



5 January 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 10 January 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:**

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## **AGENDA**

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 ITEMS FOR DECISION**

- 3.1 Community Christmas Toy Scheme 2021
- 3.2 Community Development Grant Aid Programme  
Small Grants Funding Recommendations 2021/2022
- 3.3 Equality and Diversity Working Group Minutes
- 3.4 Her Majesty Queen Elizabeth II Platinum Jubilee Working Group
- 3.5 Outcome Delivery Group Minutes
- 3.6 Good Relations Action Plan 2022-23
- 3.7 Borough Arts and Cultural Advisory Panel
- 3.8 Garden Show Ireland – Food NI Proposal
- 3.9 Department for Communities Funded Posts – Salary Uplift
- 3.10 Joyce Torpedo Retrieval Boat
- 3.11 Save the Children Family Support Programme

### **4 ITEMS FOR INFORMATION**

- 4.1 Community Capacity Building Programme 2021/2022
- 4.2 Christmas Tree Switch On Events 2021

### **5 ITEMS IN CONFIDENCE**

- 5.1 Amendment to Letter of Offer Shared Spaces and Services Theme

### **6 ANY OTHER RELEVANT BUSINESS**

# REPORT ON BUSINESS TO BE CONSIDERED AT THE COMMUNITY PLANNING COMMITTEE MEETING ON MONDAY 10 JANUARY 2022

## 3 ITEMS FOR DECISION

### 3.1 CP/CD/426 COMMUNITY CHRISTMAS TOY SCHEME 2021

Members are reminded that the Community Christmas Toy Scheme pilot project was approved at Community Planning Committee in October 2021.

The Christmas Toy Scheme included three strands:

- Community Scheme
- Recycling Centres in partnership with Habitat for Humanity NI
- Habitat for Humanity (NI) Pop Up Shops

The scheme opened on 4 November 2021 in local Community settings and Council Recycling Centres. The Community based schemes closed on 14 December 2021 to facilitate the allocation of the Toys to local families. The Council recycling centres remained open for Pre-Loved Toy donations until 23 December 2021.

The Community Organisations who partnered with Council on the scheme were:

- Fit Moms & Kids (Glengormley DEA)
- A Safe Space to be Me (Airport DEA)
- Listening Ear (Macedon DEA)

The Community Schemes supported over 150 local families in need with new and 'as new' toys donated into their schemes. Two community organisations availed of the £500 grant towards additional storage support for the scheme.

In partnership with Habitat for Humanity NI two Pop Up Shops were organised to distribute toys donated through the recycling centres. The Pop Up Shops both took place on 9<sup>th</sup> December in partnership with Monkstown Community Forum and Muckamore Parish Development Association. Over 50 families attended the Pop Up Shops with toys provided to them at a very low cost.

A parent's focus group has been established, specific to the Pop Up Shop initiative and will be utilised for feedback as part of the scheme evaluation.

The Recycling Centre scheme was a continuation of the Waste Department Pre-Loved Toys Christmas Pilot 2020 in partnership with Habitat for Humanity NI. This has again proved to be very popular. The Recycling Centres have received over 4,000 toy donations.

Toys donated into the Recycling Centres were made available to local community organisations targeting Neighbourhood Renewal areas and Women's Aid. Six community organisations collected a significant number of toys for their own programmes and community use to support local families.

In addition, support was received from a local Marks and Spencer's store. Staff donated brand new toys purchased from their salaries into the Community Toy Scheme to a value of approximately £700. The donated toys were distributed at their request to their local Community Toy Schemes and Women's Aid.

A full review and evaluation of the Community Christmas Toy Scheme Pilot 2021 will take place in collaboration with Waste, Habitat for Humanity NI, participating Community Organisations and local parent focus groups. A further report including future recommendations will be brought back to a future Committee.

**RECOMMENDATION: that the report is noted and a further report including an evaluation and review of the Community Christmas Toy Scheme will be brought to a future Committee.**

Prepared by: Stefanie Buchanan, Tackling Deprivation Officer (Temporary)

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

### 3.2 CP/CD/394 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME SMALL GRANTS FUNDING RECOMMENDATIONS 2021/2022

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 2021/22 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 December two applications totalling £2,000 were received and assessed by Officers as outlined below.

Group Name/Project Promoter	Project Description/Title	Pass/Fail	Amount Requested	Amount Awarded
2 <sup>nd</sup> Randalstown Presbyterian Church	Small Activity Grant The Baby Bank Project – Setup Costs	Pass	£1,000	<b>£1,000</b>
Care 2 Share NI	Small Activity Grant Insurance, Stationary and IT Equipment	Pass	£1,000	<b>£1,000</b>
<b>Total</b>			<b>£2,000</b>	<b>£2,000</b>

The total budget available for the Small Grants Programme for the 2021/22 financial year is £10,000 however this has been exhausted.

The total amount of financial assistance requested by the two applications outlined above is £2,000 and if the two applications are approved by Council then these will be funded by cost savings identified within the Community Planning Budget.

In the event that further applications are submitted before the end of this financial year these will be brought to Committee for consideration in February 2022.

**RECOMMENDATION: that the two Small Grant applications outlined above be approved at a total cost of £2,000 and that they be funded from cost savings identified within the Community Planning Budget.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

### **3.3 CP/GR/055 EQUALITY AND DIVERSITY WORKING GROUP MINUTES**

A copy of the minutes of the Equality and Diversity Working Group meeting held on 15 December 2021 are enclosed for Members' consideration.

**RECOMMENDATION: that the minutes of the Equality and Diversity Working Group on 15 December 2021 be approved.**

Prepared by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

### **3.4 CP/CP/182 HER MAJESTY QUEEN ELIZABETH II PLATINUM JUBILEE WORKING GROUP**

Members are reminded that Her Majesty the Queen's Platinum Jubilee Working Group has been meeting monthly since Tuesday 21 September 2021, with the minutes of the meeting of 16 November 2021 approved at the December Committee.

A further meeting of the Working Group was held on Tuesday 14 December 2021 and the minutes are **enclosed** for Members' information.

**RECOMMENDATION: that the minutes of Her Majesty the Queen's Platinum Jubilee Working Group meeting of 14 December 2021 be approved.**

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



### 3.5 CP/CP/190 & DIR/OPS/010 OUTCOME DELIVERY GROUP MINUTES

Members are reminded that the Outcome Delivery Groups are now a central part of the Community Planning engagement framework. Draft minutes for People & Place Outcome Delivery Groups are **enclosed** for Members' information.

<b>Community Planning Section – Outcome Delivery Group Meetings</b>		
<b>File Ref</b>	<b>Date of Meeting</b>	<b>Name of Partnership</b>
CP/CP/190	16 September 2021	Our People Outcome Delivery Group
DIR/OPS/010	24 September 2021	Our Place Outcome Delivery Group

**RECOMMENDATION:** that the minutes of the Outcome Delivery Groups be approved.

Prepared by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

### 3.6 CP/GR/146 GOOD RELATIONS ACTION PLAN 2022-23

Members are reminded that an annual submission is made by Council to The Executive Office (TEO) requesting financial assistance for the delivery of a local Good Relations Action Plan. A Draft Action Plan 2022/23 which reflects the aims and objectives of the central government strategy *Together Building a United Community* (T-BUC) is **enclosed** for Members information.

Members are advised that the draft Good Relations Action Plan reflects the commitment to improving community relations. It outlines how Government, stakeholders, community and individuals will work together to achieve change against the following key priorities:

1. Our Children and Young People;
2. Our Shared Community;
3. Our Safe Community; and
4. Our Cultural Expression.

The draft 2022/23 Action Plan reflects the priorities identified through the Good Relations Audit and Strategy 2020-25.

Members are reminded that The Executive Office requires match funding of a minimum of 25% from local councils. The total amount required to enable implementation of the Good Relations Action Plan in 2022/23 is £193,195.00. A total amount of £144,896.25 which consists of £79,494.00 programme costs and £65,402.25 staff costs, has been requested from The Executive Office. Provision of £48,298.75 has been included in the 2022/23 Council estimates towards the delivery of the plan, draft budget **enclosed**.

**RECOMMENDATION: that the draft Good Relations Action Plan 2022/23 be approved.**

Prepared by: Jen Cole, Good Relations Officer

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

### **3.7 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 13 October 2021, including spring programme for the theatres, were approved at the November Committee meeting.

The Panel met on 9 December 2021 and the minutes of this meeting are **enclosed** for Members' information.

**RECOMMENDATION: that the minutes of the Borough Arts and Cultural Advisory Panel of 9 December 2021 be approved.**

Prepared and Approved by: Ursula Fay Director of Community

### 3.8 AC/EV/003 GARDEN SHOW IRELAND – FOOD NI PROPOSAL

Members are reminded that Garden Show Ireland is one of the Council's flagship events scheduled for delivery on 29, 30 April and 1 May 2022. The event brand of 'A Festival of Flowers, Food and Fun' is retained and an integral element of the event will be food in the form of:

- Cookery demonstrations featuring well known Chefs;
- Promotion of local produce from Northern Ireland;
- The Food Pavilion;
- The Artisan Food Market;
- Growing your own promotion and guidance;
- The Punjana Tea pavilion;
- The Food Village (street food vendors selling products for consumption at the event).

Food NI has been involved with the food and drink offering at Garden Show Ireland since 2014.

They provide a single promotional voice for Northern Ireland's food and drink and want to embrace the reputation of Northern Ireland's food and drink through the 'Taste of Ulster' and 'Food So Good' messages. Food NI is a company limited by guarantee, formed voluntarily by a consortium of food sector representatives. Food NI brings food to a range of high profile events including the Balmoral Show and the LegenDerry Food Festival.

Food NI have submitted a proposal for delivery of the 'food' element of Garden Show Ireland 2022, copy **enclosed**. The proposal outlines numbers of food producers, traders and vendors which will be engaged with for the show, the fees to be paid as well as the respective responsibilities of Food NI and the Council. Food NI are proposing a payment of £6,000 to the Council should the proposal be accepted.

Members are advised that Food NI have given a commitment to source producers, traders and vendors from the Borough as part of their proposal.

**RECOMMENDATION: that acceptance of the Food NI proposal to deliver the 'food' element of Garden Show Ireland 2022, including a payment of £6,000 to the Council, be approved.**

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

### 3.9 CP/CD/383 & CP/GEN/032 DEPARTMENT FOR COMMUNITIES FUNDED POSTS – SALARY UPLIFT

Members are reminded that the Neighbourhood Renewal Programme has been operating in Rathcoole since 2006. This programme delivery structure comprises of a Council employed Neighbourhood Renewal Officer, and two Service Level Agreements with Synergy and Newtownabbey Women's Group in order to deliver the actions detailed in the Rathcoole Neighbourhood Renewal Action Plan.

The Synergy and Newtownabbey Women's Group posts are fully funded by the Department for Communities (DfC) through Department's Neighbourhood Renewal (NR) Programme and Areas at Risk (AaR) Programme through a service level agreement managed by the Council.

Members are advised correspondence **enclosed** has been received from DfC regarding the Minister for Communities, Deirdre Hargey's commitment to "fair funding" for voluntary and community posts supported through the Neighbourhood Renewal (NR) Programme and Areas at Risk Programme.

The Minister has recognised and acknowledges the vital role that the Voluntary and Community Sector (VCS) plays in providing critical services within our communities. This was particularly evident during the peak of the COVID 19 Emergency when organisations from within the Voluntary and Community Sector became first responders to communities in need.

Members will also be aware of the three-year contract (2019-2022) with Community Advice Antrim and Newtownabbey for the provision of advice services for the Borough.

Members are advised further correspondence **enclosed** has been received from DfC regarding the Minister for Communities, Deirdre Hargey's commitment to "fair funding" for Welfare reform advice posts supported through the Community Support Programme.

The Minister has recognised and acknowledges the vital role that the Advice sector plays in providing critical services within our communities.

A range of improvement measures in relation to the terms and conditions for DfC funded posts are being implemented. These measures relate to the Rathcoole Neighbourhood Renewal Programme and the Welfare Reform Advice funded posts, measures include:

- Real Living Wage Increase
- A 2% consolidated uplift
- A 7% non-consolidated uplift
- Employers Pension Contribution
- Entitlement to paid sickness absence

**RECOMMENDATION: that the correspondence outlining 'fair funding' for voluntary, community and welfare reform advice posts supported through DfC be noted.**

Prepared by: Stefanie Buchanan, Tackling Deprivation Officer (Temporary)

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

### **3.10 AC/GEN/068 JOYCE TORPEDO RETRIEVAL BOAT**

Members are reminded of the decision to secure The Joyce at The Gateway, which was approved at the September 2021 Community Planning Committee. It is proposed to proceed with the work to provide essential secure in water mooring, security for The Joyce on the jetty, access control and bespoke maritime designed railings linked to the Gateway branding, at an estimated cost of £8,980.

This work will provide secure installation of the vessel as well as protection against vandalism risk or unauthorised access to the exhibit outside The Gateway opening hours as well as a visually pleasing installation. These works are estimated to take approximately 6 weeks to complete and are necessary before The Joyce can be installed. Once completed it is proposed to install The Joyce at The Gateway and promote this historical Lough Neagh artefact as part of the visitor offer.

**RECOMMENDATION: that the essential works to provide secure mooring of The Joyce at The Gateway, at an estimated cost of £8,980, be approved and The Joyce returned to The Gateway upon completion.**

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

### 3.11 CP/CP/194 SAVE THE CHILDREN FAMILY SUPPORT PROGRAMME

Correspondence has been received from the Northern Health and Social Care Trust, one of Councils Community Planning partners regarding a potential Family Support initiative for the Northern Area, copy enclosed. Members are reminded that it was agreed at the Community Planning Committee in February 2021 to provide financial assistance to Save the Children under Tranche 3 of the Covid-19 Community Support Fund totalling £33,000 to deliver "An Emergency Response Programme for Families and Children" in February and March 2021.

The programme, led by Save the Children Fund and delivered in partnership with the Northern Health and Social Care Trust, Sure Start and Community Advice Antrim and Newtownabbey targeted Families experiencing extreme hardship who had a child aged 6 or under. Support was provided to 135 children from 70 families who received financial help with basic items such as food, clothing, baby necessities, household products and educational aids. Community Advice Antrim and Newtownabbey referred eligible clients to the programme and have advised of the positive impacts upon those who received this essential support. A copy of Save the Children's evaluation report "An Emergency Response Programme for Families and Children at Home" was previously reported to the Community Planning Committee in May 2021.

Following on from the success of this programme Officers have been exploring other opportunities for partnership working to provide ongoing family support. The Northern Health and Social Care Trust, in their correspondence have identified a further £45,000 initial investment from them to progress with a Northern area wide Family Support initiative with Save the Children from January – March 2022. A project proposal enclosed has been received from Save the Children requesting £10,000 financial contribution from the Council to further support this partnership initiative. Mid and East Antrim Borough Council and Mid Ulster Council have also agreed to make a similar contribution.

The project proposal offers a holistic wrap around approach for families with young children in financial difficulty. There is an ongoing need to support families, experiencing hardship, to receive the right support at the right time.

It is proposed to make a contribution of £10,000 to save The Children, which will be added to a £12,857 contribution from the Trust, to deliver a Family Support programme in the Borough from January – March 2022. Officers will continue to work with partners to explore ways to move from emergency support toward sustainable support interventions for those in need within the community.

**RECOMMENDATION: that a contribution of £10,000 to Save the Children to deliver a Family Support initiative from January to March 2022 be approved with an evaluation of the programme to be brought to a future meeting.**



Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Ursula Fay, Director of Community Planning

## 4 ITEMS FOR INFORMATION

### 4.1 CP/CD/424 COMMUNITY CAPACITY BUILDING PROGRAMME 2021/2022

Members are reminded that 2021/22 Community Capacity Building Programme was approved at August Council. The purpose of this programme is to develop the capacity and skills of individuals and groups within the Borough, to equip them to participate more fully in society and have a positive impact on the number and quality of successful community development projects delivered across the Borough.

The basis for this year's Community Capacity Building Programme was derived from a community survey which was conducted online in June 2021 and subsequent consultation with the Community/Voluntary sector.

A hybrid Community Capacity Building Programme will be delivered between 11 January and 31 March 2022 as detailed in the table below:

COURSE	DATE & TIME
1. Safeguarding Children* (Virtual)	Tuesday 11 January 6.30pm - 9.30pm
2. Happiness Is An Inside Job (Mental Health/Virtual) additional information enclosed	3 sessions Tuesday 18 <sup>th</sup> January Tuesday 25 <sup>th</sup> January Tuesday 1 <sup>st</sup> February 7-9pm
3. Managing Finances	TBC
4. Organising Community Events	TBC

\*Accredited courses

Similar to last year the programme will be advertised and promoted through the Council's website and through an electronic and direct marketing campaign to all community and voluntary groups within the Borough. Places will be allocated on a first come first served basis.

**RECOMMENDATION: that the Community Capacity Building Programme be noted.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning (Interim)

Approved by: Ursula Fay, Director of Community Planning

## 4.2 CP/CD/422 CHRISTMAS TREE SWITCH ON EVENTS 2021

Members are reminded the “Have a Superhero Christmas” themed Christmas Switch-On Programme was delivered live in each DEA and streamed online in November and December 2021.

In total the programme attracted in excess of 10,000 attendees and 44,516 online views as detailed below:

Location	Facebook	YouTube	Total
Antrim	4675	882	5557
Ballyclare	5968	9311	15279
Crumlin	3189	303	3492
Glengormley	3961	698	4659
Monkstown	4023	230	4253
Randalstown	3217	485	3702
Rathcoole	7100	474	7574
<b>TOTALS</b>	<b>32,133</b>	<b>12,383</b>	<b>44,516</b>

Each event was hosted by Cool FMs Stuart Robinson and included, local School Choirs, Traditional Music Groups, Bands and other local artists along with an exciting pantomime performance entitled “A Christmas Wish for Hero’s Everywhere” performed by Children’s Magical Storyteller Mr Hullabaloo and Friends.

In addition, there was also a range of family entertainment on offer including Christmas Markets, Street Entertainment and a short programme of Christmas readings, carols and music.

Concluding each event Superhero’s graced the stage to assist Santa and the Mayor / Deputy Mayor to light the respective DEA Christmas tree.

### **Most Festive Competition**

In addition members’ are also reminded of the “Most Festive Competition” which was launched in October 2021.

In total 97 nominations were received and assessed by Officers and the following groups were presented with an award at a celebration event held in Antrim Castle Gardens on Tuesday 21 December 2021:

**Light Up Award** – The Junction Retail and Leisure Park, Antrim

**Rockin Around the Christmas Tree Award** – Mallusk Community Action Group

**The Reason for the Season Award** – Ballyclare Primary School

**The Making an Entrance Award** – The Glam Studio, Glengormley

**Traditional Christmas Award** – Stoneworks Sports and Wellbeing Centre, Antrim

**North Star Award** – Hill Croft School, Newtownabbey  
**Mayors Award** – Whiteabbey Village Business Association

A report outlining proposals for Christmas 2022 will be presented to Committee in June 2022.

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

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning