



9 March 2022

Chairman: Councillor R Lynch

Vice Chairman: Councillor M Stewart

Committee Members: Aldermen - J McGrath and P Michael  
Councillors – J Archibald-Brown, M Cooper, P Dunlop,  
J Gilmour, M Goodman, R Kinnear, N McClelland,  
V McWilliam, V Robinson, S Ross, and L Smyth

Dear Member

#### **MEETING OF THE COMMUNITY PLANNING COMMITTEE**

A meeting of the Community Planning Committee will be held in the **Council Chamber, Mossley Mill on Monday 14 March 2022 at 6.30 pm**

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:**

Tel: 028 9034 0048/028 9448 1301

[memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

## **AGENDA**

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 PRESENTATION**

- 3.1 Newtownabbey Senior Citizens Forum

### **4 ITEMS FOR DECISION**

- 4.1 Arts and Culture Schedule of Charges 2022/23
- 4.2 Bonfire Management Programme 2022
- 4.3 Community Planning Schedule of Charges and Facility Closures 2022/23
- 4.4 Antrim and Newtownabbey Spirit of Volunteering Awards 2022
- 4.5 Community Development Grant Aid Programme Small Grants Funding Recommendations 2022/23
- 4.6 Public Consultation on Hate Crime Legislation
- 4.7 Facility Closures for Arts and Culture Facilities 2022/23
- 4.8 Her Majesty The Queens Platinum Jubilee Celebration Events Fund Grant Recommendations 2022
- 4.9 Duke of Edinburgh Working Group
- 4.10 Ballyclare May Fair
- 4.11 Borough Arts and Cultural Advisory Panel
- 4.12 DEA Member Engagement Group Minutes
- 4.13 IPB Pride of Place Awards 2021/22

### **4 ITEMS FOR INFORMATION**

- 5.1 Community Planning Section – Partnership minutes
- 5.2 Community Support Programme – Fair Funding Uplift 1 April 2021 – 31 March 2022
- 5.3 Change in Membership to the Community Planning Partnership

**6 ITEMS IN CONFIDENCE**

6.1 Dunanney Centre Tenancy Renewals

**7 ANY OTHER RELEVANT BUSINESS**

# **REPORT ON BUSINESS TO BE CONSIDERED AT THE COMMUNITY PLANNING COMMITTEE MEETING ON MONDAY 14 MARCH 2022**

## **3 PRESENTATION**

### **3.1 Newtownabbey Senior Citizens Forum**

Members are advised that a request has been made from Newtownabbey Senior Citizens Forum to make a presentation to the Committee on their ongoing financial circumstances.

## **4 ITEMS FOR DECISION**

### **4.1 AC/GEN/001 ARTS AND CULTURE SCHEDULE OF CHARGES 2022/23**

Members are advised that a review of Arts and Culture charges is carried out annually. The current Arts and Culture Schedule of Charges was approved by the Committee in March 2021. As service recovery continues, it is proposed to make no substantive changes to the schedule of charges for 2022/23 and the schedule is **enclosed** for Members' information.

Members are reminded that as part of a range of support measures put in place during the pandemic VAT on arts and culture activity was reduced to 5% from 15 July 2020 to 30 September 2021. The rate then increased to 12.5% from 1 October 2021 to 30 March 2022 and Members are advised that the VAT rate applied to arts and culture activity will return to 20% from 1 April 2022.

**RECOMMENDATION: that the 2022/23 Arts and Culture Schedule of Charges, be approved and the update on VAT rate applied to arts and culture activity be noted.**

Prepared and Approved by: Ursula Fay, Director of Community Planning

## 4.2 CP/CD/438 BONFIRE MANAGEMENT PROGRAMME 2022

Members are reminded that review of the Bonfire Management Programme was completed in February 2021 and approved by the Council in March 2021 with a budget of £3,000 per site for family fun day/festival activities agreed. In 2021, 19 groups signed up to the Bonfire Management Programme.

On 22 February 2022 Officers met with Bonfire Representatives from across the Borough to receive feedback in relation to the 2021 programme and to identify any issues that may exist in advance of the registration of participating sites for the 2022 programme. A similar meeting was held with Elected Members on 23 February 2022 at which feedback from the site representatives meeting was presented and discussed.

In summary, across both meetings, there was a general consensus that the aims and objectives of the programme, as outlined in the Framework Document (enclosed), and the way in which it is currently delivered is still fit for purpose. Specific issues were raised at the meetings in relation to:

- Registration Packs – These will now be made available online for individual groups to complete.
- Procurement of Inflatables – The current list of suppliers to be reviewed to ensure that value for money is still achieved.
- Marketing and Publicity – A standard banner advertising the festival/fun day event in each area can be made available to groups from 20 June 2022 from their allocated budget.

The Bonfire Management Programme was equality screened in May 2018 and since then there have been no material changes to the programme therefore this screening still applies.

### **Programme Delivery 2022**

In preparation for the delivery of the 2022 Bonfire Management Programme, Officers are currently preparing online registration packs for completion by all potential participating sites. Sign up dates have been scheduled to take place in Antrim Civic Centre and Mossley Mill on Thursday 31 March and Friday 1 April 2022 respectively and the collection date has been proposed as Monday 16 May 2022.

Interagency site inspection dates which will be carried out by Officers and Statutory Partners, have been agreed as follows:

Pre-Collection – Friday 13 May 2022 (Council Officer Only)

First Inspection – Friday 10 June 2022

Second Inspection – Friday 24 June 2022

Final Inspection – Friday 8 July 2022

Early indications suggest that 22 sites will sign up to participate in this year's programme.

Following the registration of sites on Thursday 31 March and Friday 1 April 2022 a further report will be brought to Council.

**RECOMMENDATION that the proposed Bonfire Management Programme for 2022 be approved.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

#### 4.3 CP/CD/201 COMMUNITY PLANNING SCHEDULE OF CHARGES & FACILITY CLOSURES 2022/23

Members are advised that a review of Community Planning charges is carried out annually. The current Community Facilities scheduling of pricing was approved by Committee in March 2021. Officers are currently undertaking a wider review of Community Facilities operations and it is therefore proposed to make no changes to the schedule of charges, at this stage. A further report will be brought to Committee once the review is completed. The current schedule is **enclosed** for Members' information.

Members are reminded that annually in March a proposed schedule for the closure arrangements on Bank and Public Holidays for Community Planning facilities for the year ahead is brought to Committee for approval. A **proposed schedule of bank and public holiday closures for 2022/23, is enclosed** for Community Planning facilities. Members are reminded that on some occasions it is necessary to open some facilities during closure days for essential services.

**RECOMMENDATION: that the arrangements for bank and public holiday closures of Community Planning facilities as set out in the schedule for 2022/23 be approved.**

Prepared by: Paul Townsend, Community Facilities Coordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning



#### **4.4 CP/CD/390 ANTRIM AND NEWTOWNABBEY SPIRIT OF VOLUNTEERING AWARDS 2022**

Members are reminded the Antrim and Newtownabbey Spirit of Volunteering Awards highlight and recognise the selfless and valuable commitment of those who volunteer their time within the Borough.

Initial planning is already underway for the 2022 Celebration Event, which is scheduled to take place on Thursday 13 October 2022 at 7pm in Theatre at the Mill.

The theme for this years' event is "Precious Metals" and similarities between precious metals and volunteering will be highlighted throughout the event.

It is proposed the nomination process this year will be launched by video online on Monday 4 April 2022. The deadline for receipt of completed nomination forms is Friday 13 May 2022 at 4pm. It is envisaged that the assessment of nominations will take place in June 2022.

Proposed categories for this years' awards are as follows:

- I. Newcomer to Volunteering Award
- II. Team Spirit Award
- III. Personal Achievement Award
- IV. Covid-19 Community Impact Award
- V. Community Safety Award
- VI. Social and Community Enterprise Award
- VII. Lifetime Contribution Award
- VIII. Mayors Award – Not open for public nomination
- IX. Lord Lieutenants Award – Not open for public nomination

Eligibility criteria and a detailed description of all of the above categories will be included in the 2022 Nomination Pack which will be available online.

In the past an Event Management and Assessment Panel has been established to work with Officers in the planning of the event and assessment of nominations. It is proposed that the membership of the panel for 2022 should include:

- The Mayor & Deputy Mayor of Antrim and Newtownabbey
- The Chairperson and Vice Chairperson of the Community Planning Committee
- Her Majesty's Lord Lieutenant for County Antrim, Mr David McCorkell
- The Chief Executive of Volunteer Now, Denise Hayword
- Specialist Advisor on Volunteering, Paul Dinsmore
- Relevant Council Officers

The positions of Mayor, Deputy Mayor, Chair and Vice Chair of the Community Planning Committee will change following the Councils AGM in

June 2022, however the outgoing Mayor and Deputy Mayor will remain on the Panel.

Members are reminded that it was agreed at the December 2021 Committee meeting that the Mrs Joan Christie CVO, OBE Legacy Bursary Scheme be delivered in 2022 and that the presentation of these Bursary Awards will be combined with the Spirit of Volunteering Awards event in October 2022.

It is estimated that the total cost of the 2022 Celebration Event will be approximately £20,000 provision of which £15,000 has been made in the 2022/23 estimates and a further £5,000 secured from the Department for Communities under their Volunteer Support Programme.

A further report will be presented to Committee in June 2022 detailing the arrangements for the "Celebration Event" and the issuing of guest invitations.

**RECOMMENDATION: that the programme for the delivery of the Spirit of Volunteering Awards in 2022 be approved.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

#### 4.5 CP/CD/440 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME SMALL GRANTS FUNDING RECOMMENDATIONS 2022/2023

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 £1,000 (revised and approved by Council in October 2021) 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 2022/23 financial year.

In December 2019 Members agreed that from 1 April 2020 all Small Grant requests of £500 (now £1,000) 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 February 1 application totalling £1000 was received and assessed by Officers as outlined below.

Group Name/Project Promoter	Project Description/Title	Pass/Fail	Amount Requested	Amount Awarded
Drumraymond AOH Community Project	Small Activity Grant Contribution towards Architects Fees and Capital Costs in relation to the replacement of windows in their community facility	Pass	£1,000.00	<b>£1,000.00</b>
<b>Total</b>			£1,000.00	<b>£1,000.00</b>

**RECOMMENDATION: that the Small Grant application outlined above be approved at a total cost of £1000.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

#### **4.6 CP/PCSP/104 PUBLIC CONSULTATION ON HATE CRIME LEGISLATION**

Correspondence (**enclosed**) has been received from the Department of Justice advising of the commencement of a public consultation on hate crime legislation.

Full details of the consultation and a link to the survey are available at <https://www.justice-ni.gov.uk/consultations/consultation-hate-crime-legislation-northern-ireland>. The survey will be open until 28 March 2022.

Contacts in relation to the consultation are Hate Crime Branch, Community Safety Division, Safer Communities Directorate, Department of Justice, Castle Buildings, Stormont Estate, Belfast BT4 3SG  
[DOJSMsupportingSaferCommunities@justice-ni.gov.uk](mailto:DOJSMsupportingSaferCommunities@justice-ni.gov.uk).

Members may wish to respond on a corporate, individual or party political basis.

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

Prepared and Approved by: Ursula Fay, Director of Community Planning

#### **4.7 AC/GEN/009 FACILITY CLOSURES FOR ARTS AND CULTURE FACILITIES 2022/23**

Members are reminded that annually in March a proposed schedule for the closure arrangements on Bank and Public Holidays for Arts and Culture facilities for the year ahead is brought to Committee for approval. A proposed schedule of bank and public holiday closures for 2022/2023, is enclosed for Arts and Culture facilities.

**RECOMMENDATION: that the arrangements for Bank and Public Holiday closures of Arts and Culture facilities as set out in the schedule for 2022/2023 be approved.**

Prepared and Approved by: Ursula Fay, Director of Community Planning

#### **4.8 CP/CD/439 HER MAJESTY THE QUEENS PLATINUM JUBILEE CELEBRATION EVENTS FUND GRANT RECOMMENDATIONS 2022**

Members are reminded that it was agreed at the Council meeting in June 2021 that the Council celebrate Her Majesty Queen Elizabeth II Platinum Jubilee and that a Working Group be established to agree funding opportunities for local community groups.

The Working Group has been meeting monthly since September 2021 and agreed proposals for a Platinum Jubilee Celebrations Event Fund at its meeting in November 2021.

The fund provides for Community and Voluntary groups to deliver their own Platinum Jubilee celebration events alongside the Councils Platinum Jubilee programme.

A public call for applications to Her Majesty The Queen's Platinum Jubilee Celebration Events Fund opened on Monday 10 January 2022 and closed on Friday 11 February 2022.

A total of 75 applications for financial assistance have been received and assessed by Officers using similar eligibility criteria and scoring matrix as that used to assess applications under the Community Development Small Grant Aid Programme.

A summary of the application score sheets and funding recommendations are **enclosed** for Members' consideration.

Following assessment all 75 applications for funding at a cost of £68,305.20 were deemed eligible.

**RECOMMENDATION: that the 75 applications for funding of £68,305.20 be approved.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

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

Members are reminded that it was agreed by the Council in April 2021 that a permanent memorial to Duke of Edinburgh Prince Philip be placed in Antrim Castle Gardens and the creation of an annual bursary scheme, to benefit young people be explored.

A working group was established in August 2021 and minutes of its meeting of 15 February 2022 are **enclosed** for Members information.

An outline of the bursary scheme was reported to the Committee in November 2021 with the final Bursary Scheme agreed by the Working Group at its February 2022 meeting with a copy **enclosed** for Members information.

A launch event of the bursary Scheme is planned for Friday 8 April in Antrim Castle Gardens and online applications will open after this and close on Friday 3 June 2022. Following assessment, a further report will be brought back to a future meeting.

**RECOMMENDATION: that the minutes of the Duke of Edinburgh Working Group held on Tuesday 15 February 2022 be approved with a further report on the Bursary Scheme to be brought back to a future meeting.**

Prepared by: Kerry Brady Community Support and Governance Officer

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

#### **4.10 AC/EV/025 BALLYCLARE MAY FAIR**

Members are advised that meetings of the Ballyclare May Fair Working Group resumed in December 2021 and there have been three meetings of the Group held on 10<sup>th</sup> December 2021, 12<sup>th</sup> January and 10 February 2022. Minutes of the 10<sup>th</sup> December 2021 and 12<sup>th</sup> January 2022 were approved at Community Planning Committee on 14 February 2022. Minutes of the meeting held on 10 February 2022 are enclosed for Members information. At this meeting updated Terms of Reference for the Working Group were approved and are also **enclosed**.

**RECOMMENDATION: that the minutes of the May Fair Working Group meetings of the 10 February 2022, including updated Working Group Terms of Reference, be approved.**

Prepared and Approved by: Ursula Fay, Director of Community Planning



#### **4.11 AC/GEN/010 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members are reminded of the resumption of meetings of the Borough Arts and Cultural Advisory Panel in February 2021. The minutes of the 9 December 2021, were approved at the January 2022 Committee meeting.

The Panel met on 1 March 2022 and the minutes of this meeting are enclosed for Members' information. The summer programmes for the Council Theatres are also enclosed.

**RECOMMENDATION: that the minutes of the Borough Arts and Cultural Advisory Panel of 1 March 2022, including summer programmes for the Council Theatres, be approved.**

Prepared and Approved by: Ursula Fay Director of Community Planning

#### 4.12 CP/CP/178 DEA MEMBER ENGAGEMENT GROUP MINUTES

Members are reminded that the DEA Member Engagement Groups are now a central part of the Community Planning engagement framework. Draft minutes for all seven of the DEA Member Engagement Groups are enclosed for Members' information, these will be formally adopted at the next meetings of the groups.

<b>Community Planning Section – DEA Member Engagement Group Meetings</b>		
<b>File Ref</b>	<b>Date of Meeting</b>	<b>Name of Partnership</b>
CP/CP/168	2 February 2022	Airport DEA Member Engagement Group
CP/CP/169	17 February 2022	Antrim DEA Member Engagement Group
CP/CP/170	9 February 2022	Ballyclare DEA Member Engagement Group
CP/CP/171	3 February 2022	Dunsilly DEA Member Engagement Group
CP/CP/172	1 February 2022	Glengormley DEA Member Engagement Group
CP/CP/173	15 February 2022	Macedon DEA Member Engagement Group
CP/CP/174	10 February 2022	Threemilewater DEA Member Engagement Group

**RECOMMENDATION: that the draft minutes of the DEA Member Engagement Groups be approved.**

Prepared by: Ronan McKenna, Community Planning Manager

Approved by: Ursula Fay, Director of Community Planning

#### **4.13 CP/GEN/040 IPB PRIDE OF PLACE AWARDS 2021/22**

Members are reminded of The Annual IPB Pride of Place Awards in association with Co-operation Ireland the aim of which is to recognise the efforts and endeavours of communities throughout Northern Ireland and Republic of Ireland to make their place the best place in which to live.

In 2021 the Council nominated five groups to take part in the competition namely:

- Muckamore Parish Development Association
- Oasis Caring in Action
- Newtownabbey Arts and Cultural Network
- Community Relations Forum
- Queenspark Womens Group

Judging of the five entries took place in August 2021 and group representatives were to attend the annual Gala Dinner and Awards Ceremony in Killarney in November 2021 however this was postponed due to the ongoing COVID-19 Pandemic.

Correspondence has been received from Co-operation Ireland confirming that the annual Gala Dinner and Awards Ceremony will now take place on Monday 16 May 2022 at the Gleneagle INEC Arena in Killarney.

Twelve complimentary tickets will be made available to the Council for this event with guidance from Co-operation Ireland that they are to be distributed as follows:

- 2 tickets per nominated group
- 2 tickets being allocated to Elected Members/Council Officers.
- A separate invitation will be issued to the Chief Executive.

As the venue is approximately a five-and-a-half-hour journey from the Borough it is proposed that the Council provides financial assistance to cover the cost of accommodation to include dinner bed and breakfast and lunch per attendee.

Hotel accommodation costs in Killarney have been researched and the total cost for the accommodation is estimated at approximately £3,300 for 12 attendees. In addition it is also proposed to provide financial assistance of up to £100 per group to cover the costs of travel and subsistence, provision for which has been made in the existing Community Planning Budget.

It is proposed that the Mayor or his nominated representative accompanied by a Council Officer attend the Ceremony along with the 10 nominated group representatives at a cost of up to £3,800.

**RECOMMENDATION: that**

**(a) attendance of The Mayor or his nominated representative and one Council Officer at the IPB Pride of Place Gala Dinner and Awards Ceremony in Killarney in May 2022 be approved.**

**(b) provision of up to £3,800 to cover the cost of accommodation, travel and subsistence for those attending the event be approved.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

## 5 ITEMS FOR INFORMATION

### 5.1 CP/GEN/019 COMMUNITY PLANNING SECTION - PARTNERSHIP MINUTES

Members are 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.

Community Development		
File Ref	Date of Meeting	Name of Partnership
D/Gen/91	20 Jan 2022	Antrim & Newtownabbey Citizens Advice Bureau
D/CSP/48	29 Sept 2021	Antrim & Newtownabbey Policing & Community Safety Partnership (PCSP)
D/DP/67	-	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	12 Jan 2022	Grange Neighbourhood Renewal Partnership
	-	Joint Cohesion Group
CP/GR/43	-	Traveller Issues Local Government Partnership

**RECOMMENDATION: that the Partnership Minutes be noted.**

Prepared by: Wendy Donaldson

Agreed by: Ursula Fay, Director of Community Planning

Approved by: Ursula Fay, Director of Community Planning

**5.2 CP/GEN/032 COMMUNITY SUPPORT PROGRAMME - FAIR FUNDING UPLIFT  
1 APRIL 2021 – 31 MARCH 2022**

Members are advised that correspondence **enclosed** has been received from Department for Communities (DfC) regarding variations to the 2021/22 Community Support Programme Contract for Funding.

The award is as listed below:

CSP Fair Fund Salary Uplift (includes Community Development and Advice)	£23,343.40
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**RECOMMENDATION: that report be noted.**

Prepared by: Stefanie Buchanan, Community Development Manager

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

**5.3 G/MSMO/002 CHANGE IN MEMBERSHIP TO THE COMMUNITY PLANNING PARTERSHIP BY SINN FEIN**

Councillor Goodman of Sinn Fein has advised that he will be replacing Councillor Logue on the Community Planning Partnership with immediate effect.

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

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Ursula Fay, Director of Community Planning