'Craighill' for all future phases of the overall development and add suffixes as agreed by the Building Control department.

Should the Council not wish to select one of the above names; the matter will be referred back to the developer via the Building Control section for further consideration.

RECOMMENDATION: that Committee approves a name for the above development.

Prepared by: Liam McFadden, Principal Building Control Surveyor

Agreed by: Bronagh Doonan, Building and Property Services

Approved by: Nick Harkness, Director of Community Planning

3.4 CPGR/055 EQUALITY AND DIVERSITY WORKING GROUP MINUTES

A copy of the minutes of the Equality and Diversity Working Group meeting held on 9 December 2019 are enclosed for Members consideration.

RECOMMENDATION: that the minutes of the Equality and Diversity Working Group on 9 December 2019 be approved.

Prepared & Approved by: Nick Harkness, Director of Community Planning

**3.5 CP/GEN/034 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2020/21
FUNDING RECOMMENDATIONS – SMALL GRANTS**

Members are reminded of the Small Grants Programme which was agreed by the Council in October 2014 as part of the new Antrim and Newtownabbey Borough Council Community Development Grant Aid Programme.

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members are advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2020/21 financial year.

In December 2019 Members agreed that from 1 April 2020 all Small Grant requests of £500 or less be assessed on the basis of Pass/Fail against eligibility criteria and not subjected to a scored assessment process. All proposed awards are subject to the receipt of a Group Constitution, List of Committee Members, Bank Statement, Annual Accounts and a signed disclosure from the group confirming that all other appropriate supporting documentation is in place and can be provided on request or the offer of funding will be withdrawn.

During the month of May, 3 applications totalling £1,400 were received and assessed by Officers as outlined below.

Group Name/Project Promoter	Pass/Fail	Amount Requested	Amount Awarded
Muck and More Allotments Association (Insurance)	Pass	£400	£400
Ballycraigy Environmental Development Association (Insurance)	Pass	£500	£500
Ballyeaston Village Committee (Insurance)	Pass	£500	£500

The total budget available for the Community Development Small Grant Aid Programme 2020/21 is £10,000 with a budget of £8,000 remaining.

The total amount of financial assistance requested by the 3 applications outlined above is £1,400 and if all 3 applications are approved by Council it will leave a balance of £6,600 to fund further applications submitted during the course of the current financial year.

RECOMMENDATION: that the three Small Grant Applications outlined above be approved.

Prepared by: Jonathan Henderson, Community Services Coordinator

Agreed by: Ursula Fay Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.6 AC/GEN/065 DfC ACCESS AND INCLUSION PROGRAMME

Members are advised that the Department for Communities (DfC) had previously invited applications from Councils for capital funding from their Access and Inclusion Programme 2018/19. This funding was aimed at improving access to and therefore participation in arts and cultural activities by people with disabilities across Northern Ireland with a maximum 100% funding of £30,000 per project available.

It was reported to the Committee in February 2019 that an application to DfC for £29,000 to replace the Old Courthouse Theatre doors had been submitted and approved with the new doors installed as required by the funding by end March 2019.

Members were then advised at the October 2019 Committee meeting that the DfC had invited applications for funding once again from their Access and Inclusion Programme for 2019/20 with eligible projects to be delivered by end March 2020. At this meeting retrospective approval was given for two applications submitted by the Arts and Culture service as follows:

1. Theatre at the Mill Sound System – A replacement of the sound system was approved in the 2019/20 capital programme with the business case approved by Committee in June 2019 with installation planned for January 2020. An element of this installation was identified as eligible for a funding application as it enhances the theatre experience for those with hearing and sensory needs.
2. Antrim Castle Gardens and Castle Mall Disability Hub – In partnership with Castle Mall it was proposed to purchase 5 mobility scooters and create a Disability Hub which will be available for booking at no cost from a unit in Castle Mall, to enable visitors to access the Gardens, The Mall and Town Centre.
3. Disability Trail at V36 - In addition, the Parks Section were also awarded funding of £29,000 for a disability trail in V36 at The Valley.

Members are advised that all 3 projects were successfully completed by the end March 2020 and the Council has received all of the funding of £28,000 and £13,172 awarded for the Theatre Sound System and Disability Hub respectively.

This includes an additional £7,000 for the Disability Hub which was approved by DfC, as a result of the tender price for the mobility scooters significantly exceeding the original estimated cost within the funding application and agreement of DfC to cover this cost increase.

Correspondence was received from DfC on 1 May 2020 advising that DfC are carrying out a review of their Access and Inclusion Programme, ahead of a possible launch in 2020/21. They provided a review paper and Council's completed response is shown in red text on the **enclosed** review paper for Members' information. The response was required by DfC by 15 May 2020.

Members attention is drawn in particular to item 27 where DfC indicate that any 2020/21 programme would require match funding from Councils. The Council's response alerts DfC to the fact that given the impact of Covid 19 it is unlikely that the Council would be in a position to meet this requirement.

RECOMMENDATION: that

- i. **the completion of the Theatre Sound Project, Disability Hub Castle Mall and Disability Trail V36 at The Valley and receipt of corresponding funding from Department for Communities Access and Inclusion Programme be noted.**
- ii. **submission of the Access and Inclusion Review Paper to the Department for Communities be retrospectively approved.**

Prepared & Agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.7 AC/GEN/010 BOROUGH ARTS AND CULTURAL ADVISORY PANEL

Members are reminded that the continuation of the Borough Arts and Cultural Advisory Panel, including nomination of 5 elected members and recruitment of up to 12 independent voluntary members to serve for the term of the Council was approved by the Committee in February 2019. At this meeting, a revised Constitution for this Panel was also approved and is **enclosed** for Members' information.

Current Panel membership consists of Councillor Webb (Chair), Councillor McClelland, Councillor Robinson, Councillor Montgomery and Councillor Goodman. Of the 12 independent members recruited there are currently 9 remaining.

Normally the Advisory Panel meets quarterly to review, guide and advise upon programmes for the Council's 3 Theatres and other arts and cultural programmes, events and initiatives. The last quarterly meeting of the Borough Arts & Cultural Advisory panel was held on 11 March 2020 and quarterly meetings would usually be scheduled for June, October and December. However, as services are currently suspended for the foreseeable future it is proposed that further meetings on the panel are postponed until such time as planning for resumption of services can commence when the panel can then resume its advisory role. This is anticipated to be 3 months prior to service resumption. If agreed, then it is also proposed to send a communication to the independent members of the panel advising them of this.

RECOMMENDATION: that the postponement of further meetings of the Arts and Cultural Advisory Panel be approved and a communication to this effect be issued to independent members of the panel.

Prepared and Agreed by: Ursula Fay Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.8 AC/MU/008 & AC/ACG/012 REQUEST TO HOLD OUTDOOR WEDDINGS

Members are aware that on Tuesday 12 May 2020 the Northern Ireland Executive published its Approach to Decision Making, which is a staged approach to relaxing current Covid19 restrictions. Since this time there has been a gradual relaxation of restrictions around a variety of issues. On May 28 it was announced that outdoor weddings of no more than 10 people would be permitted from 8 June 2020.

Both Antrim Castle Gardens and Sentry Hill pre Covid 19 were booked regularly for wedding ceremonies both indoors and outdoors. It is possible for both venues to accommodate outdoor weddings from 8 June for up to 10 people with the following policy for managing such requests proposed:

1. Ceremony to be held in Bandstand at Antrim Castle Gardens in the Large Parterre, which remains closed to the public at present.
2. Ceremony to be held in the courtyard area of Sentry Hill or lawn (weather permitting). Sentry Hill remains closed to the public at present.
3. Wedding guests at Antrim Castle Gardens to use the coach park area to keep them separate from the main car park which can be busy.
4. Wedding guests at Sentry Hill will have exclusive access to the car park which is closed to the public.
5. Toilet access for wedding parties to be available only if specifically requested with an additional charge of £50 payable in order to cover deep clean costs. A toilet at Antrim Castle Gardens can be made available if required in the Eyre Studio which is closed to the public and situated in a locked gated area.
Toilet access to the wedding party at Sentry Hill can be made available if required in the reception area.
6. Fees for wedding ceremonies are proposed as £250.
7. Wedding parties at both venues to be permitted to have limited photography after their ceremonies at no additional cost.
8. Weddings can take place Monday to Saturday from 10am to 4pm with events permitted to last one-hour maximum in duration.
9. There would be no permission for any type of catering to take place as part of the weddings.

In terms of registration all the usual arrangements will apply and it is the responsibility of the bride and groom to ensure that all of the required statutory arrangements are in place at the time of booking.

Enquiries and bookings can be made by email in the first instance to Antrim Castle Gardens or through the registrar. A draft booking form, including specific terms and conditions, is **enclosed** for Members' information

There are limited resource implications for accommodating the above and small outdoor weddings can be managed at both Antrim Castle Gardens with the staff resource currently working on site. Procedures to ensure high standards of hygiene and social distancing will be employed so that table and chairs required for ceremonies would be disinfected before and after

use. The Registrar would conduct the ceremony whilst maintaining social distance from the couple, witnesses and guests. Chairs for guests would be set out at a minimum 2m distance and disinfected before and after use.

RECOMMENDATION: that the arrangements for accommodating outdoor weddings of up to 10 people at both Antrim Castle Gardens and Sentry Hill be approved.

Prepared by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

4 ITEMS FOR INFORMATION

4.1 G/MSMO/60 CORRESPONDENCE FROM DEPARTMENT FOR COMMUNITIES

Members will recall that at the Council meeting of 30 March 2020 a Motion was carried regarding Housing Need in North Belfast, particularly the Macedon area, and, as requested, the Chief Executive wrote to the Department for Communities. A response has now been received and a copy of this is **enclosed**.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

4.2 CP/CD/347 SCHOOL UNIFORM RE-USE PILOT UPDATE

Members are reminded of the decision taken in February 2020 to develop a school uniform re-use pilot. Since this decision, plans for the pilot have been delayed with the closure of Schools due to the restrictions in place surrounding the Covid-19 crisis. With the recent announcement that Schools will be re-opening from August 2020 it will now be possible for Officers to proceed with developing plans.

A survey will establish the current level of existing provision of school uniform re-use schemes across the Borough and will also identify any gaps within this current provision. The survey will also provide an opportunity for interested parties to register their interest in starting new school uniform re-use schemes and seeking support from Council.

Officers will work to promote and highlight the existing schemes, support those setting up new schemes and create community-based solutions to help fill gaps. It is anticipated that, in line with relevant government guidelines on social distancing, uniform drop-off and exchange programmes will culminate in early August 2020. Members will be kept informed as plans develop further.

RECOMMENDATION: **that the report be noted.**

Prepared by: Lara Townsend, Tackling Deprivation Coordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning

4.3 CP/CD/351 DEPARTMENT FOR COMMUNITIES FOOD PACKAGE DISTRIBUTION – MEMBERS UPDATE

Members will be aware that the delivery of weekly food parcels to those in greatest need was developed as one of the key strands of the Department's emergency response to the current COVID-19 crisis situation.

Food Package deliveries to vulnerable and isolated people started on 7 April 2020. In the 8 weeks since the project started, Council along with the support of the community and voluntary sector have distributed over 11,700 food boxes across the Borough to those in need.

Need is gauged through referrals received from the Advice NI Community Helpline, Northern Health & Social Care Trust and community and voluntary intelligence in local DEA's.

A Freephone Helpline has been established to assist those in vulnerable groups to access information, advice and guidance in relation to COVID-19. The Helpline, which is managed by Advice NI, is open 9am to 5pm, 7 days per week, the number is **0808 802 0020**. Alternatively, you can text ACTION to 81025 or email: Covid19@adviceni.net

As of 27 May 2020 Antrim and Newtownabbey Borough Council have received 463 referrals via the Advice NI Community Helpline.

The Council's Covid 19 Co-ordination Hub have managed the deliveries to vulnerable and isolated persons via:

- 7 day rota including administration and coordinator cover including public holidays
- DfC deliveries to Council's Environmental Services Depot in Antrim
- These are distributed Monday – Friday to community and voluntary groups across 7 DEAs. A small number of emergency food boxes are left at Mossley Mill at weekends
- Community groups to local residents based on weekly delivery from central depot.
- In limited circumstance where there is no access to communications or where there is a sensitivity regarding privacy and personal data sharing officers will consider a direct delivery via elected member's referral to:
COVID19CommunityResponse@antrimandnewtownabbey.gov.uk
This service has limited capacity.
- Delivery drivers are issued with the necessary protocols for delivery, including guidance on the handling, social distancing and hygiene regime.

7 day cover

The Council Covid 19 Co-ordination Hub was established to provide 7 day cover to ensure service was maintained at weekends and holiday periods including Easter and recent Public Holidays. Initially, for the first 4 weeks at weekend and public holidays the hub operated at 50% capacity (4 officers), this has recently been scaled back to 25% (2 officers).

Council Covid 19 Coordination Hub May 2020 Weekend Stats

Date (May 2020)	Number of Referrals
1 st	12
2 nd	4
8 th	13
9 th	1
15 th	7
16 th	2
22 nd	4
23 rd	2

Now that the Hub is operating at a steady state there has been a drop in new referrals daily and significantly at weekends - this is demonstrated via May weekend referral stats listed. Officers will scale back weekend cover from 1 June to an 'on call' operation.

In this case 1 nominated officer would be on call for weekend and public holidays with emergency food boxes still available at Mossley Mill for collection by C/V groups arranged through officer on duty.

Foodbanks

We are also working with and supplying local foodbanks to help deal with others in food insecurity – DfC are looking at options to supply foodbanks directly in the longer term.

DEA Co-ordinators and email contacts

DEA	CO-ORDINATOR/ *SUPPORT OFFICER	EMAIL
Airport	Carol Shane *Carly Long	Carol.Shane@antrimandnewtownabbey.gov.uk Carly.long@antrimandnewtownabbey.gov.uk
Antrim	Paul Townsend *Mark Kent	Paul.Townsend@antrimandnewtownabbey.gov.uk Mark.kent@antrimandnewtownabbey.gov.uk
Ballyclare	Laura J Campbell *Ruthanne Fawcett	laura.campbell2@antrimandnewtownabbey.gov.uk Ruthanne.Fawcett@antrimandnewtownabbey.gov.uk
Dunsilly	Kerry Brady *Jordan Mairs	Kerry.Brady@antrimandnewtownabbey.gov.uk Jordan.Mairs@antrimandnewtownabbey.gov.uk
Glengormley	Amy Dunlop *Jen Cole	Amy.Dunlop@antrimandnewtownabbey.gov.uk Jennifer.Cole@antrimandnewtownabbey.gov.uk
Macedon	Lara Townsend *Cathy Hall	Lara.Townsend@antrimandnewtownabbey.gov.uk Cathy.Hall@antrimandnewtownabbey.gov.uk

Threemilewater & SACT	Jonathan Henderson *Stefanie Buchanan & Lois Kilpatrick (1x ft equiv)	Jonathan.Henderson@antrimandnewtownabbey.gov.uk Stefanie.Buchanan@antrimandnewtownabbey.gov.uk Lois.Kilpatrick@antrimandnewtownabbey.gov.uk
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RECOMMENDATION: that the report be noted.

Prepared by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning