



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE
HELD IN MOSSLEY MILL ON MONDAY 14 MARCH 2022 AT 6.30 PM**

- In the Chair:** : Councillor R Lynch
- Committee Members** : Alderman J McGrath
Councillors – J Archibald-Brown, M Cooper, P Dunlop,
M Goodman, R Kinnear, N McClelland, V McWilliam,
V Robinson, S Ross, L Smyth and M Stewart
- Non Committee Members** : Alderman M Cosgrove
Councillors – M Brady, N Ramsay and B Webb
- Officers Present** : Director of Community Planning – U Fay
Head of Community Planning – R McKenna
ICT Helpdesk Officer – J Wilson
ICT Change Officer – A Cole
Mayor and Member Services Officer – S Fisher
Member Services Officer – J Moreland
- In Attendance** : Robert McQuiston and Stewart McCleave,
Newtownabbey Senior Citizens Forum

CHAIRPERSON'S REMARKS

Although the COVID restrictions had been relaxed, to manage numbers and minimise risk, members of the public and press could continue to access those parts of the Council meetings which they are entitled to attend through the livestream on the Council's website.

1 APOLOGIES

Alderman P Michael
Councillor J Gilmour

2 DECLARATIONS OF INTEREST

Items 4.8 & 4.13 - Councillor Dunlop
Items 4.2 & 4.8 - Councillor Cooper
Item 3.1 - Councillor Robinson

3 PRESENTATION

3.1 NEWTOWNABBEY SENIOR CITIZEN'S FORUM

Mr Stewart McCleave, Chair, and Mr Robert McQuiston, Project Co-Ordinator, from Newtownabbey Senior Citizens Forum, delivered a presentation on the support they deliver across the Borough to residents in the community who are over 50 years of age.

They responded to Members' queries and the Chairperson and Members then thanked Mr McCleave and Mr McQuiston for their presentation and they left the meeting.

A report to the Council Meeting is to follow.

ACTION BY: Ronan McKenna, Head of Community Planning

4 ITEMS FOR DECISION

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

Members were 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 continued, it was proposed to make no substantive changes to the schedule of charges for 2022/23 and the schedule was circulated for Members' information.

Members were 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 were advised that the VAT rate applied to arts and culture activity would return to 20% from 1 April 2022.

Proposed by Councillor Robinson
Seconded by Councillor Cooper and agreed 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.

ACTION BY: Ursula Fay, Director of Community Planning

4.2 CP/CD/438 BONFIRE MANAGEMENT PROGRAMME 2022

Members were 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, circulated, and the way in which it was currently delivered was still fit for purpose. Specific issues were raised at the meetings in relation to:

- Registration Packs – These would 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 was still achieved.
- Marketing and Publicity – A standard banner advertising the festival/fun day event in each area could 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 had been no material changes to the programme therefore this screening still applied.

Programme Delivery 2022

In preparation for the delivery of the 2022 Bonfire Management Programme, Officers were currently preparing online registration packs for completion by all potential participating sites. Sign up dates had 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 had been proposed as Monday 16 May 2022.

Interagency site inspection dates which would be carried out by Officers and Statutory Partners, had 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 suggested that 22 sites would 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 would be brought to Council.

In response to a query from a Member, the Head of Community Planning agreed to review the wording of clauses 2 and 11 for future years.

Proposed by Councillor Dunlop
Seconded by Councillor Ross and agreed that

the proposed Bonfire Management Programme for 2022 be approved.

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

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

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

Members were 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 was brought to Committee for approval. A proposed schedule of bank and public holiday closures for 2022/23, was circulated, for Community Planning facilities. Members were reminded that on some occasions it is necessary to open some facilities during closure days for essential services.

In response to questions from Members, the Head of Community Planning advised that a review of the existing facilities, services and charges had taken place to ensure consistency across all facilities and that maintenance matters would also be reviewed and a report brought back to Committee at a later date. He further clarified that the current reviews being carried out related to existing facilities and did not at this point include scope to identify potential future need. He reminded Members that capacity building was currently being carried out with a view to Community Groups potentially taking on the management of community facilities in due course.

Proposed by Councillor Dunlop

Seconded by Councillor Smyth and agreed that

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

ACTION BY: Paul Townsend, Community Facilities Coordinator

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

Members were reminded the Antrim and Newtownabbey Spirit of Volunteering Awards highlighted and recognised the selfless and valuable commitment of those who volunteered their time within the Borough.

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

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

It was 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 was envisaged that the assessment of nominations would take place in June 2022.

Proposed categories for this years' awards were 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 Lieutenant's Award – Not open for public nomination

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

In the past an Event Management and Assessment Panel had been established to work with Officers in the planning of the event and assessment of nominations. It was 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 Hayward
- Specialist Advisor on Volunteering, Paul Dinsmore
- Relevant Council Officers

The positions of Mayor, Deputy Mayor, Chair and Vice Chair of the Community Planning Committee would change following the Council's AGM in June 2022, however the outgoing Mayor and Deputy Mayor would remain on the Panel.

Members were 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 would be combined with the Spirit of Volunteering Awards event in October 2022.

It was estimated that the total cost of the 2022 Celebration Event would be approximately £20,000 provision of which £15,000 had 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 would be presented to Committee in June 2022 detailing the arrangements for the "Celebration Event" and the issuing of guest invitations.

Proposed by Councillor Cooper

Seconded by Councillor McClelland and agreed that

the programme for the delivery of the Spirit of Volunteering Awards in 2022 be approved.

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

Alderman McGrath left the meeting at this point.

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

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 was 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 were advised that groups who applied for a small grant were 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 were 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 was in place and could be provided on request or the offer of funding would 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	Pass	£1,000.00	£1,000.00

	Costs in relation to the replacement of windows in their community facility			
Total			£1,000.00	£1,000.00

Proposed by Councillor Robinson
 Seconded by Councillor Goodman and agreed that

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

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

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

Correspondence, circulated, had 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 would 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.

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Proposed by Councillor Dunlop
 Seconded by Councillor Goodman and agreed that

Members respond on an individual or party political basis.

NO ACTION

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

Members were 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 was brought to Committee for approval. A proposed schedule of bank and public holiday closures for 2022/2023, was circulated for Arts and Culture facilities.

Proposed by Councillor McWilliam
 Seconded by Councillor Smyth and agreed 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.

ACTION BY: Ursula Fay, Director of Community Planning

4.8 CP/CD/439 HER MAJESTY THE QUEEN'S PLATINUM JUBILEE CELEBRATION EVENTS FUND GRANT RECOMMENDATIONS 2022

Members were 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 had 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 had 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 were circulated for Members' consideration.

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

Proposed by Councillor Ross
Seconded by Councillor McWilliam and agreed that

the 75 applications for funding of £68,305.20 be approved.

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

4.9 AC/GEN/078 DUKE OF EDINBURGH WORKING GROUP

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

A working group was established in August 2021 and minutes of its meeting of 15 February 2022 were circulated 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 circulated for Members' information.

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

Proposed by Councillor Smyth
Seconded by Councillor Cooper and agreed 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.

ACTION BY: Kerry Brady, Community Support and Governance Officer

4.10 AC/EV/025 BALLYCLARE MAY FAIR

Members were advised that meetings of the Ballyclare May Fair Working Group resumed in December 2021 and there had been three meetings of the Group held on 10 December 2021, 12 January and 10 February 2022. Minutes of the 10 December 2021 and 12 January 2022 meetings were approved at Community Planning Committee on 14 February 2022. Minutes of the meeting held on 10 February 2022 were circulated for Members' information. At this meeting updated Terms of Reference for the Working Group were approved and were also circulated.

Proposed by Councillor Ross
Seconded by Councillor McWilliam and agreed that

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

ACTION BY: Ursula Fay, Director of Community Planning

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

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

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

Proposed by Councillor Robinson

Seconded by Councillor McClelland and agreed that

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

ACTION BY: Ursula Fay Director of Community Planning

4.12 CP/CP/178 DEA MEMBER ENGAGEMENT GROUP MINUTES

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

Community Planning Section – DEA Member Engagement Group Meetings		
File Ref	Date of Meeting	Name of Partnership
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

Councillor Goodman's objection to the Airport DEA Member Engagement Group minutes was noted.

Proposed by Councillor Dunlop
Seconded by Councillor McWilliam and agreed that

the draft minutes of the DEA Member Engagement Groups be approved.

ACTION BY: Ronan McKenna, Community Planning Manager

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

Members were 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 Women's 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 had been received from Co-operation Ireland confirming that the annual Gala Dinner and Awards Ceremony would now take place on Monday 16 May 2022 at the Gleneagle INEC Arena in Killarney.

Twelve complimentary tickets would be made available to the Council for this event with guidance from Co-operation Ireland that they were 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 was proposed that the Council provide financial assistance to cover the cost of accommodation to include dinner bed and breakfast and lunch per attendee.

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

It was 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.

Proposed by Councillor Cooper
Seconded by Councillor Robinson and agreed 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.

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

5 ITEMS FOR INFORMATION

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

Members were advised that the quarterly update Partnership Minutes as listed below could 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

Proposed by Councillor Goodman
 Seconded by Councillor Dunlop and agreed that

the Partnership Minutes be noted.

NO ACTION

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

Members were advised that correspondence circulated had been received from Department for Communities (DfC) regarding variations to the 2021/22 Community Support Programme Contract for Funding.

The award was as listed below:

CSP Fair Fund Salary Uplift (includes Community Development and Advice)	£23,343.40
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Proposed by Councillor Goodman
 Seconded by Councillor Dunlop and agreed that

the report be noted.

NO ACTION

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

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

Proposed by Councillor Goodman
Seconded by Councillor Dunlop and agreed that

the report be noted.

ACTION BY: Ursula Fay, Director of Community Planning/Member Services

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Robinson
Seconded by Councillor Goodman and agreed

that the following Committee business be taken In Confidence and the livestream and audio recording would cease.

6 ITEMS IN CONFIDENCE

6.1 **IN CONFIDENCE** CP/CD/289 DUNANNEY CENTRE TENANCY RENEWALS

Members were reminded that there were a number of rentable offices in both the Dunanney Centre and Northern Ireland Centenary Centre Ballyduff. Rent was approved at a cost of £■■■■ per square metre per annum at the Council meeting on 26 February 2018.

A number of tenancy agreements in place at the Dunanney Centre were due for renewal and the organisations in the table below would like to continue their tenancies:

Organisation	Rooms Requested for Rental Renewal	Tenancy Renewal Date and Term	Rental Income (per annum)
Barnardo's	Downstairs Creche, rooms 24 & 26	From 1 st April 2022 for 1 year	■■■■■
Listening Ear	Rooms 23 & 27 plus room 22	From 8 th May 2022 for 1 year	■■■■■
RATH	Room 21	From 1 st May 2022 for 1 year	■■■■■
Community Advice Antrim & Newtownabbey	Ground floor offices and 1 st floor office	From 1 st April 2022 for 2 years	■■■■■

Proposed by Councillor Cooper
Seconded by Councillor Goodman and agreed that

the proposed tenancy renewals for the Dunanney Centre as outlined be approved.

ACTION BY: Paul Townsend, Community Facilities Coordinator

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Goodman
Seconded by Councillor Cooper 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 the meeting concluded at 7.33 pm.

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