



24 June 2020

**To: Each Member of the Council**

Dear Member

**MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL**

A remote meeting of Antrim and Newtownabbey Borough Council will be held on **Monday 29 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. The calculation for this is done by d'Hondt plus the Independent Member (4 DUP, 2 UUP, 2 Alliance, 1 SDLP, 1 Sinn Fein, 1 Independent). The Members present in the Chamber will also access the meeting via Zoom. This does not affect the voting rights of all Members.

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**

**For any queries please contact Member Services:**

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## AGENDA

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies
- 3 Declarations of Interest
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of the Antrim and Newtownabbey Borough Council held remotely on Tuesday, 26 May 2020, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Tuesday, 2 June 2020, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Wednesday, 3 June 2020, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning Committee Meeting held on Monday, 8 June 2020, a copy of which is **enclosed**.
- 8 To take as read and confirm the minutes of the proceedings of the Special Council Meeting of Antrim and Newtownabbey Borough Council held remotely on Thursday, 11 June 2020, a copy of which is **enclosed**.
- 9(a) To approve Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 15 June 2020, a copy of which is **enclosed**.
- 9(b) To take as read and confirm the Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 15 June 2020, a copy of which is **enclosed**.
10. To approve the minutes of the proceedings of the Audit Committee Meeting held on Tuesday, 23 June 2020, a copy of which is **enclosed**.
- 11 ITEMS FOR DECISION
  - 11.1 Items for Signing and Sealing
  - 11.2 Licensing of Pavement Cafés Act (Northern Ireland) 2014
  - 11.3 Recovery Plan Update – Caravan Parks and Slipways
  - 11.4 Best Kept Garden
  - 11.5 Council Car Parks

- 11.6 Community Centres – Childcare Re-opening
- 11.7 Light Up Request
- 11.8 Department for Communities Food Package Distribution Update & Options
- 11.9 Public Toilet Re-Opening Plan
- 11.10 Revised Good Relations Action Plan
- 11.11 Community Development Grant Aid Programme 2020/21  
Funding Recommendations – Small Grants
- 11.12 Department of Justice – Consultation: Adult Restorative Justice Strategy
- 11.13 Right to sell Foodstuffs and Hot/Soft Drinks in Council Parks

## 12 ITEMS FOR INFORMATION

- 12.1 Review of the Effectiveness of the Audit Committee and Audit Committee Annual Report 2019/20
- 12.2 Changes to Nominations by the DUP
- 12.3 Northern Ireland Housing Council – Minutes and Bulletin - March 2020
- 12.4 Tourism NI Quality Grading Scheme
- 12.5 Requests for Facility Use

## 13 ITEMS IN COMMITTEE

- 13.1 Strategic Asset Management – Property Assets Disposal Study
- 13.2 Transfer of Land at Dorchester Drive, Newtownabbey
- 13.3 Economic Development Recovery Report
- 13.4 arc21 Joint Committee Papers and Bulletin – June 2020
- 13.5 Ferris Wheel at Lough Shore Park, Jordanstown
- 13.6 Emergency Financial Plan

14. NOTICE OF MOTION

*Proposed by Alderman Danny Kinahan  
Seconded by Councillor Leah Smyth*

*"This Council congratulates all those frontline workers who have worked tirelessly throughout this COVID-19 pandemic on all our behalf's, often at great risk to themselves, and calls on the Council to organise an "Event of Appreciation" to be held at some suitable future date so that we can show our gratitude and publicly thank them for all they have done."*

**REPORT ON BUSINESS TO BE CONSIDERED  
AT THE COUNCIL MEETING ON MONDAY 29 JUNE 2020**

**11. ITEMS FOR DECISION**

**11.1 TO APPROVE THE SEALING OF DOCUMENTS**

Members are advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

- Lease with Listening Ear Project for the lease of an office at the Dunanney Centre.
- Contract for the Refurbishment of Mini Pitches at the Valley Leisure Centre (Phase 2).
- Contract for the GROW Co-operation Scheme works at Antrim Loughshore.

**RECOMMENDATION: that the documents be signed and sealed.**

Prepared by: Paul Casey, Head of Legal Services and Borough Lawyer

## 11.2 EH/EHS/10 LICENSING OF PAVEMENT CAFÉS ACT (NORTHERN IRELAND) 2014

With the relaxation of the restrictions placed on businesses serving food and drinks on their premises by the Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020, there is increasing pressure on some premises to comply with social distancing requirements whilst being able to accommodate a viable number of customers.

Members are reminded that the Licensing of Pavement Cafés Act (Northern Ireland) 2014 came into operation on 1 October 2016.

This statutory duty requires the Council to regulate the operation of Pavement Cafés by:

- Administration of any applications for a Pavement Café
- Consultation with the Department for Infrastructure Roads (DfI Roads) and, where the premises is licensed for the sale of alcohol, with the PSNI
- Enforcement of the licence through, for example, imposing a range of licence conditions

Anyone who operates a business in or from premises, which involves the supply of food or drink to the public, may apply for a Pavements Café licence. This includes cafés, restaurants and pubs, retail outlets providing refreshments, takeaways or supermarkets with a deli counter.

In August 2016, Council resolved to absorb the administration costs in relation to applications received under the Pavement Café Act and set a zero fee for Pavement Cafés in the Borough. In addition, Council set the licence period for an initial application for three years moving to an open-ended licence period thereafter, subject to continued compliance with licence conditions.

Where the Council receives an application it must, by such means as it thinks appropriate:

- (a) make the application available to be viewed by the public until the end of the period allowed for representations (28 days), and
- (b) publicise the fact that representations relating to the application may be made in writing to the Council until the end of that period.

In order to comply with this requirement, applicants would be required to affix a public notice to the premises on the day an application is made. The notice must be positioned so as to be visible to the public for the 28-day period. In addition, Council would make the application details available to be viewed for 28 days by the public on its website.

The Pavement Café Act places a duty on Council, when considering a new application, to consult with DfI Roads before arriving at a decision. This ensures that any possible implications for vehicular traffic, pedestrians, public safety issues, and environmental impacts are properly taken into account, as DfI Roads are best placed to advise councils on these matters.

Local Government representatives raised concerns with the Committee for Social Development in October 2013, prior to the introduction of the legislation, about the need to ensure disabled access issues were carefully addressed. This was also a key concern for MLAs arising from discussions at the Committee.

Draft Guidance provided by the Department for Social Development in 2014, in respect of minimum footway widths has been the subject of significant concern for disabled groups.

Councils have been working with Department for Infrastructure to seek the completion of Technical Guidelines. These would assist with consistency of interpretation regarding the factors to consider in the layout and design of a Pavement Café and, in particular, take account of other pavement users. Officials from the Department for Infrastructure and District Council Licensing Officers, were invited to appear before the All Party Group on Visual Impairment at the Northern Ireland Assembly in 2017, as they were concerned the available guidance did not give due regard to many of the issues raised by disability organisations.

To date, final Guidance, which has undergone an Equality Impact Assessment, has not been produced. Councils have therefore been concerned about processing applications in the absence of definitive guidance from Department for Infrastructure and, in light of the concerns of the disability groups, are very aware of compliance with Disability Discrimination Act requirements.

Applicants are encouraged to discuss proposals at an early stage with Environmental Health staff so that any potential problems can be quickly identified and resolved, and agreement reached with the other consultees. This will minimise any potential risks arising from creation of the Pavement Café and involve close cooperation with DfI Roads staff and PSNI where appropriate.

The Minister for Infrastructure has recently written to the Chief Executives of all eleven councils asking that a flexible approach be taken regarding the considerations around planning matters for Pavement Cafés during the COVID-19 pandemic, **enclosed**.

In order to support local businesses at this time in maximising their customer base under the provisions of the Licensing of Pavement Cafés Act, the following approach is proposed:

- Pavement Café Licences are issued for an initial period of 1 year (not 3 years as originally approved by Council) as an interim measure during the COVID-19 pandemic
- Only where representation is made in writing to Council before the end of the 28-day period would an application be brought to Council for decision. In all other circumstances (revocation, suspension, or compulsory variation) matters would be dealt with under the Scheme of

- Delegation for Environmental Health Functions. This would provide maximum flexibility for businesses should any changes be required
- In the absence of Guidance from the Department for Infrastructure that has undergone Equality Screening, any applications made to Council under the Licensing of Pavement Cafés Act will be reviewed using the Council's Equality Impact Assessment processes.
  - The Council will take a flexible and pragmatic approach to enforcement action.

**RECOMMENDATION: that during the COVID-19 pandemic:**

- i. licences issued under the Licensing of Pavement Cafés Act (Northern Ireland) 2014 are valid for 1 year;**
- ii. only where representation is made in writing to Council before the end of the 28-day period would an application be brought to Council for decision. In all other circumstances (revocation, suspension, or compulsory variation) matters would be dealt with under the Scheme of Delegation for Environmental Health Functions; and**
- iii. in the absence of Guidance from the Department for Infrastructure that has undergone Equality Screening, any applications made to Council under the Pavement Café Act will be reviewed using the Council's Equality Impact Assessment processes;**
- iv. that applications are invited from relevant businesses;**
- v. the Council will take a flexible and pragmatic approach to enforcement action.**

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations



## 11.3 PK/GEN/170 RECOVERY PLAN – CARAVAN PARKS AND SLIPWAYS

### Caravan Parks

The Northern Ireland Executive has announced that caravan parks, camp sites and self-catering tourist accommodation will be permitted to open from 26 June 2020. Both of Council's caravan parks have been closed due to the COVID-19 Pandemic since mid-March, before the peak caravan season commenced.

It is proposed to re-open the caravan parks to self-contained caravans and motorhomes from 1 July. These vehicles make up about 90% of bookings. Communal facilities such as the toilet/shower block, laundry room, social area (Antrim only) will remain closed and kept under review, however sluice rooms will need to be kept open to service these self-contained vehicles.

It is proposed that, subject to Council approval for the recovery plan, the online booking system will re-open on 30 June 2020.

Having assessed each site, Officers are satisfied that there is sufficient space around individual pitches to comply with social distancing. Both sites would have appropriate ground markings and signage in place.

Details for each caravan park are set out below:

#### Jordanstown

The caravan park at Jordanstown operates year round and comprises 12 caravan and 3 motorhome pitches plus 3 for tents. The normal operating costs per annum are approximately £80,000, with income of approximately £60,000.

#### Sixmilewater, Antrim

The Sixmile Caravan Park in Antrim operates March to October plus - weekends only in February and November and recently has opened for Enchanted Winter Garden in December.

It comprises 37 caravan/motorhome pitches plus 12 for tents. The normal operating costs are £140,000 per annum, with income of approximately £110,000.

Additional cleaning is normally done by the contractor twice a day during high season and twice a day at weekends during the low season. As only the sluice room will re-open, council staff will clean as required and there will be no need for contract cleaning, saving £10,000 to the end of March.

#### Pricing

Officers have reviewed the pricing in line with other operators in Northern Ireland, both council and privately owned. A table is enclosed for information.

Both Council sites are of a high standard with good amenities and locations. Both currently have a 5\* rating from Tourism Northern Ireland. Currently, the costs are £23 in low season and £25 in high season.

Based on current pricing, the estimated income and expenditure to the year end in March 2021 (9 months) would be as follows:

<u>July 2020 – March 2021</u>	<b>Est. Income</b>	<b>Est. Expenditure</b>	<b>Est. Net Cost</b>
Sixmile Caravan Park	£82,500	£97,500	<b>£15,000</b>
Jordanstown Caravan Park	<u>£45,000</u>	<u>£60,000</u>	<b>£15,000</b>
Totals	<b>£127,500</b>	<b>£157,500</b>	<b>£30,000</b>

If costs were increased to £27 for weekdays and £30 for weekends (minimum 2 night stay) and public holidays, the projections would be as follows:

	<b>Est. Income</b>	<b>Est. Expenditure</b>	<b>Est. Net cost/surplus</b>
Sixmile Caravan Park	£100,000	£97,500	<b>(£2,500)</b>
Jordanstown Caravan Park	<u>£54,000</u>	<u>£60,000</u>	<b>£6,000</b>
Totals	<b>£154,000</b>	<b>£157,500</b>	<b>(£3,500)</b>

### **Slipways**

There are two slipways at Antrim Lough Shore Park. The larger slipway is located near the Gateway Centre and facilitates access for Lough Neagh Rescue boats and other pleasure boats whilst jet skis have traditionally used the smaller slipway located at the entrance to Rea's Wood. This is so as to ensure that jet skis and boats from Council's side of the river as well as from Antrim Boat Club are separate.

#### Large slipway

This slipway is accessed by barrier/key system with the keys normally issued by Caravan Park staff. The system was put in place a number of years ago in order to manage access to the slipway and ensure the safety of users. The keys are issued on payment of a returnable £20 deposit and are renewed and reprogrammed annually. Deposits are returned when customers no longer require them.

#### Jet ski slipway

This slipway is also accessed by a barrier/key system issued by caravan park staff on request daily. To access this slipway a refundable deposit is payable. The barrier at this slipway was put in place a number of years ago as there was no lighting in this area of the car park and the slipway leads to open water. The barrier remains locked and has not been accessible since lockdown due to the caravan park being closed.

#### Proposed Operating Model

It is proposed that arrangements for access to the large slipway continue to operate online, with transactions also being available at Antrim Civic Centre whilst communal facilities are closed.

Having reviewed existing arrangements, for the jet ski slipway, Officers are of the opinion that it does not need to be locked during the day. Having

contacted other councils and groups around Lough Neagh, the majority do not lock up slipways at all, leaving them open during spring and summer and with one being closed at night in winter for safety reasons.

It is therefore proposed that the current barrier is modified to be accessible by default to self-close or that self-closing gates are fitted. Either option would cost in the region of £350. The gates would therefore be able to remain accessible during the day, but self-close to provide safety and could be locked by the existing security contractor at night and in the winter months. It is proposed that the slipway does not re-open until the new barrier or gates are in place.

**RECOMMENDATION: that**

- i) both Caravan Parks are re-opened from 1 July 2020 for motor homes and self-contained caravans with bookings accepted on the basis of access to power, water and sluice services only with new pricing year round of £27 per night Monday to Thursday and £30 per night at weekends (minimum 2 night stay) and public holidays;**
- ii) should the lockdown ease and the communal facilities be able to re-open, approval is given for Officers to implement the changes;**
- iii) the slipways are managed as set out in the operating model above.**

Prepared by: Ivor McMullan Head of Parks

Approved by: Geraldine Girvan Director of Operations

## 11.4 PK/BIO/032 BEST KEPT GARDEN

The Best Kept Garden Competition 2020 was approved in February including elected members to participate in the judging, Aldermen Smyth and Clarke and Councillors Montgomery and McWilliam. With the emergence of the COVID-19 pandemic, essential services only were being delivered and a Parks Recovery Plan was subsequently approved with the focus being on grass cutting.

In the meantime, some interest has been expressed on the Best Kept Garden competition being run this summer as many people have taken the opportunity of the period of good weather during lockdown to work on their gardens and homes.

If the competition was to be approved in the current year, the judging would be done through photographs with visits to shortlisted gardens always mindful of compliance with social distancing requirements.

It is proposed that if approved:

- The opening date for entries would be 30 June 2020 and closing date - 14 August 2020
- The categories to be the same as last year with the exception of schools – as they have been closed since March. It may also be challenging to have nominees to the Best Commercial Premises category but Officers propose to retain this category as there may be some interest and also because it encourages any business which can plant or display flowers to do so in what is a difficult trading environment for commercial organisations.

The categories would therefore be:

- Best Kept Garden
- Best Kept front /container garden
- Best Kept Commercial Premises
- Best Kept Community Planting

Prizes – winners and runners up awarded in each category (£100 and £50 garden centre voucher)- total cost of prizes: £750

The awards event in the same format would not be possible in the context of social distancing, therefore, for this year it is proposed that the website, social media and press are used to publicise nominees and award winners

**RECOMMENDATION: that the Best Kept Gardens Competition 2020 progresses as set out above.**

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

## 11.5 PK/CP/004 COUNCIL CAR PARKS

As a result of the COVID-19 pandemic the decision was taken in March 2020 to suspend charging in those Council car parks which require payment. Following announcements by the Northern Ireland Executive non-essential retailers started to re-open on 15 June and restaurants, cafés and coffee shops can re-open from 3 July.

It is proposed therefore to lift the suspension of charging in the 3 car parks in which payment is required from Wednesday 1 July. For one week from 1 July, customers will be issued with advisory notices only with Penalty Charge Notices issued from Wednesday 8 July.

**RECOMMENDATION: that charging in car parks return to normal with effect from Wednesday 1 July 2020.**

Prepared by: Ivor McMullan Head of Parks

Approved by: Geraldine Girvan, Director of Operations

## 11.6 CP/CC/011 COMMUNITY CENTRES – CHILDCARE RE-OPENING

The Northern Ireland Executive announced on 11 June 2020 that community centres could re-open for childcare. Some of the Council run community centres facilitates childcare services and educational playschools.

Globe Afterschools Club has been a tenant at Stiles Community Centre for over 18 years. They have asked for permission to re-open to facilitate childcare for keyworkers from 1 July 2020. Globe are in the process of working through a risk assessment for re-opening and have undertaken to work with ANBC Environmental Health Team to implement any relevant safety measures in line with government guidance.

Stiles Community Centre is normally staffed by the Council for the duration of after school opening hours. A key holder model for Dunanney Centre and Ballyduff Community Centre has been in place for tenants and has worked successfully both before and during the COVID-19 pandemic. In this instance, tenants who have signed up to the Council's key holder policy have access the building, to open and close the centre when business need requires. Council staff continue to maintain daily cleaning and maintenance.

A similar key holder model has been discussed with Globe and would assist to reduce Council's costs associated with opening the building.

Servicing this request will require 12.5 hours per week to facilitate cleaning at a salary cost for a Community Centre Coordinator of £565.00 per month (scale 2 scp4). The monthly rental income, in July and August, of £1,700 will cover the costs of opening the building.

**RECOMMENDATION: that the Council facilitates a keyholder model to allow Globe Afterschools Club to re-open in Stiles Community Centre and that future requests be dealt with in line with this approach.**

Prepared by: Paul Townsend, Community Facilities Coordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning

## 11.7 AC/GEN/18 LIGHT UP REQUEST

Members are reminded that it was agreed at the Council meeting in July 2019 that the Council form an all-party working group to decide a policy of lighting the main Council Civic buildings at Mossley Mill and Antrim Civic Centre on days of celebratory occasions for the many diverse sections of our community. The work of this group has been temporarily suspended as a result of the COVID-19 pandemic and the existing Light Up policy, approved by the Operations Committee in November 2016, still applies.

Correspondence has been sent to the Mayor from the leader of the SDLP (copy **enclosed**) requesting that the Council consider lighting up civic buildings with the Black Lives Matter message.

The existing policy states that:

- (i) Requests to support "light up" are only considered from the following:
  - a. Charitable organisations operating in or impacting upon the Borough.
  - b. Responses to world events.
- (ii) Requests received to be considered by the Head of Arts and Culture on the following basis:
  - a. If compliant with point **(i) a** above then requests will be approved and practical arrangements put in place including promotional activity to support the light up.
  - b. If request is not compliant with the policy it should be reported to the next available committee or Council meeting (except for those listed at (i) a.)

**The Council's instructions are requested.**

Prepared by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

## 11.8 CP/CD/351 DEPARTMENT FOR COMMUNITIES FOOD PACKAGE DISTRIBUTION UPDATE & OPTIONS

### BACKGROUND

The delivery of weekly food parcels to those in greatest need was developed as one of the key strands of the Department for Communities (DfC) emergency response to the current COVID-19 crisis. Food Package deliveries to vulnerable and isolated people started on 7 April 2020 and in the 10 weeks since the project started Council along with the support of the community and voluntary sector has distributed over 14,500 food boxes to those in need. Each box contained food for one person for one week.

The distribution model developed by council included:

- DfC funded food boxes were delivered daily (Mon-Fri) from large wholesale food suppliers to the Environmental Services Depot (ESD) in Antrim
- From the ESD, redeployed council staff & vans were used to deliver boxes to identified local community & voluntary groups across the Borough
- Community & Voluntary groups across the Borough have delivered the food boxes to individual households
- A small number of emergency food boxes were retained at Mossley Mill in case of weekend food emergencies

Households in need of food were identified via the Advice NI helpline (triaged by the NHSCT) and by the local knowledge of the community groups.

### THE SYSTEM IS CHANGING FROM 26 JUNE

The food boxes were an emergency response, and DfC have decided to transition to more sustainable forms of support enabling people to progress from current emergency interventions. A letter is enclosed from Moira Doherty, Engaged Communities Group, DfC.

Across NI over 80,000 shielding letters were issued of which 4,365 (5.4 %) required food boxes. Current analysis of ANBC indicates that 226 individuals shielding are in receipt of a weekly food box via referral from the Advice NI helpline. However, the actual number may be slightly higher as not all referrals have come through the helpline directly but have instead been identified by local groups. The scheme is currently providing 18,000 boxes a week, 76% are going to those who are signalling that they are in economic need of food.

From 26 June, DfC has indicated that food boxes will be limited to those in receipt of a shielding letter and have no other means of food support. Those not in receipt of a shielding letter but currently in receipt of a food box for economic hardship needs, should be signposted to other Advice services and Foodbanks. Those in receipt of a shielding letter but not registered with Advice NI will need to register if they have an ongoing need for food support.

### IMPACT

There is an anticipated reduction in the current number of food weekly boxes from 1,490 to around 300. This will significantly reduce demands on Council and community group resources. Officers will be in touch with the community



groups with an update on the situation and to establish their capacity to offer continued support with identified food box deliveries at local level to those still shielding. The community groups may choose to either continue or discontinue with food box deliveries.

From 26 June Council will only receive food boxes for those with a shielding letter and registered with the Advice NI Helpline and triaged by NHSCT.

#### **COUNCIL'S NEW FOOD BOX DELIVERY MODEL**

- Deliveries to and distribution from the ESD will be concentrated on one day per week
- South Antrim Community Transport (SACT) has indicated a willingness to undertake the majority of the deliveries
- Where the community groups want to continue with the deliveries to the door SACT will deliver the appropriate number of boxes to the groups
- Where there is a gap in community sector delivery capability SACT will undertake the end to end deliveries
- This will make it possible to stand down some of the Council assets to allow for the implementation of recovery plans
- Like other community groups, SACT were funded £2k from Council for their COVID-19 relief efforts and have indicated that they have sufficient remaining budget to undertake the above duties for a few weeks but may require a small top up if the requirement continues far beyond that
- Council can make a claim for these costs from the Scheme of Emergency Financial Assistance but there is no guarantee of the claim being successful

**RECOMMENDATION: that the report be noted and that the reasonable expenses of South Antrim Community Transport be reimbursed.**

Prepared by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning

## 11.9 PBS/PS/007 PUBLIC TOILET RE-OPENING PLAN

### **Introduction**

At the Council meeting held on 11 June, Members requested a paper be brought to the Council to include the health and safety implications and the costs of re-opening public toilets.

It is recognised that the availability of public conveniences is critical in supporting the reopening of our towns, parks and visitor attractions. There is therefore a need to consider reopening our public conveniences in line with the general relaxation of COVID-19 lockdown rules in Northern Ireland and Government advice.

This includes increased cleaning frequency, additional investment in sanitising products, social distancing and takes account of anticipated public demand.

Members will note that Ballyclare Main Street Public Convenience is currently closed and therefore it is proposed that a service will be provided at Ballyclare Town Hall.

A reopening plan has been developed for each facility **enclosed**. The plan ensures no greater than four hours between cleans for all high use facilities. Medium and low use facilities will receive two cleans per day.

### **Cost Implications**

The additional cleaning at some venues and other measures will have cost implications for the Council. Indicative costs are detailed in the reopening plan. By aligning opening hours it has been possible to manage the additional cost to Council to around £30,000 which is due largely to the costs of sanitising products specific to COVID-19, but also to additional cleaning visits and initial costs around ensuring social distancing.

This assumes that the special measures are required until March 2021.

### **Timescale for Reopening**

All of the Public Conveniences could be open to the public for use from Monday, 6 July 2020 at the latest. This will allow the contractor time to mobilise staff currently on furlough.

**The Council's instructions are requested.**

Prepared by: Graham Reid, Senior Assets Officer

Approved by: Nick Harkness, Director of Community Planning

## 11.10 CP/GR/107 REVISED GOOD RELATIONS ACTION PLAN

Members will be aware that the draft Good Relations Action Plan 2020/21 was approved at Council on 16 December 2019.

Due to the measures put in place in response to the COVID-19 Pandemic there was a significant impact on the Good Relations Action Plan 2020/21 delivery for quarter 1, with an anticipated impact for the remainder of the year due to social distancing measures. In light of this impact the Good Relations Action Plan 2020/21 has been amended to reflect delivery of the action plan utilising alternative methods. A copy of the revised Good Relations Action Plan 2020/21 is **enclosed** for Members' consideration.

The Good Relations Action Plan 2020/21 is requesting a total budget allocation of £193,195.00; which consists of £105,992.00 programme costs, and £87,203.00 staff costs. The Good Relations Action Plan 2020/21 is joint funded by The Executive Office (TEO) and Antrim and Newtownabbey Borough Council (ANBC) at a split of 75% TEO (£144,896), and 25% ANBC (£48,299).

A Letter of Offer for the Good Relations Programme was received from The Executive Office on 15 June 2020. The Letter of Offer is conditional upon receipt of the revised Good Relations Action Plan 2020-2021.

**RECOMMENDATION: that the revised Good Relations Action Plan 2020/21 be approved.**

Prepared by: Amy Dunlop, Community Safety and Good Relations Coordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning

## 11.11 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.

In June 2020, two applications were received and assessed by Officers as outlined below.

Group Name/Project Promoter	Project Description/Title	Pass/Fail	Amount Requested	Amount Awarded
Burnside Village Committee	Small Activity Grant for Insurance Costs	Pass	£500.00	<b>£500.00</b>
CORE New Mossley	Small Activity Grant for Insurance Costs	Pass	£500.00	<b>£500.00</b>

The total budget available for the Community Development Small Grant Aid Programme 2020/21 is £10,000 with a budget of £7,100 remaining.

The total amount of financial assistance requested by the two applications outlined above is £1,000 and if both applications are approved by Council it will leave a balance of £6,100 to fund further applications submitted during the course of the current financial year.

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

Prepared by: Jonathan Henderson, Community Services Coordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning

## 11.12 CE/GEN/004 DEPARTMENT OF JUSTICE – CONSULTATION: ADULT RESTORATIVE JUSTICE STRATEGY

Members are advised that correspondence has been received from the Department of Justice in relation to their launch of the proposed development of an Adult Restorative Justice Strategy.

The consultation document has been developed in partnership with the Public Prosecution Service for Northern Ireland (PPSNI), Police Service of Northern Ireland (PSNI), Probation Board for Northern Ireland (PBNI), Northern Ireland Prison Service (NIPS), Victim Support NI (VSNI), Community Restorative Justice Ireland (CRJI), and, Northern Ireland Alternatives (NIA). It asks readers to consider how they might develop a strategic, co-ordinated approach to restorative practices at all stages of the criminal justice system, from early intervention in the community, formal diversion by statutory agencies, court-ordered disposals, custody and reintegration.

At the heart of the work is a desire to:

- place victims front and centre;
- develop appropriate structures and opportunities to allow victims to be involved, whether directly or indirectly, in the justice system and in decisions which affect them;
- engage and challenge offenders to understand the effects of their actions on victims and the wider community; and
- improve outcomes for all those affected by offending behaviour, whether victims, offenders, families or communities.

All information on the consultation, including the full consultation document, and ways to respond, can be found on the Department's website at: <https://www.justice-ni.gov.uk/consultations/development-adult-restorative-justice-strategy-ni>

Given the current coronavirus pandemic, it will not be possible to hold public consultation events. To take account of these unique circumstances, the consultation will run for 12 weeks to allow additional time for consideration and response.

The deadline for response is Friday 11th September 2020.

**RECOMMENDATION: that Members respond on an individual or party basis.**

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

### **11.13 PK/GEN/171 RIGHT TO SELL FOODSTUFFS AND HOT/SOFT DRINKS IN COUNCIL PARKS**

Vending opportunities at Council parks, where they are in place, are either provided through franchise arrangements in associated facilities or through specific arrangements. For example, at the Valley the catering franchisee has an offering at V36 and in Hazelbank, there are separately advertised opportunities.

Currently–(i) ice cream and drinks and (ii) foodstuffs are provided by third parties with the contract expiry dates January 2021 and November 2020 respectively.

Normally, arrangements would start to be made to advertise these opportunities with a view to a seamless transition at contracts ending. However, due to Government guidance on the COVID-19 pandemic Council closed all car parks associated with Parks from Mid-March 2020, meaning that both traders were unable to gain access to their allocated selling pitch for a period of around 3 months. Council may wish to consider offering extensions to both traders which would mean that the ice-cream and hot/soft drinks opportunity would be extended to the end of April 2021 and the foodstuffs, to the end of February 2021. If approved, both opportunities would be advertised in time for a handover at the end of the extended contracts in the normal way.

Officers have also considered the potential for any opportunities to offer 'pitches' at other council parks. It is proposed that opportunities at Sixmile Park in Ballyclare, Threemilewater Park and Lilian Bland Community Park for ice cream and hot/soft drinks and, foodstuffs be advertised so that the market can be tested and potential interest explored.

#### **RECOMMENDATION: that**

- (i) the existing contracts at Hazelbank Park for ice cream, hot/soft drinks and foodstuffs are extended by 3 months as set out above, to take account of closures during the COVID-19 pandemic and,**
- (ii) opportunities for the sale of ice cream, hot/soft drinks and foodstuffs are advertised at Sixmile Park in Ballyclare, Threemilewater Park and Lilian Bland Community Park, for 1 year with an option by Council to extend for a further period of 12 months, subject to review and performance.**

Prepared by: Ivor McMullan Head of Parks

Approved by: Geraldine Girvan Director of Operations

## 12. ITEMS FOR INFORMATION

### 12.1 FI/AUD/02 REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE AND AUDIT COMMITTEE ANNUAL REPORT 2019/20

Members are advised that Chartered Institute of Public Finance and Accountancy's (CIPFA) Audit Committee – Practical Guidance for Local Authorities and Police 2018, places a requirement on Audit Committees to "Report regularly on their work, and at least annually report an assessment of their performance".

On 4 February 2020, Members of the Audit Committee participated in a facilitated self-assessment review of the performance of the Audit Committee, where they completed the 'Evaluating the Effectiveness of the Audit Committee' self-assessment checklist. The results of this review were agreed by the Audit Committee at their meeting in March 2020, along with an action plan for enhancing the Audit Committee's performance (a copy of the results and action plan is **enclosed**).

The Audit Committee has also prepared an Annual Report (**enclosed**) which was agreed at their meeting in June 2020. This report outlines the Audit Committee's activities during 2019/20 and how the Committee has discharged its roles and responsibilities as set out in the Audit Committee Terms of Reference.

**RECOMMENDATION: that the Council notes the Review of Effectiveness of the Audit Committee and the Audit Committee Annual reports.**

Prepared by: Paul Caulcutt, Head of Internal Audit

Approved by: Sandra Cole, Director of Finance and Governance

## **12.2 G/MSMO/2/VOL 2 CHANGE IN NOMINATIONS BY DUP**

Alderman Brett, Nominating Officer for the Democratic Unionist Party, has advised of the following changes in nominations:-

Alderman Girvan - Police and Community Safety Partnership (from 6 June 2020)

Councillor Robinson - Peace IV (from 18 June 2020)

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

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance



**12.3 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL – MINUTES AND BULLETIN – MARCH 2020**

As agreed at the August 2019 meeting of the Council, the Northern Ireland Housing Council's March 2020 monthly bulletin is **enclosed** for Members' information. A copy of the minutes of the Housing Council meeting on 12 March 2020 is also **enclosed**.

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

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

## 12.4 AC/GEN/14 TOURISM NI QUALITY GRADING SCHEME

Members are advised that Tourism Northern Ireland (TNI) operates a Quality Grading Scheme for visitor attractions, which gives operators an independent quality assurance award. The scheme is a practical example of TNI's commitment to increasing visitor numbers and experiences through developing a quality experience.

There are five-quality grades awarded for the standard of services and facilities and are represented like hotels by 1 to 5 stars, which convey the following standards:

- **Five Stars Exceptional**
- **Four Stars Excellent**
- **Three stars Very Good**
- **Two Stars Good**
- **One Star Acceptable**

Assessments are carried out without advance warning through in the main incognito visits by assessors but also with pre-visit research online and on the telephone. Having identified the scheme as an excellent tool in the ongoing continuous improvement strategy an application for Antrim Castle Gardens was submitted to TNI in late 2019. This venue was previously assessed in early 2019 and awarded a four star rating.

The mystery visit was carried out in February 2020 with the outcome report received mid-March. The report is **enclosed** for Members' information. Antrim Castle Gardens has retained its four star/excellent rating just one star lower than the highest grading possible which is 5 star/exceptional.

Members are advised that the report will be used to inform an improvement plan for implementation when the service resumes with a view to improving performance in 2021 and potentially achieving the 5 star grading. The assessment reports are excellent tools to support the ongoing strategy to continuously improve visitor experiences and it is proposed to remain in this scheme and apply for reassessment of the facility in 2021.

**RECOMMENDATION: that the results of the TNI Quality Grading for Antrim Castle Gardens be noted and the Council participates in the scheme in 2021.**

Prepared by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

## 12.5 AC/GEN/008 REQUESTS FOR FACILITY USE

Members are aware that most arts and culture and leisure services remain suspended as the Council begins its recovery of non-essential service with all indoor facilities of both services remaining closed at present. However, in response to requests for assistance from two organisations for facilities in Antrim, arrangements are being made to provide access as follows:

- Northern Ireland Blood Transfusion Service (NIBTS) – Arrangements are being made to provide access for this service to the main hall in Antrim Forum on 23 and 24 July 9am to 7pm to allow members of the public to give blood. The NIBTS have taken advice from the Public Health Agency and other blood services in the UK and Ireland to ensure that the service operates with all the appropriate health and safety measures in place in relation to the ongoing COVID-19 pandemic. They have also given a commitment to meet the additional cost of contract cleaning to facilitate these sessions.
- St Johns Ambulance – This charity has made a request for facilities at Antrim Civic Centre in July so they can run training courses for their members. The specific details are still to be finalised however officers will work with the charity to ensure facilities can be made available at the usual community hire rate whilst ensuring compliance with all required health and safety considerations relating to the COVID-19 pandemic.

A further enquiry has also been made by Deloitte acting on behalf of the Department of Health and Social Care (DHSC) and Department of Health in NI to support the national COVID-19 testing programme. In addition to running four Regional Test Sites there are four Mobile Test Units (MTUs) which are essentially pop up test centres. An appropriate site in Antrim is being researched for an MTU to be located for 3-4 seven day periods until the end of August (our current planning horizon).

The requirements from a site perspective are

- Parking for 30-40 cars i.e. car park bays
- Ability to implement a one-way traffic system on site
- Access to toilet facilities for MTU staff

Antrim Civic Centre overflow car park has been identified as a potential location, although this has not yet been confirmed.

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

Prepared by: Ursula Fay Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning/Geraldine Girvan, Director of Operations