



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE HELD IN MOSSLEY MILL ON MONDAY 11 MARCH 2024 AT 6.30 PM

- In the Chair** : Councillor T McGrann
- Committee Members (In person)** : Aldermen - L Boyle, J McGrath, P Michael and S Ross
Councillors – M Brady, P Dunlop, R Lynch, B Mallon, M Ní Chonghaile, A O’Lone, S Ward and S Wilson
- Non Committee Members (In person)** : Councillor – J Burbank, M Cooper and B Webb
- Officers Present** : Director of Community Planning – U Fay
Deputy Director of Governance – L Johnston
Head of Community Planning – R McKenna
Community Programmes Manager – L Kennedy
IT Systems Support Officer – C Bell
Member Services Officer – E Skillen

CHAIRPERSON'S REMARKS

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

1 APOLOGIES

Councillor N Kelly

2 DECLARATIONS OF INTEREST

Item 3.1 – Councillors J Burbank and S Wilson

Item 4.1 – Councillors P Dunlop and S Wilson

Item 4.3 – Councillors J Burbank, P Dunlop, R Lynch and S Wilson

Item 4.8 – Councillor M Cooper

3 PRESENTATION

3.1 CP/PP/010 PEACEPLUS LOCAL COMMUNITY ACTION PLAN

A presentation on the PEACEPLUS Local Community Action Plan was provided by Councillor Paul Dunlop, Chairperson of Peaceplus Partnership, Ronan McKenna, Head of Community Planning and Lynda Kennedy, Community Programmes Manager on the PEACEPLUS Local Community Action Plan.

Members' questions were addressed and the Chairperson thanked Councillor Dunlop, Mr McKenna and Ms Kennedy for their presentation.

4 ITEMS FOR DECISION

4.1 CP/PP/010 CP/PP/006 PEACEPLUS LOCAL COMMUNITY ACTION PLAN

1. Purpose

The purpose of this report was to seek Members approval for the submission of the PEACEPLUS Co-designed Local Community Action Plan to the Special European Union Programmes Body (SEUPB), the Section 75 Equality Screening and Rural Proofing carried out for the development of the Plan and to seek approval of the minutes from the PEACEPLUS Partnership meeting held on 13 February 2024.

2. Introduction/Background

Members were reminded that PEACEPLUS was the new €1.1 billion cross-border funding programme created to strengthen peace and prosperity within and between the border counties of Ireland and Northern Ireland. PEACEPLUS is the successor programme to both Peace IV and INTERREG VA.

The programme had been divided into six themes

- 1 Building Peaceful and Thriving Communities
- 2 Delivering Socio-Economic Regeneration and Transformation
- 3 Empowering and Investing in our Young People
- 4 Healthy and Inclusive Communities
- 5 Supporting a Sustainable and Better Connected Future
- 6 Building and Embedding Partnership and Collaboration

Each new programme aimed to address longstanding social and economic challenges which had and continued to impact upon communities. Within each theme there were several investment areas - these would have a more specific focus and target specific organisations such as local authorities or community groups.

Members were advised that Theme 1 'Building Peaceful and Thriving Communities' aims to unite communities, help them rebuild and learn from a difficult past. Under Theme 1 and Investment Area 1.1 'Co-designed Local Community Action Plans' Local Councils across Northern Ireland and the border counties had been invited to submit applications to the Special European Union Programmes Body (SEUPB) to secure funding to deliver against the actions identified in each Local Community Action Plan.

3. Previous Decision of Council

Members were reminded that it was approved at the December Community Planning Committee that the PEACEPLUS Partnership would review the draft Local Community Action Plan to ensure it met the updated application guidance provided by SEUPB for applications under Theme 1.1, Co-designed Local Community Action Plans and that the closing date for applications had been extended to Thursday 28 March 2024.

4. Co - Design

Following an extensive engagement and co-design process with 681 participant responses, Third Sector Connect, were appointed in July 2023 to provide consultancy support to continue with, and conclude, Phase Two of the targeted consultation and commence development of the Local Community Action Plan.

The consultants delivered a series of workshops to the PEACEPLUS Partnership during September and October 2023 providing a broad overview of the co-design outcomes that had emerged during the consultation and engagement process, including where available, project proposals.

A total of nine, large scale, cross cutting programmes had been developed across the three themes – with three programmes per theme which would

address the high level thematic areas identified through the consultation, as follows:

Theme 1: Local Community Regeneration and Transformation (Capital works)

Programme 1: Our Historical Borough	A capital based programme for heritage projects resulting in Borough-wide historic connectivity
Programme 2: Our Active Borough	A capital based programme to create new activity based facilities across the Borough which will encourage residents to be more active and connected
Programme 3: Our Shared Borough	A capital based programme to enhance community facilities

Theme 2: Thriving and Peaceful Communities (Resource)

Programme 4: Our Shared Borough	A capacity building programme for the community and voluntary sector, designed to identify and form new groups, grow and develop existing groups and support groups in the future
Programme 5: Our Active Borough	An active participation programme for a range of activities including mainstream sports, emerging sports, arts, culture, music, drama and crafts, mental wellbeing, and volunteering
Programme 6: Our Future Borough	A community skills building programme comprising two strands: 1. Personal Development; 2. Community Education and Learning

Theme 3: Building Respect for All Cultural Identities (Resource)

Programme 7: Our Historical Borough	A resource programme linked to Programme 1, providing groups and individuals with the skills, accredited training and qualifications, to ensure local ownership of heritage sites, and ensure a professional historical offering across the Borough.
Programme 8: Our Inclusive Borough	An identity programme to promote understanding and acceptance of self and others
Programme 9: Our Future Borough	An international and cross border learning programme to create learning and development opportunities, enhance understanding, tolerance and empathy

5. Financial Position/Implication

Under Theme 1.1, Local Community Action Plans, The Council had been allocated €5,103,757 which was approximately £4.3 million.

6. Governance

The PEACEPLUS Partnership oversaw the design and implementation of a co-designed process used to inform the development of an over-arching PEACEPLUS Action Plan.

Members were reminded that it was agreed at the February 2022 Community Planning Committee that the Membership of the PEACEPLUS Partnership was as follows:

- 12 Elected Members nominated by D'Hondt and representative of each DEA;
- Statutory Partners from Education Authority, Northern Ireland Housing Executive, Police Service of Northern Ireland and Northern Health and Social Care Trust to be nominated by the Statutory Partners;
- Social Partners with one from each DEA appointed by public advertisement and selection process.

The PEACEPLUS Partnership is governed by a constitution and a Partnership Agreement.

Members were reminded that the PEACEPLUS Partnership operates as a Working Group of Council.

As such the minutes of the following PEACEPLUS Partnership meeting,

- Full Partnership meeting minutes 13 February 2024

were circulated for Members consideration.

7. Equality Impact Assessment and Rural Proofing

Members were advised that a Section 75 Equality Screening exercise and Rural Proofing on the PEACEPLUS Local Community Action Plan had been carried out with the forms circulated. There was no requirement to carry out full Equality Impact or Rural Needs Assessments.

8. Summary

Members were advised that the PEACEPLUS Partnership had reviewed and approved the draft Local Community Action Plan to ensure it met the updated application guidance provided by SEUPB for applications under Theme 1.1, Co-designed Local Community Action Plans. The proposed draft Local Community Action Plan was circulated including an Executive Summary document for Members approval.

Proposed by Councillor Ní Chonghaile
Seconded by Councillor Lynch and agreed that

- (a) the draft PEACEPLUS Co-designed Local Community Action Plan, to be submitted to SEUPB by 28 March 2024, be approved.
- (b) that the outcome of the Section 75 Equality Screening and Rural Proofing carried out for the PEACEPLUS Local Community Action Plan be approved.
- (c) that the minutes of the PEACEPLUS Partnership meeting, held on 13 February 2024, be approved.

ACTION BY: Lynda Kennedy, Community Programmes Manager

4.2 CE/CS/032 DIRECTORATE BUSINESS PLAN 2024-25

1. Purpose

The purpose of this report was to present to Members for consideration and approval the:

- **Community Planning Directorate Business Plan 2024-25**

2. Introduction/Background

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 (the Act) put in place a framework to support the continuous improvement of Council services.

Specifically, the duties in the Act relate to Section 84(1), 85 (2) and 85(9) whereby the Council had a statutory duty to make arrangements to:

- Secure continuous improvement;
- Secure achievement of its improvement objectives; and
- Exercise its functions so that any Departmental specified standards were met.

It was proposed to adopt a formal approach and methodology to business planning which would support and be an integral part of the Council's performance management and delivery arrangements.

A Business Plan for the Community Planning Directorate 2024-25 was circulated for Members' approval.

3. Previous Decision of Council

The Council approved a strategic performance management framework as part of the Corporate Performance and Improvement Plan (draft for consultation) 2024-25 in January 2024.

4. Purpose

The purpose of the Directorate Business Plans was to:

- Demonstrate how each of the Directorates were supporting and achieving Council's priorities.
- Provide a clear sense of purpose of the Directorate and the challenges it faced.
- Illustrate how it was aligning its resources to meet the challenges ahead.
- Measure performance and hold ourselves to account to ensure we deliver for the Council and its residents.

5. Format

The proposed format was robust and followed best practice, to bring together all the key aspects of the Directorate into one place to provide transparency and consistency. It provided alignment with the Corporate Plan; Corporate Performance and Improvement Plan; Financial Plan; Resourcing and Risk Register. The format included:

- Introduction and Background to Directorate
- Directorate Structure
- Directorate Risk Register
- Achievements in 2023-2024
- Alignment with draft Corporate Plan 2024-2030
- Directorate Business Plan 2024-25
- Financial Position 2024-25
- Progress Report (bi-annual report)

6. Governance / Reporting Arrangements

It was proposed that a bi-annual report was presented to Committee (September 2024 and April 2025) on progress and achievement of the business plans.

Financial Position/Implication

As agreed as part of the Councils rate setting process.

7. Summary

In summary this proposed approach and methodology to Business Planning would provide a more streamlined and integrated method of tracking and analysing performance and providing enhanced visibility.

Proposed by Councillor Ní Chonghaile
Seconded by Alderman Michael and agreed that

Members approve the Community Planning Directorate Business Plan 2024-25

ACTION BY: Helen Hall, Director of Corporate Strategy

Having declared an interest in item 4.3 Councillor Burbank left the Chamber.

4.3 AC/TOU/009 LOUGH NEAGH PARTNERSHIP

1. Purpose

The purpose of this report was to seek Members approval for the provision of £6,666 of funding to the Lough Neagh Partnership toward the delivery of the Lough Neagh Heritage Resilience Project for which the Partnership had secured £224,395 funding from the National Lottery Heritage Fund.

2. Introduction/Background

The Lough Neagh Partnership was a stakeholder organisation established in 2003 to help manage and protect Lough Neagh. The Council make an annual contribution to the Partnership to support their work with a Service Level Agreement in place setting out what the Council receives in relation to this contribution.

3. Previous Decision of Council

At the Community Planning Committee in January it was agreed to provide an increased annual contribution of £24,200 to Lough Neagh Partnership for the period 1 April 2024 to 31 March 2025 however in relation to the additional request for the funding of £6,666 it was not agreed and Members asked that the Partnership be invited to make a presentation to a future meeting of the Committee.

Gerry Darby of the Lough Neagh Partnership attended the Community Planning Committee on Monday 12 February 2024 and made a presentation to Members on the Lough Neagh Heritage Resilience Plan Project, which included a request for the £6,666 of match funding toward this project. The presentation was noted at the Committee.

4. Request for Match Funding

The Lough Neagh Heritage Resilience Project had been developed by Lough Neagh Partnership to do the following:

- Produce a Heritage Resilience Plan for the Lough
- Use the Plan to make application for the new Major Lottery Landscape Funding Programme
- Examine options for purchase of bed and soil
- Agree an operational model for the Lough with stakeholders including Lord Shaftesbury, Departments and Councils
- Develop a proposal to ensure long term financial sustainability for the Lough.

The Partnership had secured funding of £224,395 from the National Lottery Heritage Fund for the project which was estimated to cost £244,395. The Partnership was requesting match funding of £6,666 each from the three main Councils with an interest in the Lough to provide the required funding for the project.

5. Financial Position/Implication

Provision of £6,666 in revenue funding from the 2023/24 Tourism budgets could be made to the Partnership toward the cost of the Lough Neagh Heritage Resilience Plan.

Should this funding be provided the Partnership would be asked to acknowledge the Councils contribution, keep officers updated on delivery of the project and provide a full report including presentation to Members upon completion of the project.

Proposed by Alderman Boyle
Seconded by Councillor Lynch and agreed that

the provision of £6,666 to Lough Neagh Partnership as a 'one off' contribution toward required match funding for their Lough Neagh Heritage Resilience Project due to be delivered in 2024/25, be approved.

ACTION BY: Ursula Fay, Director of Community Planning

4.4 **ED/ED/080/VOL4 COUNCIL EVENTS PLAN**

1. Purpose

The purpose of this report was to update Members on the outcomes from Council events held over the past six months, and to seek approval for the Council Events Plan for the remainder of 2024.

2. Previous Decision of Council

Members were reminded that an updated Council Events Plan report is brought to the Committee for approval twice a year. The most recent plan was approved at the September 2023 Committee meeting.

3. Update on events held since September 2023

The past six months had seen a number of major Council events carried out successfully, including:

- **Fright Fest** in October 2023 at Antrim Castle Gardens, delivered in partnership with the Antrim Festival Group. This was the third consecutive year of growth, with the event attracting almost 3,000 people over three days.

- **Halloween at The Junction** in October 2023, managed by The Junction Retail and Leisure Park and supported by the Council. This event included a range of family activities including a petting farm and live music, and increased footfall to The Junction by 62%.
- The annual **Spooked out at V36** on 28 October 2023, which attracted more than 8,000 people and featured amusements, family entertainment and fireworks.
- **Halloween Family Fun at Threemilewater Park** on 28 October 2023, featuring a Pumpkin Patch which attracted more than 400 visitors.
- The **Christmas Craft Fair** at Mossley Mill on 18 November 2023, which featured 20 stalls and attracted around 600 people.
- **Christmas at Sentry Hill** – a new event in its pilot year offering a traditional family Christmas experience at Sentry Hill Historic House on 9 and 10 December 2023, which attracted more than 200 people.
- **Enchanted Winter Garden 2023** in November and December featuring an array of new lighting features and layouts, which attracted almost 118,856 visitors.

4. Events planned for the remainder of 2024

The circulated Events Plan for the remainder of 2024 builds on these successes and incorporates established events and innovative new events across the Borough. Events proposed for the next six months included:

- The **Spring Plant Fair** which would be held for the first time at Mossley Mill in April, and which would bring together a host of horticulture's finest growers and hobbyists.
- The annual **Ballyclare May Fair** which would be held from 20-26 May.
- **Garden Show Ireland** which returns to Antrim Castle Gardens in June 2024, featuring flowers, food, and fun for all the family.
- **Armed Forces Day** which returns to the Borough for the first time since 2016. Focused on Jordanstown Loughshore Park and Hazelbank Park on 22 June, the event would showcase the armed forces whilst offering a country fair with entertainment for all the family.
- **The Sixmile Festival** in Antrim Castle Gardens, which would build on the success of the inaugural event last year with live music and family fun from 2-4 August.
- **Spinning Yarns** – the Council's annual celebration of crafting – which returns to Mossley Mill on 7 September.

- A brand-new one-day music festival in Civic Square, **TributeFest**, which was in planning for September.

5. Financial position

The indicative budget for each event was provided for in the 2024/25 estimates with some of the events having an admission charge.

Proposed by Councillor Wilson

Seconded by Councillor O'Lone and agreed that

the 2024/25 Council events plan and associated budgets as contained in the enclosures be approved.

ACTION BY: Samuel Hyndman, Culture and Events Manager

Councillor Burbank returned to the Chamber during Item 4.5.

4.5 CP/GR/055 Vol 2 EQUALITY AND DIVERSITY WORKING GROUP MINUTES

1. Purpose

The purpose of this report was to seek Members approval for the minutes of the meeting of the Equality and Diversity Working Group held on 1 February 2024.

2. Background

The Equality and Diversity Working Group was established in 2018 to replace the previous Good Relations Working Group with the objective of bringing together relevant Officers and Elected Members to focus on accessible services.

The focus of the Group had evolved to include all aspects of equality and diversity including but not limited to:

- Accessible Services
- Good Relations
- Inclusive Services
- Newcomer Issues
- Supporting the Vulnerable

3. Previous Decision of Council

Members were reminded that arrangements for the re-establishment of the Equality and Diversity Working Group, including membership, were approved at the September 2023 Community Planning Committee meeting.

Working Group Meeting

A copy of the minutes of the Equality and Diversity Working Group meeting held on 1 February 2024 was circulated for Members' consideration.

A Member encouraged better attendance at the working group to obtain a more reflective view of everyone in the Chamber.

Proposed by Alderman Boyle
Seconded by Councillor McGrann and agreed that

the minutes of the Equality and Diversity Working Group held on 1 February 2024 be approved.

ACTION BY: Lynda Kennedy, Community Programmes Manager

4.6 AC/EV/025 BALLYCLARE MAY FAIR

1. Purpose

The purpose of this report was to recommend to Members that the minutes of the Ballyclare May Fair Working Group meeting of 21 February 2024 be approved.

2. Background

Members were reminded that the role of the Ballyclare May Fair Working Group was to promote, develop and organise the annual Ballyclare May Fair. The specific role of the May Fair Working Group was set out as follows:

- To advise the Council on the programme for the May Fair
- To organise delivery of the May Fair
- To promote participation in the May Fair by the Ballyclare Community and wider Borough Community
- To explore opportunities for sponsorship and additional funding for the May Fair
- To provide advocacy for the May Fair and achieve collaboration of a range of stakeholders into the design and delivery of the May Fair
- To contribute expertise, skills and knowledge from a range of sectors to the benefit and continuous improvement of this annual event so that Ballyclare DEA achieved maximum benefit from its delivery

The Working Group meet monthly from September to June each year and report to the Community Planning Committee. Membership consists of all Ballyclare DEA Elected Members, the Mayor and Deputy Mayor, and up to five non-elected voluntary members who were actively involved in the local community.

3. Working Group Meeting

Members were advised that the Ballyclare May Fair Working Group met on 21 February 2024 in Ballyclare Town Hall. The minutes of the meeting were circulated for Members' consideration.

Proposed by Alderman Boyle
Seconded by Alderman Ross and agreed that

the minutes of the Ballyclare May Fair Working Group meeting of 21 February 2024 be approved.

ACTION BY: Simon Goldrick, Head of Arts, Culture, Tourism and Events

4.7 CP/CD/468 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME

1. Purpose

The purpose of this report is to update Members on the Capital Premises and Equipment Funding Programme and seek Members' approval for the outcome of the Section 75 Equality Screening and Rural Proofing exercises.

2. Background

Following consideration by the Community Planning Committee Officers developed a Capital Premises and Equipment Grant Funding Programme.

3. Previous Decision of Council

Members were reminded that the Capital Premises and Equipment Grant Funding Programme was approved at the October 2023 Community Planning Committee and a copy was circulated for Members' information.

4. Equality Screening and Rural Proofing

This new programme had been equality screened and a copy of the screening form was circulated for Members' consideration. It did not need to have an Equality Impact Assessment carried out. Rural Proofing had also been carried out and the form was circulated for Members' consideration. A full Rural Needs Assessment did not need to be carried out.

5. Programme

A call for applications to the Capital Premises and Equipment Grant Funding Programmes would open on Monday 8 April 2024 and close on Friday 3 May 2024 at 4pm.

To support applications to this Programme, Officers would deliver grant workshops, in person and virtually that would be promoted by direct mail and on the Council's social media platforms.

6. Budget

Members were advised that £150,000 had been included in the 2024/25 Community Planning budget for the delivery of the Capital Premises and Equipment Grant Funding Programme with an indicative allocation of £100,000 for premises and £50,000 for equipment.

In response to a Member's question the Head of Community Planning advised that dates for grant workshops had not yet been finalised and these would be circulated to Members as soon as they were available.

Proposed by Councillor Wilson
Seconded by Councillor Brady and agreed that

the update on the Capital Premises and Equipment Grant Funding Programme be noted and the outcome of the Section 75 Equality Screening and Rural Proofing exercises be approved.

ACTION BY: Ronan McKenna, Head of Community Planning

Alderman Boyle left the Chamber and returned during item 4.8.

4.8 CP/CD/472 BONFIRE MANAGEMENT PROGRAMME 2024

1. Purpose

The purpose of this report was to seek Members approval for the delivery of the 2024 Bonfire Management Programme.

2. Background

Council operate a Bonfire Management Programme which seeks to achieve the following key objectives in relation to family fun events and bonfire sites:

- To work with and support local communities to bring about improvements in bonfire management, particularly in terms of inclusivity, safety and increased family atmosphere;
- To further reduce the adverse health and environmental impacts of bonfires including the illegal disposal of waste.

The Programme, in the longer term, aims to:

- Reduce the use of flags, images and effigies
- Promote wider cultural links throughout the Borough
- Tackle sectarianism, racism, homophobia and other forms of prejudice.

3. Previous Decision of Council

Members were reminded that a review of the Bonfire Management Programme was completed in February 2023 and approved by the Council

in March 2023 with a budget of £3,500 per site for family fun day/festival activities agreed.

In 2023, 23 sites signed up to the Bonfire Management Programme.

4. 2024 Programme Delivery

On 15 February 2024 Officers met with Bonfire Representatives from across the Borough to receive feedback in relation to the 2023 programme and to identify any issues that may exist in advance of the registration of participating sites for the 2024 programme. A similar meeting was held with Elected Members 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:

- Procurement of Inflatables – Council should continue to ensure that value for money was being achieved.
- Hire of Event Infrastructure – Items of equipment which cannot be collected from the sites on the same day of the event such as barriers, generators etc. should no longer be procured directly by the Council but by the group themselves. Responsibility for such items would remain with the group until collected by the supplier. Upon submission of the relevant receipts/invoices and bank statements the group would be reimbursed by the Council for the cost of items hired.
- Deposit for the Booking of Live Acts – In 2018 a 50% advance payment for the booking of Live Acts was approved but never taken up. One group this year expressed the need to avail of this arrangement.
- Financial Assistance – The budget of £3,500 per site to remain for 2024.

5. Equality Screening

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.

6. Sign Up and Inspection Dates

In preparation for the delivery of the 2024 Bonfire Management Programme, Officers were preparing registration packs for completion by all potential participating sites. Sign up events had been scheduled to take place in Antrim Civic Centre and Mossley Mill on Thursday 18 April and Friday 19 April 2024 respectively and the collection date had been proposed as Friday 17 May 2024.

Interagency site inspections, which would be carried out by Officers and Statutory Partners, had been agreed as follows:

Pre-Collection – Thursday 16 May 2024 (Council Officer Only)

First Inspection – Friday 31 May 2024

Second Inspection – Friday 21 June 2024

Final Inspection – Wednesday 10 July 2024

Early indications suggest that 24 sites would sign up to participate in this year's programme.

Two representatives from each site had been invited to attend a 4 week OCN Level II Course in Events Management commencing Wednesday 6 March 2024.

7. Financial position

Members were advised that £80,500 for the family fun events and £65,000 for the provision of beacons, maintenance and repairs to designated sites had been included in the Community Events budget for 2024/25 for the delivery of the Bonfire Management Programme.

The Northern Ireland Housing Executive (NIHE) had indicated that they would be providing £30,000 of funding towards the cost of the programme, which would reduce the cost to £115,500. A formal letter of offer was yet to be received.

8. Summary

Following the registration of sites on Thursday 18 April and Friday 19 April 2024 a further report would be brought to a future Community Planning Committee Meeting.

Following discussions and questions from Members the Director of Community Planning and the Head of Community Planning provided clarity on a number of matters.

Proposed by Councillor Brady

Seconded by Councillor Dunlop and agreed that

the proposed 2024 Bonfire Management Programme and associated costs be approved.

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

Councillor Ward left and returned to the Chamber during item 4.9.

Councillor Burbank left the meeting during item 4.9 and did not return.

4.9 AC/HE/045 MEMORIAL FOR CIVILIANS KILLED IN WW2 AIR CRASH AT RAF ALDERGROVE

1. Purpose

The purpose of this report was to seek approval from Members for the design of a memorial to civilians killed in the World War 2 air crash at RAF Aldergrove.

2. Introduction/Background

Members were advised that on 19 July 1941 a Bristol Blenheim aircraft from 254 Squadron was involved in a fatal crash at RAF Aldergrove when it struck a wireless mast during a low level flight and crashed into the roof of the NAAFI (Navy, Army and Air Force Institutes) building before bursting into flames. All three airmen on board were killed, as was another airman, who had been walking nearby, and six civilian women working in the building.

3. Previous Decision of Council

Members were reminded that it was agreed at the December 2023 Community Planning Committee meeting to erect a memorial at Killead commemorating the six civilians killed in the air crash at RAF Aldergrove on 19 July 1941, subject to Members' approval of the memorial design.

A proposed design of the memorial was circulated for Members' information.

4. Financial Position/Implication

A budget of £1,000 was approved at the December 2023 Community Planning Committee meeting for the creation and installation of this memorial.

A Member expressed thanks to the Director, Officers and to Andy Glenfield (Historian) for their work on this project.

Proposed by Councillor Dunlop
Seconded by Alderman Michael and agreed that

the proposed design for a memorial to civilians killed in the World War 2 air crash at RAF Aldergrove, be approved.

ACTION BY: Philip Magennis, Culture & Events Co-ordinator

Councillor O'Lone left the Chamber during item 4.10

4.10 CP/CP/007 COMMUNITY PLAN 'LOVE LIVING HERE' UPDATE

1. Purpose

The purpose of this report was to seek Members approval for the updated draft 'Love Living Here' Community Plan.

2. Background

Members were reminded that the Council's Community Plan for the Borough 'Love Living Here' set out a shared vision and agreed outcomes for the area up to 2030. This was achieved by working collectively with other partners involved, through a Community Planning Partnership. The plan was first approved in 2017.

3. Previous Decision of Council

Members were reminded that a mid-point review of the 'Love Living Here' Community Plan was approved at the October 2023 Community Planning Committee. This had involved data analysis, meetings with other statutory Community Planning Partners to analyse the progress of the Plan to date and assess the continued relevance of the actions of the Plan post the pandemic and in the context of the current cost of living challenges.

4. Governance

Members were advised that a series of facilitated workshops with Statutory Partners under identified 'key pillars' were held in December 2023. Based on the facilitated workshops, an updated 'Love Living Here' Action Plan to 2030 had been developed and a copy was circulated for Members information.

Two officer led Public Engagement Clinics to allow residents to provide feedback on the draft Plan had been arranged as follows:

Lilian Bland Pavilion

Tuesday 5th March 10am - 3pm

Antrim Castle Gardens

Thursday 14th March 10am - 3pm

The Public Engagement Clinics had been advertised and promoted through an electronic and direct marketing campaign to encourage residents to attend. An online survey had also been developed, the survey would open on Monday 4th March 2024 and would remain open until Monday 22nd April 2024.

Officers would report the performance against the plan bi-annually at the Community Planning Partnership and a Statement of Progress would be completed every 2 years and reported to the Department for Communities. Members were also advised that there was an update to the Community Planning Partnership Membership. Eamonn Broderick would replace Alison Chambers as the representative for the Department of Education on the Partnership.

Proposed by Councillor Wilson

Seconded by Alderman McGrath and agreed that

the updated draft of the Council's Community Plan 'Love Living Here' be approved.

ACTION BY: Conor Cunning, DEA Engagement Manager

4.11 AC/EV/013 D-DAY 80TH ANNIVERSARY

1. Purpose

The purpose of this report was to recommend to Members a plan to commemorate the 80th anniversary of D-Day in the Borough.

2. Introduction/Background

Members were reminded that 6 June 2024 marks the 80th Anniversary of D-Day when Allied Forces made the largest amphibious invasion ever witnessed. D-Day was the largest naval, air and land operation in history and marked the start of the end of the Second World War.

On 6 June 1944 Operation Overload saw around 4,000 ships and landing craft set down 132,500 troops on Normandy beaches, an action that would lead to the liberation of North West Europe from Nazi occupation.

3. Previous Decision of Council

Members were advised that a proposal for the ceremonial lighting of beacons at Mossley Mill and Antrim Castle Gardens at 9.15pm on Thursday 6 June 2024 to commemorate D-Day was approved at the November 2023 Community Planning Committee. Officers were also asked to consider lighting beacons in the other five DEAs.

Members were advised at this meeting that a report would be brought to a future Committee meeting recommending further D-Day related events for the Borough.

4. Beacon Lighting

Members were advised that in order to light a ceremonial beacon in each DEA, five beacons would need to be hired to supplement the two owned by the Council. The total cost of hiring these five beacons and providing a bugler, piper and staff for all seven events would be approximately £5,850. Given the additional cost which was not provided in the 2024/25 budgets it was proposed not to proceed with any additional beacon lighting.

5. Additional D-Day Activity

Members were advised that the following additional event was planned to commemorate the 80th anniversary of D-Day:

- **Sentry Hill House exhibition and family day.** An exhibition of WWII memorabilia at Sentry Hill House was proposed from 5-24 June. In addition, a family day was proposed for Sentry Hill on Saturday 8 June

which would include a military display given by 1919 Newtownabbey RAF Air Cadets Squadron, a musical tribute to Dame Vera Lynn, a Living Library organised by local military veterans, and WWII-themed crafts for children.

- Members would be aware that the Council was hosting Armed Forces Day 2024 on 22 June 2024 and the theme for the events was Veterans and D Day. As part of this event it was planned to unveil a large perspex representation of the flotilla gathered in Belfast Lough prior to departing for France in June 1944.

6. Financial implications

The budget for Armed Forces Day was approved at the June 2023 Council meeting, and was included in the 2024/25 estimates.

Following a Members query, the Director of Community Planning confirmed that other Directorates within the Council would also be involved in this activity.

Proposed by Alderman McGrath
Seconded by Councillor Dunlop and agreed that

- (a) the approved programme of beacon lighting, to mark the 80th anniversary of D Day, at Antrim Castle Gardens and Mossley Mill be confirmed with no additional beacons to be lit;**
- (b) the proposal to hold a D-Day exhibition and family fun day at Sentry Hill House be approved.**

ACTION BY: Katherine Gardiner, Arts & Theatres Manager, Samuel Hyndman, Culture & Events Manager and Philip Magennis, Culture & Events Coordinator

Councillor O'Lone returned to the Chamber during Item 4.11.
Councillor Brady left the Chamber during Item 4.12.

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

1. Purpose

The purpose of this report was to recommend to Members that the minutes of the Borough Arts and Cultural Advisory Panel of 29 February be approved.

2. Background

Members were reminded that the role of the Arts and Cultural Advisory Panel was to provide advice, support and advocacy for the Borough's Arts and Cultural Service to enable it to deliver the Council's Corporate Plan - Our Vision Our Borough 2015-2030. The specific role of the Panel was set out as follows:

- To advise Council on the programming of arts and cultural activity throughout the Borough
- To provide advocacy for the arts and cultural sector
- To provide Council with an insight into current issues affecting the arts and culture throughout Northern Ireland
- To represent the arts and cultural community both locally and regionally
- To contribute expertise, skills and knowledge from specific genres for the benefit of ongoing development of arts and culture in the Borough

The Panel was made up of one Elected Member from each Political Party and 12 non-elected independent members who were actively involved in the arts and culture sector. The Panel meet four times each year, and report to the Community Planning Committee.

3. Previous Decision of Council

The establishment of the Borough Arts and Cultural Panel for the Council term was approved at the Council meeting in June 2023.

4. Working Group Meeting

Members were advised that the Borough Arts and Culture Advisory Panel met on 29 February 2024 in Mossley Mill. The minutes of the meeting were circulated for Members' information.

The Chair of the Borough Arts and Cultural Advisory Panel paid tribute to Mr Bernard Clarkson on his passing and marked the retirement of long standing Panel Member Michael Cameron.

Proposed by Alderman Ross

Seconded by Councillor Dunlop and agreed that

the minutes of the Borough Arts and Culture Advisory Panel of 29 February 2024 be approved.

ACTION BY: Simon Goldrick, Head of Arts, Culture, Tourism and Events

Councillor Brady returned to Chamber during item 4.13.

4.13 CP/CP/240 ANTI-POVERTY STEERING GROUP – TERMS OF REFERENCE

1. Purpose

The purpose of this report was to seek Members' approval for the proposed arrangements for the establishment of the Anti-Poverty Steering Group, including membership.

2. Background

The establishment of the Anti-Poverty Steering Group aimed to develop an Anti-Poverty Strategy creating a single guiding strategic framework that provided, but was not limited to;

- Agency for residents
- Economic empowerment
- Maximising stakeholder partnership opportunities
- Enhancement social inclusion
- Improvement of access to essential services for residents

3. Previous Decision of Council

Members were reminded that a motion to establish a cross-party steering group to develop a coordinated, comprehensive Anti-Poverty Strategy for the Borough was approved at the January 2024 Council Meeting.

4. Governance

The following membership of the Anti-Poverty Steering Group was proposed for the remaining Council term:

One Elected Member from each of the five political parties, nominated by Group Leaders and any other interested Elected Member who wished to participate as well as appropriate Officers of the Council.

Draft Terms of Reference of the Steering Group were circulated for Members' approval.

It was proposed the Steering Group would elect a Chairperson and Vice-Chairperson from within the Elected Members and that officers would provide all secretarial and administrative services. The appropriate officers from the relevant sections would attend meetings and present reports to the Steering Group.

Minutes of meetings should be reported at the earliest opportunity to the next available Community Planning Committee.

The Head of Community Planning provided clarity regarding the Agency for Residents and confirmed that the aim of this was to reduce duplication.

Proposed by Alderman McGrath
Seconded by Alderman Boyle and agreed that

the proposed arrangements for the establishment of the Anti-Poverty Steering Group, including the membership and terms of reference, be approved.

ACTION BY: Conor Cuning, DEA Engagement Manager

4.14 CP/CP/214 ARMED FORCES DAY 2024

1. Purpose

The purpose of this report was to recommend to Members that the minutes of the Armed Forces Day Working Group be approved.

2. Background

Armed Forces Day 2024 would take place at Jordanstown Loughshore Park and Hazelbank Park on Saturday 22 June. This would be the first time that the event would be held in the Borough since 2016, when it took place in Antrim Castle Gardens.

The theme of Armed Forces Day would be Veterans and the 80th anniversary of D-Day, and the event would be filled with entertainment, military displays, stalls, live demonstrations and family fun.

A Military Working Group meet monthly to co-ordinate the specific military aspects of the event, and a Council Working Group also meet monthly to oversee the delivery of Armed Forces Day in its entirety.

3. Previous Decision of Council

The delivery of Armed Forces Day 2024 on Saturday 22 June was approved at the June 2023 Council meeting when it was agreed to establish a Working Group. A budget of £80,000 was approved.

4. Working Group Meeting

Members were advised that the Armed Forces Day 2024 Working Group met on 27 February 2024 in Mossley Mill. The minutes of the meeting were for Members' consideration.

Proposed by Councillor Dunlop
Seconded by Councillor Brady and agreed that

the minutes of the Armed Forces Day Working Group held on 27 February 2024 be approved.

ACTION BY: Simon Goldrick, Head of Arts, Culture, Tourism and Events

5 ITEMS FOR NOTING

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

1. Purpose

The purpose of this report was to update Members on the various minutes of the Partnership Meetings led by the Community Planning Section which had been held in recent months.

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 their Ipads.

File Ref	Date of Meeting	Name of Partnership
D/Gen/91	-	Antrim & Newtownabbey Citizens Advice Bureau
D/CSP/48	4 Oct 2023	Antrim & Newtownabbey Policing & Community Safety Partnership (PCSP)
D/DP/67	7 Feb 2023 18 Apr 2023 6 June 2023 8 Aug 2023	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	28 Sept 2023 16 Nov 2023	Grange Neighbourhood Renewal Partnership
	-	Joint Cohesion Group
CP/GR/43	25 Nov 2022	Traveller Issues Local Government Partnership

Proposed by Alderman McGrath
Seconded by Alderman Ross and agreed that

the Partnership Minutes be noted.

NO ACTION BY

5.2 PT/CI/049 PERFORMANCE AND IMPROVEMENT PLAN 2023/24 PERFORMANCE PROGRESS REPORT QUARTER 3

1. Purpose

The purpose of this report was to recommend to Members that the Performance and Improvement Plan 2023/24 Performance Progress Report Quarter 3 be noted.

2. Background

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

The Council's Corporate Performance and Improvement Plan 2023/24 was approved in June 2023. This set out a range of robust performance targets, along with six identified improvement objectives and a number of Statutory Performance Targets

3. Previous Decision of Council

As agreed at the August Council meeting, quarterly performance reports would be presented to the relevant committee or Working Group.

4. Key Points

Third Quarter performance progress reports for Arts, Culture, Heritage, Tourism and Events and Community Planning were circulated for Members information.

Proposed by Alderman McGrath
Seconded by Alderman Ross and agreed that

the Performance and Improvement Plan 2023/24 Performance Progress Report Quarter 3 be noted.

NO ACTION

5.3 **CP/GR/169 SOMME VISIT 2024**

1. Purpose

The purpose of this report was to provide an update Members Somme Visit 2024 itinerary.

2. Background

The Battle of the Somme took place between 1 July and 18 November 1916 and was one of the most horrific battles of the Great War with 300,000 lives lost. Many of those lost were Irish Soldiers particularly from the 36th Ulster Division and the 16th Irish Division. The anniversary of the Somme was marked annually in the Somme region and a delegation from the Council had been attending the Somme for many years to participate in marking this significant occasion.

3. Previous Decision of Council

Members were reminded that it was approved at the July 2019 Council meeting that a delegation from the Council participate in a visit to the Somme Region annually, to mark the anniversary of the Battle of the Somme.

It was approved at the September 2023 Community Planning Committee to take the Somme Visit forward in future years as part of the Council's Good Relations Programme, and in future years a visit to the Somme by a Council delegation to operate as follows:

The Mayor, Deputy Mayor and one Elected Member from each of the Political Parties attend the Somme accompanied by appropriate Officers.

Any other Elected Member who wished to attend could do so if they cover their own travel and subsistence costs.

4. Programme

Previous visits to the Somme had included attendance at Somme Memorial events at Thiepval Memorial, The Ulster Tower, and Guillemont. A number of key historical sites relevant to the World War I, and local regiments were also part of the visit.

Following the visit in 2023 a revised itinerary had been drafted in collaboration with Mr Frazer Agnew, a copy was circulated for Members' information. Mr Agnew had guided the visit to the Somme for a number of years and has vast experience and expertise in this area.

It was intended that the revised itinerary would maximise the time available and offer delegates more opportunity to engage with the museums and heritage sites available within Belgium and France.

5. Financial position

Members were advised £15,000 had been included in the Good Relations budget for 2024/25 for the delivery of the 2024 Somme Visit.

The Director of Community Planning in response to a Member's query confirmed that officers would consider provision of the opportunity for Independent Members to attend in future years.

Proposed by Alderman McGrath
Seconded by Alderman Ross and agreed that

the Somme Visit 2024 itinerary be noted.

NO ACTION

7. ANY OTHER RELEVANT BUSINESS

A Member expressed thanks to the Council Officers for organising the light up of the Steeple Round Tower for St Patricks Day.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Brady
Seconded by Councillor Wilson and agreed

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

6 ITEMS IN CONFIDENCE

Alderman McGrath left the meeting at Item 6.1 and did not return.

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

1. Purpose

The purpose of this report was to seek Members approval on tenancy agreement renewals at the Dunanney Centre.

2. Background

Members were reminded that there were a number of rentable offices in the Community Facility Buildings.

3. Previous Decision of Council

Rent was approved at a cost of £■■■■ per square metre per annum at the Council meeting on 26 February 2018. Officers were currently reviewing the cost of rental spaces in Community Facilities and a report would be brought back to a future meeting of the Committee.

4. Tenancy Renewal Requests

A number of tenancy agreements were due for renewal and the organisations in the table below had requested that they were renewed as follows:

5. Financial Information

Organisation	Rooms Requested for Rental Renewal	Tenancy Start Date and Term	Rental Income £■■■■/sqm (per annum)
Community Advice Antrim and Newtownabbey	Ground floor offices and First Floor office	1st April 2024 for 2 years	■■■■
RATH	Room 21	From 1st May 2024 for 1 year	■■■■
Listening Ear	Rooms 22, 23 and 27	From 8th May 2024 for 2 years	■■■■

A template tenancy agreement was circulated for Member's information.

Rent was based upon the existing rate. Current rent was last reviewed in 2018 and officers had asked external property consultants to review this rate and come back with recommendations which would be reported to a future meeting of the Committee. Should an increase be approved it would be applied giving appropriate notice.

Proposed by Councillor Mallon

Seconded by Councillor Brady and agreed that

- (a) the renewal of the tenancy agreement with Community Advice Antrim and Newtownabbey, including keyholder option for Dunanney Centre to 31 March 2026 at an annual cost of £[REDACTED] be approved;
- (b) the renewal of the tenancy agreement with RATH, including keyholder option for Dunanney Centre to 30 April 2025 at an annual cost of £[REDACTED] be approved;
- (c) the renewal of the tenancy agreement with Listening Ear, including keyholder option for Dunanney Centre to 7 May 2026 at an annual cost of £[REDACTED] be approved.

ACTION BY: Paul Townsend, Community Facilities Coordinator

Alderman Boyle left the meeting at Item 6.2 and did not return.

6.2 IN CONFIDENCE AC/GEN/081 APPOINTMENT OF CONTRACTOR FOR THE REFURBISHMENT OF THE OLD COURTHOUSE CAFE, ANTRIM

1. Purpose

The purpose of this report was to recommend to Members the appointment of the contractor to undertake the delivery of the refurbishment works for the Café servery area in the Old Courthouse, Antrim.

2. Background

In order to maximise optimum use of space and customer experience it was proposed to carry out a range of work to extend the café servery into the current box office space and relocate the box office counter.

The scope of the works included the following:

- Demolitions
- Theatre Kiosk Desk & panelling
- New Servery Counter
- New Catering Equipment
- Mechanical & Electrical works
- Decoration & making good works

3. Previous Decision by Council

Members were reminded that in June 2022, Council gave their approval for the refurbishment works of the Old Courthouse Café at an estimated cost of £[REDACTED].

4. Procurement

To undertake the refurbishment, it was proposed to appoint JPM Contracts Ltd as the works contractor. JPM Contracts Ltd were the current Council contractor for the adjacent Antrim Offices Workspace project and this

appointment could be utilised to procure the Old Courthouse Café works through modification of this contract.

This approach had been taken as it was considered that there would be negligible interest from contractors in tendering for this works as resources required to submit PQQ and ITT documentation would be disproportionate to the overall value of the works.

This approach offered the following benefits and value to the Council:

1. JPM Contracts Ltd refurbished the original building.
2. The Old Courthouse is a listed building and consideration was given to the fact that JPM Contracts Ltd are familiar with the building.
3. JPM Contracts Ltd had been able to give the benefit of lower Preliminaries by being able to share some resources with their adjacent site e.g. site compound and Health & Safety facilities.
4. Savings in procurement - No Officer's time for preparation of PQQ & ITT documentation, advertising and evaluation of tenders.
5. Early contractor involvement with both the contractor and consultant who had been working at risk, and the franchisee to agree the scope and fine detail had proved beneficial in keeping overall costs as low as possible.
6. Other Issues

As the Court House was a listed building the Historic Environment Division (HED) had been consulted. It was hoped the proposed works could be undertaken without a formal application to HED. This matter required closing out.

7. Financial Position/Implication

Capital Development Officers had met with representatives from the café franchisee and JPM Contracts Ltd to finalise the design and costs for the refurbishment. Based on the agreed scope of works JPM Contracts Ltd had costed the works at £[REDACTED] including design fees.

A contingency sum of £[REDACTED] should be allowed for unforeseen issues that may arise during the refurbishment giving a total estimated project cost of £[REDACTED]. This was £[REDACTED] above the current approved budget. Taking into account inflation from the initial estimate date would account for approximately £[REDACTED] of this increase giving real terms increase of [REDACTED].

Council had appointed an independent cost consultant to review the individual elements within the price returned. The cost consultant had considered the scope of the works, evaluated the individual cost items and had confirmed the overall price submitted was fair and reasonable and represented value for money noting the scale and nature of the works.

8. Programme

The costs above had been based on the works being carried out during normal working hours. Capital Development Officers had met with the Café's franchisee to agree a works programme to best facilitate the Café's operational requirements. The following provisional programme had been agreed:

- Start on site End May 2024
- Completion Date End June 2024

Proposed by Councillor Dunlop
Seconded by Councillor Lynch and agreed that

to undertake the delivery of the works for refurbishment of the Café servery area in the Old Courthouse Antrim, the contract sum of £[REDACTED] from JPM Contracts Ltd giving a total estimated project cost of £[REDACTED] be approved.

ACTION BY: Reggie Hillen, Head of Capital Development

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman Michael
Seconded by Councillor O'Lone 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 8.15pm.

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.