



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE  
HELD IN MOSSLEY MILL ON MONDAY 8 JUNE 2020 AT 6.30 PM**

- In the Chair** : Councillor V McWilliam
- Committee** : Aldermen – L Clarke, M Girvan, D Kinahan and J McGrath  
Councillors - P Dunlop, G Finlay, L Irwin, R Kinnear,  
P Michael, S Ross, L Smyth, M Stewart and R Wilson
- Non Committee Members:** : Alderman – T Burns  
Councillors – A Bennington, M Cooper, J Montgomery,  
V McAuley, N McClelland and B Webb
- Officers Present** : Director of Community Planning - N Harkness  
Head of Arts & Culture – U Fay  
Head of Capital Development – R Hillen  
ICT Change Officer – A Cole  
Systems Support Officer ICT – C Bell  
ICT Helpdesk Officer – J Wilson  
Community Planning Manager – R McKenna  
Mayor and Member Services Officer – S Fisher

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Members to the June meeting of the Community Planning Committee and reminded all present of the audio recording protocol.

She also extended a warm welcome to new Committee member, Councillor Linda Irwin, and expressed sympathy to Bronagh Doonan on her recent bereavement.

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to attend the Operations Committee meeting. The meeting minutes and audio recording would be published on the Council's website.

**1 APOLOGIES**

None

**2 DECLARATIONS OF INTEREST**

Item 5.1 - Councillor McWilliam

### 3 ITEMS FOR DECISION

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

Members were aware of the numerous strands of work the Building Control section has undertaken 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 had been received from LPS on 30 April 2020, a copy of which was circulated, requesting we extend the current contract from April 2020 until the end of March 2021. A Data Protection Impact Assessment was also circulated for Members' information.

The aim of this strand of the LPS partnership was 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.

Proposed by Councillor Finlay  
Seconded by Alderman Girvan and agreed that

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

*ACTION BY: Bronagh Doonan, Head of Property and Building Services*

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

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

Proposed by Alderman Kinahan  
Seconded by Councillor Finlay and agreed that

**this effective example of partnership working with Land and Property Service be continued.**

*ACTION BY: Bronagh Doonan, Head of Property and Building Services*

### **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 were submitted as outlined below, with the developer's location map, site plan and a masterplan circulated 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 were aware that the original quarry was called Craighill Quarry. A small portion of this quarry which had been previously developed is accessed off Ballyeaston Road, and already named Craighill Park/Craighill Crescent.

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

It was 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.

Members were advised that should the Council not wish to select one of the above names; the matter would be referred back to the developer via the Building Control section for further consideration.

Proposed by Alderman Kinahan  
Seconded by Alderman Girvan and agreed that

**the development be named Craighill Manor.**

*ACTION BY: Liam McFadden, Principal Building Control Surveyor*

### **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 were circulated for Members' consideration.

Proposed by Alderman Kinahan  
Seconded by Alderman Clarke and agreed that

**the minutes of the Equality and Diversity Working Group on 9 December 2019 be approved.**

*ACTION BY: Nick Harkness, Director of Community Planning*

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

Members were 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 were 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.

<b>Group Name/Project Promoter</b>	<b>Pass/Fail</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
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 was £1,400 and if all 3 applications were approved by Council it would leave a balance of £6,600 to fund further applications submitted during the course of the current financial year.

Proposed by Councillor Dunlop  
Seconded by Alderman Clarke and agreed that

**the three Small Grant Applications outlined above be approved.**

*ACTION BY: Jonathan Henderson, Community Services Coordinator*

### **3.6 AC/GEN/065 DfC ACCESS AND INCLUSION PROGRAMME**

Members were 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 tThe Valley.

Members were 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 circulated review paper for Members' information. The response was required by DfC by 15 May 2020.

Members' attention was 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.

The Director confirmed that groups and individuals with disabilities would be engaged should funding come forward for 2020-21.

Proposed by Councillor Ross

Seconded by Alderman Girvan and agreed 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.**

*ACTION BY: Ursula Fay, Head of Arts and Culture*

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

Members were 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 was circulated 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 was proposed that further meetings of 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 was also proposed to send a communication to the independent members of the panel advising them of this.

Proposed by Councillor Ross

Seconded by Alderman Kinahan and agreed 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.**

*ACTION BY: Ursula Fay Head of Arts and Culture*

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

Members were 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 COVID-19 restrictions. Since this time there had been a gradual relaxation of restrictions around a variety of issues. On 28 May 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 was 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 were 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 would 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, was circulated 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 would be employed so that tables 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.

Proposed by Alderman Kinahan  
Seconded by Councillor Ross and agreed that

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

*ACTION BY: Ursula Fay, Head of Arts and Culture*

#### **4 ITEMS FOR INFORMATION**

##### **4.1 G/MSMO/60 CORRESPONDENCE FROM DEPARTMENT FOR COMMUNITIES**

Members were reminded 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 was circulated.

Proposed by Councillor Dunlop  
Seconded by Alderman Girvan and agreed that

**the report be noted.**

*NO ACTION*

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

Members were 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.

Proposed by Councillor Dunlop  
Seconded by Alderman McGrath and agreed that

**the report be noted.**

*NO ACTION*

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

Members were reminded 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 was established to assist those in vulnerable groups to access information, advice and guidance in relation to COVID-19. The Helpline, 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](mailto: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**

<b>Date (May 2020)</b>	<b>Number of Referrals</b>
1 <sup>st</sup>	12
2 <sup>nd</sup>	4
8 <sup>th</sup>	13
9 <sup>th</sup>	1
15 <sup>th</sup>	7
16 <sup>th</sup>	2
22 <sup>nd</sup>	4
23 <sup>rd</sup>	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	<a href="mailto:Carol.Shane@antrimandnewtownabbey.gov.uk">Carol.Shane@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Carly.long@antrimandnewtownabbey.gov.uk">Carly.long@antrimandnewtownabbey.gov.uk</a>
Antrim	Paul Townsend *Mark Kent	<a href="mailto:Paul.Townsend@antrimandnewtownabbey.gov.uk">Paul.Townsend@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Mark.kent@antrimandnewtownabbey.gov.uk">Mark.kent@antrimandnewtownabbey.gov.uk</a>
Ballyclare	Laura J Campbell *Ruthanne Fawcett	<a href="mailto:laura.campbell2@antrimandnewtownabbey.gov.uk">laura.campbell2@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Ruthanne.Fawcett@antrimandnewtownabbey.gov.uk">Ruthanne.Fawcett@antrimandnewtownabbey.gov.uk</a>
Dunsilly	Kerry Brady *Jordan Mairs	<a href="mailto:Kerry.Brady@antrimandnewtownabbey.gov.uk">Kerry.Brady@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Jordan.Mairs@antrimandnewtownabbey.gov.uk">Jordan.Mairs@antrimandnewtownabbey.gov.uk</a>
Glengormley	Amy Dunlop *Jen Cole	<a href="mailto:Amy.Dunlop@antrimandnewtownabbey.gov.uk">Amy.Dunlop@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Jennifer.Cole@antrimandnewtownabbey.gov.uk">Jennifer.Cole@antrimandnewtownabbey.gov.uk</a>
Macedon	Lara Townsend *Cathy Hall	<a href="mailto:Lara.Townsend@antrimandnewtownabbey.gov.uk">Lara.Townsend@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Cathy.Hall@antrimandnewtownabbey.gov.uk">Cathy.Hall@antrimandnewtownabbey.gov.uk</a>
Threemilewater & SACT	Jonathan Henderson *Stefanie Buchanon & Lois Kilpatrick (1x ft equiv)	<a href="mailto:Jonathan.Henderson@antrimandnewtownabbey.gov.uk">Jonathan.Henderson@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Stefanie.Buchanan@antrimandnewtownabbey.gov.uk">Stefanie.Buchanan@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Lois.Kilpatrick@antrimandnewtownabbey.gov.uk">Lois.Kilpatrick@antrimandnewtownabbey.gov.uk</a>

Members commended the work that was carried out and asked that lists of vulnerable people be maintained.

Proposed by Councillor Wilson  
Seconded by Alderman Kinahan and agreed that

**the report be noted.**

NO ACTION

*The Chair advised that the following supplementaries would be taken at this point.*

#### 4.4 AC/EV/020 PROPOSED POLICY ON THE USE OF COUNCIL OWNED CAR PARKS FOR DRIVE-IN EVENTS

At the Council meeting held on 26 May 2020 the Council agreed to consider a policy on the use of Council owned car parks for drive-in events.

The Council has existing policies in relation to the hire of outdoor spaces by third party users including:

- Antrim Castle Gardens Event Field at £300
- Parks, £100 plus a £600 bond to be retained if there is any damage to the grounds

- V36 for commercial events use at £1,000

The proposed draft policy for use of Council Owned Car Parks for Drive In Events, a Section 75 Equality Screening Form and a Rural Needs Impact Assessment were circulated for Members' consideration.

The Director advised that the potential for this to incorporate weddings would be explored if requested.

The Policy proposed the following arrangements for drive-in events at Council owned car parks:

<b>Policy Issue</b>	<b>Policy Position</b>	<b>Notes</b>
<b>Types of drive in events considered</b>	<ul style="list-style-type: none"> <li>• Church services</li> <li>• Cinemas</li> <li>• Concerts</li> </ul>	Any other type of requests will be assessed against the current Government advice and brought to Council for a decision.
<b>Bookings Procedures</b>	Via phone to Leisure Department	Confirmation of compliance with booking conditions required in writing and in advance of the first event.
<b>Booking conditions</b>	<ol style="list-style-type: none"> <li>£5m Public Liability insurance</li> <li>Health &amp; Safety plan submitted 7 days in advance that satisfies Council's Health and Safety Officer</li> <li>All stewarding to be undertaken by group</li> <li>All litter picking to be undertaken by the group</li> <li>All attendees must stay in their cars</li> <li>Attendees must not move between cars</li> <li>Noise levels must be kept to the minimum required for the attendees to hear from inside their cars.</li> <li>Social distancing must be observed at all times</li> <li>High hygiene standards must be observed at all times</li> </ol>	Any breach of the booking conditions will necessitate the cancellation of future bookings and the hard charging of any additional costs to Council e.g. litter picks.
<b>Potential for unreasonable disturbance or displacement of</b>	Approval will only be given where there is a low likelihood of a negative impact of noise or other disturbance to local residence or members of the public who normally use the facility.	Officers will monitor any complaints or public feedback and work with groups to mitigate

<b>community access.</b>	In the event where an unexpected disturbance is caused and cannot be mitigated to a satisfactory level by the group, then all future bookings will be cancelled.	negative impact where possible.
<b>Event Duration</b>	Given the lack of access to public conveniences, events will be limited to a maximum of one hour 30 minutes.	
<b>Ancillary Services Requests</b>	<p><b>Toilets:</b> remain closed</p> <p><b>Power supply:</b> Groups will be encouraged to supply their own power via a generator. A Council power supply would require a staff member to be on duty. All costs would be passed on to the group.</p> <p><b>Buildings:</b> all buildings would remain closed</p>	A could power supply is only available by opening a building.
<b>Charges</b>	<p><b>Community Groups:</b> £50 per event plus planned costs.</p> <p><b>Commercial:</b> £200 per small scale event plus planned costs. (for large scale commercial events at V36 the existing policy of £1,000 would apply)</p> <p>Charges will be invoiced in advance of each booking along with a one-off £300 deposit per group.</p> <p>Any additional Council costs will be charged to the deposit. Groups are required to maintain their deposit at £300 by topping up to replace any costs incurred. Any unused deposit will be returned to the group and the end of the booking period.</p>	All additional Council costs would be hard charged on a full cost recovery basis e.g. security and litter collection.
<b>Multiple bookings</b>	<p>Bookings will be accepted on a first come, first serve basis. Bookings will only be accepted 2 weeks in advance of the date of the planned event.</p> <p>A maximum of 2 bookings per group, per week, will be accepted.</p>	This should help avoid one group booking all the capacity at a venue.
<b>Infrastructure</b>	Groups will not be permitted to leave any infrastructure at the site. This will apply to	

	<p>stages, toilets, sound systems, barriers, cones, trailers or any other equipment.</p> <p>No signage is permitted before, after or during the event.</p>	
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Proposed by Councillor Wilson  
 Seconded by Alderman McGrath and agreed that

**the Committee approves the proposed policy on the use of Council owned car parks for drive in events and the event duration be kept under review.**

*ACTION BY: Ursula Fay, Head of Arts & Culture*

#### **4.5 AC/EV/007 ENCHANTED WINTER GARDEN LIGHTING CONTRACT**

Members were advised that the Council had approved a net budget of £46,000 for the delivery of the Enchanted Winter Garden 2019 including a budget of £100,000 for lighting.

AJC Group Ltd were subsequently appointed to supply, deliver, install and remove the lighting at The Enchanted Winter Garden event for the 3 years of 2019-2021 at a cost of £100,000, for each year of the contract.

The COVID-19 pandemic has resulted in all Council-run events being cancelled. The only element of Enchanted Winter Garden event with a contractual commitment is the lighting.

Contact has been made with the contractor to advise of the impact of COVID-19 upon this event and discuss the following options in relation to the existing contract:

- Option 1      Negotiate a contract holiday for 2020 at no cost to the Council with the contractor given a 12-month extension to the contract at the end of contract term.
  
- Option 2      Cancel the entire contract with associated negotiation.

The contractor has provided an alternative proposal as follows:

**Proposal**

Cancellation of the contract in full with no financial liability for the Council, in return for granting permission to deliver a 3 year version of the Enchanted Winter Garden event in Antrim Castle Gardens where they retain all income and make no rental payment to the Council for use of the Gardens.

Whilst the detail of any such arrangement would require further negotiation initial indications of the proposal were as follows:

- i. AJC Group Ltd run an extended event which commences around Halloween and has an appropriate theme and runs through to Christmas with a short break to adjust the theme from Halloween to Christmas.
- ii. The event will in the main be a walk around an illuminated trail with lighting installations – likely to be the same trail as The Enchanted Way first introduced to the event in 2019 including water features and being a complete one-way circuit through the Gardens from the Barbican Gate through Clotworthy House exiting the Gardens at the rear of the Parterre and down Lime Avenue to the Dublin Road crossing.
- iii. Visitor load on each evening would be at a level so as to ensure social distancing measures could be applied.
- iv. There would be little or no other attractions within the event given the challenges of queuing in regard to social distancing.
- v. The contractor would decide on ticket price.
- vi. The Contractor would be responsible for all staffing, marketing and booking arrangements as well as event management.
- vii. The Contractor has indicated they would require a minimum commitment of a three year term for delivery of the event as proposed.

The key advantages of this proposal were identified as:

- a) There is no financial cost to the Council linked to terminating the contract.
- b) There is a seasonal large scale event offer in the Borough for Halloween and Christmas at no cost to the Council.
- c) Economic impacts of visitors to the area will support business recovery in Antrim and the wider Borough.
- d) No risk to the Council from any event cancellation should lockdown restrictions come into effect again.

Members noted that there would be no access to the event area, which was shown on the circulated map for Members' information, from 3pm on event days throughout the duration of the event, which was anticipated to be from October through to Christmas over the next 3 years. There was likely to be restricted access to some areas within the event area such as Her Ladyship's Pleasure Garden and the Long Canal Bridge up until 3pm on event days.

The Director advised that he would seek legal advice regarding any need to go out to tender and that contract cancellation costs would be provided.

Proposed by Councillor Ross  
 Seconded by Councillor Wilson and agreed that

**the item be deferred to a July meeting.**

*ACTION BY: Ursula Fay, Head of Arts & Culture*

## **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Alderman Kinahan  
Seconded by Councillor Dunlop and agreed that

**the following Committee business be taken In Confidence.**

The Chairperson advised that audio recording would cease at this point.

### **5.1 IN CONFIDENCE CD/PM/002 GATEWAY BUILDING CONTRACT DIVERSION OF ELECTRICAL CABLING**

#### **BACKGROUND**

As part of the Gateway Building Contract the contractor is required to demolish the existing café at the Loughshore.

During the design phase a detailed site investigation was undertaken for the site of the new building. For the café demolition element, liaison between the design team and NIE established minimal electrical records were available indicating a lack of complexity. On this basis the electrical works was considered to be a straightforward NIE disconnection.

During the preparatory works for the commencement of the demolition it had been identified that the volume of underground services was much more extensive and complicated than anticipated. In addition to the anticipated NIE power supply for the café, additional underground services for street lighting, traffic barrier and the adjacent sewerage pumping system had been found.

#### **PROPOSAL**

To address the above, it was necessary to divert the underground services to a new feeder pillar cabinet prior to demolition of the cafe. As the main power supply was outdated, it was also necessary to bring a new supply from the Gateway building to the new feeder pillar location. This would facilitate electrical supplies to the street lighting, new traffic barrier and pumping system.

#### **COSTS**

The initial cost for the demolition works was approximately £[REDACTED] and this remained unchanged.

The contractor had quoted £[REDACTED] to complete the diversion of the underground services required before the café building demolition can take place. The costs include prolongation of the programme from 5 weeks to 8 weeks due to the extent of the works now required.

#### **RISKS**

The main contractor (QMAC) had planned to start work commencing Monday 15 June 2020 and finishing mid/late August 2020. This additional underground services work was required to be instructed by Friday 12 June 2020 to meet the above programme.

A delay to the completion of the cafe demolition works would impact on the start date for the Loughshore Health and Safety works contract. This project is funded with a GROW contribution of £ [REDACTED] and Council contribution of £ [REDACTED]. Council Officers had already negotiated a revised start date with this separate contractor of 1 September. Any further delay to this contract due to the demolition works contract would put the Council at risk of further cost. In addition, there was the risk of the funding date not being met and the financial implications of this. Officers had requested a funding extension from GROW but this had been declined.

Proposed by Councillor Michael  
Seconded by Councillor Dunlop and agreed that

**the contractor complete the demolition work as detailed.**

*ACTION BY: Claire Minnis, Projects Development Manager*

**PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Alderman Kinahan  
Seconded by Councillor Dunlop and agreed that

**the remainder of Committee business be taken in Open Session.**

The Chairperson advised that audio-recording would recommence at this point.

There being no further committee business the Chairperson thanked everyone for their attendance and for adhering to the social distancing restrictions. The meeting concluded at 7.28 pm.

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**MAYOR**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.***