



6 July 2020

To: Each Member of the Council

Dear Member

SPECIAL MEETING OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL

A remote Special Meeting of Antrim and Newtownabbey Borough Council will be held at **The Chamber, Mossley Mill** on **Thursday 9 July 2020 at 6.30 pm.**

All Members are asked to attend the meeting via "Zoom".

To ensure social distancing it is only possible to facilitate 11 Members in the Council Chamber. The calculation for this is done by d'Hondt plus the Independent Member (4 DUP, 2 UUP, 2 Alliance, 1 SDLP, 1 Sinn Fein, 1 Independent). The Members present in the Chamber will also access the meeting via Zoom. This does not affect the voting rights of all Members.

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

PLEASE NOTE: refreshments will not be available.

For any queries please contact Member Services:

Tel: 028 9034 0098 / 028 9448 1301
memberservices@antrimandnewtownabbey.gov.uk

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3 ITEMS FOR DECISION

3.1 L/GEN/075 LEISURE CENTRES RECOVERY PLAN

Following the recent announcements by the Northern Ireland Executive in relation to further easing of lockdown measures, a plan has been developed for the initial opening of leisure centres. To date, golf courses and driving ranges at Ballyearl and Allen Park as well as tennis courts, angling facilities, bowling greens, synthetic pitches and Antrim Stadium have re-opened.

The most recent announcement was for the proposed re-opening of fitness suites from July 10 and leisure centres and soft play from August 7. Proposals for phased re-opening in line with the guidance are set out below.

Fitness suites and Fitness Classes

It is proposed that the fitness suites at Antrim Forum, Sixmile, Crumlin and Valley Leisure Centres re-open on Wednesday 15 July, immediately after the public holidays. Equipment in Crumlin will be relocated to one of the sports halls to comply with social distancing. Golf and driving ranges re-opened at Ballyearl and Allen Park on 28 May. With the challenges of size and layout of Ballyearl, it is proposed that the centre remains closed at this stage and kept under review. Facilities at both the Valley and Sixmile Leisure Centres will be open and as these are both located only a few miles away from Ballyearl, fitness suites and fitness classes will be available for customers at these centres. There is no fitness suite nor fitness class provision at Allen Park.

Operational Considerations

Officers have been collaborating with both the Chief Leisure Officers Association (CLOA) and the leisure industry trade body, UK Active to develop a set of operational protocols to enable the safe opening of facilities. The two fundamentals of these protocols are, delivering the highest standards of hygiene, and ensuring social distancing measures are met. To achieve this, a booking system will be in place for access to both the fitness suite and fitness classes with a short turnaround time between sessions allowing staff to clean and sanitise equipment. Online booking opens for both fitness suites and classes from July 12 with the ability to book by phone from July 15 when staff return from Furlough. Fitness classes will be re-located to the sports halls in the respective centres allowing adequate space to comply with social distancing. An investment of approximately £18,000 is required for signage, stickers, dividers to manage the flow of people at each of the centres. This will be included in the quarter 2 claim to the Department for Communities.

Centre	Existing Weekday Opening Hours	Proposed Weekday Opening Hours	Existing Weekend Opening Hours	Proposed Weekend Opening Hours
Antrim Forum	6.15am – 10pm	6am – 10pm	9.30am – 5.30pm (Saturday) 9am – 5.30pm (Sunday)	8am – 4pm
Crumlin	6.30am – 10pm	9am – 10pm	9am – 5.30pm	9am – 4pm
Sixmile	6.30am – 10pm	6am – 10pm	9am – 6pm (Saturday) 10am – 6pm (Sunday)	8am – 4pm
Valley	6.30am – 10pm	6am – 10pm	9am – 5.45pm	8am – 4pm
Allen Park*	8am – 10pm	8am – 9pm	7.30am – 10pm (Saturday) 8am – 10pm (Sunday)	8am – 4pm

*Applicable from August 7, subject to Council approval

Financial Implications

Staffing - There is a requirement for the return of 35 FTE staff to return from furlough to enable the centres to reopen for fitness suite and classes. This is in addition to the 15.4 FTE currently working in outdoor leisure facilities that have already reopened or who have not been furloughed as they have been redeployed to other services during the various stages of lockdown.

The furlough grant claim for the 35 FTE staff would be £65,000 for July and therefore 50% or £32,500 will not be claimed and a portion of the remaining £32,500 won't be able to be claimed as some of these staff need to be brought in early (centre managers). All staff will be required to attend for a half day training prior to opening. The monthly reducing costs through to October, totalling £160,000 will not be able to be claimed. The cost of the 35 FTE staff returning to work at 100% of salary (including on costs) is £1,176,753 to 31 March 2021.

Other expenditure – overheads will also be reduced in this phase of re-opening as the centres will be partially operating. Premises costs such as utilities and service overheads, for example will be reduced.

It is also anticipated that the income projection within the revised 2020/2021 budget approved at the special Meeting of Council on 11 June, of approximately £650,000, will be achieved.

More Memberships

More Leisure memberships were suspended in mid-March due to the pandemic despite Direct Debit payments having been paid for the full month. It is proposed that this time be provided to those members who reactivate their memberships when the Centres re-open on 15th July, with direct debits being reactivated from 1 August. For those members that do not wish to return to leisure centres at this stage, an option to continue the suspension of their membership until they are ready to return will be available with members having to opt out of memberships if neither of these options are chosen. Any new members can complete application forms online immediately or by contacting a member of staff from July 15.

Memberships for staff and elected members are £13 per month for a single membership and £25 per month family membership. Membership includes a range of benefits, including fitness suites, racquet sports, etc.

The membership has been reviewed due to the practical implications of existing arrangements for golf. It is proposed that there is one amendment to the membership, a current benefit which is only available to the member of staff or elected member, not any family members, namely, a free bucket of balls. It is proposed that the inclusion of the small bucket of balls is removed at both driving ranges as it is not possible to provide this due to the ball dispensers now being fully automated.

Memberships for staff and Elected Members to be re-activated on the same basis as More Leisure members.

Next phase of Leisure Centre Recovery

As per the NI Executive's announcement, further indoor leisure activities are permitted to recommence from 7th August. This will include swimming pools, sports halls for activities such as badminton, table tennis, 5 a side football and soft play.

A report on this phase of leisure centre recovery will be presented to the meeting of council at the end of July with a recommendation to re-open these facilities, however, Officers are seeking approval for preparatory work in advance of this date to be approved. This will include advertising the additional activities and making preparations in the centres for re-filling and heating pools, re-opening changing and showers, putting appropriate social distancing measures in place as well as staff training in advance of these aspects of the Centre resuming.

RECOMMENDATION: that approval be given for

(i) the next phase of the Leisure Recovery Plan – for Leisure Centres - as set out above;

(ii) Delegated authority for Officers to revert back to original opening hours and removal of appointments for the fitness suites, subject to review, during future phases of recovery, if required.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.2 G/MSMO/002 2020 ANNUAL COUNCIL MEETING

At the Special Council Meeting held on 14 May, Members agreed to postpone the Annual Meeting scheduled for 1 June and to keep the date under review. Members will be aware that the Annual Meeting should be held by 30 September 2020

In normal circumstances the Annual Meeting would take place in one of the Council's Chambers, alternating annually between Mossley Mill and Antrim Civic Centre. A conservative estimate of numbers normally attending would be around 65 people.

Given the extraordinary circumstances of the COVID-19 crisis, it is proposed to hold the meeting at the Theatre at the Mill.

This option would enable all 40 Members to be in attendance and participate in the meeting from the Theatre at the Mill.

Members would be seated on the ground floor of the theatre and friends and family in the first gallery.

The meeting would be live streamed so members of the public and press would be able to attend. Members will also be able to participate in the meeting via Zoom.

The Council's instructions are requested.

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.3 ED/GEN/015 & ED/GEN/016 WORKING GROUP MINUTES

Members are advised that Antrim and Newtownabbey Borough Council has established two forums to strengthen two of the sectors most heavily impacted by COVID-19. The Retail and Town Centre Re-opening Mobilisation Team and Tourism COVID-19 Recovery Team will focus on collaborative working between local businesses from across the Borough, the Council and Central Government Partners.

The forums are informing joint recovery plans aimed at building consumer confidence, driving footfall and delivering best practice in accordance with Central Government guidance. Representation on each Team consists of Party Group Leaders, businesses, shopping centres, central government and stakeholder organisations. The Teams are supported by Council Officials from Economic Development, Environmental Health and Health and Safety.

Both inception meetings were held during the week commencing 22nd June 2020. Key actions were the agreement of each Terms of Reference and the representation on each team. A copy of the minutes of the Retail and Town Centre Re-Opening Mobilisation Group held on 24 June 2020 are **enclosed** for Members consideration.

Members are asked to note that the Forum discussed an application to the Recovery Revitalisation programme being funded by the Department for Communities. Whilst the Tranche 1 application was reported to the Council at the end of June, due to a very tight deadline for submission of the Tranche 2 bid it was not possible to consult on the content. A copy of the full submission is **enclosed** for members' consideration. It is anticipated that the support from the Department will be flexible based on local needs.

A copy of the minutes Tourism COVID-19 Recovery Team held on 25 June 2020 are **enclosed** for Members' consideration.

RECOMMENDATION: that

- I. the minutes of the Retail and Town Centre Re-Opening Mobilisation Group dated 24 June 2020 be approved.**
- II. the minutes of the Tourism Covid19 Recovery team dated on 25 June 2020 be approved.**
- III. the application by the Council to the Department for Communities for Tranche 2 of the recovery revitalisation programme be approved.**

Prepared by: Colin McCabrey, Head of Economic Development

Approved by: Majella McAlister, Director of Economic Development and Planning

4 ITEMS FOR INFORMATION

4.1 PK/GEN/170 REOPENING OF PLAY PARKS AND OUTDOOR GYMS

On Thursday 25 June the Northern Ireland Executive announced that play parks and outdoor gyms could re-open from Friday 10 July.

Preparation of play parks and outdoor gyms

A full inspection has taken place on all play parks and outdoor gyms with normal annual cleaning being carried out from Monday 29 June. This will ensure that all sites are ready for opening on 10 July.

Signage will be in place at each entry point including: -

- Advice on social distancing and hand washing/hygiene guidance
- Supervision required by adults (appropriate to age)
- Users advised to bring their own disposable hand wipes to use on pre-entry and on exit of facilities
- All wipes to be safely disposed of in litter bins or at home

In line with other Councils, the emphasis for those using the facilities is on taking responsibility for effective sanitation measures.

RECOMMENDATION: that the report be noted.

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

4.2 PK/GEN/173 HAZELBANK PAVILION – SURESTART BOOKING

Abbey Surestart has notified Council that it will resume its booking in Hazelbank Pavilion in July for up to 12 months. The group has been using the Pavilion on an interim basis whilst awaiting funding for the establishment of their own premises. This was anticipated to be in late summer 2020 but has been delayed due to the pandemic.

In line with all Council facilities, the Pavilion has been checked throughout the period of closure and is ready to reopen.

There are no staffing costs required and no additional costs, over and above normal maintenance.

RECOMMENDATION: that the report be noted.

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

4.3 PK/GEN/008 LOUGH SHORE PARK, ANTRIM – BOOKING

A booking has been made at short notice from the company managing planning arrangements for a Game of Thrones filming exercise. The company were seeking a location to safely test 2 Viking boats commissioned for a production being filmed later in the year.

Following a site meeting the company has booked out an area at the jetty near the Gateway Centre to crane in both viking boats into the Lough to facilitate water testing and certification. The boats will be on site with 24-hour security provided by the events company from Monday 6 July until Friday 10 July.

A further booking with similar requirements is planned for later in the year to facilitate filming. Normal booking arrangements (e.g. risk assessments, insurance and hire charge etc.) apply.

Lough Neagh Rescue has been consulted to ensure that access is not hindered and all arrangements are satisfactory. There will also be a temporary minor diversion in a path for the duration of the booking. The event company will also have security marshalls on site as it is expected that the booking will attract a lot of interest.

RECOMMENDATION: that the report be noted.

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations