

**LEISURE & DEVELOPMENT COMMITTEE MEETING  
TUESDAY 16 NOVEMBER 2021**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>1.</b>	Apologies	<i>Nil</i>
<b>2.</b>	Declarations of Interest	<i>Councillors Anderson, Callan, Holmes, MA McKillop, McQuillan,</i>
<b>3.</b>	Minutes of Leisure and Development Committee Meeting held Tuesday 19 October 2021	<i>Confirmed</i>
<b>4</b>	Any Other Relevant Business Notified In accordance with Standing Order 12 (o)	
<b>4.1.</b>	Riverside Theatre (Alderman Boyle)	<i>To recommend that Council do nothing and await the outcome of the current review being carried out by the Ulster University, expected to be complete in January 2022.</i>
<b>5.</b>	CCG Heritage Trust	<i>Recommend that the report is deferred until Causeway Coast and Glens Heritage Trust have had the opportunity to present to Council.</i>

6.	Strategic Review of Council Tourism Events	<b>Recommend to Council the approval of the 10-year strategic approach as outlined in this report for the Tourism Event remit for Causeway Coast and Glens Borough Council and that the Head of Tourism and Recreation revise the criteria specific to community events.</b>
7.	Community Festival Fund	<b>Recommend to Council approve awards for funding through Community Festivals Fund</b>
8.	Food Essential Supplies Fund	<b>Recommend to Approve awards for funding through the Sustainable Food &amp; Essential Supplies Grant Programme</b>
9.	Northern Ireland 100 Terms of Reference	<b>Recommend that the Terms of Reference for the NI 100 Working Group be amended to include the development of potential events and activities which seek to mark the Queen's Platinum Jubilee, extending the remit and timeframe of the group, subject to legal advice at the Council meeting.</b>
10.	Growth Deal Governance and Levelling Up Fund	<b>Recommend approval of: Section 75 Screening; The Project Management Governance Summary and appendices in the Members Working Group portal</b>

		<p><b>The Executive Programme Board Minutes of the meeting of 13<sup>th</sup> October 2021 in the Members Working Group portal;</b></p> <p><b>Delegated Authority to the Shadow Executive Programme Board for up to £30k per decision for Growth Deal and Levelling Up Fund project development costs within agreed budget limits.</b></p>
11.	4C UR Future Live Event	<p><b>Recommend that Council approve Causeway Coast and Glens Borough Council's participation in the 4CUR FUTURE Live event for the Borough in June 2022 by signing the partnership agreement.</b></p>
12.	Sport and Wellbeing Annual Review	<b>Information</b>
13.	PEACE Plus Update	<b>Information</b>
14.	Riverside Theatre	<b>Information</b>
15.	Correspondence	
15.1	Conradh na Gaeilge	<b>Proposal Lost</b>
15.2	Andrew Bonar Law Memorial Project	<p><b>Recommend that a report be presented at the December committee and request a presentation from Andrew Bonar Law Memorial Project</b></p>
16.	Matters Reporting to the Partnership Panel	<b>Information</b>
17.	Consultations	<b>Information</b>

	<b>'IN COMMITTEE' (Items 18-26)</b>	
18.	Leisure and Development 6 month Financial Position	<b>Information</b>
19.	Rural Business Development Scheme	<b>Information</b>
20.	Awarding Contracts for DFC Additional Funding	<b>Information</b>
21.	Burnfoot Sports Pitch Project	<b>Information</b>
22.	Lower Bann Cruiser Appointment	<b>Recommend that Council appoint Lower Bann Cruises Ltd as the most successful bid to operate a leisure cruiser hire business at Drumaheglis Marina for one year from 1 April 2022, and extend it by a further four years, subject to an annual review after 12 months.</b>
23.	HALP Grounds Maintenance Equipment	<b>Recommend that Council purchase of two Toro 77265TE mowers against the trade in of two existing mowers at a net cost to Council of £23,000 + VAT from Cyril Johnston and Company Ltd.</b>
24.	HALP Fees and Charges	<b>Recommend to Council Option 2 – An increase based on average CPI (1.6%)</b>
25.	Lands at Mountsandel Coleraine	<b>Recommend to Council Option 2, whereby Council negotiates to purchase the lands at and avail of grant assistance under the DAERA,</b>

		<b>Environment Challenge Fund 2021/22</b>
<b>26.</b>	William Dunlop Memorial	<b>Recommend that Council fund £13,867 to enable the William Dunlop Memorial project to be completed in The Council's Memorial Gardens</b>
<b>27.</b>	Any Other Relevant Business notified in accordance with Standing Order 12 (o)	
<b>27.1</b>	Limavady Memorial War Boards (Councillor Callan)	<b>Recommend that Council permanently display the war boards at Roe Valley Arts and Cultural Centre where they are currently on display.</b>
<b>27.2</b>	Ballycastle Masterplan (Councillor C McShane)	<b>Update</b>
	<b>Moved 'IN COMMITTEE' (during consideration of Item 27.3-27.4)</b>	
<b>27.3</b>	Airshow 2022 (Councillor C McShane)	<b>Recommend that the Airshow development budget for this financial year be increased to £50k.</b>
<b>27.4</b>	Ballylough Living History (Councillor C McShane)	<b>Update</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF  
THE LEISURE AND DEVELOPMENT COMMITTEE HELD  
IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS AND VIA VIDEO  
CONFERENCE, ON  
TUESDAY 16 NOVEMBER 2021 AT 7:00 PM**

**In the Chair:** Councillor McAuley (C)

**Members Present:** Alderman Baird (C), Duddy (C), Hillis (C), Knight McQuillan (R), Councillors Anderson (C), Bateson (R), Beattie (R), Callan (R), Holmes (C), McCaw (R), MA McKillop (R), C McShane (C), Nicholl (R), Watton (C)

**Non Committee Members In Attendance:** Alderman Boyle (Item 4.1)

**Officers Present:** R Baker, Director of Leisure and Development (C)  
M Quinn, Director of Corporate Services (R)  
P Thompson, Head of Tourism and Recreation (R)  
J Welsh, Head of Community & Culture (R)  
J Elliott, Interim Head of Prosperity and Place (R)  
N McGurk, Interim Head of Prosperity and Place (R)  
S McCartney, Holiday and Leisure Parks General Manager (R)  
L Scullion, Community Development Manager (R)  
R Gillen, Coast and Countryside Manager (R)  
H Perry, Museum Services Development Manager (R)  
K McMullan, Assistant Events Manager (R)  
J Beggs, SIB Project Manager (R)  
D Connolly, Arts Centre Manager (R)  
I Owens, Committee & Members Services Officer (C)

**In Attendance** A Lennox, Mobile Operations Officer (C)  
C Thompson, ICT Operations Officer (C)

Press 4 (no) (R)  
Public 3 (no) (R)

**Key:** (C) Attended in the Chamber  
(R) Attended Remotely

**SUBSTITUTIONS:** Councillor Beattie substituted for Councillor Schenning

The Chair read the remote meetings protocol at the beginning of the meeting:

*Welcome to the Leisure and Development Committee Meeting held on Tuesday 16<sup>th</sup> November 2021.*

*All those in attendance should be aware that the meeting will be audio recorded.*

*This includes when the meeting is in committee. The public session of the audio recording will be published on Council's website within 2 days of the meeting.*

*Elected Members are reminded that they are personally responsible for any comments that they make at the meeting.*

*Members of the press and public will be required to leave when the meeting goes into committee.*

*If anyone loses connection, please call the number which was sent to you by Democratic Services. The number can be found in the email with the meeting link sent yesterday, 15<sup>th</sup> November 2021.*

*Members, please use the chat facility if you wish to speak. For those in the Chamber, please wait until your microphone is switched on before speaking.*

*I would also remind all in attendance that the taking of photographs of proceedings or the recording of proceedings, other than by authorised officers, is prohibited.*

The Director of Leisure and Development undertook a roll call of committee members present.

## **ORDER OF BUSINESS**

The Chair advised that an item under Any Other Relevant Business notified in accordance with Standing Order 12 (o) from Alderman Boyle would be considered as Item 3 and that Agenda Item 25 – Metropole Park Lease Request will be deferred to December meeting to coincide with a presentation from CAUS.

## 1. APOLOGIES

There were no apologies recorded.

## 2. DECLARATIONS OF INTEREST

Councillor MA McKillop declared an interest in Item 5 – CCG Heritage Trust and Item 19 – Awarding Contracts for DC Additional Funding.

Councillor McQuillan declared an interest in Item 8 – Food Essentials Supplies Fund.

Councillor Anderson declared an interest in Item 8 – Food Essentials Supplies Fund.

Councillor Callan declared an interest in Item 15.2 – Correspondence from David Harding MBE, Secretary of The Andrew Bonar Law Memorial Project.

Councillor Holmes declared an interest in Item 15.2 – Correspondence from David Harding MBE, Secretary of The Andrew Bonar Law Memorial Project.

Having declared an interest, members did not participate in the discussion or vote.

## 3. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING HELD TUESDAY 19 OCTOBER 2021

Summary minute, previously circulated.

**AGREED** – to recommend that the Minutes of the Leisure and Development Committee meeting held Tuesday 19 October 2021 are confirmed as a correct record.

## 4. ANY OTHER RELEVANT BUSINESS NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O)

### 4.1 Riverside Theatre (Alderman Boyle)

*Given that the Riverside Committee is no longer meeting or operative, will the Council consider setting up a group of Councillors to liaise directly with the University of Ulster at Coleraine regarding the current situation and future of the Riverside Theatre?*



Alderman Boyle referred to the Riverside Committee, Chaired by the then Provost (Karise Hutchinson), which had not met for some time and that liaison by way of a working group should be set up as an alternative to the Riverside Committee. Alderman Boyle said it was important for liaison given the result of pending review and any decision taken this evening would be ratified in December which would be timely. At this stage of the meeting Alderman Boyle, not being a member of this committee invited her party colleague, Councillor McCaw to make a proposal.

Councillor McCaw concurred with Alderman Boyles remarks and suggested that communication needed to be re-established so informed decisions could be made.

Alderman Baird concurred with the remarks made by Alderman Boyle and Councillor McCaw and spoke of the significance of the association of the town with the University and felt that the link between the two was important and a benefit to young people

Proposed by Councillor McCaw  
Seconded by Alderman Baird

- to recommend that Council set up a Working Group comprising Council members to discuss Riverside Theatre, to facilitate direct liaison on the current situation and the future of the Riverside Theatre.

Councillor Callan referred to an invitation extended to Ulster University to present to Council which was declined and to the review currently being undertaken by the University which was not yet complete. Councillor Callan referred to legacy arrangements in place, whereby Ulster University were providing a service which Council could not provide. Given that the facility is not currently running and required financial investment to see it come to fruition, Councillor Callan stated providing funding to this was not helpful towards Council delivering their outcomes.

Councillor Holmes suggested that Council write to the Ulster University requesting an update and clarity on queries raised.

Alderman Duddy concurred with these remarks saying the facility currently being funded was closed and not operational and that another working group would not resolve the current situation as Council already had a line of communication.

Councillor Watton concurred with Alderman Duddy's remarks.

#### Amendment

Proposed by Councillor McQuillan  
Seconded by Alderman Duddy

- to recommend that Council do nothing and await the outcome of the current review being carried out by the Ulster University, expected to be complete in January 2022.

The Director of Leisure and Development advised members could receive an update from the Head of Community and Culture at this point in the meeting or discuss item further as tabled on agenda. The Chair suggested the update be received at this time.

The Head of Community and Culture advised there was no further update in addition to the advice received advising that Ulster University were passing up on opportunity for funding based on the outcome of the review in January when further communication would take place.

At the request of Councillor McQuillan the Head of Community and Culture provided historic and average costs of funding the Riverside Theatre which was an average of £107.5k - £115k annually from 2015 or earlier.

Councillor Nicholl suggested there was a communication issue which needed resolved and asked that Mr Malachy O'Neill from Ulster University be invited in the New Year to present to Council. The Chair sought clarity from members that this was acceptable and agreed that this should take place.

The Chair put the amendment to the Committee to vote  
11 Members voted For; 4 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried.

## **5. CAUSEWAY COAST AND GLENS HERITAGE TRUST**

Report, previously circulated was presented by The Head Tourism and Recreation.

### Purpose of Report

The purpose of this report is to provide Elected Members with an update on the work of the Causeway Coast and Glens Heritage Trust (CCGHT) for the financial period 2020 - 2021 and to outline options for potential funding for the current financial year up until 31 March 2022.

### Background

Causeway Coast and Glens Borough Council funded Causeway Coast & Glens Heritage Trust (CCGHT) for the period of 1st April 2020 – 31<sup>st</sup> March 2021. The total amount of funding awarded was £35,000. This was awarded subject to the delivery of four key activity areas:

- Delivering opportunities to experience the Causeway Coast and Glens Council area's unique outdoor and heritage through public events.

- Administration of AONB Management Plans for the Antrim Coast and Glens AONB, Binevenagh AONB and Causeway Coast AONB.
- Administration of the Giant's Causeway & Causeway Coast World Heritage Site Steering Group and Action Plan.
- Support Council with the delivery and promotion of biodiversity related projects, engagement with landowners and establishing a volunteer programme.

The outputs from the 2020/21 work plan were reviewed by the Coast and Countryside Team and the Funding Unit. It has been confirmed that these outputs have been completed as agreed, except for one activity that relates to a review of the Causeway Coast Way Walking Experience. Officers would recommend that, subject to approval, this will be carried over as work that requires completion into the 2021/22 Agreement. Annex A (previously circulated) details the work delivered by the CCGHT, as agreed by Council, for the period 1/4/2020 to 31/3/2021.

The focus of CCGHT continues to be based around the development and implementation of environmental and landscape management plans including the Areas of Outstanding Natural Beauty (AONB); Binevenagh, the Causeway Coast and the Antrim Coast and Glens. CCGHT also has a role working on a regional basis to develop awareness of environmental management and to promote sustainable tourism.

Council's Coast and Countryside remit continues to be complimented by the activities provided by CCGHT. In addition, any financial transaction will be based on a single tender action for services that only the CCGHT can provide as specialists in this area of work. These services include the following.

- Developing sustainable and effective partnerships such as the World Heritage Site Steering Group and implementation of the new World Heritage Site plan for Giant's Causeway and Causeway Coast WHS.
- Key partner in the £4.5 million EU LIFE Rathlin project which focuses on natural heritage and community.
- Delivering protected area management provision through action plans for Antrim Coast & Glens, Binevenagh and Causeway Coast AONBs. New 10-year action plan for the Antrim Coast & Glens launched in September 2021.
- Ensuring best practice in sustainable development principles delivered through the AONB action plans and assessing the development potential of a Co. Antrim Geopark.
- Undertaken accessibility audits at nine key outdoor sites to better facilitate a variety of mobility and access needs for residents and visitors.
- Deliver sustainable, efficient, and effective core activity/management for CCGHT.
- Facilitating the delivery of a range of projects through the Binevenagh & Coastal Lowlands Landscape Partnership Scheme £3.4 million investment in the project area.

- Undertaking community engagement as part of the Binevenagh & Coastal Lowlands Landscape Partnership, with respect to outdoor recreation and heritage.

Council's financial support continues to play a vital role in sustaining CCGHT. Council's commitment will be subject to funding made available from NIEA, Tourism NI and Mid and East Antrim, who have all made an allowance for financial contribution for agreed services as in previous years.

#### Update on proposals

Council officers, in consultation with CCGHT, have developed a proposed activity plan for Elected Members consideration which identifies outputs for the current financial year 2021/2022 provided in Annex B (previously circulated). This builds on the existing work identified by Council and CCGHT, ongoing activity that is necessary with respect to AONB and World Heritage Site planning, and also reflects work identified within CCGHT's operational plan.

In addition, the work plan reflects new activity which is considered appropriate to landscape management and the development of further outdoor recreation product contributing to the visitor experience.

This activity plan continues to set the direction of travel for further activity by CCGHT that will deliver landscape management and further compliment the Coast & Countryside and wider Tourism & Recreation remit.

An additional action has now been identified for inclusion to undertake a review of the wider walking product with the Borough. This is in response to the increased level of interest in outdoor recreation in the past 12 – 18 months, especially walking.

The CCGHT have requested to present to the Leisure and Development Committee, at some point in the near future, to update on achievements of the AONB management plans and to outline a strategic approach to its operational delivery for the next 10 year period.

#### Options

The following options are available to Council:

- Option 1  
Do not procure any services from CCGHT for the 2021/2022 period.
- Option 2  
Council agrees to procure the entire services as detailed in Annex B (previously circulated). The total cost for this work is £35,000 for the period 2021/22.
- Option 3  
Council agrees to procure only a number of services detailed in Annex B (previously circulated) for the period 2021/22. This will require a reduction in the number of projects delivered and therefore the cost to Council will be reduced proportionately.

Officers will pursue, with the CCGHT, the outstanding activity with regard to the review of the Causeway Coast Way walking experience.

### Recommendation

The Leisure and Development Committee is asked to consider the above options outlining the extent of a contract for services for delivery of activities that complement the Council's Tourism and Recreation remit and in line with Council's Destination Management Plan. The activities are outlined in Annex B (previously circulated) of this report (agreement is subject to completion of outstanding activities from the 2020/21 year).

Alderman Duddy welcomed the report including update on the amount of outcomes met by the organisation and said that it would be useful to hear from Causeway Coast and Glens Heritage Trust in advance of making recommendation.

Alderman Baird concurred with Alderman Duddy's remarks and applauded the work of this organisation, saying it would be good to hear first hand from the group.

Proposed by Alderman Duddy  
Seconded by Alderman Baird and

**AGREED** - to recommend that Council invite Causeway Coast and Glens Heritage Trust to present to Council.

## **6. STRATEGIC REVIEW OF COUNCIL TOURISM EVENTS**

Report, previously circulated, presented by the Head of Tourism and Recreation.

### Purpose of Report

The purpose of this report is to present to Elected Members on the review of the delivery and strategic approach for the development and future management of the Tourism Events remit. This report was previously tabled at the April Leisure and Development Committee meeting and was deferred to an Elected Members Workshop, which took place in August 2021, for further consideration.

### Background

At the October 2019 Leisure and Development Committee meeting, Members requested that a review takes place of Council events and the external support provided by Council to other events.

At the March 2020 Leisure and Development meeting it was approved to appoint external expertise to assist the Tourism and Recreation team to deliver on the review of the existing remit and make recommendations for the development of a framework and strategic approach for Tourism Events for the next 10 years.

The report was finalised in February 2021 and at the April 2021 Leisure and Development Committee, the findings of the external review were presented to Elected Members. Following discussion, it was agreed that 'the matter be referred to a workshop and allow members the opportunity to consider the outcome of the Blue Sail report further'.

A subsequent Councillor Workshop was held on 11<sup>th</sup> August 2021 to discuss the report and its findings in further detail.

#### Key Recommendations from Report:

The review makes a number of recommendations specific to event delivery.

In essence what is needed are fewer, better events, promoted more effectively - and more enabling and less 'doing' by a new refocused Events Unit. To achieve this will require a new schedule of definitions which very clearly identify those events which are able to deliver wider tourism and economic impact, and those whose priority is social benefit. For the Tourism Events team to deliver on its remit to support, facilitate and develop the wider events sector in the area, a balance in resource commitment must be achieved to allow them to deliver this function as well as plan, programme and deliver high quality Council tourism events.

The new approach will also require looking afresh at the current programme to identify those with the ambition and aspiration for growth and able to step up to more stringent demands. It will also involve looking for opportunities for new events or events delivered in different ways.

The new approach which is recommended is based on the premise that tourism events will bring economic benefits to the area through visitor spend, increased income for businesses, jobs, and support for the infrastructure of goods and services enjoyed by local people.

The aim is to inspire and sustain tourism events which can deliver against the following strategic objectives:

- Attract visits, bed-nights and spend from Northern Ireland's domestic and international target markets/segments through high-quality, distinctive programming.
- Enhance image, profile and reputation of Causeway Coast and Glens as Northern Ireland's premier rural and coastal tourist destination.
- Showcase and deliver an authentic sense of place based on the heritage, culture and landscape of Causeway Coast and Glens.
- Are a catalyst for creativity, innovation and distinctiveness.
- Are supported and promoted by partners & stakeholders within and outside the Council.

Further general recommendations from the review on the future direction of the events remit are as follows:

- A more ambitious, creative programme comprising a small number of very high-quality, distinctive events, promoted more effectively is required to achieve

significant tourism impact. This would be in addition to a varied programme of local events which are focused on local audiences.

- This will require a different approach by the Council and a clearer remit for the tourism events team which should be based on enabling others within and outside the Council.
- The tourism events team will focus on managing partnerships, building capacity and skills to support the local events sector, identifying appropriate one-off events to bid for, commissioning and developing events to optimise the benefits to the Borough.
- It is recommended the role of the tourism events team is to focus on a small number of high-impact events rather than the many small local events which currently overstretch the team's capacity.

The recommendations from the Blue Sail report are under two key headings:

- Strategic Approach.
- Roles and Responsibilities.

#### Implementation

The review identifies key steps required to implement the new approach over the 10-year horizon of the strategy. These are as follows:

Reset: 2021 – Putting in place new mechanisms, approaches, producing development plans for Signature Events, and developing skills and capabilities.

Revive: 2022-23 – New events portfolio in place, continuing implementation of new approach and developing skills and capabilities.

Restage: 2024-2031 – Establish, develop and refresh the events portfolio.

The review notes that events have a natural lifecycle. They generally take at least 3 years to establish, and then after 5 or so years benefit from a major review and possible refresh. For some events, which are of a particular time and moment, it may be appropriate to run only for a few years and then cease altogether. This new approach should build in regular, objective reviews of all categories of events.

#### Councillor Workshop - 11<sup>th</sup> August

As stated at the April Leisure and Development Committee meeting, the decision on the strategic approach as deferred to allow Elected Members to further consider the report. 23 Elected Members attended and Officers presented on the overview with the proposed strategic approach, along with the key findings and recommendations. Elected Members were in broad agreement with the findings which included both positive and negative aspects that have impacted on the event service delivery, including the need for greater focus, clarity, marketing and more ambitious programming. There was also a broad consensus with Elected Members that a good strategic direction for the Event Remit was to have a greater focus on building capacity and supporting the local events sector. To allow for this balance it was recognised that the Tourism Events team should directly deliver fewer but better resourced events.

### Next Steps

Subject to Elected Members approval on the strategic approach proposed within the Blue Sail report and as summarised within this report, Officers would progress with the Reset, Revive and Restage approaches, outlined in the implementation plan. As part of the Reset process, Officers will revert to the Leisure and Development Committee with proposals on the approach for the adjustments in the current Council events portfolio, best fit markets for future events and development of the Tourism Event funding approach. Officers will also present a report outlining key resource requirements including staffing resources for the Tourism Event remit. It is proposed to bring this report prior to Christmas 2021.

### Recommendation

The Leisure and Development Committee is asked to recommend the approval of the 10-year strategic approach as outlined in this report for the Tourism Event remit for Causeway Coast and Glens Borough Council.

Alderman Duddy suggested that the criteria for rural events should be less restricting and that the wording be changed from 'must have' and suggested the Head of Tourism and Recreation give this consideration. Alderman Duddy referred to the lesser opportunities in rural communities to market events and meeting such tight criteria.

The Head of Tourism and Recreation suggested that the wording 'make good effort' would be a possible alternative.

Alderman Duddy asked for an update on the strategy in terms of 'tired' events and the Head of Tourism and Recreation advised members that the Events Manager was considering all events as part of the strategy in the new year defined as 'tired', 'refreshed' and 'replaced' as well as how fit for purpose each event was and how it would bring benefit to the area.

Alderman Hillis asked how often the Events Strategy is reviewed during the 10 years and the Head of Tourism and Recreation advised that constant scrutiny takes place in terms of performance and relevance.

Proposed by Alderman Duddy  
Seconded by Alderman Hillis and

**AGREED** - to recommend to Council the approval of the 10-year strategic approach as outlined in this report for the Tourism Event remit for Causeway Coast and Glens Borough Council and that the Head of Tourism and Recreation revise the criteria for rural applications as discussed.

## **7. COMMUNITY FESTIVAL FUND**

Report, previously circulated, presented by the Head of Community and Culture.

### Purpose of Report



The purpose of this report is to provide the outcome of the assessment of the applications received to the second round of the Community Festivals Fund for 2021-22 and to provide recommendations in relation to grant awards to be made through the programme.

### Background

The Community Festivals Fund was opened for applications in July for festivals taking place unto 31<sup>st</sup> March 2022. This later opening time was as a result of later than usual confirmation of funding from DfC that they were awarding monies to Councils through the Community Festivals Fund for 2021-22. A summary of the awards approved by Leisure & Development Committee in September were previously circulated.

At the September Leisure & Development Committee meeting, in addition to approving the recommended awards for funding, the Committee agreed to open the fund for a second round of applications. The Committee also agreed to utilise the 10% allowance from the DfC budget for training and to update Council's Community Festivals and Events Guide to include Covid guidance, depending on budget available after the second round of applications was assessed.

Two Covid health & safety training workshops were organised in October for community festival and event organisers, and these were attended by 49 people representing 23 community and voluntary organisations.

### Applications Received

The CFF reopened for applications on 13<sup>th</sup> October with a closing date of 26<sup>th</sup> October and was promoted through Councils corporate social media and a mailout to all community and voluntary sector organisations on Councils register.

An assessment panel of Council Officers assessed the applications received against the criteria as stated in the Guidance Notes for the programme. Applicants were required to attain a score of at least 65% in order to be recommended for funding, in line with Council's Grant Funding Policy.

An extract from the Guidance Notes for the grant programme, detailing eligibility and assessment criteria, is attached at Annex A (previously circulated). A summary of the assessment of the applications was previously circulated.

A list of the applications received, the assessment scores and the grant amount recommended are listed in Annex B (previously circulated)

Three of the four unsuccessful applicants are first time applicants to the Community Festivals Fund and time will be spent by CD Officers with all the unsuccessful applicants to provide detailed guidance and feedback to support future successful applications.

An amount of £1,423 (ie 10% of grant claimed) will cover the cost of the Covid risk assessment training and £1,500 from Councils budget will be used to update the Events Guide for community festival and event organisers. This will

leave £20,200 of Council monies which can be deemed as savings. An amount of £12,807 will not be claimed from DfC.

#### Recommendation

Approve awards for funding through Community Festivals Fund as detailed in Annex B, previously circulated.

Councillor McQuillan referred to £12k of unspent grant monies and asked about the viability of letting other groups apply instead of the money being recouped. The Head of Community and Culture agreed it was a lot of money not to use but spoke of the capacity and timeline for processing. The Director of Leisure and Development agreed to speak to the Funding Unit Manager regarding possible options in terms of this grant.

Proposed by Councillor McQuillan  
Seconded by Councillor Anderson and

**AGREED** - to recommend that Council approve awards for funding through Community Festivals Fund as detailed in Annex B, previously circulated.

## **8. FOOD ESSENTIAL SUPPLIES FUND**

Report, previously circulated was presented by The Head of Community and Culture.

#### Purpose of Report

The purpose of this report is to provide the outcome of the assessment of the applications received to the Sustainable Food & Essential Supplies Grant Programme and to provide recommendations in relation to grant awards to be made through the programme.

#### Background

In August 2021 a report was presented to the Leisure & Development Committee with proposals for spend of a Covid 19 Food & Essential Supplies Transition Fund received from DfC to support the transition from temporary emergency food support to more strategic and sustainable approaches to food poverty/food insecurity issues.

Proposals for this spend were developed in line with the Anti-Poverty Action Plan and based on ongoing engagement with the community and voluntary sector. One of these proposals was the development of a Sustainable Food & Essential Supplies' Grant Programme that would provide grant funding for projects that moved away from the direct provision of emergency food to a more sustainable approach such as community gardens, community fridges etc.

#### Applications received

The Grant Programme opened for applications on 15<sup>th</sup> September with a closing date of 15<sup>th</sup> October and was promoted through Councils corporate

social media, a press release and a mailout to all community and voluntary sector organisations on Councils register. Two information workshops that were held for prospective applicants were well attended and Councils Environmental Resources team were also on hand to support potential applicants to develop their project ideas.

An assessment panel of Council Officers assessed the applications received against the criteria as stated in the Guidance Notes for the programme. Applicants were required to attain a score of at least 65% in order to be recommended for funding, in line with Council's Grant Funding Policy.

An extract from the Guidance Notes for the grant programme, detailing programme outcomes, eligibility and assessment criteria, is attached at *Annex A*. The following is a summary of the assessment of the applications:

No. of applications received	32
No. of ineligible applicants	0
No. of unsuccessful applications (scoring less than 65%)	8
No. of successful applications (scoring 65% and above)	24
<b>Total value of funding recommended</b>	<b>£54,491.54</b>

A list of the applications received, the assessment scores and the grant amount recommended are listed in Annex B, previously circulated.

There was an encouraging level of interest in this Programme and since there is an amount of £21,647.46 remaining in the Programme budget it will be opened again for applications week commencing 8<sup>th</sup> November. Unsuccessful applicants will be permitted to submit a new application if they meet with a member of the Community Development or Environmental Resources teams for detailed feedback on the initial application.

#### Recommendations

Approve awards for funding through the Sustainable Food & Essential Supplies Grant Programme as detailed in Annex B, previously circulated.

At the request of Councillor Watton, The Head of Community and Culture advised that monies for this had been provided by Department for Communities (DfC) and may open again for applicants.

Alderman Baird asked if social deprivation indicators were considered when allocating funding. The Head of Community and Culture advised that a range of indicators were applied, were set by DfC and that the form was simplistic in nature in terms of the application process. The Head of Community and Culture also advised that the funding had been well advertised and additionally a wrap-around service in conjunction with local supermarkets/foodbank was in place.

Alderman Baird referred to the potential increases in gas, electricity and oil and asked if any support mechanism was in place to assist with this.

The Head of Community and Culture advised that a range of potential initiatives were being considered and would be brought to the Committee for members consideration. Additionally, that oil clubs sat within the remit of Environmental Services Directorate.

Proposed by Alderman Duddy  
Seconded by Councillor Watton and

**AGREED** - to recommend that Council approve awards for funding through the Sustainable Food & Essential Supplies Grant Programme as detailed in Annex B.

## 9. NORTHERN IRELAND 100 TERMS OF REFERENCE

Report, previously circulated was presented by the Head of Community and Culture.

### Purpose of Report

The purpose of this report is to seek approval to amend the Terms of Reference for the NI 100 Working Group to include the development of potential events and activities which seek to mark the Queen's Platinum Jubilee, therefore extending the remit and timeframe of the group.

The report also provides Members with a record of the agreed note from Council's NI100 Working Group meeting held on the 23 September 2021.

### Background

At the November 2018 Corporate Resource & Policy committee meeting a Notice of Motion was carried and subsequently agreed at the Council meeting held in the same month, stating

*'That this Council establish a working group, consisting of 6 members by d'Hondt, to explore a programme of events and activities to celebrate the 100th anniversary of Northern Ireland in 2021.'*

The Terms of reference were agreed by Council in July 2020 and the Working Group has been meeting regularly to oversee the development and implementation of an NI100 Programme of events on behalf of Council. At the September meeting of the Working Group (Annex A) previously circulated it was recommended that the Terms of Reference of the Group be changed in line with Council's plans to mark the Queens Platinum Jubilee.

Subject to Council approval to proceed, the following initial actions would include:

- The development of an amended terms of reference for the Working Group for approval.
- Scoping proposed activities/projects.
- Carry out necessary Section 75 and Rural proofing screening.
- Develop draft budget and staff resources necessary to deliver.
- Seek approval for proposed programme.

#### Recommendation

It is recommended that Council consider the proposal to amend the Terms of Reference for the NI 100 Working Group to include the development of potential events and activities which seek to mark the Queen's Platinum Jubilee, extending the remit and timeframe of the group. A further report will be brought to committee to consider the amended Terms of Reference.

Alderman Knight-McQuillan said the NI 100 Working Group had proved to be very active and successful, suggesting that it could transition to focus on the Her Majesty's Jubilee celebrations. Councillor Callan concurred with these remarks and agreed that a lot of hard work had been done by the Working Group, speaking of favourable feedback from public relations and the reach in media regionally and nationally.

Proposed by Alderman Knight-McQuillan  
Seconded by Councillor Callan

- To recommend to Council that the Terms of Reference for the NI 100 Working Group be amended to include the development of potential events and activities which seek to mark The Queen's Platinum Jubilee, extending the remit and timeframe of the group.

Councillor Nicholl questioned if it was procedurally correct for the Terms of Reference to be amended in this way and wished to seek a legal Opinion. Councillor Nicholl said that he was not comfortable with the suggestion given that no costings were available.

Councillor C McShane concurred with Councillor Nicholl's remarks advising she was not content with the process of being asked to consider an abstract proposal.

The Director of Leisure and Development confirmed the Working Group was not a decision making forum and could only make recommendations to Committee. The Director of Leisure and Development further advised the choice lay with the Committee to amend the Terms of Reference and that in line with Standing Orders of Council this was procedurally correct.

#### Amendment

Proposed by Councillor Nicholl  
Seconded by Councillor C McShane

- To recommend that the item be deferred to Full Council when consideration can be given to seek a legal Opinion.

Councillor Callan advised he knew that Terms of Reference could be updated and there was nothing suspicious, that members were entitled to vote democratically for, or against, the proposal.

Councillor Holmes stated that other workings groups that had Terms of Reference amended, namely Leisure Facilities Project Board and Growth Deal and that these had gone unchallenged.

Councillor Watton felt that Councillor Nicholl and Councillor C McShane did not have an issue with the procedural issue, but with the subject matter.

\* **At the request of Alderman Duddy the Chair called a recess at 8.30 pm.**

\* **The meeting resumed at 8.45 pm.**

The Chair put the Amendment to the Committee to vote.

6 members voted For, 10 members voted Against, 0 members Abstained  
The Chair declared the amendment lost.

The Chair put the substantive proposal to the Committee to vote.

11 members voted For, 5 members voted Against, 0 members Abstained.  
The Chair declared the motion carried.

## **10. GROWTH DEAL GOVERNANCE AND LEVELLING UP FUND**

Report, previously circulated, was presented by the Interim Head of Prosperity and Place (J Elliott).

### Purpose of Report

The purpose of this report is to:

- Update Members on the establishment of the Growth Deal Programme Management Office and Shadow Executive Programme Board;
- Consider and approve the Section 75 Screening of the Council agreed Growth Deal Themes and Projects;
- Consider some of the challenges and opportunities facing the Growth Deal Programme; and
- Update Members on the Levelling Up Programme development cost budget.

### Background

Causeway Coast and Glens is set to receive £72m capital funding for a Growth Deal after the NI Executive agreed to match fund the UK Government's Growth Deal allocation. The Growth Deal capital fund will be used to support digital and innovation projects. The Executive investment will focus additional funding on supporting infrastructure, tourism, and regeneration along with employability and skills.

The Growth Deal Working Group met on 13th October 2021 when it considered and agreed proposals for the governance of the Growth Deal Programme. Within these proposals the Working Group agreed to transition into a Shadow Executive Programme Board with the initial purpose of overseeing the development of the project-specific Strategic Outline Cases (SOCs) for the approval of the Council and ensuring collaboration between projects and partners. The minutes, actions and governance papers from the meeting of 13th October are available within the Member's Working Group portal.

Officers have undertaken a Section 75 Screening of the Growth Deal Programme, with individual screening of projects to be undertaken at Outline Business Case (OBC) stage. The Growth Deal Programme was screened out with no mitigating measures identified. See Annex A previously circulated, for a copy of the Section 75 Screening form for Member's consideration and approval.

### Recommendations

It is recommended that:

- a) The Section 75 Screening of the Causeway Growth Deal Programme Projects at Annex A, previously circulated is approved;
- b) The Project Management Governance Summary and appendices in the Members Working Group portal are approved;
- c) The Executive Programme Board Minutes of the meeting of 13<sup>th</sup> October 2021 in the Members Working Group portal are approved;
- d) Members agree Delegated Authority to the Shadow Executive Programme Board for up to £30k per decision for Growth Deal and Levelling Up Fund project development costs within agreed budget limits.

Proposed by Councillor Anderson  
Seconded by Councillor Callan and

**AGREED** - to recommend to Council that:

- a) The Section 75 Screening of the Causeway Growth Deal Programme Projects is approved;
- b) The Project Management Governance Summary and appendices in the Members Working Group portal are approved;
- c) The Executive Programme Board Minutes of the meeting of 13<sup>th</sup> October 2021 in the Members Working Group portal are approved;
- d) Members agree Delegated Authority to the Shadow Executive Programme Board for up to £30k per decision for Growth Deal and Levelling Up Fund project development costs within agreed budget limits.

Councillor Anderson welcomed this vital and comprehensive piece of work which he said was beneficial to the borough. Councillor Callan concurred with Councillor Anderson's remarks.

Alderman Baird enquired about the level of support on the Lighthouse Project. The Interim Head of Prosperity and Place (J Elliott) advised the Terms of Reference would be managed via contractors feasibility.

## **11. 4C UR FUTURE LIVE EVENT**

Report, previously circulated, was presented by the Interim Head of Prosperity and Place (J Elliott)

### Purpose of Report

The purpose of this report is to inform Council of the proposed 4C UR FUTURE Live for the Borough, and to seek approval for Causeway Coast and Glens Council to take part in the 4CUR FUTURE event for the Borough in June 2022.

### Background

4C UR Future is a not-for-profit Community Interest Company that exists to engage, inform, and inspire young people to make more empowered education and career choices.

The project is industry-led and has over 40 member companies signed up to support the at-scale pilot in 2022, including NI Water, NI Electricity, Danske Bank, FinTrU, and the NI Civil Service.

To date the project has successfully secured match-funding from a local Foundation, which is being used to develop our innovative, and Northern Ireland's first, Careers Portal.

Council has been approached to support an event within our Borough which will be part of a series of live events scheduled for June 2022. Currently, all Councils are agreed in principle to host and are in process of taking to respective Committees. To date 6 have received committee approval.

The aims of the pilot events are to:

- Engage, inform, and inspire young people to make the most of their opportunities.
- Enhance equality of opportunity by ensuring all young people are aware of subjects and career paths that provide options that work for them.
- Boost confidence and awareness in young people in relation to their capabilities.
- Help businesses share their existing and potential opportunities with young people at an early and pivotal age.

The event will be a compliment to Council's efforts by:



- Supporting economic growth through the development and nurturing of the essential skills pipeline.
- Supporting young people to make subject and career choices
- Providing the opportunity for increasing social value impact for our young people through collaborative activities and engagement.

For more detail on the project see Annex A, previously circulated.

#### Request to Council

Council has been asked to support the event by:

1. Providing a suitable venue, whether Council-owned/managed or independent, for two days (1 day for set-up, 1 day for the event), including the cost of hiring the venue. Due to numbers approx. 600-700 + students the organisers envisage this to take place at the Ulster University Coleraine Campus.
2. Providing lunch for 200 volunteers and teachers for the day of the event, including unlimited tea and coffee provision (either from an in-house caterer or an external provider). Approx. costs based on Council feedback are £6-£8 per head (£1,200-£1,600).
3. Providing a suitable PA system. Initial communication with confirmed venues indicates they are well-equipped. Where this is not available, costs will be associated with the rental of a PA system.
4. Contributing equally to a regional contract for the provision of tables, chairs & partitions to run the event. Based on figures quoted for the proposed 2020 events, this is approx. £3,500 per Council.
5. Council Officer support in event planning and communication, including engagement with all schools in the region.
6. To sign up to a partnership agreement to support the event – See Annex B (previously circulated).

Total expected costs for Council £6,000.

#### Recommendation

The Leisure & Development committee recommends to Council to approve Causeway Coast and Glens Borough Council's participation in the 4CUR FUTURE Live event for the Borough in June 2022 by signing the partnership agreement.

Proposed by Councillor McQuillan  
Seconded by Alderman Duddy and

**AGREED** - to recommend that Council approve Causeway Coast and Glens Borough Council's participation in the 4CUR FUTURE Live event for the Borough in June 2022 by signing the partnership agreement.

Alderman Baird welcomed the project which she said was useful and beneficial and asked if consideration had been given to asking the companies involved to offer traineeships or apprenticeships.

The Interim Head of Prosperity and Place (J Elliott) advised she would put this query to the organisers and informed Elected Members the project was currently aimed at Year 9 pupils.

## **12. SPORT AND WELLBEING ANNUAL REVIEW**

For information report, previously circulated, was presented by the Head of Sport and Wellbeing, as read.

### Purpose of Report

The purpose of this report is to present the annual report for Sport & Wellbeing as outlined in the Leisure & Development Recovery and Business Plans for 2020/21 presented to Committee in August 2020 and subsequently approved by Council. The approach to 20/21 business plans were presented within the context of the Covid 19 Pandemic.

### Background

At the commencement of the first lockdown all Sport & Wellbeing facilities and activities were suspended in line with NI Executive directives. The majority of staff were furloughed while a number of others were redeployed to assist with the Community Support Programme coordinated via the Support Hub in Flowerfield and in conjunction with the Community Support Programmes led by the Community Development service area .

The work of the Hub focused on the coordination of referrals from partner agencies including the Northern & Western Trusts, Advice NI, PSNI and political representatives for borough residents requiring support for assistant with groceries, fuel medication, social contact, and food parcels. It also coordinated the delivery of food parcels to those in need across the borough from Council's main leisure sites in the main towns of Ballycastle, Coleraine and Limavady.

In total the Hub processed a total of 1,263 referrals across the first lockdown period and in support of the Department for Communities coordinated the delivery of 7,984 food parcels across the borough.

The NI Executive Pathway to Recovery 2020 entered its first phase for sport & recreation in May with the return of golf and tennis with Covid protocols set by Governing Bodies, followed by the return to outdoor training (non-contact) which saw the return of outdoor pitch bookings, again under the Governing Body protocols for each individual sport.

In July the NI Executive moved to the next phase of recovery with indoor sports facilities re-opening.

In considering the restrictions placed on indoor sports, plus the affordability or re-opening and the additional impact of applying the H&S regulations, Council took the decision to re-open its 6 main indoor sites at the end of August 2020.

#### Overall approach to service provision 20/21 (as taken from August 2020 report)

As Council entered the recovery period in August/September 2020, the fundamental principle regarding the continuation of existing services, opening of facilities and the initiation of projects / programmes / events was affordability within the constraints of the 20/21 revenue budget.

For the Sport & Wellbeing service the following cost mitigation savings to offset the lost income were derived from:

- Furloughed permanent staff.
- Reduction in agency staff to essential only.
- Utilities cost reduction because of closing facilities (albeit essential maintenance continued).
- Minimal additional staff costs resulting from mileage, expenses, and overtime.
- Programmes and activities curtailed.
- Reduction in supplies and services.
- NI Executive Covid 19 Support from DfC.

#### Business Plan Priorities

The reinstatement of services, activities and programmes agreed by council were based upon prioritised recovery themes.

For the Sport & Wellbeing Service area this translated into;

- The health and wellbeing of the citizens of the Borough.
- The continuation of the 'In-House Transformation' process of Council's major, minor leisure facilities and Sports Development Unit.
- Activities which contribute to the physical and mental wellbeing of the citizens of the Borough. A focus should be on 'high risk' individuals / communities. Minimal additional costs should be incurred. Partnership projects are to be prioritised.
- Maximise the benefits of the Borough's outdoor environment.
- Recovery planning. The financial and practical planning necessary to allow for the considered reinstatement of facilities and activities based upon affordability and the functions to allow safe public use.

Across the service area the workstreams for the remaining months of the 2020/21 Business plan were prioritised as follows with the year-end position for 31<sup>st</sup> March 2021 noted.

#### Sport and Wellbeing – Business Planning: September 2020-March 2021

Service Priorities were previously circulated.

### The Financial Approach During Covid 19 Recovery

The Council agreed the net budget position for each directorate and service area remained as the 20/21 annual target budgetary position.

Period 12 accounts for Sport & Wellbeing demonstrated the following end of year position for the 2020/21 period.

By the end of the financial year SWB showed a positive variance of £1,109,004. That can be attributed in part to the following significant factors:

- Employee and premises costs benefitted significantly from the lockdown periods which resulted in a significant reduction in agency costs, permanent employees being furloughed, and premises being closed with a corresponding reduced in utility / maintenance costs (only essential maintenance works prioritised).
- Income was significantly reduced in terms of customer receipts however the service area was able to offset those losses with the DfC compensation programme.

Alderman Duddy asked for an update on the marketing of Leisure Facilities post covid and for details of current opening hours and accessibility for Leisure Facilities. Alderman Duddy also enquired about priority maintenance at Joey Dunlop Leisure Centre.

Following questions the Head of Sport and Wellbeing provided clarification of the following matters:

- Pricing policy for all Sport and Wellbeing was being considered at present which will include family passes.
- Health suite and priority maintenance report will be tabled for December meeting, as well as an outline business case on the retaining of members.
- Health suites were only recently permitted to re-open due to issues around social distancing and ventilation.
- There had been difficulties with an external contractor but issues at the Joey Dunlop Leisure Centre would be resolved in the next couple of weeks.

The Director of Leisure and Development advised Elected Members that a pilot programme at Roe Valley Leisure Centre, which had included an investment in gym equipment, numbers at this venue had now exceeded pre-covid figures. The Director of Leisure and Development advised that this could be replicated at Joey Dunlop Leisure Facility and Coleraine Leisure Centre.

## **13. PEACE PLUS UPDATE**

For information report, previously circulated, was presented by the Head of Community and Culture and considered as read.

### Purpose of Report

To provide the Leisure & Development Committee with information regarding the development and planning around the next iteration of Peace Funding, Peace Plus.

### Background

In April 2021, the Leisure & Development Committee received a presentation regarding the Highlights of Peace IV whilst flagging up the next iteration of funding, Peace Plus.

The Special EU Programmes Body (SEUPB) has the statutory responsibility for the implementation of the current EU PEACE IV (€270m) and INTERREG VA (€283m) Programmes and for preparing the successor programme, PEACE PLUS. We also have a signposting role to promote involvement in the INTERREG VB Transnational and INTERREG VC Interregional Programmes.

The PEACE PLUS Programme will contribute to a more peaceful, prosperous and stable society in Northern Ireland and the border counties of Ireland and will leave a lasting legacy. The programme will achieve this by funding activities that promote peace and reconciliation and contribute to cross border economic and territorial development. It will build upon previous PEACE and INTERREG Programmes.

The EU regulations pertinent to this programme have been published in draft form by the European Commission. Provision has been made for an indicative budget of approximately €1bn, including proposals from the EU budget, the Government of Ireland, the Northern Ireland Executive and the UK Government.

The Programme has been developed as a result of intensive stakeholder engagement and review of research material. From the outset of the Programme development process, the SEUPB has adopted a firm partnership approach at all levels including local communities. This has included the garnering of views of stakeholders on the priorities and focus of the Programme. The SEUPB commenced the Programme development process for PEACE PLUS in 2019. Since then, there has been a considerable amount of preparatory work, research and stakeholder engagement undertaken, the council having contributed as a consultee during January and February 2020.

The overall objective of the PEACE PLUS Programme will be to build Peace and Prosperity and ensure that this Programme will leave a lasting and tangible legacy. The Programme will build on the positives and successes from Peace IV and will use new opportunities to innovate where possible.

Based on the extensive engagement described, SIX KEY THEMATIC AREAS have emerged.

The Co-Designed Local Community Peace Action Plans (€90million) (1.1) fall under "BUILDING PEACEFUL and THRIVING COMMUNITIES." The plans will be centred around 3 key themes. Local councils have been asked to facilitate the development and administration of these plans and resulting projects: The themes will include:

- Local community regeneration and transformation.

- Thriving and peaceful communities.
- Building respect for all cultural identities

The thematic areas outlined above provide flexible and far-reaching opportunities to engage with the Local Action Plan for a range of organisations, individuals and interest groups at a local level.

### Progress

The Programme has been approved by the Irish Government, Northern Ireland Executive and the North South Ministerial Council.

It is anticipated that the Programme will commence implementation in early 2022 following the approval of the Programme by the European Commission.

In terms of preparation for the local action plans, local authorities have been engaged in workshops and consultations with the SEUPB appointed consultants (Blu Zebra, Locus Consulting and Venture I) inputting into a feasibility study, as the first phase in developing a final Peace Plus model for governance and approach to developing local action plans.

The consultants have liaised in the first instance with stakeholders such as the local authorities (Chief Executives, Senior Leadership Teams, Peace Managers and the Community Planning Teams), government departments and public bodies, culminating in a “workshop” for Peace Managers and Heads of Service on 1<sup>st</sup> September followed by a similar presentation to SOLACE on 4<sup>th</sup> October 2021.

### Next Steps

The feasibility study, which has been signed off by SEUPB, recommended that the Peace Plus Model should “align” with the local Community Plan outcomes and deliver on a similar collaborative basis. It is understood that a Peace Partnership will be established which will optimise opportunities for cross-community engagement and participation. Councils await further guidance from SEUPB on specifics relating to governance structures, however it is understood the partnerships established should be sympathetic to existing infrastructure within each local authority area in order to support a co-design, community led planning process.

The consultants will now move to “Stage 2” of the plan focusing on the details regarding the development of the Peace Partnership, providing guidance on governance structures, roles and responsibilities of partners etc. It is expected that the normal nomination process for Elected Members will apply, that social partners, communities and community planning partners (statutory bodies) will participate. The most notable change is that the Partnership will be in position at the outset to drive forward an informed planning process based on locally identified, relevant issues.

Stage 3 of the model will see the consultant group providing further guidance to facilitate the development of a Local position paper, generic project selection materials, facilitation and support.

It should be highlighted that whilst the responsibility of the consultant consortium is support and guidance, governance and the approval of the plans lies with each responsible Council alongside the Community, who together have ownership of the Plan.

Ahead of Stage 2, staff are engaging with other service areas within Council to scope potential areas of work or projects that the Peace Plus Programme could support. In addition, legacy projects from Peace 4 are being considered for Peace Plus in terms of added value. Staff will continue to work on a consultation strategy for due to take place in 2022 along the lines of thematic and DEA engagement as well as a series of workshops which are planned for Elected Members and participants and organisations who engaged in the previous programme.

A further report will be brought to committee once the Stage 2 process is underway and further guidance is issued regarding the governance structures.

Correspondence from SEUPB is attached in Annex A, previously circulated, for information and provides additional details in terms of process and support/role of the consultant consortium in assisting local authorities to progress local action plans.

#### **14. RIVERSIDE THEATRE**

Information report, previously circulated, was presented by The Head of Community and Culture at Item 4.1 above and considered as read.

##### Purpose

The purpose of the report is to provide an update in relation to the Riverside Theatre funding proposal for the 2021/22 period.

##### Background

A report was brought to the Leisure & Development Committee in October 2021 requesting funding to support the Riverside Theatre to the sum of £107,500 through a service contract and on the basis of a submission received from the Ulster University.

Council agreed to defer its decision subject to a workshop to discuss the proposal and the University's longer term estates strategy for the theatre.

On the 4<sup>th</sup> November, notification was received from the University confirming withdrawal of their funding proposal with the understanding that Riverside Theatre staff would continue to liaise with Council on specific opportunities as they arise and expressing interest in continuing to develop projects as appropriate moving forward.

The University have confirmed that there is work being undertaken to ensure the on-campus theatre remains '*an asset for delivering academic excellence*

*and a rich student learning experience, and the Riverside will also maintain its opportunities for young people, youth outreach and its schools' programme.'* Work with artists and production companies will continue on a case by case basis, and the programme for 20/21 will continue to be delivered in the main.

Furthermore, staff have been informed that the independent review commissioned by the University is due to conclude by the end of January 2022 and will inform the theatre's future and potential as a venue. The outcome of the review will be communicated to Council.

A further report will be brought back to Council, following the outcome of the review.

## **15. CORRESPONDENCE**

### Purpose of Report

The purpose of this report is to present Correspondence for Members consideration.

The following are listed:

### **15.1 S Ó Murchadha, Language Awareness Officer and Dr N Comer, President, Conradh na Gaeilge (emailed dated 05 November 2021)**

Correspondence has been received from Conradh na Gaeilge requesting Council's help in promoting the Irish Language during Seachtain na Gaeilge, Irish Language Festival in 2022, and that it considers providing a specific fund to local Irish language community groups to support them in organising their own events during the festival running from 1<sup>st</sup> – 17<sup>th</sup> March 2022. Correspondence previously circulated.

Proposed by Councillor Bateson  
Seconded by Councillor C McShane

- To recommend that Council consider providing a specific fund to local Irish language community groups and Ulster Scots groups to support them in organizing events.

Councillor Anderson said that there was an inequality in Northern Ireland in the provision of monies in that for every £1 funded for Ulster Scots the Irish Language received £18.

Alderman Baird welcomed this proposal and the opportunity for a pot of money to be available to celebrate both Ulster Scots and the Irish language.

The Director of Leisure and Development advised members there were a number of grant funds which supported minority language ie Community Fund; Community Festivals Fund and Community Arts and Heritage Fund. The Director of Leisure and Development further advised that at the beginning of 2022 financial year there would be opportunities for groups to submit applications for grant funding.

Councillor Nicholl asked for an update on the Irish Language presentation which had been tabled for presentation to Council, the Director of Leisure and



Development advised that the last invitation to present to Council had been declined.

Alderman Hillis felt that allocation of funding for Ulster Scots and Irish languages was within the remit of Stormont and should not necessarily be discussed by Council and asked how much was spent by Stormont on minority languages.

Alderman Duddy said that he believed £190 million had been spent on Irish Language in the last 7 years which posed a significant inequality in comparison to Ulster Scots funding and questioned why it cost money to learn a language which should be simply passed down from generation to generation.

Alderman Duddy requested a recorded vote.

The Chair put the proposal to the Committee to vote

6 members voted For, 10 members voted against, 0 members abstained.

The Chair declared the proposal lost.

#### Recorded vote table

For (6)	Councillors Bateson, Beattie, C McShane, MA McKillop, McCaw, Nicholl
Against (10)	Alderman Baird, Hillis, Duddy, Knight-McQuillan Councillors Anderson, Callan, Holmes, McAuley, McQuillan, Watton
Abstain (0)	-

#### **15.2 Correspondence from David Harding MBE, Secretary of The Andrew Bonar Law Memorial Project (dated 20 October 2021)**

In recognition of Andrew Bonar Law, a memorial bust has been commissioned. A request is being made to Council to support the project, agree to display the memorial in Coleraine Town Hall and to make a financial contribution towards the costs. Correspondence previously circulated.

#### **Recommendation**

It is recommended that members consider the correspondence.

Proposed by Alderman Duddy

Seconded by Alderman Knight-McQuillan and

**AGREED** - to recommend that a report be tabled at December committee detailing financial viability and sighting and request a presentation from Andrew Bonar Law Memorial Project.

Councillor McQuillan suggested it would be better to await a presentation from the organisation before a report was tabled for consideration and also asked for further information on how many people were involved in the project and

who they represented. Councillor McQuillan felt that this group should have used a grant opportunity to meet their need.

## 16. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to Partnership Panel

## 17. CONSULTATION

### 17.1 High Street Task Force Call for Evidence

The Executive Office formed the High Street Task Force (HSTF), which has members drawn from retail; hospitality; local government; academia; the voluntary and community sector; the culture and arts sector; tourism; and trade unions.

The HSTF have identified the challenges and issues that our high streets face and is seeking views on solutions to support our high streets and to contribute to the development of thriving and sustainable city, town and village centres.

Individuals across society and this Call for Evidence is the first stage of an ongoing public engagement process. Responses to this Call for Evidence will inform a draft report and a final report of this ongoing process will be presented to the Executive by spring 2022.

The call for evidence will run from 25 October and the deadline for responses 06 December 2021.

The documents are available at:

- <http://www.executiveoffice-ni.gov.uk/consultations/call-evidence-high-street-task-force>
- <https://consultations.nidirect.gov.uk/dfc/high-streets-call-for-evidence/>
- <https://www.executiveoffice-ni.gov.uk/sites/default/files/consultations/execoffice/high-street-task-force-2021.pdf>

A series of workshops are being held as part of the call for evidence. Details can be found via the link below:

<https://www.executiveoffice-ni.gov.uk/topics/strategic-investment-and-regeneration/high-street-task-force>

### **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Anderson

Seconded by Councillor Watton and

**AGREED** – to recommend that Council move, *'In Committee'*.

- \* Press and Public were disconnected from the meeting at 9.45 pm.
- \* The Chair called a recess at 9.45 pm.
- \* The meeting resumed at 9.55 pm.

***The information contained in the following item is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014***

The Chair read the following statement:

*Members, I would remind you that this session is being audio recorded in line with Council's guidance. You are reminded that there should be no other persons present who are not entitled to be - either hearing or seeing consideration of such items, and/or recording the proceedings. Failure to comply could be in breach of Code of Conduct responsibilities. You are reminded that you are personally responsible for any comments that you make.*

## **18. LEISURE AND DEVELOPMENT 6 MONTH FINANCIAL POSITION**

Confidential information report, previously circulated, presented by the Director of Leisure and Development.

### Purpose of Report

The purpose of this report to provide Members with information on the current financial position of Leisure and Development Directorate at the end of Period 6.

### Background

Council has approved the annual net budget for L&D of £10,462,220.47 and delegated authority to officers to utilise this budget in the provision of services to the rate payers.

The net budget is a calculation of the forecast:

- Gross Expenditure of £17.611m.
- Gross Income of £7.149m.

### Current Position

At the end of period 6 the overall position for the L&D Directorate shows a net spend of £2,304,681 versus a budget of £3,497,622 giving rise to a favourable net expenditure variance of £1,192,941, which represents a further improvement upon the Period 5 position.

### Service Area Summary

The current financial position of each Service Area within the Directorate was previously circulated.

The major factors which have contributed to the positive variance include:

- A cautious approach to expenditure has prevailed throughout the early stages of this financial period.
- Staff costs are reduced generally by £747,917 as a consequence of vacant positions and reduced use of agency staff wherever possible.
- Holiday and Leisure Park Income has continued the trend of contributing additional income: £578,708, which includes incomes received from Touring Caravan pitch, camping and 'glamping' income, plus fees and commission associated with caravan pitch sales.
- The adverse position relating to repair and maintenance (both proactive and reactive) across the entire range of Leisure and Development facilities has been reversed, resulting in a favourable variance of £75,008 at month 6. Some consideration must be given to the fact that essential repair and maintenance will increase from now until year end.
- Events and seasonal activities did not occur in 2021, and as a consequence the budget for these items has been deferred to Period 12.
- Whilst the budget is positive in numerous cost centres, income received at Councils sport and leisure facilities (especially indoor centres) shows a budget deficit of £501,580, however the trend is recovering as programmed activities resume and the Health Suits open to the public. A DFC Covid compensation payment is expected, which will offset some lost income.

Future trends which are the main focus for the L&D annual revenue budget:

- Staff Costs, specifically incorporating the 'in-year' annual cost of living increase. At the Period 6 position, this cost circa £100,000.
- The recruitment of staff for vacant posts is progressing.
- Holiday and Leisure Park income will reduce as the traditional holiday period ends.
- Outstanding repair and maintenance expenditure, which is necessary and also subject to significant cost increases for materials.
- Replacement of equipment is necessary, specifically the fitness equipment in Council's leisure centres and specific items in the holiday and leisure parks, including lawn mowers and washing machines.
- Sport facility income, which remains in recovery following the lifting of Covid restrictions, and further exacerbated by the absence of specialist coaches for in-demand activities and programmes.
- Grants, paid by Council, which must be promptly recovered from Central Government Departments.

Alderman Duddy questioned the logic of Officers only having delegated authority of up to £10k for maintenance projects without the approval of committee and given significant increases suggested that this amount be increased to £20k.

The Director of Leisure and Development agreed that the £10k cap was restrictive and that it was time consuming for Officers to prepare reports to justify spending.

Councillor McQuillan said that a debt of gratitude was owed to The Head of Tourism and Recreation and The Holiday and Leisure Parks General Manager for the increased income in caravan parks and suggested that Officers look at all caravan parks to determine if income can be increase and available space optimised.

The Director of Leisure and Development reminded Elected Members of the space required under legislation between caravans and spoke of plans to accommodate additional touring caravans at Ballyreagh. The Director further advised members that static caravans were by far a more lucrative income and advised members that the only caravan park under Council's management which did not break even was at the Benone Complex.

## **19. RURAL BUSINESS DEVELOPMENT SCHEME**

Confidential, information report, previously circulated, was presented by the Interim Head of Prosperity and Place (J Elliott)

### Purpose of Report

The purpose of the report is to update Members on the delivery of the Rural Business Development Grant Scheme funded by Department of Agriculture, Environment and Rural Affairs (DAERA) for the financial year 2021-2022. (This scheme is separate from the Rural Development Programme).

### Context

The Rural Business Development Grant is a follow on from a successful pilot scheme in 2019 and subsequent 2020 grant scheme funded under DAERA's Tackling Rural Poverty and Social Isolation Programme (TRPSI) the primary aims of which are:

- To alleviate financial poverty by enhancing entrepreneurship and growth.
- To alleviate financial poverty by supporting micro businesses in rural areas.

This grant scheme is being delivered by the 11 councils concurrently, to further support recovery and sustainability post-COVID.

Across NI, the call opened on Thursday 01 July 2021 and closed on Friday 30 July 2021.

### Programme Criteria

- Micro businesses located in rural areas (*as per NISRA NINIS definition*).
- New businesses must be able to demonstrate they have commenced trading.

- Must demonstrate added value of proposal both to business and impact on recovery and sustainability.
- Must demonstrate ability to complete project and access grant by 17 Dec 2021.
- Minimum grant awarded £500 with maximum of £4,999.
- Must demonstrate they are ineligible to access similar support from elsewhere.

#### Funding Level

- Grants providing capital support up to a maximum of £4,999 or 50% of total costs.
- Match funding must be in the form of a 'cash' contribution. Labour or 'in-kind' contributions will not be accepted.
- The total cost of a project should not exceed £20,000.

#### Pre-Application Support

The grant was widely advertised in local press, DAERA website and on Council's website and social media channels.

Guidance Notes were made available to all interested businesses and included full details in respect of level of award, exclusions and assessment and scoring processes. Named contact was also provided to potential applicants wishing to discuss their idea pre-application.

There was a high level of interest in the fund, totalling 127 telephone and email enquiries, by businesses wishing to discuss criteria, requirements and eligibility. Full support was given to all potential applicants during the funding call.

#### Assessment and Scoring

83 applications were received:

- 2 applications were re-directed to other Councils: 1 to Lisburn and Castlereagh City Council and 1 to Armagh, Banbridge and Craigavon Council.
- 21 applications were ineligible.
- 60 applications progressed to assessment and scoring.
- 40 applications scored above the 65% threshold for funding and were recommended to DAERA for funding (See Table 1, previously circulated).
- 20 applications did not score above the 65% grant threshold and were therefore unsuccessful (See Table 2).
- Random sampling of the assessments was undertaken by DAERA before approval to proceed to Letter of Offer Stage.
- All successful applicants attended a mandatory Letter of Offer workshop prior to commencing their projects.

In response to Councillor McQuillan, The Interim Head of Prosperity and Place (J Elliott) clarified how addresses in Coleraine met the rural criteria. In response to Councillor C McShane The Interim Head of Prosperity and Place (J Elliott) advised that funding opportunities for the Rural Development Scheme had been widely publicised and said she was open to any suggestions from Elected Members on how promotion of this could be enhanced.

## **20. AWARDING CONTRACTS FOR DFC ADDITIONAL FUNDING**

Confidential report, previously circulated, was presented by the Head of Community and Culture.

### Purpose of Report

The purpose of this report is to provide Members with a report of procurement undertaken to appoint providers to deliver three projects that will be funded through DfC additional Community Support Programme funding and to seek approval to appoint.

### Background

In August 2021 a report was presented to the Leisure & Development Committee with proposals for additional Covid recovery funding expected from DfC through the Community Support. These proposals were approved by Committee and ratified by full Council, subject to DfC funding.

In October 2021 a further report was presented to the Leisure & Development Committee making changes to some of the proposals approved in August to reflect the increase in the total confirmed budget from what had been estimated and the reduced timeframe as a result of the funding being confirmed later than expected.

### Tenders

The three projects that will be delivered by external organisations and the budgets available are as follows:

- |                                      |                 |
|--------------------------------------|-----------------|
| i. Wraparound Support Project        | Budget: £50,000 |
| ii. Well-being Project               | Budget: £53,267 |
| iii. Participatory Budgeting Project | Budget: £15,000 |

### Wraparound Support Project

The purpose of the Wraparound Support Project is to provide individually tailored one to one support to people who have been adversely impacted by the economic fallout of the pandemic, and who need additional assistance to navigate the support services.

Consortium partners receiving referrals will carry out an assessment of support needs and put in place a holistic plan tailored to address the specific

needs of the individual. Support will be delivered over a series of regular support sessions to include some, or all of the following supports: food bank; social supermarket; benefits check; budgeting and money management advice; debt advice; information on financial wellbeing services; support to engage with statutory agencies and any other support or signposting that is required.

A consortium of foodbanks, social supermarkets and advice centres delivered a pilot project between January – March 2021 with the set-up of a digital referral platform to co-ordinate support. An evaluation of the pilot showed that the project was a beneficial one and all delivery partners agreed that it maximised and linked efforts to help address the continuing need and that people could access support when they needed it and through the one point of contact.

Procurement was undertaken as per Councils Procurement Policy and advertised on eSourcing NI. One tender was received by the deadline of 19<sup>th</sup> October which met the stage one essential criteria and scored 67% in stage 2 assessment. The tender was for a value of £50,000. As a result, it is recommended that the tender for the Wraparound Support Project is awarded to the consortium led by Limavady Community Development Initiative (LCDI) and including Vineyard Compassion, Ballycastle Foodbank, Ballymoney Foodbank, Community Advice Causeway and LCDI Advice Centre.

#### Well-being Project

The purpose of the Well-being project is to provide resource allocations (in effect small grants where the supplier is paid directly rather than the group having to pay the supplier and then claim the value back) to small community and voluntary organisations to deliver activities that reduce social isolation and loneliness and improve well-being. This approach has previously been used with the Warm Well & Connected Programme last year by the support networks to attract participation from smaller groups which do not traditionally avail of Council grants.

Procurement was undertaken as per Councils Procurement Policy and advertised on eSourcing NI. One tender was received by the deadline of 26<sup>th</sup> October which met the stage one essential criteria and scored 78% in stage 2 assessment. The tender was for a cost of £53,000. As a result, it is recommended that the tender for the Well-being Project is awarded to Northern Area Community Network.

#### Participatory Budgeting Project

The purpose of the Participatory Budgeting Project is to undertake Phase 1 of a PB 'Community Pot' project in one area. This will involve encouraging and supporting the community to come up with small project ideas that will encourage connections and community cohesion. Phase 2 of the project (community voting process and delivery of the winning projects) will be undertaken in 2022-23 with Community Development and Good Relations core programme budgets. The area that is selected is Bushmills because it is an area where there is existing community activity but where there is potential to enhance intra community relationships. In addition, the initiative will



energise and empower the local community in readiness to engage in the roll out of the Growth Deal projects identified for Bushmills. The project will also involve developing and delivering a Participatory Budgeting foundation learning programme. This will be open to members of communities that are interested in participating in PB in order that a skills and knowledge base is build up to allow the delivery of PB in the Council area moving forward.

Tenders were sought from a minimum of three contractors as per Council's Procurement Policy. One bid to the value of £15,000 was received by the deadline of 20<sup>th</sup> October which met the stage one essential criteria and scored 76% in stage 2 assessment. It is therefore recommended that the contract is awarded to Northern Area Community Network.

### Recommendations

It is recommended to Council that the following contracts be awarded:

- i. Wraparound Support Project at a value of £50,000 to LCDI as lead in a consortium including Vineyard Compassion, Ballycastle Foodbank, Ballymoney Foodbank, Community Advice Causeway and LCDI Advice Centre.
- ii. Well-being Project at a value of £53,000 to Northern Area Community Network.
- iii. Participatory Budgeting Project at a value of 15,000 to Northern Area Community Network.

Proposed by Alderman Duddy

Seconded by Councillor Anderson and

**AGREED** to recommend to Council:-

- i. Wraparound Support Project at a value of £50,000 to LCDI as lead in a consortium including Vineyard Compassion, Ballycastle Foodbank, Ballymoney Foodbank, Community Advice Causeway and LCDI Advice Centre.
- ii. Well-being Project at a value of £53,000 to Northern Area Community Network.
- iii. Participatory Budgeting Project at a value of 15,000 to Northern Area Community Network.

## **21. BURNFOOT SPORTS PITCH PROJECT**

Confidential, information report, previously circulated, was presented by The Head of Sport and Wellbeing.

### Purpose of Report

The purpose of the paper is to update Members on progress to date with the development of the Burnfoot Sports Pitch Project and request Stage 1 approval

of the Outline Business Case and permission to proceed to Stage 2 of Council's four stage capital approval process.

### Background

In 2017 Council agreed to prioritise a list of 10 capital projects. In compliance with stage one of the Council's four-stage capital project management process the next stage for each project was the development of an OBC. The fourth highest ranked project related to Burnfoot Sports Pitch.

Concurrent with this capital planning process, Council commissioned Otium Leisure Consultancy to undertake a Pitch Condition Survey and Strategy for the Borough. This work was completed in 2018 with the research and analysis informing the Needs and Demand Assessment for the project.

The OBC has been developed on the basis of a community consultation process resourced by the Council. The consultation process set out to establish, at a local level, if need and demand existed through extensive consultation with key user group, Burnfoot Utd Football Club.

The appraisal process, carried out in line with the Northern Ireland Guide to Expenditure Appraisal and Evaluation (NIGEAE, 2009) sets out to confirm:

- That need and demand exists for pitch provision in Burnfoot;
- The site location, nature and scale of development; and
- The overall benefits and value for money from any investment proposed.

The OBC has been prepared by the Strategic Investment Board and included as Annex A, previously circulated.

### Need and Demand Assessment

The following supply and demand analysis approach was used to determine need and demand for the project:

The following conclusions are drawn from the needs and demand assessment:

- The Pitches Strategy highlights the limited provision of pitches in the west/southwest of the Borough with Burnfoot FC currently playing at Scroggy Road (some 6 miles away);
- The IFA's Strategic Plan makes clear reference to addressing the facility needs of Association Football and the new criteria for intermediate football;
- The socio-economic needs of the area indicate the catchment area to be deprived, particularly in terms of 'proximity to services', a local survey indicates that respondents particularly highlighted the need for 'sport/leisure facilities';

Councillor Callan referred to this project which had been long lobbied by Councillor Scott and spoke of how active the Burnfoot Community Group were.

Councillor Nicholl sought clarification on the accessibility of the facility to surrounding area and how it fitted in with the Pitch Strategy. The Head of Sport and Wellbeing advised that facilities were for access by specific teams but also to the local and wider community.

Councillor Nicholl asked about works to avoid flooding. The Head of Sport and Wellbeing advised that works had been completed whilst considering all aspects for potential flooding.

## **22. LOWER BANN CRUISER APPOINTMENT**

Confidential report, previously circulated, was presented by the Head of Tourism and Recreation.

### Purpose of Report

The purpose of this report is to seek approval from Elected Members to appoint a leisure cruiser hire business to operate at Drumaheglis Marina and Holiday Park.

### Background

In 2017 the Council participated in the Lower Bann Recreation and Tourism study with a view to looking at the potential for improving the river as a resource for local communities and visitors. Funding was secured through the Rural Development Programme under Cooperation Projects, with a view to enhancing the tourism offering at Drumaheglis and increasing expenditure in the rural economy. The work entailed significant investment in the refurbishment of the pontoons and included the provision of an additional 18 metres on the downstream pontoon (northern end of the Marina), with a view to installing infrastructure that will attract a bespoke cruiser hire operator to operate from Drumaheglis. (RDP grant £217,000). This proposal was taken to the Land and Property Committee in March 2020. Officers advertised this commercial opportunity as a package which included the offer of the refurbished Marina space and one commercial unit at Drumaheglis.

### Development Rationale

A priority theme for Cooperation Projects under the Rural Development Programme is to enhance the tourism offering by encouraging increased expenditure and overnight stays in the Borough. Council Officers have worked with Waterways Ireland in identifying the potential to assist the private sector and enhance the opportunities for a tourism offering on the River Bann. This activity is supported by the Lower Bann Development Strategy which has a key aim to development the River Bann as a viable visitor experience and economic driver.

### Terms of Reference

As part of the procurement process, a Terms of Reference was developed, and this document is attached for reference at Annex A, previously circulated.

Key deliverables included:

- A minimum of 2 x four-berth crafts for the duration of the season available to hire by the public.
- Operate from Drumaheglis Marina between the period from Easter (Good Friday) through to 31 October annually for 5 days per week and the beginning of June to the end of September for 6 days per week.
- Have a marketing and promotional plan that is linked to the Destination Management Plan for the area.
- Have a dedicated website.
- Provide Tour Itineraries.
- Experiential cross linkages with the wider tourism and hospitality provision within the area, for example food, culture, history, outdoor recreation.
- Provide a static onsite visitor information provision and advice service (during office opening hours).

#### Procurement Process

The competitive process was advertised in May 21, and the closing date for submission was 1 June 2021. Only one submission was received from River Bann Cruises Ltd. The submission was assessed under the following criteria, understanding clients requirements, methodology, timelines and price.

#### Proposed Term

Officers have detailed, within the Terms of Reference, that the licence period should be for one year with the opportunity to extend it for a further four years, subject to review in year one. The Tourism and Recreation team will work with Council's legal department to secure the relevant licences for appointment prior to the start of this term.

#### Bid

As part of the valuation process a bid for operating services was required. The Lower Bann Cruises Ltd submitted a bid of £2,600 per annum for use of the Marina facilities and Council unit.

#### Next Steps

Subject to approval, Council Officials will engage with Lower Bann Cruises Ltd, as the successful submission, and plan to initiate a contract for services etc from 1 April 2022.

#### Recommendation

The recommendation is to appoint Lower Bann Cruises Ltd as the most successful bid to operate a leisure cruiser hire business at Drumaheglis Marina for one year from 1 April 2022, and extend it by a further four years, subject to an annual review after 12 months.

Proposed by Councillor Bateson  
Seconded by Councillor Watton and

**AGREED** - to recommend that Council appoint Lower Bann Cruises Ltd as the most successful bid to operate a leisure cruiser hire business at Drumaheglis Marina for one year from 1 April 2022, and extend it by a further four years, subject to an annual review after 12 months.

\* **Alderman Baird left the meeting at 10.30 pm.**

## **23. HALP GROUNDS MAINTENANCE**

Confidential report, previously circulated, was presented by Head of Tourism and Recreation.

### Purpose of Report

The purpose of this report is to seek Elected Members' approval to purchase ground maintenance equipment for Carrick Dhu and Juniper Hill Holiday and Leisure Parks.

### Background

Carrick Dhu and Juniper Hill Holiday and Leisure Parks have significant areas of grass which require mowing. Due to the nature of the sites, the Grounds Maintenance team require mowers that are easily manoeuvred in tight spaces, and also have the capacity to cut large areas. Professional grade machinery is required as these machines are in daily use in the growing season and need to be high quality and reliable. The existing mowers are now in their fourth season of use and are starting to suffer from greater periods of down-time requiring more frequent maintenance and repair. The Holiday and Leisure Park Manager has carried out an examination of the mowers and recommends that these mowers are replaced to ensure new mowers with warranties are acquired and that Council benefit from a good residual value on trade of the current mowers onsite.

### Proposals

Council Officers have sought quotations for the replacement of the two large ride-on machines, which operate at Carrick Dhu and Juniper Hill Holiday and Leisure Parks. The current machines are professional grade and manufactured by Toro and as part of the procurement process companies quoting have been asked to replace with the same branded machine that have a low turning radius and 60 inch decks.

Three suppliers were contacted, and quotations sought as per Table, previously circulated.

The lowest quotation for two new mowers was Cyril Johnston & Company Ltd.

#### Recommendation

The Leisure and Development Committee is asked to recommend the purchase of two Toro 77265TE mowers against the trade in of two existing mowers at a net cost to Council of £23,000 + VAT from Cyril Johnston and Company Ltd.

Proposed by Councillor McQuillan  
Seconded by Councillor Anderson and

**AGREED** - to recommend that Council purchase of two Toro 77265TE mowers against the trade in of two existing mowers at a net cost to Council of £23,000 + VAT from Cyril Johnston and Company Ltd.

## 24. HALP FEES AND CHARGES

Confidential report, previously circulated, was presented by the Head of Tourism and Recreation.

#### Purpose of Report

The purpose of this report is to ask Elected Members to consider options for an increase in fees and charges across Council's six Holiday and Leisure Parks. Members are asked to identify their preferred option with regards to an increase in fees for seasonal and static vans and to give approval for an increase in prices for touring caravans, tents, motorhomes and pods for the 2022 – 2023 Season.

#### Background

The Caravans Act (Northern Ireland) 2011 makes an allowance for the annual review of Park Fees for Static Holiday Homes, based on any charges such as rates and water charges, inflation, operating costs, sums spent improving the parks and their facilities, and current market rates. It states a presumption that the pitch fee will not change other than by the change in the price index, unless in relation to sums expended on improvements in the previous 12 months.

#### Fees and Charges for Static and Seasonal Caravans, 2022 – 2023

In previous years, fees for various pitches were increased in line with inflation, specifically the Consumer Price Index (CPI: a measure of consumer price inflation produced to international standards and in line with European regulations. CPI is the inflation measure used in the Government's target for inflation and can aid in the understanding of inflation on family budgets). Last year the increase by Council was average inflation at 1.2%. The CPI rate calculated for this Report is an average over the 12-month period October 2020 - September 2021. The average for this period is 1.6%

([www.ons.gov.uk/economy](http://www.ons.gov.uk/economy)), and there have been no significant sums spent on improvements.

Demand for static and seasonal units across the Council sites has been high during the current financial year. As a result, the sales of static vans have increased and a significant additional income has been generated through bids, sales and commissions. In addition, demand for non-static accommodation has also been high across the touring van sector, tents and cabins. At the end of Period 6, Holiday and Leisure Parks has realised a net addition above budget of £365,743.

Council is asked to consider the following pitch fee options for the 2022 – 2023 season:

- Option 1 - No increase in fees, resulting in a decrease in profit for Council.
- Option 2 - An increase based on average CPI (1.6%).
- Option 3 - An above-inflation increase (2.6%).

Table 1, previously circulated, presents the impact on revenue for these different rates of increase. These figures show the effect the different changes in the annual pitch fee have on predicted Licence revenue next year for static caravans and seasonal let touring caravans only, as the income for other categories of accommodation and sales cannot be accurately predicted due to variations in demand.

Annual fees for static caravans include both VAT and rates, neither of which apply to seasonal fees. Pricing for Seasonal pitches (occupied from St Patrick's Day through to Halloween), including any new offerings, follow the increase applied to Static pitches.

Further considerations:

- With regard to rates, the proposal apply an increase of 3.2% relating to the central government rate.
- Arrangements for the payment for electricity usage remain unchanged.

Paper copies of the Licence Agreement are available to Members on request.

#### Fees and Charges for Non-Static Holiday Accommodation, 2022 – 2023

The Parks will continue to develop optimum marketing strategies for its various income streams in order to maximise their benefit to ratepayer and customer alike. Offering block bookings for high-demand periods (e.g. the NW200 Festival) will continue, with greater focus on higher income at such peak periods whilst correspondingly lowering prices at low-occupancy times such as September/October or Monday - Wednesday nights during the shoulder seasons.

Table 2, previously circulated, shows the prices for next season for touring caravans, motorhomes, tents and pods / cabins. There are over 370 choices, two-thirds of which are fully serviced touring pitches for caravans and motorhomes.

#### Recommendation

It is recommended the Leisure & Development Committee consider the three options for static and seasonal fees for the 2022 – 2023 season and make a recommendation for the preferred option:

- Option 1 - No increase in fees, resulting in a decrease in profit for Council.
- Option 2 - An increase based on average CPI (1.6%).
- Option 3 - An above-inflation increase (2.6%).

Elected Members are also asked to approve the pricing for Caravan, Tents, Motorhomes and Cabins as outlined in Table 2.

Proposed by Alderman Duddy  
Seconded by Councillor Watton and

**AGREED** - to recommend to Council Option 2 – An increase based on average CPI (1.6%).

Councillor Holmes asked if Council were bound to charge at the Option 2 rate, the Director of Leisure and Development advised that under the Northern Ireland Caravanning Act prices could not increase above the CPI and that this had been the position of this Council since 2015.

Councillor Holmes asked why the options were put to the committee in that case. The Director of Leisure and Development advised that as reasonable owners and managers of caravan parks it would be unwise to deviate from the Caravan Act. The Director of Leisure and Development further advised there was no justification for increasing prices given the increase in income generated since covid.

Councillor Holmes suggested as inflation was expected to rise, that an increase could be applied. The Director of Leisure and Development advised the Head of Tourism and Recreation and Holiday and Leisure Parks General Manager were exploring every opportunity to optimise capacity and income for touring caravans and referred to £121,000 income solely from buying and selling caravans.

## 25. LANDS AT MOUNTSTANDEL COLERAINE

Confidential report, previously circulated, was presented by the Head of Tourism and Recreation.

### Purpose of Report

The purpose of this report is to seek approval from Members to avail of funding (£30,000) that will allow Council to purchase lands at Mountsandel, Coleraine. Elected Members are also asked to consider an investment decision for match funding this project at a total cost of up to £10,000.

### Background



Mountsandel is a site of regional and national importance and in recent years the Council has commissioned a number of studies to assess the potential for quality community space, an educational discovery asset and a potential tourism/regeneration project. Located on the banks of the River Bann, Mountsandel is a site of regional and national importance. This historic site includes a Mesolithic dig site and an Anglo Norman Fort. The woodland is 213 hectares and flanks the eastern bank of the river, while on the western side is characterised by publically accessible park land and has features including the lock gates, Weir and Cutts.

A Council paper entitled 'A Blueprint for Mountsandel' was presented to the Leisure and Development Committee in October 2016 and sought to explore how through appropriate development and conservation the sites on both sides of the river could benefit the local and wider community in terms of public realm, outdoor recreation and regeneration. Advancement of this work has led to development of design concepts, consultation and the production of an economic appraisal. After presentation of the Economic Appraisal in 2019, the Council established a working group consisting of Elected Members and Officers to further explore the principles of potential development across the wider Moundsandel experience sites.

This Working Group provides strategic direction for the work being carried out by the Council and engages with other parties and stakeholders who wish to advance the Mountsandel Experience concept. As part of its deliberation the Working Group has seen the benefit of ensuring that the wider study site for Mountsandel is within public ownership. Other key stakeholders across the study site include Forest Service, NIEA, Rivers Agency, Waterways Ireland and The Honourable The Irish Society. The field which contains the Mesolithic dig site is currently in private ownership.

#### Current Arrangements

After discussions with Council Officials, and the involvement of the Mountsandel Discovery and Heritage Group, the land owners have indicated that they are in a position to sell the land for future public benefit. Recognising the significance of this site as being the earliest known settlement on the island of Ireland, the Mountsandel Working Group is recommending that Council consider purchasing this land (the Terms of Reference for the Working Group is that it reports and makes recommendations through the Leisure and Development Committee).

#### Proposal

Council Officials have made an application to the DAERA, Environment Challenge Fund 2021/22 for Capital funding and have received a Letter of Offer to the maximum grant level of £30,000 (75 % of eligible expenditure) for projects that include the creation of paths and land purchase. The opportunity therefore exists to negotiate with the landowners of the field which contains the Mesolithic dig site with a view to purchasing the land outright for the benefit of public enjoyment, and to allow for the potential to develop this site in conjunction with the other lands included within the Economic

Appraisal in the future. Annex A illustrates the land and its proximity to Mountsandel Wood.

Advantages of this acquisition include:

- Full Council ownership protecting the path for an infinite period.
- Consolidation of the Mountsandel Experience Study Site into public ownership.
- The future potential for development as a public space and an educational/tourism resource.
- Sensitive landscaping and planting in line with biodiversity and natural habitat remit.
- Short to medium term opportunity to install an interpretive element detailing the story of the earliest settlers on the island of Ireland.
- Provision of sensitive access provision through the site linking to Mountsandel Wood.

The lands highlighted in Annex A extending to approximately 1.5 acres have been valued by Land & Property Services £40,000.

Under the DAERA, Environment Challenge Fund 2021/22: Capital projects include the creation of paths and land purchase. The maximum amount of Government funding available under the competition will be 75% of eligible project costs. Council Officers have received a letter indicating that an offer for up to £30,000 has been made.

### Options

The Mountsandel Working Group believe that acquiring this land into public ownership is important to secure lands that in the short term can provide a recreational space with public benefit, the protection of an historic and scheduled site and to futureproof this land to allow for the possibility of future development and regeneration, benefiting both Coleraine and the wider Causeway Coast and Glens Borough area. Elected Members are also referred to the 2016 Blueprint for Mountsandel Document, ratified by Council, which contains the recommendation for procurement of this site into public ownership. The Leisure and Development Committee is asked to consider two options,

#### Option 1

Not to advance to negotiations to purchase the lands as detailed in Annex A, and by doing so, not to avail of the Letter of Offer and the funding from DAERA Environmental Challenge Fund.

#### Option 2

Negotiate to purchase the lands at Mountsandel as detailed in Annex A with total costs being no greater than £40,000 for purchase of the lands as per the LPS valuation, provided to Council. The total net cost to Council will be £10,000.

### Recommendation(s)

**It is recommended** that the Leisure & Development Committee recommends Option 2, whereby Council negotiates to purchase the lands at Mountsandel (as detailed in Annex A, previously circulated) and avail of grant assistance under the DAERA, Environment Challenge Fund 2021/22. This is subject to a Council investment decision of £10,000. This will provide Council with outright ownership of the site and secure it for public recreational benefit and the potential for future advancement for education and regeneration.

Proposed by Councillor Anderson  
Seconded by Councillor Watton and

**AGREED** - to recommend to Council Option 2, whereby Council negotiates to purchase the lands at and avail of grant assistance under the DAERA, Environment Challenge Fund 2021/22. This is subject to a Council investment decision of £10,000. This will provide Council with outright ownership of the site and secure it for public recreational benefit and the potential for future advancement for education and regeneration.

Councillor Bateson, Councillor Holmes and Councillor Watton respectively spoke in support of the proposal.

## 26. WILLIAM DUNLOP MEMORIAL

Confidential report, previously circulated, was presented by the Director of Leisure and Development.

### Purpose of Report

The purpose of this report is to update Members on the progress of the William Dunlop Memorial project following a Council Notice of Motion, and to request a contribution towards the groundworks in the Council's Memorial Gardens, Ballymoney.

### Background

The following Notice of Motion was proposed in September 2019:

“That a memorial tablet, in memory of William Dunlop, be placed within his father, Robert Dunlop's memorial garden in Ballymoney”.

This was subsequently agreed by full Council in October 2019.

Subsequently, a working group was formed, which included the partner of the late William Dunlop and other individuals wanting to make the Motion a reality, by raising the necessary funds.

At the initial meeting it was clear that the working group believed that a sculpture of William was a more appropriate tribute, commensurate with the existing sculpture of his father Robert Dunlop.

It was however, the intention of the group to raise the additional funds to cover the cost of the sculpture.

In the subsequent months, the group's fundraising efforts generated £34,542 which enabled the artist to be commissioned to create the life size bronze sculpture at a cost of £31,000 including delivery.

### Current Situation

Work on the sculpture is in the final stages and it is due for delivery in December.

Furthermore, planning approval has been sought, to locate the statue in the Memorial Gardens, Ballymoney adjacent to the existing statue of Robert Dunlop

### Next Steps

In order for the sculpture to be located appropriately within Council's Memorial Gardens, modifications are required to the existing pavia.

In addition, a plinth is required on which the statue will sit, like that provided for the Robert Dunlop statue.

The modified design of the site is at Annex A, previously circulated.

Council's Estates Team has worked with the working group to ensure that the modified design is tasteful and also improves that overall aesthetic of the Memorial Gardens.

Following a procurement process, quotes have been received for the required work and the reports are attached at Annex B, previously circulated.

The most advantageous quotes for the work are as follows:

- The cost for the marble plinth on which the sculpture will sit -.£4,980.
- The cost for work to the paviour - £12,429.

Therefore, the total cost to locate the sculpture will be £17,409.

With the £3,542 surplus from the fundraising being allocated towards the overall costs of the ground works and plinth, leaving a shortfall of £13,867. Council is therefore being asked to fund the remaining £13,867 to enable the project to be completed.

### Recommendation

It is recommended that Council fund £13,867 to enable the William Dunlop Memorial project to be completed in the Memorial Gardens, Ballymoney, and therefore appoint JS Dunlop in accordance with Annex B, previously circulated.

Proposed by Councillor McQuillan  
Seconded by Alderman Duddy and

**AGREED** - to recommend that Council fund £13,867 to enable the William Dunlop Memorial project to be completed in the Memorial Gardens,

Ballymoney, and therefore appoint JS Dunlop in accordance with Annex B, previously circulated.

**MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Alderman Duddy  
Seconded by Councillor Anderson and

**AGREED** – to recommend that Council move '*In Public*'.

\* **Press and Public were re-connected to the meeting at 10.45 pm.**

**27. ANY OTHER RELEVANT BUSINESS NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O)**

**27.1 Limavady Memorial War Boards** (Councillor Callan)

*Can the Director confirm when the Limavady Memorial War Boards will be located permanently at the Roe Valley Arts and Cultural Centre?*

Councillor Callan referred to the ultimate sacrifice made by those from all sections of the community during the wars and asked the Director of Leisure and Development for an update on the war material.

Proposed by Councillor Callan  
Seconded by Alderman Knight-McQuillan and

**AGREED** - to recommend that Council permanently display the war boards at Roe Valley Arts and Cultural Centre where they are currently on display.

**27.2 Ballycastle Masterplan** (Councillor C McShane)

*Ballycastle Masterplan has been finalized and available from the Department for Communities. What steps have the Council taken to adopt the plan and is there a plan of work with DfC and other departments to realise some of the priority project identified in the Masterplan? Can the Director confirm when the Limavady Memorial war Boards will be located permanently at the Roe Valley Arts and Cultural Centre?*

Council C McShane asked what the next steps were in respect of the Ballycastle Masterplan. The Director of Leisure and Development advised that the Coleraine, Ballymoney and Ballycastle Masterplan would be tabled at the December meeting for consideration.

Councillor Callan asked what the current situation was regarding the Limavady Masterplan and the Director of Leisure and Development advised

that there was not an update forthcoming at present but pointed to the present climate which was opportune for investment.

The Interim Head of Prosperity and Place (J Elliott) advised that Department for Communities (DfC) use the Council masterplan as a guide for funding streams and are considered as part of the blueprint, however the onus is on Councils to seek the funding from DfC.

Councillor C McShane referred to the success of the Ballycastle Masterplan, the majority of it being fulfilled.

### **27.3 Airshow 2022 (Councillor C McShane)**

*To ask the Director for an estimate of costs for Airshow 2022 and for an update on the expenditure to date from the 2021/2022 'Development of the Airshow' £20,000 budget?*

Councillor C McShane urged caution regarding making decisions without associated or projected costs suggesting officers were being put at risk given that the Motion was passed in January and budget was almost depleted with consultancy fees alone. Given the scale of the event Councillor C McShane suggested that much more monies would still be required, also suggesting that a small events team was working towards an event to be held in 10 month's time which had yet to be fully costed.

The Director of Leisure and Development advised that as part of the budget setting process for 2022/23 an indicative budget would be available across all services areas in the Leisure Directorate and the Airshow would be included in this. The Director of Leisure and Development further advised there was a procurement exercise in process and works ongoing to secure sponsorship, the Leisure Facilities Project Board was the forum for Elected Members to monitor progress in this regard.

The Director of Leisure and Development referred to the favourable position of the Leisure Directorate at present and believed that both himself and the Head of Tourism and Recreation had not budgeted adequately for this project initially.

Councillor C McShane referred to good governance practices and asked if sponsorship was secured would the income be offset against the projected budget.

At the request of Councillor Callan, the Director of Leisure and Development advised that of the current budget of £20k, £700 remained unspent.

Councillor Callan said that given the planned development of the Airshow and multiple sites involved, it would be prudent to add £30k to the fund at this stage.

The Director of Leisure and Development referred to the £1.2m positive variance at Period 6 and the fact that some larger events had not taken place namely the Ould Lammas Fair and North West 200.

Alderman Duddy concurred with Councillor Callan's remarks.

Councillor C McShane re-iterated her concern the budget had been underestimated and felt that a report would be tabled at the committee so agreement could be reached about increasing the budget to the value of £30k and suggested that the Events team could manage this as an alternative to recruiting consultants.

Councillor Nicholl concurred with Councillor C McShane's remarks saying it was ludicrous to consider increasing the budget without a paper being tabled with costings.

Councillor Holmes sought assurance that Council were getting value for money by the consultants employed.

The Director of Leisure and Development suggested at this stage that the meeting proceed *'in committee'* due to the discussion around consultants and associated cost.

#### **MOTION TO PROCEED *'IN COMMITTEE'***

Proposed by Alderman Duddy  
Seconded by Councillor Anderson and

**AGREED** – to recommend that Council move, *'In Committee'*.

#### \* **Press and Public were disconnected from the meeting at 10:55pm**

***The information contained in the following item is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014***

The Director of Leisure and Development said that the specialist work involved could not be undertaken by a Council Officer given the magnitude and specialist nature involved ie aerospace co-ordination and displays, aviation, science engineering, STEM project development as examples.

The Director of Leisure and Development further added the income for Farnworth Airshow was in the region of £200bn and confirmed for Elected Members that the cost of the 2019 Airshow was £217k. The Director said that for the Airshow to develop as Elected Members requested a bigger and better showcase for the borough there was a consequence of associated

cost and Council could not contemplate proceeding without outsourcing consultants.

Councillor Callan said that Sinn Fein had not supported the Airshow or nominated one of their Elected Members to the working group and that as with Her Majesty's Jubilee celebrations nothing British would be welcomed by them.

Councillor C McShane said that irrespective of what event was being discussed it was wrong to continue without budgets in place.

At the request of Alderman Duddy, the Director of Leisure and Development confirmed that all costings and procurements had been undertaken to date but that some procurement had not yet taken place therefore speculative costs could not be provided, referring Elected Members to the Leisure Facilities Board Minutes for information.

Proposed by Councillor Callan  
Seconded by Alderman Duddy

- To recommend that Airshow development budget for this financial year be increased by £30k to £50k.

Councillor C McShane requested a Recorded Vote.

The Chair put the motion to the Committee to vote.  
9 Members voted For; 4 members voted Against; 0 members Abstained.  
The Chair declared the motion carried.

#### Recorded Vote Table

For (9)	Alderman Duddy, Hillis, Knight-McQuillan Councillors Anderson, Callan, Holmes, McAuley, McQuillan, McAuley, Watton
Against (4)	Councillors Bateson, Beattie, C McShane, Nicholl
Abstain (0)	-

#### **27.4 Ballylough Living History (C McShane)**

*Ballylough Living History – how does the Council monitor for the success/impact of the events from this group?*

Councillor C McShane referred to the group which had been significantly funded by Causeway Coast and Glens Borough Council and pointed out that



planned Halloween Events had not taken place and prices were considerably high for the attraction, pointing to other similar venues which were more value for money.

The Head of Tourism and Recreation confirmed that with all funding applications financial verification took place to include checking bank statements and invoices and that for this grant cost of wages were included. The Head of Tourism and Recreation further advised that The Funding Unit Manager would give further clarification on this type of grant application and inform Elected Members accordingly, including providing clarity to Councillor McQuillan on hire costs.

\* **Alderman Hillis left the meeting at 11.40 pm.**

Councillor Nicholl, on behalf of Sinn Fein, extended his condolences to the Chair on the recent loss of his mother.

Proposed by Councillor Watton  
Seconded by Councillor McQuillan and

**AGREED** – to recommend that Council move *'In Public'*.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 11.45 pm

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Chair