



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE HELD IN MOSSLEY MILL ON MONDAY 14 SEPTEMBER 2020 AT 6.30 PM**

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

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Members and particularly welcomed Councillor Ramsay, who had been returned to fill the Ballyclare District Electoral Area vacancy for the Ulster Unionist Party, to the September meeting of the Community Planning Committee. He also remarked that he was looking forward to working with Vice Chair Councillor Goodman and reminded all present of the audio recording protocol.

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

**1 APOLOGIES**

None

**2 DECLARATIONS OF INTEREST**

None

### 3 ITEMS FOR DECISION

#### 3.1 **PBS/BC/001 CONSULTATION ON PROPOSED BUILDING (AMENDMENT) REGULATIONS (NORTHERN IRELAND) 2020 AMENDMENT TO PARTS A, B AND C AND SUBSEQUENT GUIDANCE CHANGES TO TECHNICAL BOOKLETS B, C AND E.**

Correspondence had been received and was circulated from the Department of Finance Building Standards Branch to invite responses to a consultation on proposed amendments to Parts, A, B, C and E of the building regulations and/or technical booklets.

The amendments were technical in nature with some relating to the outworkings and recommendations from Grenfell enquiries and associated working groups and others updating references in the current building regulations. The main proposed changes were as follows:

- Amendment to Part B (Materials and workmanship) and consequential amendment to Part A as well as amendments to Technical Booklet E which will introduce a ban on the use of combustible materials on the external walls of a wide range of building types including dwellings, hospitals, nursing homes, student accommodation etc. which have a floor over 18 m from floor level.
- The proposal is that this change in legislation will apply both to newly erected buildings and to those formed from a change of use, as well as to alternations or extensions to these high rise buildings.
- The consultation also includes proposals to include guidance around the use of AILOTS (Assessment in lieu of tests) and tighten up the use of same.
- The consultation proposes an amendment to Part C of the Building Regulations as well as guidance changes in Technical Booklet C relating to radon preventative measures - it provides a reference to a revised document produced by Public Health England which provides maps for Northern Ireland highlighting areas when radon gas may be prevalent. The previous iteration of this document showed none of the Antrim and Newtownabbey Borough required any radon prevention measures – this has changed in the new revised document. A radon barrier will be required for domestic properties only as part of the construction of new dwellings, extensions, alteration and material change of use to a dwelling in some areas of the Borough if these recommendations are introduced.

A copy of the proposed technical response to the consultation was circulated for Members' information and consideration.

As Council had currently only a small number of buildings which have a floor over 18m from ground level the impact relating to ban on the use of combustible material would be relatively low. Regarding the radon prevention measure we would need to train all our staff on what is required both at plan assessment stage and for on-site inspections. We may also need to run training sessions for builders and architects to bring this to their attention

but it was hoped, as most work in other Council areas, they would have previous experience in provision of radon prevention measures.

Proposed by Councillor Finlay

Seconded by Councillor Magill and agreed that

**Council agrees to submit the technical response compiled and supports all legislation and any training required which seeks to improve the health, safety, access and/or welfare of persons using buildings within the Borough.**

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

### **3.2 AC/EV/015 MRS JOAN CHRISTIE CVO OBE LEGACY BURSARY SCHEME**

Members were reminded that it was agreed at the August 2018 Council meeting to establish the Mrs Joan Christie CVO OBE Legacy Bursary Scheme, with detailed proposals on the selection process brought to a future meeting, with provision for the bursaries be made in the future community development budget. It had also been agreed that once established the bursaries would be launched at a civic event in 2019.

At the Council meeting in February 2019 the detail of the scheme was approved to include the following categories to be awarded on an annual basis:

- Two bursaries of £1,000 to be awarded to talented young musicians from the Borough to further their career
- Two bursaries of £1,000 to be awarded to young volunteers who play an active role in a group in the Borough
- Two bursaries of £1,000 to be awarded to the groups in which these two young people volunteer
- Two bursaries of £1,000 to be awarded to special schools for horticulture projects

The scheme was launched at a civic event in Theatre at The Mill on 3 April 2019 and following promotion of the opportunity over the summer period, an application and selection process was carried out in autumn 2019 involving Mrs Christie. Bursary awards as outlined above were made at an event in Theatre at The Mill on 30 January 2020.

The delivery of the Joan Christie Legacy Bursary Scheme in 2020/21 had been considered by Officers and the following key factors had been taken into account:

- The 2019/20 awards were made in January 2020 and soon after this the COVID-19 restrictions put in place, which will have restricted bursary award recipients in making use of their awards.
- Ongoing COVID-19 restrictions are likely to continue to impact upon musical performances, opportunities to volunteer and the delivery of horticulture projects in special education settings.

- Constraints on the ability to host any bursary award event both due to social distancing and capacity as well as financial resource pressures.

Mrs Christie has been consulted and her view sought about delivery of the Bursary Scheme in the current year. She was very understanding of all of the above challenges and their impacts upon the scheme and taking all factors into consideration supported a proposal to defer delivery of this scheme in 2020/21, with a resumption of the opportunity in the next financial year.

Proposed by Councillor McWilliam

Seconded by Councillor Robinson and agreed that

**delivery of the Mrs Joan Christie CVO, OBE Legacy Bursary Scheme be deferred in 2020/21 and resumed in 2021/22.**

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

### **3.3 AC/EV/66 CENTENARY OF NORTHERN IRELAND**

Members were reminded that at its January 2019 meeting the Council agreed to make preparations to mark the Centenary of Northern Ireland in 2021 by forming a working group of Councillors and other local key stakeholders to explore a variety of proposals which could be made to ensure this significant year will be commemorated within the Borough.

The following elected Members were nominated to fill the 8 places on the Working Group by their respective parties:

Councillor Stephen Ross  
Councillor Paul Dunlop (Chair)  
Councillor Mark Cooper  
Alderman Mark Cosgrove  
Councillor Robert Foster  
Alderman Julian McGrath  
Councillor Michael Goodman and  
Councillor Roisin Lynch

It was agreed by the Community Planning Committee in October to carry out a recruitment exercise to appoint community representatives with the following appointments approved by the Committee in December and February 2020 respectively:

- Brian Kerr Carnmoney LOL
- Jordan Greer of Impact Network NI (Formerly South Antrim Community Network)
- Nathan Anderson of Dalriada Historical and Culture Group
- Stephen Scott of Burnside Village Committee
- Richard McLaughlin of Muck and More Antrim
- Darren Richardson of Sperrin/Randallstown Cultural Awareness Association

The first full meeting of the Working Group was held on Wednesday 4 March in Antrim Civic Centre. The Head of Arts and Culture along with other members of the Culture and Heritage and Community Planning team attended as the officer representation.

Give the impact of the COVID-19 pandemic and suspension of all non-essential services operation of the Working Group was suspended in March. As part of the ongoing recovery of services the Working Group resumed meetings on Wednesday 5 August with a meeting held in Mossley Mill and via zoom. At this meeting the minutes of 4 March were approved and were circulated for Members' information.

A variety of programme ideas were discussed at the meeting of 5 August and the programme would be developed in the coming months. However, given that estimates for 2021/22 are currently being prepared the Group discussed in particular a budget for this programme. It was proposed that £50,000 be allocated for the NI Centenary Programme to be delivered in 2021 on and around the Centenary which falls on 3 May 2021.

Proposed by Councillor Dunlop

Seconded by Councillor Ross and agreed that

- (a) the resumption of the work of the NI Centenary Working Group be noted and the minutes of the meeting of 4 March 2020 be approved;**
- (b) a budget allocation of £50,000 for the NI Centenary programme be approved for inclusion in the 2021/22 arts and culture estimates.**

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

### **3.4 AC/GEN/041 'ENGAGE' EXHIBITION IN THE ORIEL GALLERY, ANTRIM CASTLE GARDENS**

Members were reminded that it was agreed by the Council in July, as part of ongoing gradual recovery of services, to reopen the galleries at Antrim Castle Gardens including the Oriel Gallery. The 'Engage' exhibition programme for all the Councils Gallery spaces is usually planned six to twelve months in advance and approved by the Borough Arts and Culture Advisory Panel at its quarterly meetings. When non-essential services were suspended on 18 March 2020 due to COVID-19 all planned programming including forthcoming exhibitions were cancelled.

As part of the recovery of this service element, exhibitors who had been previously booked had been contacted as priority to determine whether they would like to proceed with their exhibition as originally planned.

One such exhibitor had planned to hold a photography exhibition in the Oriel Gallery is Doctor Turk Goh. Dr Goh is a 59-year-old associate specialist who has worked in the Ulster Hospital's Emergency Department for 23 years as well as having travelled extensively pursuing his lifetime love of street photography.

During the height of the COVID-19 pandemic he was working as a doctor on the coronavirus front line which refocused his passion for photography as he documented his hospital's battle with the virus. Tuck Goh, who always carries a small camera in his pocket, captured candid shots of his colleagues in the emergency department of the Ulster Hospital as they responded to the COVID-19 crisis.

At the outset of the pandemic, as the hospital undertook a major reconfiguration in preparation for the virus's surge, he decided to keep a visual record of the events for generations to come. He would now like to exhibit this collection as the content of his October 2020 exhibition.

Members were advised that the content has been viewed and there is nothing of a sensitive nature to be included and this exhibition complies with the Council's exhibition policy. The Council would incur no costs by hosting this exhibition.

Proposed by Councillor Finlay  
Seconded by Councillor Smyth and agreed that

**the exhibition of COVID-19 photography by Dr Turk Goh planned for the Oriel Gallery in October 2020 be approved.**

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

### **3.5 AC/GEN/067 ULSTER-SCOTS LEID WEEK 23 TO 28 NOVEMBER 2020**

Members were reminded that in October 2019 the Council agreed to participate in the first ever Ulster-Scotch Leid Week in November 2019.

Correspondence had been received from the Ulster-Scots Agency, a copy of which was circulated, informing the Council of their plans to run another Ulster-Scotch Leid Week from 23 to 28 November 2020 with the aim of increasing awareness and appreciation of Ulster-Scots language and building upon the success of last year. The Agency would like the Council to participate with both live events and digital content.

It was proposed to participate in the Ulster-Scotch Leid Week 2020 with content developed utilising in house resources and to comply with current restrictions in relation to services and gatherings. As part of this officers would engage with the Agency regarding potential events and access their support where possible. Programme costs would be no more than £1,000.

The programme was equality screened in 2019 and did not need to have an Equality Impact Assessment carried out.

The Director of Community Planning agreed to circulate details of last year's events to Members.

Proposed by Councillor Ross  
Seconded by Councillor Wilson and agreed that

**participation in Ulster-Scotch Leid Week 23 to 28 November 2020 be approved.**

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

### **3.6 CP/CD/353 CHRISTMAS TREE SWITCH ON EVENTS 2020**

Members were reminded of the success of the Christmas Celebration Events Programme delivered across the Borough in November and December 2019 which attracted in excess of 30,000 people. Christmas Trees were switched on in each of the 7 district electoral areas accompanied by live entertainment and a short carol service.

In addition, Civic Carol Services were held in Mossley Mill and Antrim Forum and a Senior Citizens Tea Dance in Ballyclare. Financial assistance was also provided to local groups to deliver senior citizens tea dances and local switch on events in various neighbourhoods across the Borough.

Over recent weeks, Council Officers had been starting to plan for this year's events. Taking into consideration the impact of the COVID-19 pandemic restrictions on events and social distancing, it would not be possible to deliver a similar programme to that delivered in 2019.

Current COVID-19 regulations state that "up to 15 people can meet up outdoors but should maintain social distancing by being at least 2 metres apart" bearing in mind the popularity of these events in 2019 it would not be possible to meet this legislative requirement at any of our 7 locations.

Planning ahead for Christmas 2020 it was proposed to deliver a "Virtual" Christmas Tree Switch On Ceremony for each of the seven district electoral areas within the Borough. Each ceremony would be pre-recorded and released online on a specific date. The "Virtual" Events would be advertised and promoted through an electronic and direct marketing campaign to encourage residents to log on to the event relating to their specific DEA.

The proposed 15 minute format for the "Virtual" Switch On Ceremony was detailed as follows:

- Welcome and Introduction – Local Radio/Television Presenter
- Interactive Children's Superhero Story
- Christmas Tree Switch On - Mayor
- Festive musical item performed by a group specific to the area

All virtual events would include signing for the deaf.

It was estimated that the total cost of delivering the seven "Virtual" Christmas Tree Switch On Ceremonies, as outlined above, would be in the region of £15,000. In light of the current COVID-19 regulations it would not be possible to deliver the Civic Carol Services, the Senior Citizens Tea Dances or the Community led Switch on Ceremonies, funded through the Council's Christmas Celebration Events Fund, in 2020.

Should the proposed 7 DEA "Virtual" Christmas Tree Switch On Ceremonies be agreed then a further report would be brought to Council in October 2020 detailing specific release dates and times.

A number of Members requested that the budget be reviewed to provide the most cost effective option and that it be widely promoted to attract as large an audience as possible.

Proposed by Councillor Finlay  
Seconded by Councillor McWilliam and agreed that

**the 7 DEA "Virtual" Christmas Tree Switch On Ceremonies be approved at a total cost of £15,000.**

*ACTION BY: Jonathan Henderson, Community Services Co-ordinator*

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

### **3.15 CP/CD/353 & CP/CC/005 SUPPLEMENTARY TO CHRISTMAS TREE SWITCH ON EVENTS**

Members were reminded of the annual opportunity for Senior Citizens Groups to apply for funding to run local Christmas events. The total budget allocated for the Senior Citizens Groups for Christmas 2020 was £16,000 (£8k for each legacy area).

Senior Citizens Christmas Events could take place if mitigating measures such as reduced numbers, multiple sittings are in place or delivering "Meals on Wheels". All events would need to adhere and conform to the latest Executive Office guidance on events and social gatherings at the time of the event. This was currently a maximum of 15 people.

It was proposed to open applications from early October 2020 for Senior Citizens Christmas Events.

In addition, ANBC run Christmas Tea Events would proceed at Old Court House Theatre Antrim and Ballyclare Town Hall.

The Director of Community Planning clarified that a flexible approach to funding would be taken this year in light of the current restrictions.

Proposed by Councillor Finlay  
Seconded by Councillor McWilliam and agreed that

**funding of £8k for legacy Antrim and Newtownabbey to fund Senior Citizens Christmas Events to be delivered within COVID-19 Guidance and Regulations be approved.**

*ACTION BY: Ronan McKenna, Community Planning Manager*



### 3.7 CP/CD/352 COMMUNITY CAPACITY BUILDING PROGRAMME 2020/2021

Members were reminded that provision was made in the estimates for a Community Capacity Building Programme to be delivered in 2020/2021. The purpose of this programme was to develop the capacity and skills of individuals and groups within the Borough, to equip them to participate more fully in society and have a positive impact on the number and quality of successful community development projects delivered across the Borough.

The basis for this year's Community Capacity Building Programme was derived from the results of a Needs Analysis which was conducted online in June 2020 the aim of which was to explore ways in which Council could help support community organisations moving forward post COVID-19. In addition to this a pilot virtual training session was delivered to 40 groups in July 2020 entitled "Let's Get Talking – Starting Your Community Activities Safely. This session was facilitated by Lara Goodall Consulting and provided support and guidance to community organisations to navigate the ever changing waters surrounding COVID-19 with a particular focus on current government guidelines, risk assessments, health and safety considerations when re-opening community premises etc. This session proved very popular with all participants receiving a "Welcome Back Pack" and indicating on their evaluation forms that similar courses delivered virtually would be welcome moving forward.

Taking into consideration the changes brought about by COVID-19 and the feedback received from the Needs Analysis and the Pilot Programme it was proposed to deliver this year's Community Capacity Building Programme both virtually (September – November 2020) and if possible face to face (January – March 2021) as outlined in the table below:

COURSE	Estimated Costs
1. Domestic Violence and Abuse Awareness Training	Funded through Council/PCSP
2. Sexual Abuse Awareness Training	Funded through Council/PCSP
3. Getting the most out of Zoom for your community organisation	£300.00
4. Maximising the use of Social Media Platforms	£300.00
5. Risk Assessment and Planning for the Future	Delivered through Environmental Services
6. COVID- Safe Training for Volunteer Managers	£336.00
7. Food Safety in Catering*	£280.00
8. Emergency First Aid*	£284.00
9. Protecting Children and Vulnerable Adults	£300.00
Printing and Hospitality	£1,000.00
<b>Total Costs</b>	<b>£2,800.00</b>

\*Accredited courses

All of the above courses would be delivered during the period September 2020 – March 2021. Exact dates had yet to be decided but it was anticipated that, as a result of COVID-19, all face to face training would take place in early 2021, with appropriate social distancing measures.

The Community Capacity Building Programme 2020/21 would be advertised and promoted through the Council's website and through an electronic and direct marketing campaign to all community and voluntary groups within the Borough. Places would be allocated on a first come first served basis and a non-refundable deposit of £5.00 would be required to secure a place on all courses.

The total budget available for the Community Capacity Building Programme 2020/2021 was £7,000, all of which is funded by the Department for Communities.

The cost of delivering the Virtual Training Session and the provision of 40 Welcome Back Packs was £1,200 leaving a balance of £5,800. The total cost of delivering the Programme outlined above was £2,800 which leaves a balance of £3000 for training identified before the end of the current financial year.

Proposed by Councillor Ross  
Seconded by Councillor Magill and agreed that

**the Community Capacity Building Programme 2020/21 be approved at a total cost of £2,800.**

*ACTION BY: Jonathan Henderson, Community Services Co-ordinator*

### **3.8 CP/CD/106 QUEEN'S AWARD FOR VOLUNTARY SERVICE 2021**

Members were aware of the Queen's Award for Voluntary Service which operates on a UK wide basis. The Award is the highest accolade given to local volunteer groups to recognise the outstanding work done in their communities. It was created in 2002 to celebrate the anniversary of the Queen's Coronation.

Any organisation that is doing volunteer work in the local community, whether social, economic or environmental, can be nominated for an award. Assessment is based on the benefit that it brings to the local community and its standing within that community. Organisations must have been running for three years or more to be nominated.

Nominations must be submitted by Friday 25 September 2020 for the 2021 Awards. Awards are published annually on 2 June, the Anniversary of Her Majesty's Coronation. Winners would receive a certificate signed by the Queen and a domed glass crystal presented at a ceremony organised by the recipient organisation. Representatives from the group may also be invited to attend a Royal Garden Party.

Previously nominated groups cannot be re submitted for 3 years, but can be considered for future years, in Antrim and Newtownabbey this would apply to the following groups:

- Good Morning Newtownabbey (2019)
- Community Advice Antrim & Newtownabbey (2019)
- Girls Brigade NI (2018)
- Monkstown Boxing Club (2018)
- Tidy Randalstown (2018)
- Antrim Festival Group (2017)
- Antrim Rovers Football Club (2017)

These groups would be kept under consideration for future nominations.

The following organisations had been proposed by Officers for nomination to the 2021 Awards based on the extent of volunteering that takes place within their respective organisations;

- A Safe Space to be Me
- Carnmoney Church (Newtownabbey Food Bank)
- Rathfern Community Regeneration Group

The Director of Community Planning confirmed that further information on criteria, eligibility, etc, would be forward to Members to allow them to consider and suggest groups in the future.

Proposed by Councillor Dunlop

Seconded by Councillor Finlay and agreed that

**the three organisations proposed above be nominated for the Queens Award for Voluntary Service in 2021 and Good Morning Antrim be added to the list.**

*ACTION BY: Jonathan Henderson, Community Services Co-ordinator*

### **3.9 CP/GEN/005/VOL2 COMMUNITY PLANNING PARTNERSHIP MINUTES**

Members were reminded that the co-ordination and administration of the Community Planning Partnership is managed by of the Council. As such the minutes of the 19 March 2019, 11 June 2019 and 10 September 2019 meetings of the Partnership were circulated for information.

Proposed by Councillor Ross

Seconded by Councillor Goodman and agreed that

**the Community Planning Partnership minutes for March 2019, June 2019 and September 2019 be approved.**

*ACTION BY: Laura Campbell, Community Planning Assistant*

### **3.10 CP/GR/117 GOOD RELATIONS GRANT AID**

Members were reminded that the 2020/21 Good Relations Action Plan submitted to The Executive Office, includes a budget of £23,000 for the Good Relations Grant Aid Programme. The remaining budget available for the 2020/21 year was £23,000.

The aim of Good Relations Grant Aid Programme is to improve day to day relationships by encouraging everyone to treat others fairly and encouraging a society in which our own cultures and traditions as well as other people's cultures and traditions are understood, respected and accepted.

Members were advised that applications are required to score higher than 50% to be deemed successful. One application was received during the period of 21 July and 6 August 2020, scoring above the 50% threshold requesting a total amount of £2,400.

A summary of the application received and the proposed award recommendations overview of the assessment and funding details were circulated for Members' consideration.

The Applicant would be required to confirm that a suitable COVID-19 risk assessment is in place for the event and to ensure that it complies with the relevant Government guidance in both jurisdictions at the time.

Proposed by Councillor McClelland  
Seconded by Councillor Robinson and agreed that

**a total of £2,400 be approved for Listening Ear – North South Educational Visits.**

*ACTION BY: Jen Cole, Good Relations Officer*

### **3.11 CP/GR/088 HOLOCAUST PERMANENT MEMORIAL**

Members were reminded of the Council Holocaust memorial programme of events during 2019/2020 to recognise those who lost their lives during the Holocaust. The Mayor recorded a video address through our social media channels and an artist was commissioned to work with a group of residents to produce a mosaic using the Holocaust flame as the theme which could then be used to establish a permanent memorial within the Borough. The mosaic had been completed and was ready to be placed in an appropriate location within the Borough.

Good Relations Officers had explored possible sites where the memorial could be located and after consultation with those who created the mosaic, a site has been identified within the grounds of the Community Garden adjacent to the Jubilee Community Centre in Monkstown. It was felt that this location would give the memorial adequate protection and a suitable location to reflect with an already established seating and planting area.

The works to establish a lasting memorial and incorporate the holocaust mosaic would include excavation works, supply of materials, building of walls, brackets made to fit to base of mosaic and secure to concrete base and fill around with decorative gravel. The total cost of the works has been quoted at £1,730 + VAT.

With the mosaic in place and appropriate signage installed it was proposed a small memorial service would be held at the site on Holocaust Memorial Day on 27 January 2021 under the theme for 2021 "The light in the darkness".

The costs for the Holocaust memorial and service would be funded through the 2020/21 Good Relations Action Plan under the historical commemorations budget.

Proposed by Councillor McWilliam  
Seconded by Councillor Ross and agreed that

**a) a lasting Holocaust mosaic memorial is installed in the Community Garden of Jubilee Community Centre in Monkstown at a cost of £1,730 + VAT funded through the Good Relations programme under their historical commemorations budget;**

**b) a Memorial Service is held on this site during Holocaust Memorial Day on 27 January 2021.**

*ACTION BY: Mark Kent, Good Relations Officer*

### **3.12 CP/CD/354 COVID 19 COMMUNITY SUPPORT FUND**

Members were advised that correspondence (circulated) has been received from Department for Communities (DfC) outlining their commitment for additional funding for the COVID-19 Community Support Fund, administered through the Community Support Plan, (CSP). Previously Council received an in-year uplift of £69,450 from DfC to support communities with regards to the COVID-19 pandemic.

DfC had outlined that the funding will be allocated in three strands, as detailed below:

- COVID-19 Community Support Fund £1.75m – Support for grassroots voluntary and community sector organisations.
- COVID-19 Access to Food Fund £750k – Help deliver a more strategic response to access food relief
- COVID-19 Financial Inclusion Fund £700k – Target those adversely impacted by the economic fallout during the pandemic.

Members were advised that a Letter of Variance has been received, and was circulated from the Department for Communities (DfC) regarding additional funding for the delivery of the COVID-19 Community Support Fund - Tranche 2 targeting need and alleviating poverty.

Members were reminded that the Council accepted a revised letter of offer from DfC in April 2020 for an amount of £352,437.61, including an increase of £69,450 for COVID Relief – 1<sup>st</sup> Tranche.

Subsequently the Letter of Variance received, amended the Letter of Offer to £447,969.07 with Council offered a further £95,531.46 (from the regional budget of the £1.75m) for COVID-19 Community Support Fund - Tranche 2, which must be spent by 31 March 2021.

The COVID-19 Community Support Fund - Tranche 2 must align to the programme objectives and support actions in line with the following interventions:

- Financial
- Food
- Connectivity

Officers would develop a delivery plan for this Fund to be reported back to the Community Planning Committee.

With regards to the other funding strands, Council officers were attending virtual meetings with DfC officials to discuss approaches on how to co-design the investment strategy for both the Financial Inclusion Fund and the Food Fund while incorporating the ongoing review and co design of the formula and outcomes framework for the Community Development element within the Community Support Programme.

It was intended that a series of parallel workshops would closely follow to enable the design of the COVID-19 Financial Inclusion Partnership Fund and the Food strand. Once agreed, a delivery plan would be developed and reported to the Community Planning Committee.

In an update to the above report, the Director of Community Planning advised that two further letters of variance were expected dealing with food poverty and financial distress to the value of around £45,000 each and these would be brought to a future meeting.

Proposed by Councillor Ross  
Seconded by Councillor Finlay and agreed that

**the Letter of Variance (COVID-19 Community Support Fund) from DfC for an additional amount of £95,531.46 be accepted.**

*ACTION BY: Ronan McKenna, Community Planning Manager*

### **3.13 AC/GEN/065 ACCESS AND INCLUSION PROGRAMME**

Members were advised that the Department for Communities (DfC) had previously invited applications from Councils for capital funding from their Access and Inclusion Programme 2018/19 and 2019/20. This funding was aimed at improving access to and therefore participation in arts and cultural

activities by people with disabilities across Northern Ireland with a maximum 100% funding of £30,000 per project available.

It was reported to the Committee in February 2019 that an application to DfC for £29,000 to replace the Old Courthouse Theatre doors had been submitted and approved with the new doors installed as required by the funding by end March 2019. It was further reported to Committee in November 2019 that a further three applications to the fund for a Mobility Scooter Hub, Sound equipment for Theatre at The Mill and Trail in V36 at the Valley had been successful achieving funding of approx. £80,000 for the three projects. All projects were completed by March 2020.

Members were advised that the DfC had invited applications for funding once again from their Access and Inclusion Programme for 2020/21 with 100% funding still available with applications to be submitted by 11 September 2020. Eligible projects must be delivered by end March 2021. The eligibility criteria of the scheme had been widened to include recreation venues.

Members were reminded that a DfC Review on the Access and Inclusion programme had been submitted to the Department and this review was approved at the June 2020 Committee. At this meeting Members expressed a desire for consultation with the disability sector to be carried out in order to inform any future applications to this fund.

Members were advised that a consultation process was carried out in August to identify potential Access and Inclusion projects, ideas and works which would improve access to arts culture and recreation facilities for people with disabilities. Equally the consultation was open to ideas from constituted groups with their own property who had a small capital project in mind that would improve access and inclusion to arts, culture and active recreation in the community.

The survey responses identified a number of non-capital projects that had been referred to the relevant Head of Service for consideration in future service delivery but were ineligible for this grant process. V36 at The Valley was highlighted as best practice and an excellent facility for access and inclusion with views expressed that Council should consider further opportunities for inclusive outdoor leisure provision. Some capital projects were proposed that were already at an advanced stage including, upgrading of play parks, which was currently underway with circa £400,000 spend planned for September 2020. A number of other projects identified were not deliverable under the scope of works and budget available at this time.

Members were advised that officers had submitted applications to the DfC Access and Inclusion Fund for 2020/21 for the following projects:

Hazelbank Park Sensory Garden – Creation of a sensory garden in this park which will provide wheelchair access, raised beds and sensory planting to enhance the experience of this Park for people with various disabilities. It was estimated that the project will cost up to £30,000.

Antrim Castle Gardens – Creation of accessible and sensory garden areas within Clotworthy House which will benefit both the Friends of Antrim Castle Gardens volunteer group who have many members with access needs and any visitors to the Gardens with a range of disabilities. It was estimated that this project will cost up to £30,000.

Museum at The Mill Entrance Doors – The large wooden entrance doors from the civic square are in need of replacement and are currently not accessible to wheelchair users and those with other mobility challenges. It was estimated that replacement doors will cost £15,000.

Valley Park – ½ Km of new accessibility trails at northern end of Park– to address Disability Sport NI and Valley Parkrun requirements. It was estimated that this project will cost up to £30,000.

Rea's Wood – improving accessibility from Antrim Loughshore Park – this stretch of trail is frequently undermined by winter storms, proving impassable for people with mobility issues and wheelchairs. Previous funding allowed us to upgrade part of the section closest to Rea's Wood. This project would allow us to storm proof the remaining section closest to the carpark, and was estimated to cost up to £15,000.

Threemilewater Park – extension of accessibility trails into meadow grassland area. The new trail will connect with the Newtownabbey Way, and forms part of the overall masterplan for the site. It was estimated that this project will cost up to £30,000.

The outcome of the applications would be reported to a future meeting of Committee.

Proposed by Councillor Smyth  
Seconded by Councillor Finlay and agreed that

**applications to the DfC's Access and Inclusion Programme 2020/2021 for accessible and sensory gardens at Hazelbank Park and Antrim Castle Gardens, replacement doors to Museum at The Mill, and accessibility trails at Valley Park, Rea's Wood and Threemilewater Park, to a total value of £150,000 be retrospectively approved.**

*ACTION BY: Ursula Fay, Head of Arts and Culture/ Ivor McMullan, Head of Parks*

### **3.14 CP/CP/074 MULTI AGENCY SUPPORT HUB**

Members were reminded of the ongoing work of the Multi-Agency Support Hub (MASH) that was established within Antrim and Newtownabbey Borough in July 2017. The Support Hub aims to provide vulnerable individuals with the right support at the right time via the most appropriate organisation.

The Antrim and Newtownabbey MASH is led by the Council's PCSP Co-ordinator and includes representation from statutory organisations. This



includes Policing & Community Safety Partnership, Police Service of Northern Ireland, Northern Ireland Fire & Rescue Service, Northern Ireland Housing Executive, Youth Justice Agency, Northern Health & Social Care Trust, Northern Ireland Ambulance Service, Northern Ireland Probation Board & Council (Environmental Health).

Following the launch of the Support Hub, the Department for Justice provided an annual financial contribution of up to a maximum of £3,600 per annum, towards their administration costs of the Hub for up to three years. It was anticipated the Hubs would have proved their worth and be subsumed within normal running costs of Council operations after this initial three year period.

The Department of Justice had recently written to the Council (circulated) to advise that the three year funding period for the Support Hub will end on 30 September 2020.

Since its inception in July 2017 the MASH has received 103 referrals, of these 84 were accepted. The Antrim and Newtownabbey MASH currently had 8 live cases, where service users are receiving continuing support and 8 review cases (service users who had already benefitted but were monitored for a period of time). There have been 36 service user cases closed.

Proposed by Councillor McClelland  
Seconded by Councillor Goodman and agreed that

**the Multi Agency Support Hub administration costs be subsumed within normal running costs of the Community Planning Department.**

*ACTION BY: Ronan McKenna, Community Planning Manager*

## **4 ITEMS FOR INFORMATION**

### **4.1 CP/CD/347 SCHOOL UNIFORM RECYCLE PILOT UPDATE**

Members were reminded of the decision taken in February 2020 to develop a school uniform recycle pilot scheme. Despite disruption to planning with the COVID-19 pandemic, Officers were able to identify three existing community based schemes and support four new community based schemes across the seven DEAs. This allowed complete DEA coverage with a scheme accessible to the public in each DEA. The following schemes committed to the pilot:

- First Antrim Presbyterian Church\*
- Crumlin Community Hub\*
- Carnmoney Presbyterian Church\*
- Dunanney Centre, Rathcoole
- Monkstown Village Centre
- TIDAL, Toome House
- St John's Church of Ireland, Ballyclare

(\*scheme already established but formed part of the Borough-wide pilot)

From 20 – 24 July, all locations received donations of uniforms from the public. The campaign was amplified and marketed on Councils website and social media platforms. The week that followed, allowed a quieter time for the volunteers at the schemes to sort and tidy uniforms and prepare for collections.

Access to the public to receive the recycled uniforms was then available from 3 - 7 August at all venues. An appointment system at the venues allowed for both social distancing to be accommodated and also provided a level of privacy for those concerned about the stigma of accessing recycled uniforms. With the success of the schemes, all venues were able to extend the collection period for another week until 14 August, with many of the venues choosing to retain any remaining stock to continue to support their communities based on need throughout the year.

As a Borough wide pilot there is a lot of learning to come from the schemes and a full evaluation would be carried out with each Group during September. Initial discussions had indicated some potential gaps that may still exist in areas and possible solutions to filling these gaps. Links between the schemes had also started to improve and this was an element that Officers were keen to explore further into 2021 to strengthen the provision of the schemes. A full report following the evaluation with the Schemes would be brought to the Community Planning Committee at a later date.

The Director of Community Planning clarified that, following the evaluation, consideration would be given to broadening the scheme out to other locations.

Proposed by Councillor McClelland  
Seconded by Councillor Goodman and agreed that

**the report be noted.**

NO ACTION

#### **4.2 CP/CP/026 COMMUNITY PLANNING PARTNERSHIP MEMBERSHIP**

In May 2019 Members appointed 10 Members to the Community Planning Partnership for the term of Council using d'Hondt and agreed that the Chair of the Community Planning Committee also be the Chair of the Community Planning Partnership.

Members were nominated to the Community Planning Partnership for the Term of Council as follows:-

	<b>PARTY</b>	<b>NOMINATION</b>
1	DUP	Cllr S Ross
2	UUP	Cllr L Smyth
3	Alliance	Ald J McGrath
4	DUP	Cllr M Cooper (Chair)
5	Sinn Fein	Cllr A Logue
6	DUP	Ald M Girvan
7	UUP	Cllr V McWilliam

8	SDLP	Cllr R Wilson
9	Alliance	Cllr G Finlay
10	DUP	Cllr M Magill

Proposed by Councillor Magill  
Seconded by Councillor McWilliam and agreed that

**the membership of the Community Planning Partnership be noted.**

NO ACTION

*Alderman McGrath left the meeting.*

#### **4.3 CP/CP/009 CORRESPONDENCE TO THE HEALTH MINISTER, ROBIN SWANN MLA**

Officers had received a copy of correspondence from Alison McCullagh, CEO of Fermanagh & Omagh District Council, to the Health Minister, Robin Swann MLA on the subject of domiciliary care services across Northern Ireland.

The correspondence was circulated for Members' information.

Proposed by Councillor Robinson  
Seconded by Councillor Dunlop and agreed that

**the correspondence be noted.**

NO ACTION

#### **4.4 CP/GEN/019 COMMUNITY PLANNING SECTION - PARTNERSHIP MINUTES**

Members were advised that the quarterly update Partnership Minutes as listed below can be viewed in the electronic folder called "**Partnership Minutes for Members Information**" on your I pads.

<b>Community Development</b>		
<b>File Ref</b>	<b>Date of Meeting</b>	<b>Name of Partnership</b>
D/Gen/91	-	Antrim & Newtownabbey Citizens Advice Bureau
D/CSP/48	20/02/2020 – Public Meeting  29/01/2020 – Full Partnership	Antrim & Newtownabbey Policing & Community Safety Partnership (PCSP)
D/DP/67	05/05/2020	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	20/01/2020	Grange Neighbourhood Renewal Partnership

	-	Joint Cohesion Group
CP/GR/43	-	Traveller Issues Local Government Partnership

Proposed by Councillor Magill  
 Seconded by Councillor Dunlop and agreed that

**the Partnership Minutes be noted.**

NO ACTION

#### **4.5 HR/GEN/033 CP/CP/009 CORRESPONDENCE FROM WOMEN'S AID**

Officers had received a copy of correspondence from Rosemary Magill MBE, Women's Aid on the subject of Women's Aid ABCLN support work with children and young people.

The correspondence was circulated for Members' information.

Proposed by Councillor Finlay  
 Seconded by Councillor Goodman and agreed that

**the correspondence be noted.**

NO ACTION

#### **4.6 AC/ACG/012 TOURISM NORTHERN IRELAND GOOD TO GO CERTIFICATE**

Members were reminded that the general recovery of additional visitor services at Antrim Castle Gardens from 1 August 2020 was approved at the July 2020 Council meeting. As part of this a variety of COVID-19 secure measures were put into place to ensure that Executive guidance on the operation of visitor attractions during recovery was fully complied with and visitors were given every reason to feel confident about the management and operation of the attraction during recovery.

Members were advised that the UK wide tourism industry standard 'We're Good to Go' has been recently launched UK wide and is a mechanism to provide reassurance to customers and demonstrate commitment to implementing relevant government and public health guidance in relation to COVID-19.

Tourism Northern Ireland (TNI) working in partnership with Visit England, Visit Scotland and Visit Wales had developed this standard to ensure a common approach across the UK to provide reassurance that safe working guidelines in relation to COVID-19 have been adopted.

Businesses operating within the visitor economy including accommodation, visitor attractions, restaurants and pubs, business conference and events

venues and tour and coach operators were currently eligible to apply for the 'We're Good To Go' industry standard.

An application for 'We're Good To Go' was submitted for Antrim Castle Gardens and Members were advised that this has been successful. The certificate was circulated for Members' information. This can be displayed at the venue and online and be used in marketing activities.

The accreditation is free and requires agreement from organisations to operate in accordance with national guidance, including the social distancing and cleanliness protocols that must be in place. There will be a process of spot checks for establishments that join "We're Good to Go".

Proposed by Councillor Finlay  
Seconded by Councillor Smyth and agreed that

**the 'We're Good To Go' status achieved for Antrim Castle Gardens be noted.**

*NO ACTION*

#### **4.7 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-30 JUNE 2020**

##### **BUILDING REGULATIONS**

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

##### **Applications Received**

	<b>JUNE</b>	<b>JULY</b>
<b>Full Plans</b>	51	47
<b>Building Notices</b>	46	88
<b>Regularisation Certificates</b>	24	51

##### **Full Plans**

	<b>JUNE</b>	<b>JULY</b>
<b>Approvals</b>	18	14
<b>Rejected applications requiring resubmissions</b>	48	25

##### **Commencements, Completions & Inspections**

	<b>JUNE</b>	<b>JULY</b>
<b>Commencements</b>	152	148
<b>Completions</b>	87	84

##### **Inspections**

	<b>JUNE</b>	<b>JULY</b>
<b>Total Site Inspections were carried out</b>	641	697

	<b>JUNE</b>	<b>JULY</b>
<b>Regularisation Certificates issued</b>	16	15

**Building Notice**

	<b>JUNE</b>	<b>JULY</b>
<b>Completion Certificates issued</b>	25	28

**Property Certificates**

	<b>JUNE</b>	<b>JULY</b>
<b>Number Received</b>	113	183
<b>Number Issued</b>	88	188

**Income**

	<b>June</b>	<b>July</b>
Plan Fees Received for Month	£ 12412.75	£ 11004.00
Inspection Fees Invoiced for Month	£ 33058.38	£ 17221.05
Building Notice Fees Received for Month	£ 3986.00	£ 7200.00
Regularisation Fees Received for Month	£ 1951.20	£ 4404.60
Property Certificate Fees Received for Month	<u>£ 7980.00</u>	<u>£ 12740.00</u>
<b>TOTAL</b>	<b>£ 59388.33</b>	<b>£ 52569.65</b>

	<b>Projected Income To Date</b>	<b>Year to Date Actual Income</b>
<b>June</b>	£230,564	£111,648
<b>July</b>	£262,916	£161,767

**Postal Numbering & Development Naming**

	<b>JUNE</b>	<b>JULY</b>
<b>Numbers of official postal numbers issued</b>	72	41
<b>Number of new developments named</b>	1	4

**LPS Partnership**

	<b>JUNE</b>	<b>JULY</b>
<b>Property details surveys completed</b>	3	3

Proposed by Councillor Ross  
 Seconded by Councillor Magill and agreed that

**the report be noted.**

*NO ACTION*

**PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Robinson  
 Seconded by Councillor Dunlop and agreed that

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

The Chairperson advised that the live stream and audio recording would cease at this point.

## 5. ITEMS IN CONFIDENCE

### 5.1 **IN CONFIDENCE** PBS/BC/001 BUILDING CONTROL RECOVERY PLAN

Members were aware that the furlough scheme has been utilised for the building control team since May 2020, on a 3-week rotation basis 50% of the Building Control surveyors are on furlough with 35% of the business support team on furlough.

Officers had monitored the workloads for both Building Regulations and property certificate works and compared it to the same period in 2019.

- The number of full building regulations applications and property certificates applications have increased steadily in June and July and continue on the same trend for August. The number of full plans building regulations applications received reaching 78% of last year's total for April to July.
- Inspections completed by the team in June and July are 79% of the last year's rate of inspection.
- Income for the last two months (June and July) is at 81% when compared with last year for the same period.

	June 2020 (June 2019)	July 2020 (July 2019)
Building regulations Full Plan Applications	51 (50)	47 (49)
Building Regulations Building Notices	46 (134)	88 (94)
Building Regulations Regularisations	24 (52)	51 (59)
Building Regulation site inspections	639 (910)	696 (788)
Property Certificate applications	113 (232)	183 (222)
Income	£59,388.33 (60,574.84)	£52,569.65 (77,304.81)

The Business support team support the delivery of a range of services to the customer and the reduced number is impacting the previous high levels of customer service provided.

Energy performance of building regulations is not being addressed beyond a small amount of online checking currently due to the other workload demands and no longer having a placement student to complete the works.

In order to meet the growing demands of the customers it is proposed that Building Control staff return from furlough to meet the operational needs of the service.

Proposed by Councillor McWilliam  
Seconded by Councillor Wilson and agreed that

**staff return from furlough, as and when required, to meet the operational needs of the service.**

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

## **5.2 IN CONFIDENCE AC/EV/007 ENCHANTED WINTER GARDEN LIGHTING CONTRACT**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED] The Community Planning Committee on 9 June 2020 decided to defer a decision. The original report (AC/EV/007) was circulated for Members' information.

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

It was not currently clear when events of this scale would be able to run again but the NI Executive's Coronavirus Recovery Plan suggested that events such as sports events with unrestricted spectator numbers are likely to be in Step 5 with no current indication of a date.

The current guidance for outdoor gatherings from NI Direct is below for Members' information.



Source: <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-family-and-community>

Date: 2/9/2020

### **Coronavirus (COVID-19) regulations guidance: family and community**

#### **Meeting outdoors**

Up to 15 people can meet up outdoors but you should maintain social distancing by being at least two metres apart.

Social distancing is essential to prevent further waves of the epidemic. You should avoid visiting places such as seaside resorts and popular beauty spots whenever there is a chance that large numbers of people will converge and crowds will form. Restrictions on gatherings

The 15 person limit for gathering does not apply to gatherings of a particular nature, including those organised for cultural, entertainment, recreational, outdoor sports, social, community, educational, work, legal, religious or political purposes. The organiser must have carried out a risk assessment which meets the requirement of the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and take all reasonable measures to limit the risk of transmission of the coronavirus. The 15 person limit does apply to gatherings relating to indoor sports.

Typically this event involves an expenditure of £[REDACTED] and income of £[REDACTED] with a net subvention from Council of around £[REDACTED]. Expenditure could be reduced to around £[REDACTED] for a reduced scale event but this when combined with the requirements for social distancing would have a very significant impact on income generation with the likely maximum income being around £[REDACTED]. Therefore a reduced scale event was likely to still require financial support from the Council of around £[REDACTED].

Given the above guidance from the NI Executive it was difficult to see how it would be possible to run an event of sufficient scale to make it financially viable.

Delivering an event of this scale within all the public sector procurement requirements requires at least a four-month lead in time with a team of suitable experienced staff. Currently most staff in the Arts and Culture Team with experience of organising this event are on furlough until the end of October.

Members were advised that The Enchanted Forest event in Pitlochry Scotland has been cancelled for 2020 and organisers of the Winter Wonderland held annually in Hyde Park London had in recent days also announced cancellation of their event for 2020. Both cancellations are as a result of COVID-19 and the ongoing challenges and uncertainty the pandemic continues to have upon events.

In effect there are therefore 2 options for Enchanted Winter Gardens in 2020

### **OPTION 1**

Take a contract holiday and offer the contractor the opportunity to run the event for one year at his cost and risk (if willing to do so). Add an additional year to the end of the 3 year contract term.

### **OPTION 2**

Take a contract holiday and cancel the event for 2020 with an additional year added to the end of the 3 year contract term.

Members of the Committee paid tribute to the Enchanted Winter Garden team for all their work over the last number of years on building up the event to its current highly-regarded status.

Proposed by Councillor Dunlop  
Seconded by Councillor Wilson and agreed that

**Option 2, to take a contract holiday and cancel the event for 2020 with an additional year added to the end of the 3 year contract term, be taken forward.**

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

## **5.3 IN CONFIDENCE CP/GR/118 GOOD RELATIONS AUDIT & STRATEGY**

Members were reminded that the 2020/21 Good Relations Action Plan submitted to The Executive Office, includes a budget of £10,000 for the delivery of the Good Relations Audit & Strategy 2020-2025, and associated Action Plan 2020-21.

The strategy developed through this process will reflect the Government's commitment to improving community relations and continuing the journey towards a more united and shared society. It outlines how Government, community and individuals will work together to build a united community and achieve change against the following key priorities:

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

A procurement opportunity was issued on 17 July 2020, and closed on 31 July 2020, from which two submissions were received. Following an Assessment Panel of Council Officers held on 10 August 2020 Sector 3 Solutions were appointed to deliver the Good Relations Audit & Strategy having received a score of 85.7%. The cost of the contract is £10K which will be paid for from The Executive Office funding for Council's Good Relations Action Plan.

Sector 3 Solutions will deliver the commission utilising the following process:

1. Development of a draft survey for circulation - August 2020
2. Desktop research - August/ September 2020

3. Survey distributed - September 2020
4. Survey feedback analysed - September/ October 2020
5. Facilitation of 7 DEA based events - October/ November 2020
6. Engagement with elected representatives and other key stakeholders - October/ November 2020
7. Final Good Relations Audit & Strategy 2020-2025, and associated Action Plan 2021-22; to include presentation of findings and recommendations – December 2020.

Proposed by Councillor Robinson  
 Seconded by Councillor Goodman and agreed that

**the report be noted.**

*NO ACTION*

#### **5.4 IN CONFIDENCE ED/ED/107 THE GATEWAY CATERING LEASE**

At the Council meeting on Monday 24 August Members were advised of correspondence received from the lease holder of the restaurant at The Gateway Centre requesting that the Council grant permission for the following:

1. Fit out of the activity space and adjoining store to create a 38 seat coffee shop with full counter provision inside and a counter also facing externally to deliver a takeaway offer.
2. Permission to access the exhibition space for additional restaurant seating on a short term basis to assist with social distancing in the restaurant which is restricting usual capacity.
3. Permission to convert the balcony off The Boathouse restaurant to an indoor/outdoor dining space with modifications to the balcony height.

Members agreed to requests numbered 2 and 3 but asked for more information about the current restaurant lease in relation to request number one as follows:

##### **Repair and Maintenance conditions:**

The franchisee is responsible for the cleaning, repair and maintenance of the rented area and the Council's equipment.

##### **Is the tenant required to pay rates?**

The tenant is responsible for paying the rates on the rented areas.

##### **Details on the term of the lease, break clauses and rent reviews:**

The initial term is for 10 years with a break option after 5 years, which applies to both Council and Tenant ie either party could seek to terminate the lease at that stage.

There is no explicit provision in the lease for a rent review after five years however as indicated above, the parties have agreed a break clause after

five years, at which stage the Council could consider the position regarding the lease based on an updated valuation.

**Comparison of the M<sup>2</sup>rentable value of this commercial space when compared to that charged for community use:**

The Council charges £■■■■ /m<sup>2</sup> /annum for office rental in The Dunanney Centre based on a fee structure agreed by Members in 2018 and this includes fittings, furniture, heat, light and cleaning. The rent achieved by an open competitive process for the restaurant space is £■■■■/M<sup>2</sup>/annum plus rates, utilities and fit out costs.

The rental value for the restaurant space followed a valuation carried out by Land and Property Services (LPS) and thereafter a tender process. For this new proposal, officers instructed agents to obtain valuations and following detailed discussions, had now received a rental valuation from both LPS and a commercial estate agent. The range of rent proposed was between £■■■ and £■■■ / annum

The commercial agent recommended a stepped rent to reflect the seasonal nature of the business, the ongoing impact of COVID-19 and the cost of fit out.

The proposed stepped rent values are as follows:-

Y1 - £■■■■  
Y2 - £■■■■  
Y3 - £■■■■  
Y4 - £■■■■(and thereafter)

Members were reminded that the current restaurant lease gives the leaseholder exclusive catering rights to the Lough Shore area so there is no current opportunity to test the market for additional catering provision at The Gateway. It was proposed to grant permission to The Boathouse leaseholder to proceed with plans for the activity space on the following basis:

- All plans to be submitted to the appropriate Council sections for their review and approval prior to the commencement of any works and works to be completed to the Council's reasonable satisfaction
- All required statutory approvals to be in place prior to commencement of any works or trading
- All costs to be covered by the leaseholder in relation to the fit out, maintenance, cleaning and repair
- The lease to end at the same date as the restaurant lease and have a coterminous break clause
- Rent of a value within the range of £■■■ to £■■■ per annum to be agreed by the Council
- The tenant will be responsible for all utility costs, including rates.
- Applying the same rate as the restaurant space would achieve a rent of £■■■■/annum.

In response to queries from Members the Director of Community Planning clarified that the space had originally been intended for a recreational

offering such as a soft play area but when tested at market, no suitable proposition was identified.

Proposed by Councillor Goodman

Seconded by Councillor Dunlop and agreed that

- **The Boathouse restaurant leaseholder be granted permission to develop the Activity Space and adjoining store at The Gateway Centre into a 38 seat coffee shop, kitchen and take away;**
- **an annual rent as recommended by the commercial estate agent be approved as follows:**
  - Y1 - £[REDACTED]
  - Y2 - £[REDACTED]
  - Y3 - £[REDACTED]
  - Y4 - £[REDACTED] (and thereafter)

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

## **5.5 IN-CONFIDENCE FI/PRO/TEN/326 TENDER FOR PROVISION OF MECHANICAL PLANT IMPROVEMENTS AT ANTRIM FORUM AND SIXMILE LEISURE CENTRES**

At the Operations Committee meeting held on Monday 7 October 2019 the Council an estimated budget of £[REDACTED] for works and fees for the provision of Mechanical Plant Improvements at Antrim Forum and Sixmile Leisure Centres was approved. This project was suspended with most of the Capital Programme as part of cost saving measures linked to COVID-19. However, Property Services advise that the existing plant is in danger of failure.

### **PROJECT SCOPE**

The scope for the scheme includes the following elements:

- Sixmile Leisure Centre – replacement of the existing boiler plant from oil fired to natural gas and conversion of the existing biomass boiler to a pellet feed boiler
- Antrim Forum Leisure Centre – replacement of the existing combined heat and power unit

### **PROCUREMENT**

This tender opportunity was made available on eSourcingNI on 10 January 2020. Five completed Pre-Qualification Questionnaires (PQQs) were received on 6 February 2020 and referred to the evaluation panel for assessment. The PQQ responses were evaluated using the criteria of general information, past performance, economic and financial standing, professional conduct, health and safety, declarations and technical ability. All five contractors PQQ responses were assessed as a 'Pass' and all five were selected for Invitation to Tender (ITT).

Invitation to Tender (ITT) documents were issued to the five contractors on the 2 March 2020. Three fully completed tenders were received by the closing date of 29 April 2020.

## TENDER ANALYSIS

The three returned tenders were arithmetically checked and evaluated on the basis of tender assessment total price only. Devlin Mechanical Limited submitted the lowest acceptable tender assessment total price submission as detailed below:

Contractor	Tendered Total of the Prices (excl. VAT)	Model Compensation Event Total* (excl. VAT)	Tender Assessment Total Price (excl. VAT)
Devlin Mechanical Limited	£[REDACTED]	£[REDACTED]	£[REDACTED]

*\*The model compensation event is included in the evaluation exercise to assess the cost impact of change resulting from potential future compensation events (variations due to unforeseen items). It includes costs for people, materials and equipment.*

No errors have been found in the Tendered Total of the Prices from Devlin Mechanical Limited. The tender is competitive and represents value for money. The contractor has confirmed they can deliver the works to the specification for the prices tendered.

## PROGRAMME

Following the appointment of the contractor, works were anticipated to commence on site in November 2020, with completion in February 2021.

## OTHER ISSUES

A natural gas supply is required for the Sixmile Leisure Centre at a cost of £[REDACTED]. On payment of the invoice, there is a 12 week lead in time for order and delivery of materials. Infrastructure work for the gas installation is required before connection of the new mechanical plant.

## COST SUMMARY

The current approved budget for Fees & Works is:

£[REDACTED]

Tendered Total of the Prices	£[REDACTED]
Model Compensation Event Total	£ [REDACTED]
Tender Assessment Total Price	£[REDACTED]
Professional fees: Fees – Semple & McKillop Ltd.	£ [REDACTED]
Firmus gas supply	£ [REDACTED]
Client contingency	£ [REDACTED]
<b>Total predicted outturn project cost</b>	<b>£[REDACTED]</b>

Based on the experience of previous refurbishment schemes the risk of unforeseen issues was higher than normal. To address this, it was prudent to allow an additional client contingency and a sum of £[REDACTED] had been allowed in the cost plan above. This would only be expended if necessary.

Proposed by Councillor Magill

Seconded by Councillor Goodman and agreed that

- i. the tendered total of the prices of £[REDACTED] (excl. VAT) from Devlin Mechanical be approved giving a tendered assessment total price of £[REDACTED] (excl. VAT) subject to satisfactory clarification of the tender queries;
- ii. mains gas supply installation by Firmus Gas of £[REDACTED] be approved;
- iii. the total predicted outturn cost (works and fees) of £[REDACTED] be approved.

*ACTION BY: Claire Minnis, Projects Development Manager*

## 5.6 **IN CONFIDENCE** ED/ED/127 VOL2 LANDS AT STEEPLE AND SPRINGFARM

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Proposed by Councillor Dunlop  
Seconded by Councillor Smyth and agreed that

- (i) [REDACTED]
- (ii) [REDACTED]
- (iii) [REDACTED]

*ACTION BY: Majella McAlister, Director of Economic Development & Planning*

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

Proposed by Councillor Finlay  
Seconded by Councillor Smyth and agreed that

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

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

There being no further committee business the Chairperson thanked everyone for their attendance and for adhering to the social distancing restrictions. The meeting concluded at 7.40 pm.

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**MAYOR**

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