

**LEISURE & DEVELOPMENT COMMITTEE MEETING  
TUESDAY 20 JUNE 2023**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
1.	Apologies	<b>None</b>
2.	Declarations of Interest	<b>None</b>
3.	Minutes of Leisure and Development Committee meeting held Tuesday 18 April 2023	<b>Confirmed as a correct record</b>
4.	Leisure & Development 23/24 Business Plans	<b>to recommend that Council approve the proposed business plans for the 2023/24 period (Annex A-E, previously circulated), providing a focus for officers responsible for delivering Leisure and Development services</b>
5.	Council Led Christmas Events 2024	<b>to recommend to Council Option 3, that the format for the towns of Ballycastle, Ballymoney, Limavady and Coleraine remains as per 2022;  The estimated budget to deliver on the above four towns is £60,000. These events would be delivered by Council's Tourism Events team;  Develop new criteria (in conjunction with Council's Funding Unit) to extend the existing Festive Fund Grant to a</b>

		<p><b>two-tier funding programme, as follows;</b></p> <p><b>Fund A - Settlements with an excess of 1,000 residents (Band G NISRA population settlements) can apply up to a maximum of £2,500 grant (maximum grant budget allocation £32,500);</b></p> <p><b>Fund B - All other settlements, as defined by NISRA can apply up to a maximum of £750 grant (maximum grant budget allocation £18,500);</b></p> <p><b>NB: £15,000 currently exists within the T&amp;R budget for the Festive Fund Grant which would be incorporated into this option</b></p>
6.	Permissive Path Agreement	<p><b>to recommend that Council approves a new Permissive Path Agreement between Council and the landowner, relating to the agreed lands at Ballycarton, for the period of 10 years</b></p>
7.	Guidelines for Partnerships	<p><b>to recommend that Council approves the attached guidelines, allowing for: Review of all existing partnerships; The application of the guidelines for future partnerships subject to Council approval</b></p>
8.	Safeguarding Policy	<p><b>to recommend that Council notes the work to date in the revision of these policies and</b></p>

		<b><i>procedures and recommends to Council the adoption of the Safeguarding Children Policy and Procedures and Safeguarding Adults Policy and Procedures</i></b>
<b>9.</b>	Funding Applications	<b><i>Note</i></b>
<b>10.</b>	Landfill Community Fund	<b><i>Note</i></b>
<b>11.</b>	Growth Deal Executive Programme Board Minutes	<b><i>Note</i></b>
<b>12.</b>	Mountsandel Working Group Minutes	<b><i>Note</i></b>
<b>13.</b>	Correspondence	
<b>13.1</b>	Correspondence from the Department for Communities regarding the Labour Market Partnership (Dated 09 May 2023)	<b><i>Note</i></b>
<b>13.2</b>	Correspondence from the Department for the Economy regarding Project Gigabit Public Review (Dated 01 June 2023)	<b><i>Note</i></b>
<b>13.3</b>	Correspondence from Hospitality Ulster on the Womens Night Safety Charter Northern Ireland (Dated 14 April 23)	<b><i>Note</i></b>
<b>14.</b>	Matters for Reporting to Partnership Panel	<b><i>None</i></b>
<b>15.</b>	Consultations	<b><i>None</i></b>
<b>16.</b>	Any Other Relevant Business Notified in accordance with Standing Order 12. (o) 'In Public'	
<b>(i)</b>	Update on MUGA Pitch and Changing Facilities Rathlin Island (Councillor McShane)	<b><i>Update from Director of Leisure and Development</i></b>
<b>(ii)</b>	Motorhomes at Carrickmore Road, Ballycastle (Councillor McShane)	<b><i>Update from Director of Leisure and Development</i></b>
	<b>FOR CONFIDENTIAL CONSIDERATION (Items 17-27 inclusive)</b>	

17.	Leisure and Development Position P12	<b>Information</b>
18.	Asylum Seekers Update	<b>to recommend that Council notes the information provided and approve the Asylum Seekers &amp; Refugee Framework and Action Plan in the report for implementation</b>
19.	DfC Hardship Grant	<b>to recommend that Council approve allocation of the DfC Hardship Grant for the following purposes: fuel support through local charities; support to established foodbanks; small grant programme for local community food projects; increased membership of social supermarkets and Save the Children Family Support Scheme</b>
20.	Ballycastle Museum	<b>to recommend that Council note the outcome of the NLHF funding application submitted to facilitate Stage 2 detailed design, planning and procurement. NLHF have provided funding to the value of £202,981 with Council contributing an additional £21,067, as part of the £144,000 previously approved in June 2022 by Council</b>
21.	Enterprise Fund	<b>to recommend that Council award funding to businesses 1-16 as outlined in Table 1, previously circulated, totalling £70,444.48 under the auspices of the Enterprise Fund 2023</b>

22.	Fitness Equipment Investment	<b>to recommend to Council the tender process in Annex A, previously circulated, 'JDLC, RVLC &amp; Sheskburn Fitness Equipment Tender' and approve the award of the contract to Pulse Fitness at a cost of £273,662.32</b>
23.	Benone Security Provision	<b>to recommend that Council approve the cost of the provision of security services by NW Security Ltd at Benone Holiday and Leisure Park, at a cost of £23,000, (within the 23/24 T&amp;R budget)</b>
24.	Public Path Order Request Limavady	<b>to recommend to Council that a Public Path Order is initiated for the path linking Irish Green Street and Blackburn Park between the Limavady Shared Education Campus. This would potentially lead to the extinguishment of the existing path that links between the two schools</b>
25.	Tourism Events External Services Procurement	<b>to recommend to Council:</b>  <b>The Assessment Panel recommends the most economically advantageous submission being Streetwise Performance Ltd for Lots 1 and Lots 3 – 9 at a Total Cost of £16,102 + vat;</b>  <b>The Assessment Panel recommends the most economically advantageous submission being In Your Space</b>

		<p><b>Circus for Lot 2 at a Total Cost of £521 + VAT;</b></p> <p><b>The Assessment Panel recommends the most economically advantageous submission being Basslines Ltd at a Total Cost of £22,800.00 + VAT;</b></p> <p><b>The Assessment Panel recommends the most economically advantageous submission being Eventsec Ltd at a Total Cost of £44,806.50 + VAT;</b></p> <p><b>The Assessment Panel recommends the most economically advantageous submission being Eventsec Ltd at a Total Cost of £20,745.00 + VAT;</b></p> <p><b>The Assessment Panel recommends the most economically advantageous submission being Greentown Traffic Management Ltd at a Total Cost of £29,085 + VAT.</b></p>
<b>26.</b>	Town Centre Data Counters Tender	<b>to recommend to Council that the contract is awarded to mri Real Estate Software for a three-year period at a cost of £31,670 per annum, with the option to extend for an additional two years, subject to review</b>
<b>27.</b>	Any Other Relevant Business Notified in accordance with Standing Order 12. (o) 'In Committee'	
<b>(i)</b>	Update on the sale of the Dunluce Centre, Portrush (Councillor Holmes)	<b>Update from Head of Prosperity and Place</b>

**MINUTES OF THE PROCEEDINGS OF THE LEISURE AND DEVELOPMENT  
COMMITTEE HELD IN THE COUNCIL CHAMBER AND VIA VIDEO  
CONFERENCE ON TUESDAY 20 JUNE 2023 AT 7.00 PM**

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

**Members Present:** Alderman Callan (C), McAuley (C), Stewart (C)  
Councillors Anderson (C), N Archibald (C), Kennedy (C),  
Kyle (C), McCully (C), McGurk (R), McShane (R), MA  
McKillop (R), Stirling (C), Watson (C), Holmes (C/R),  
Wisener (C)

**Officers Present:** R Baker, Director of Leisure and Development (C)  
J Welsh, Head of Community and Culture (C)  
P Thompson, Head of Tourism and Recreation (C)  
N McGurk, Head of Prosperity and Place (C)  
W McCullough, Head of Sport and Wellbeing (C)  
L Scullion, Community Development Manager (R)  
G Fall, Tourism Events Manager (R)  
S Calvin, Museum Services Development Manager (R)  
I Owens, Committee & Member Services Officer (C)

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

Public 2 no. (R)

Press 1 no. (R)

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

**SUBSTITUTIONS**

The Director of Leisure and Development advised that Councillor MA McKillop was in attendance as a substitute for Councillor Schenning.

The Chair congratulated Elected Members on recent Election results and welcomed those who were elected for the first time on Causeway Coast and Glens Borough Council.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded; and with the remote meetings protocol.

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

**1. APOLOGIES**

There were no apologies.

## 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 3. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING HELD TUESDAY 18 APRIL 2023

Summary previously circulated.

**AGREED** – to recommend that the Minutes of the Leisure and Development Committee meeting held Tuesday 18 April 2023 were signed as a correct record.

## 4. LEISURE AND DEVELOPMENT 23/24 BUSINESS PLANS

Report, previously circulated, presented by the Director of Leisure and Development.

### **Purpose of Report**

The purpose of this report is to present to Members the 2023/2024 Leisure and Development Business Plans for member's consideration.

### **Introduction**

This business plan is presented to Councillors in order to establish the working priorities for the period 1<sup>st</sup> Apr 2023 to the 31<sup>st</sup> March 2024.

As in previous years we operate in a period of significant uncertainty.

Optimistically, it does appear that the Covid Pandemic has passed, but world-wide macro challenges are causing residual levels of high inflation resulting in an ongoing cost of living crisis.

Whilst Council has effectively managed its budgetary position effectively in the previous financial period, despite hyper-inflation and ongoing industrial action, the impact of central government budget cuts is still to be realised at a local level.

There is no doubt that central government revenue funded schemes will be either reduced, paused or curtailed completely.

However, the opportunity to receive Capital funding still appears promising based upon schemes such as the Growth Deal, Shared Prosperity Funding and Levelling Up.

Despite such uncertainty, the business plans therefore are underpinned by the necessity to:

- Focus upon the quality of the services we provide to ratepayers, maximising every opportunity to generate gains in the economic, social and environmental dimensions of the Borough.
- Provide services and develop projects safely.
- Deliver services and projects in an efficient and cost-effective manner.



- Identify opportunities to reduce expenditure and where possible generate income.

Within this context, the business plans represent a continuation of work for the following services areas:

- Sport and Wellbeing.
- Community and Culture.
- Tourism and Recreation.
- Prosperity and Place.
- The Funding Unit.

The plans for each of the aforementioned service area are developed based upon:

- The emerging actions from the Community Planning Process.
- The Council's existing Corporate Plan and Improvement Plan.
- Endorsed service area strategies.
- Relevant Central government strategies, and funding policies programmes.
- Council decisions and direction from previous periods.

### **The Purpose of the Plans**

The purpose of the annual business plans is to:

- Give a clear sense of what the service is for and the challenges it faces.
- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

**Key Objectives & Priorities 2023/24, tables were circulated.**

### **Financial Position**

Table, previously circulated, showing a summary for each Service Area.

### **Recommendation**

The committee is asked to consider and approve the proposed business plans for the 2023/24 period (Annex A-E, previously circulated), providing a focus for officers responsible for delivering Leisure and Development services.

The Director reminded Elected Members that this Directorate had remained within budget since 2015.

Councillor McGurk asked why the Dernaflaw MUGA had not featured under the Funding Unit business plan.

The Director of Leisure and Development advised that Officers were completing on a Pitch and Play Strategy, the outworkings of which, would enable prioritizing MUGA's and taking forward the investment strategy with the work planned for completion in Autumn/September.

During discussion, the Head of Sport and Wellbeing updated the Director of Leisure and Development who advised Committee the Small Settlements Programme has made allowances for this project and Dernaflaw MUGA was a live project under this Scheme.

At the request of Councillor McGurk, the Head of Community and Culture advised why the KPI within the report were noted as 44%, as based on a traffic light system at month 6 and that all KPI's have now been achieved or partially achieved with the exception of post Covid figures.

Councillor McGurk welcomed the format of the KPI reporting within Community and Culture, stating it would be useful to have this rolled out for all Leisure and Development Directorates.

Alderman Callan thanked staff and them for their hard work during the last Council mandate, referring to the number of investments and projects which came to fruition. Alderman Callan said he looked forward to the next mandate and good work which could be undertaken in the various District Electoral Areas.

Alderman Callan raised concerns regarding the SWAT analysis in relation to staffing and sought clarity on how weaknesses were being addressed, in particular low staff morale. Alderman Callan asked what was being done to support and increase staff moral which is a reoccurring issue.

The Director of Leisure and Development confirmed there was ongoing engagement, good strong communication and staff have ownership of their work as they deliver services. The Director of Leisure and Development advised staff are met with regularly and provided with support, training and personal development at all levels within the Directorate, by Heads of Service and Tier 4 Managers, with staff being fully aware at all times what is going on within the organisation.

At the request of Alderman Callan, the Director of Leisure and Development said he would refer to Senior Management Team and Human Resources regarding the possibility of a Council wide staff survey.

Alderman Callan said it was important that staff who supported the work of Council are motivated and passionate about their work and are provided with the necessary support to do so.

Councillor McShane echoed the sentiments of Alderman Callan, referring to the excellent project delivery during the last mandate.

Councillor McShane referred to the Pitch and Play Strategy, in light of the 2021 Census data and pointed to the need for sports provision in order to meet demand.

The Head of Sport and Wellbeing confirmed the Strategy would only be reviewed, which would be less detailed than when the Pitch and Play Strategy was last

considered. The Head of Sport and Wellbeing advised information available from the Census was regarding age profile and would not significantly impact on sports provisions.

Councillor McShane said GAA was the most popular sport in Causeway Coast and Glens Borough and was the sport least provided for, and felt this needed redressed in this Council mandate.

Proposed by Alderman Callan  
Seconded by Councillor McShane and

**AGREED** – to recommend that Council approve the proposed business plans for the 2023/24 period (Annex A-E, previously circulated), providing a focus for officers responsible for delivering Leisure and Development services.

## 5. COUNCIL LED CHRISTMAS EVENTS 2024

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

### **Purpose of Report**

The Purpose of this report is to present options for the delivery of pre- Christmas activities by the Councils Tourism and Recreation Events Team.

### **Background**

At the Leisure and Development Committee meeting held on 21 February 2023, Council Officers presented options for the Council managed Tourism Events Programme. This included options for seasonal Christmas lights switch-ons. The recommendation from this report is detailed below:

*'In relation to Christmas events; keep the 4 main towns as they are but relook at the format of the smaller events, reducing the target costs from the £5.5k/6k to £3.5k which would allow Council to increase the number of towns that host an event and the cost remains the same'.*

### **Previous Arrangement**

Since 2016 the Council agreed to provide Christmas festivities at the following settlements:

- Ballycastle
- Ballymoney
- Coleraine
- Dungiven
- Garvagh
- Kilrea
- Limavady
- Portrush
- Portstewart

This was based on each of the towns having a population in excess of 2500 people with the exception of Kilrea and Garvagh, which Elected Members chose

to add as part of the recommendation. 2021 Settlement Figures have yet to be released through NISRA.

In addition to Council led activities, a small grants programme known as the Festive Fund Grant is administered for applications from community groups up to a maximum of £250 (total budget £15,000).

### **Options for Christmas 2023**

#### **4 Legacy Towns**

At the February 2023 Leisure and Development Committee Meeting, Elected Members requested that the format for the towns of Ballycastle, Ballymoney, Limavady and Coleraine remains as per 2022.

The estimated budget to deliver on the above four towns is £60,000.

#### **Smaller Settlements**

##### **Option 1**

Based on the suggestion by Elected Members to spend £3,500 per smaller settlement, and a budget of approx. £36,000, 10 settlements could be included.

10 settlements (in addition to the 4 legacy towns), based on population size, 2011 census.

- Portstewart
- Portrush
- Dungiven
- Ballykelly
- Kilrea
- Greysteel
- Cloughmills
- Bushmills
- Castlerock
- Cushendall

£3,500 per small event x 10	=	£35,000
£15,000 per legacy town x 4	=	£60,000
£15,000 budget for Festive Fund	=	£15,000
		<hr/>
	Total	£110,000

Officers have evaluated what can be delivered in these settlements for a budget of £3,500 and believe that the quality of the experience will be of a very low level and that customer satisfaction will be severely compromised.

Councils capacity to deliver on 14 settlements in the lead up to Christmas, and directly after Halloween events, would also be a major factor both in terms of timings, costs and availability of staff including technical support.

Officers have estimated that the minimum expenditure required for the delivery of small settlement Christmas events, to a reasonable quality, is £5,500 per settlement.

Therefore based upon the perceived compromised experience and resource requirement, officers do not believe this is a viable option.

## Option 2

Based on the Officers calculation of a need for a minimum budget of £5,500 per event for small settlements, then 6 small settlements can be accommodated within the budgets and resources. The below lists the most populated settlements in the Borough outside of the legacy towns of Coleraine, Ballycastle, Limavady and Ballymoney.

6 settlements (in addition to the 4 legacy towns), based on ranking of the most populated settlements (2011 census).

- Portstewart
- Portrush
- Dungiven
- Ballykelly
- Kilrea
- Greysteel

Minimum of £5,500 per small event x 6	=	£33,000
£15,000 per legacy town x 4	=	£60,000
£15,000 budget for Festive Fund	=	£15,000
		<hr/>
Total		£108,000

## Option 3

As per the recommendation of the February 2023 Leisure and Development Committee Meeting, that the format for the towns of Ballycastle, Ballymoney, Limavady and Coleraine remains as per 2022.

The estimated budget to deliver on the above four towns is £60,000. These events would be delivered by Council's Tourism Events team.

Develop new criteria (in conjunction with Council's Funding Unit) to extend the existing Festive Fund Grant to a two-tier funding programme, as follows:

### Fund A

Settlements with an excess of 1,000 residents (Band G NISRA population settlements) can apply up to a maximum of £2,500 grant (maximum grant budget allocation £32,500).

### Fund B

All other settlements, as defined by NISRA can apply up to a maximum of £750 grant (maximum grant budget allocation £18,500).

*NB: £15,000 currently exists within the T&R budget for the Festive Fund Grant which would be incorporated into this option.*

## Summary

	Number of Settlements	Remarks	Budget per small event	Budget for 4 Legacy Towns	Festive Fund Grant	Total
<b>Option 1</b>	4+10	Ranking based on settlement population size	£3,500	£60,000	£15,000	£110,000
<b>Option 2</b>	4+6	Ranking based on settlement population size	£5,500	£60,000	£15,000	£108,000
<b>Option 3</b>	4 n/a	Grant Scheme	<u>Fund A</u> £2,500 per grant  <u>Fund B</u> £750 per grant	£60,000	n/a	£111,000

### Recommendation

It is recommended that the Leisure and Development Committee considers the Options detailed in this Report for the delivery of Council-led Christmas Switch-On events.

This will be based on the previous Council decision whereby the 4 Legacy Towns of Coleraine, Ballycastle, Limavady and Ballymoney are as before, and one of the other Options 1-3.

\* **Alderman McAuley joined the meeting in the Chamber at 7.25 pm**

Alderman McAuley said that he had previously raised the issue of complaints regarding the large presence of stewards and security at Christmas Switch-On's and said that he felt that either option with settlements should not be by population as many of these areas are quite close with some areas potentially missing out. Alderman McAuley said that Community based approach would be more beneficial.

At the request of Councillor MA McKillop the Head of Tourism and Recreation confirmed the elements of Option 3.

Councillor McGurk pointed to the sensitivity of the debate around this matter.

Councillor McCully asked if decorations for towns and villages was included in this budget. The Head of Tourism and Recreation advised that Estates, Environmental Services Directorate had responsibility for decorations.

At the request of Alderman McAuley the Head of Tourism and Recreation advised that a Constituted group could make an application for funding.

Proposed by Councillor McGurk  
 Seconded by Councillor MA McKillop

- to recommend to approve Council Option 3:-  
 As per the recommendation of the February 2023 Leisure and Development Committee Meeting, that the format for the towns of Ballycastle, Ballymoney, Limavady and Coleraine remains as per 2022; The estimated budget to deliver on the above four towns is £60,000. These events would be delivered by Council's Tourism Events team; Develop new criteria (in conjunction with Council's Funding Unit) to extend the existing Festive Fund Grant to a two-tier funding programme, as follows; Fund A - Settlements with an excess of 1,000 residents (Band G NISRA population settlements) can apply up to a maximum of £2,500 grant (maximum grant budget allocation £32,500); Fund B - All other settlements, as defined by NISRA can apply up to a maximum of £750 grant (maximum grant budget allocation £18,500); *NB: £15,000 currently exists within the T&R budget for the Festive Fund Grant which would be incorporated into this option.*

Councillor McCully requested a Recorded Vote

The Chair put the Proposal to the Committee to vote.

14 Members voted For; 0 Members voted Against; 2 Members Abstained.

The Chair declared the Motion Carried.

Recorded Vote Table

For (14)	Alderman Callan, McAuley
	Councillor Anderson, N Archibald, Bateson, Kennedy, Kyle, McGurk, McShane, MA McKillop, Stirling, Watson, Holmes, Wisener
Against (0)	-
Abstain (2)	Alderman Stewart
	Councillor McCully

\* **Councillor Holmes joined the meeting in the Chamber at 7.40 pm, having previously joined remotely.**

## 6. PERMISSIVE PATH AGREEMENT

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 proceed with a Permissive Path Agreement with respect to private lands leading from Ballycarton Wood linking to Binevenagh mountain.

### **Background**

Provision, development and access to quality walking opportunities throughout the Borough are important objectives for the Council's Tourism & Recreation Service. The Council manages and maintains many miles of coastal, rural and urban pathways which provide our citizens and visitors with access to our natural outdoor assets and promotes physical exercise and engagement with nature.

Whilst most of the Council managed walking experience is on Council owned land, some is jointly maintained with bodies such as the National Trust, Forest Service and in some cases through licence and management agreements with private landowners.

The Binevenagh and Coastal Lowlands Landscape Partnership is a five year £3.4 million [Heritage Lottery Funded](#) project with a vision to celebrate and connect local people with their unique landscape and heritage to build sustainable and resilient communities. Council is a significant supporting partner within the Landscape Partnership.

As part of this partnership a recreational audit of the Binevenagh area identified the opportunity to develop a long-distance trail from Ballycarton to Castlerock. A Trail Prescription Document was prepared specifically for a selected section of this longer distance trail from Ballycarton Wood to Binevenagh Nature Reserve.

This involved:

- Liaising with the landowners to identify concerns and ultimately obtain permission for access.
- Defining the exact route of the trail.
- Identifying and costing the works and infrastructure required to develop the trail.

A section of the route passes through land which is privately owned. In keeping with Council's approach to securing public access it would be appropriate to enter into a Permissive Path Agreement with the landowner. The path is 962 metres in length and 2 metres in width. (Map attached in Annex A, previously circulated)

### **Proposals**

The provisions of The Recreation and Youth Service (Northern Ireland) Order 1986 allow Council to make use of Permissive Path Agreements to secure quality recreational access to private land. This has been used to great effect with respect to certain sections of the Causeway Coast Way and several other trails and sites of interest. A permissive path is not a Public Right of Way and can be



provided with terms and conditions agreed by parties. It can operate under limitations and can endure for whatever period the council and landowner are willing to agree. Most agreements are for a period of 10 years or more.

Entering into a Permissive Path Agreement will secure quality access to one of the most identifiable landscapes in the Borough. In addition, this proposal offers a sustainable approach to providing access to Binevenagh. The development of this Permissive Path Agreement is required with the landowner and will secure continued access at this location for the public. Officers are recommending that the agreement with Council is for a period of 10 years, a term proposed with the landowner. As with similar agreements, Council will agree to undertake regular inspection of the trails and provide insurance cover to indemnify the landowner. If approved this will be advanced by the Tourism and Recreation team with assistance from Council's legal services.

The proposed route will have some surface dressing, stone pitching and appropriate trail furniture installed. These works are being funded through Binevenagh & Coastal Lowlands Landscape Partnership.

### **Recommendation**

It is recommended that the Leisure and Development Committee recommends to Council the approval of a new Permissive Path Agreement between Council and the landowner, relating to the agreed lands at Ballycarton, for the period of 10 years.

Alderman Callan sought clarity on costs to Council over the 10 year period.

The Head of Tourism and Recreation advised that there was an agreement between Causeway Coast and Glens Borough Council and the land owner and that Council had long term responsibility for stiles/fences/sign replacement for which an annual budget of £500 was provided from Coast and Countryside budget. The Head of Tourism and Recreation further advised that the landscape partnership had undertaken substantial infrastructure work to make land fit for purpose which would avoid any maintenance for 3-4 years and said the land was robust.

Alderman Callan pointed to the success of Garvagh Forest.

Proposed by Alderman Callan  
Seconded by MA McKillop and

**AGREED** - to recommend that Council approves a new Permissive Path Agreement between Council and the landowner, relating to the agreed lands at Ballycarton, for the period of 10 years.

## 7. GUIDELINES FOR PARTNERSHIPS

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

### **Purpose of Report**

The purpose of this report is to seek Council's approval for the Partnership Guidance Document.

### **Introduction**

Causeway Coast and Glens Borough Council (and legacy Councils) has a long history of successful working in partnership with a diverse range of organisations.

However, following consideration of the Internal Audit recommendation to generally formalise partnership arrangements, officers have established the attached Partnership Guidance Document to ensure that:

- Council approves a partnership arrangement through a business case approach to establish clear evidence of need.
- There is appropriate and effective governance and performance management of the partnership.

### **Definitions**

For the purposes of this document a Partnership can be defined as:

*'A working relationship established to address a social, environmental or an economic issue / challenge / opportunity in the Borough. Such partnerships may include organisations from statutory, voluntary, community or the private sector established to address local issues aligned to Council's Community Plan, Corporate Plan or Service Area Business Plans'.*

These guidelines and associated register exclude arrangements via:

- Council's grant funding programmes,
- The receipt of Capital Funding for Council Projects,
- The receipt of revenue funding to facilitate / administer a central government programme (Police and Community Support Partnership, Good Relations, Neighbourhood Renewal, Rural Development Programme),
- Any relationship established through a procurement process and;
- Any organisation / group / body which is merely a 'Consultee' or reference group.

A database of all existing partnerships (The Partnership Register) has been established, which will form the basis of all existing and future partnership working.

### **Why Establish Partnerships?**

Partnership arrangements are appropriate when they have the potential to achieve:

- Improved value for money – when available resources are used economically, efficiently and effectively.
- Added value – delivering something that is unlikely to be achieved by another form of working arrangement.
- Cross cutting outcomes – outcomes from all partners should be achieved.

### **Process**

To ensure that all future partnerships are established through a ‘business case’ approach, which establishes the evidence of need, combined with effective governance, risk and performance management, all existing partnerships will be reviewed and future partnerships subject to Council approval.

The document attached at Annex A and subsequent supporting annexes provide the necessary frameworks / templates and procedures to assist in the ongoing management of a Council partnerships.

### **Recommendation**

It is recommended that Council considers and approves the attached guidelines, previously circulated, allowing for:

- Review of all existing partnerships.
- The application of the guidelines for future partnerships subject to Council approval.

Alderman Callan sought clarity on the timeline for establishing a partnership particularly when there was a reliance on funding which is subject to a closing date.

The Director of Leisure and Development said that a structure and template was in place for establishing all partnerships, which was modelled from other local authorities and consideration is given to requirements by Council and the Partner in terms of deliverability. The Director of Leisure and Development further advised that the timescale depended on the type of partnership and whether there were legal implications to explore and it was possible to expediate applications as and when required.

Proposed by Councillor Wisener  
Seconded by MA McKillop and

**AGREED** - to recommend that Council approves the attached guidelines, previously circulated, allowing for:

- Review of all existing partnerships
- The application of the guidelines for future partnerships subject to Council approval.

## 8. SAFEGUARDING POLICY

Report, previously circulated, was presented by the Head of Sport and Wellbeing.

### **Purpose of Report**

To progress the review and implementation of both Council's Safeguarding Policy & Procedures for Children and Safeguarding Policy & Procedures for Adults.

### **Background**

Council has been working with the NSPCC to review and update both of these policies & procedures. The purpose of these policies and their respective associated procedures is to help protect the children, young people and adults at risk who use our services and to ensure that Causeway Coast and Glens Borough Council employees, agency workers, volunteers and elected members are aware of issues that can cause children, young people and adults at risk harm and take effective action to protect them.

By complying fully with these policies and procedures, Causeway Coast and Glens Borough Council seeks to ensure that employees, agency workers, volunteers and elected members are also protected whilst carrying out their duties.

Both the Safeguarding Children & Young People Policy and Procedures and Safeguarding Adults Policy & Procedures were approved by Council in January 2020.

The Safeguarding Children Policy & Procedures and Safeguarding Adults Policy & Procedure are to be reviewed every three years (as clearly stated within each Policy itself)

### **Current position**

The Safeguarding Children Policy & Procedures (Annex A, previously circulated) and Safeguarding Adults Policy & Procedures (Annex B, previously circulated) have been reviewed and developed in conjunction with the NSPCC to reflect current legislation and the practices within Causeway Coast and Glens Borough Council.

Both policy & procedures have been created separately as the applicable legislation, procedures, guidance, and definitions are significantly different.

The Safeguarding Children Policy & Procedures and Safeguarding Adults Policy & Procedures have been screened in accordance with Council's duty under Section 75 Equality Legislation

### **Audit Recommendations**

An Audit report on the Safeguarding policies was presented to Council in December 2022. A number of recommendations were included which have been accounted for in the revised policy documents and associated operational and training procedures for council employees and councillors.

- Accountability and Responsibilities (including training).

- Designated Safeguarding Officers Details contained within the Policy.
- Raising Awareness of Councils response to safeguarding.

### **Next Steps**

The responsibility for the Senior Management Team and overall accountability of the Chief Executive have been included in the revised draft policy documents as Safeguarding is deemed a corporate responsibility.

As per the Policy & Procedures training schedule, an appropriate training provider is being procured and training will be rolled out to all employees, agency workers, volunteers, and Councillors. This is due to commence once the draft policies & procedures have been approved.

A Parental / Carer Safeguarding information leaflet will be developed and distributed throughout Council's facilities. The form will also be available on-line.

Officers will work internally with other service areas to create a Safeguarding info page on Council's website, accessible by all staff, councillors, and the general public.

### **Recommendation**

It is recommended that the Leisure and Development Committee notes the work to date in the revision of these policies and procedures and recommends to Council the adoption of the Safeguarding Children Policy & Procedures and Safeguarding Adults Policy & Procedures.

Proposed by Alderman Callan  
Seconded by Councillor Kyle and

**AGREED** - to recommend that Council notes the work to date in the revision of these policies and procedures and recommends to Council the adoption of the Safeguarding Children Policy and Procedures and Safeguarding Adults Policy and Procedures.

## **9. FUNDING APPLICATIONS**

For information report, previously circulated, presented as read.

### **Purpose of the Report**

The purpose of this report is to inform Members that officers may need to make significant funding applications over the summer months for strategic capital projects previously prioritised by Council.

### **Background**

Officers anticipate that funding opportunities may open over the summer months and that these capital funding programmes are likely to have relatively short application windows as follows:

- Department for Levelling Up, Housing and Communities - Levelling Up Fund Round 3.
- Special European Union Programmes Body - Peace Plus.

- Department for Levelling Up, Housing and Communities - Shared Prosperity Fund.

If the Council is to compete favourably within these anticipated funding opportunities, officers will need to progress the application materials which normally take 2-3 months.

The absence of Committee and Council meetings over the summer period will limit the opportunity to secure the required decisions from the Members, without which the likelihood of making successful bids will be significantly reduced but even with timely decision-making, success is not guaranteed.

### **LUF funding opportunities**

In LUF Round One the Council made one application as follows:

- Portrush Recreation Grounds £1.6m: successful.

In LUF Round Two the Council made two applications as follows:

- Ballycastle Leisure Centre for £8.1m: successful.
- Coleraine Leisure Centre £14m: unsuccessful.

There is an opportunity to reapply for Coleraine Leisure Centre in Round Three, but the chances of success are likely to be greater if Council was able to deliver the benefits of the new Leisure Centre with a significantly smaller grant from LUF, i.e. find another major source of partnership funding to reduce the ask from LUF. This is based upon the Council's relative share of the funding available for Northern Ireland remaining in Round 3.

At a total project cost of c.£26m, LUF and Growth Deal are the only funding opportunities of the required scale in the foreseeable future. In the absence of successful applications to both these funds, a new leisure centre in Coleraine is not currently a realistic objective for the short to medium term.

In March 2023 Council agreed to afford the redevelopment of Coleraine Leisure Centre a high priority in future grant applications and committed to investing in development costs of up to £1m to progress the project to detailed design for full planning application to allow it to avail of major funding opportunities.

### **LUF and a potential Growth Deal match funding opportunity**

It is highly likely that some of the existing priority 1 Growth Deal projects will not survive the Strategic Outline Case process and Members may decide to remove them or reduce them from the programme over the coming months to ensure affordability within the set funding allocation.

The indicative funding allocation for any projects removed from the Growth Deal will be available for Members to either/or relocate to increase the budgets of some of the surviving projects (as actual costs are better understood) or to redirect to other priority projects that meet the Growth Deal criteria.

The Council also has a requirement to maximise its own partnership funding to the Growth Deal (minimally 10% overall) which is a very significant challenge given the scale of the Council's current borrowings.

Introducing a new priority project to the Growth Deal which Council is already planning to invest some of its own capital into would have two benefits:

- It would reduce the cost of that project to the Council; and
- Any funding that the Council could afford to invest into that project would count towards the Council's requirement to part fund the Growth Deal.

Council previously prioritised Growth Deal projects in March 2021, having agreed the current list of priority 1 projects (which includes Dunluce Castle and Mountsandel Fort). The next projects on the priority 2 list are Coleraine Harbour ranked 14<sup>th</sup> and Council Leisure Centres (both Coleraine and Ballycastle) ranked 15<sup>th</sup>.

The Coleraine Harbour project is not at the required state of readiness to avail of the Growth Deal opportunity in the next few months as no defined project or indicative cost is available. Furthermore, it has recently come to light that the Harbour Commissioners have extended a current lease by 15 years giving tenancy rights to an existing lessee.

The Coleraine Leisure Centre project is however at a much more advanced state of readiness with an Outline Business Case approved for a project cost of c.£26m and a recent Council decision to progress the project to detailed design and planning. This advanced position combined with the last opportunity to avail of a more modest LUF round 3 funding bid (as outlined above) makes it the preferred project for inclusion within the Growth Deal which will be a decision for Members after the Summer recess.

### **PEACE Funding Opportunities**

In 2018 Council applied to PEACE IV for the development of community sports facilities at the new Ballycastle shared education campus as follows:

- £2.8m for capital and programme costs: successful

The deadline for full capital grant expenditure was December 2023. As a result of planning and procurement delays with DE/EA, the project was delayed by 18 months which meant that the spend deadline could not be met and the Council was forced to withdraw the project from the PEACE IV programme last year.

Officers have consulted with SEUPB and are confident that a reapplication for the project would be successful and that it would remain eligible for the programme even if the construction contract had been signed and the construction commenced (planned for March 24).

The project has since been retendered and the Council made a decision in March 23 to proceed to make a financial commitment of £3.8m to the capital costs of the project and to reapply to the SEUPB Peace Plus programme to fund this commitment. Contracts are now signed and the Council is fully financially committed.

There is no guarantee of a successful PEACE reapplication for the project and if an application was unsuccessful, the Council will be liable for the full cost of the £3.8m and associated revenue costs.

### **Shared Prosperity funding opportunities**

The Northern Regional College (NRC) is close to completing a £50m+ project for a new FE College building adjacent to Anderson Park, Coleraine.

This has the potential for a major positive impact on an area of the town that is greatly in need of regeneration.

The budget for the new college includes a £20k allowance for ground works that could make an initial contribution to upgrades to Anderson Park. To build upon this, officers have also received positive indications for other regeneration investments in Anderson Park as follows:

- UK Shared Prosperity Fund (Green Spaces) of up to £1m.
- DfC town centre regeneration funding of up to £1m.

Officers are currently completing a Strategic Outline Case for the regeneration of Anderson Park to support these bids for capital grant funding with no commitment for Council funding and any subsequent decision to proceed subject to Committee/Council approval.

### **Next Steps**

Members are asked to note the following actions to be undertaken by officers with respect to significant funding opportunities, should they arise during the summer recess:

1. To progress funding opportunities for Coleraine Leisure Centre via applications to LUF, noting the narrative regarding the possible inclusion within the Growth Deal programme combined with an indication of a direct Council capital investment aligned to affordability limits.
2. To make an application to PEACE Plus capital programme for the new community sport facilities at the Ballycastle Shared Education Campus for Capital costs and programme costs.
3. To submit a bid to the Shared Prosperity Fund for the development of Anderson Park, Coleraine for capital and programme costs, on the basis of possible match funding from DfC.

## **10. LANDFILL COMMUNITY FUND**

For information report, previously circulated, presented as read.

### **Purpose of Report**

The purpose of this report is to inform members of the grant awards for projects to be supported under the Landfill Communities Fund in the 2023-24 period.

### **Background**

The Landfill Communities Fund (LCF) is regulated by ENTRUST (Landfill Regulator) and managed by her Majesty's Revenue & Customs (HMRC).

The Landfill Communities Fund is an innovative tax credit scheme that enables Landfill Operators to use some of their landfill tax to directly fund projects that improve the lives of communities living within a 10-mile radius of the landfill sites. Causeway Coast and Glens Borough Council operate the Craighuiller landfill site in Portrush and Craigmore Landfill Site in Garvagh. Council is able to claim a credit against their landfill tax liability, they then make this contribution to Ulster



Wildlife, the registered Environmental Body who administers this fund on behalf of Council.

Applications are assessed and scored by Ulster Wildlife (Environmental Body appointed by Council) and Funding Unit Officers. Successful projects are submitted to ENTRUST (Landfill Regulator) whose role is to ensure that the LCF monies are spent by organisations on projects which comply with the objectives set out in The Landfill Tax Regulations 1996.

### **Strategic Context**

Causeway Coast and Glens Borough Council review and agree the Landfill Communities Fund Policy and programme on an annual basis (last review November 2022).

The policy sets out a framework for the processing of Landfill Communities Fund applications. The overall aim of the process outlined in the policy is:

*“To ensure a consistent and transparent process with proper and accountable procedures is in place”.*

In November 2022 Causeway Coast and Glens Borough Council agreed the Landfill Communities Fund programme and criteria for 2022-23. (See Annexes 1, 2, & 3).

Council agreed that the fund would become a rolling programme which will remain open throughout the year until any available funds are allocated, with Officers bringing reports into Council to inform members of the outcome of the process.

### **Eligibility**

Applicants are only accepted from properly constituted, not for profit community or voluntary based organisations. To be eligible for an award, projects must be located within a 10-mile radius of a licensed landfill site in the Causeway Coast and Glens Borough Council area. Applications must be made under one of the following Objects set out in the Landfill Tax Regulations 1996:

- Object D - Public Parks and Amenity
- Object DA - Conservation of Biodiversity; or
- Object E - Restoration of Religious Buildings or Buildings of Architectural or Historical Interest

### **Assessment Overview**

The fund opened for applications on 12th December 2022, the fund will remain open until all available funds are committed for the year, or Council closes the fund.

Two applications were received with requests to the fund projects totalling £20,400.

- Both applications were eligible and proceeded to assessment and scoring.
- Both applications scored above the 65% minimum threshold.

### **Stage 1: Eligibility Assessment**

Both applications met the eligibility criteria and proceeded to assessment and scoring.

**Stage 2: Assessment & Scoring:**

2 x applications were assessed and scored against the full criteria (See table below).

(Full criteria set out in Annexes, previously circulated).

Both applications scored above the 65% threshold for funding awards:

<b>Applicant &amp; Project</b>	<b>Score</b>	<b>Distance to Landfill Site</b>	<b>Total project costs</b>	<b>Amount requested</b>	<b>Amount recommended</b>
<i>Causeway Coast and Glens Borough Council – Glenullin Play-park</i>	100%	5.5	£35,000	£15,000	£15,000
<i>Boveedy Community Association - Community Hall Refurbishment</i>	68%	6.5	£7,200	£5,400	£5,400
			£42,200	£20,400	<b>£20,400</b>

**Conclusions**

As per Council’s Landfill Communities Fund Policy, approval of projects is dependent on the current available LCF funds.

The current funds available from Landfill Community Fund are **£133,738**.

1. Two projects, as outlined above, have been awarded funding to the total value of £20,400.
2. There remains £113,338 in the LCF budget.
3. The Landfill Communities Fund will remain open for applications as a rolling fund.
4. Council’s Funding Unit will advertise and promote this funding opportunity.

**11. GROWTH DEAL EXECUTIVE PROGRAMME BOARD MINUTES**

Minutes, previously circulated, presented as read.

Alderman Callan asked about the Executive Programme going forward and when the next meeting was scheduled.

The Director of Leisure and Development advised that 8 Councillors and other stakeholders would be involved and the first scheduled meeting will be on 24<sup>th</sup> August. The Director of Leisure and Development said that all cases would be reviewed in advance of submission to central government.

## **12. MOUNTSANDEL WORKING GROUP MINUTES**

Minutes, previously circulated, presented as read.

Councillor McGurk queried why the Minutes were only made available at this time given the date of the meeting being September 2022.

The Director of Leisure and Development advised that the Mountsandel Working Group perhaps did not meet to ratify minutes in advance of Committee meeting and referred to the exciting initiatives being brought forward very soon with Growth Deal recommencing on 24<sup>th</sup> August.

Councillor McGurk suggested that draft minutes of the meeting be made available to the Leisure and Development Committee as the minutes being considered at this meeting were somewhat outdated and the Director of Leisure and Development agreed to find out why the delay occurred in provision of the minutes on this occasion.

## **13. CORRESPONDENCE**

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

**13.1** Correspondence from The Department for Communities regarding the Labour Market Partnership (dated 9<sup>th</sup> May 2023)

**13.2** Correspondence from the Department for the Economy regarding Project Gigabit Public Review (dated 1<sup>st</sup> June 2023)

**13.3** Correspondence from Hospitality Ulster on the Womens Night Safety Charter Northern Ireland (dated 14<sup>th</sup> April 2023)

The Director of Leisure and Development invited the Head of Prosperity and Place to present Correspondence Item 13.1.

The Head of Prosperity and Place referred to the correspondence and said it was disappointing that funding from DfC for Labour Market Partnership had reduced due to unnecessary cuts, saying projects had been signed off by Leisure and Development which could now not come to fruition. The Head of Prosperity and Place said that the Chief Executive had written to the Department to state Council's disappointment and that the Labour Market Partnership had submitted an EQIA. The Head of Prosperity and Place advised that funding had reduced to a quarter of the original amount, lobbying would continue and an update would be brought back to the Leisure and Development Committee in September.

#### **14. MATTERS FOR REPORTING TO PARTNERSHP PANEL**

There were no matters for reporting to Partnership Panel.

#### **15. CONSULTATIONS**

There were no Consultations.

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

##### **(i) Update on MUGA Pitch and Changing Facilities Rathlin Island (Councillor McShane)**

The Director of Leisure and Development advised that Officers did not sit on the Ministerial Forum and offered to bring back information as soon as possible.

Councillor McShane said the Chief Executive was a member of the Forum set up since 2016 when commitments were made to follow up with Leisure and Development Directorate to proceed to investigate and scope out changing facilities and MUGA. Councillor McShane referred to an action plan which was devised and offered to forward relevant notes to the Director of Leisure and Development. Councillor McShane said that Rathlin Island attracts sporting events and hosts respite weekends where there are currently no changing facilities or MUGA and confirmed the community on the Island have identified a potential area for use as a MUGA and suggested the Levelling Up Fund as source of funding.

##### **(ii) Motorhomes at Carrickmore Road, Ballycastle (Councillor McShane)**

Councillor McShane raised the matter of double parking at this location and the difficulty for cars to pass and motorhomes parking overnight. Councillor McShane referred to the potential for a collision, she said that follow up discussions with key stakeholders were required urgently and that Council, as a responsible Statutory body, take a lead in this regard.

The Director of Leisure and Development agreed to table a meeting including Dfl and The Glens DEA Elected Members.

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

Proposed by Alderman Callan  
Seconded by Councillor Watton and

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

\* **Public and Press were disconnected from the meeting at 8.15pm.**

***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.**

**17. LEISURE AND DEVELOPMENT POSITION P12**

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

**Purpose of Report**

The purpose of this report to provide Members with a financial summary of the 2022/23 in-year position at Period 12.

**Background**

Council has approved the annual budget for Leisure and Development and delegated authority to officers to utilise this budget in the provision of services to the rate payers. The L&D budget for 2022/23 was £11,887,822. The net budget is a calculation of the forecast:

- Gross Expenditure of £20.436m.
- Gross Income of £8.549m.

Table 1 illustrates a P12 Net Position of £11,730,361.88, which is positive by £157,461.

This is an improvement from Period 11 and represents a significant improvement since the Q2 and Q3 during which the adverse position peaked at £415,000.

L&D is at 102% of forecast expenditure based upon a budget of £20,436,937 compared to actual expenditure of £20,924, 845.

L&D is at 108% of forecast income based upon a budget of £9,914,483, compared to actual income of £8,549,114.

The service area financial positions are also shown in Table 1 (circulated).

The following information was circulated within the confidential report.

**Service Area Budgets**

**Income and Expenditure**

- Salaries and Wages
- Energy and Utilities
- Repairs and Maintenance
- Other Expenditure

Annex A, previously circulated, illustrates the income streams as at Period 12.

**Income**

The Director of Leisure and Development provided commentary on the report and answered questions from Elected Members.

## 18. ASYLUM SEEKERS UPDATE

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

### **Purpose or Report**

To provide an update to members on:

1. Dispersal of asylum seekers in the CCGBC area.
2. Update and seek approval on the action plan for the Home Office sponsored dispersal funding programme for councils across Northern Ireland for the establishment of networks and initiatives which assist with integration into local communities.

### **Background /Context**

Reports to council in December and April, provided members with information on the dispersal of Asylum Seekers across Northern Ireland resulting from a lack of emergency / contingency and dispersal accommodation being available in Belfast which is where the main agencies and services for Asylum Seekers are available.

The following information was circulated within the confidential report;

- Housing: Emergency Contingency and Dispersal Accommodation;
- NI Executive Office /Council Engagement & funding;
- Update and proposed Action Plan;
- Interim activities to support wellbeing and build community connections have been provided;
- Action Plan Summary

### **Recommendation**

It is recommended that Council notes the information provided and approve the Asylum Seekers & Refugee Framework and Action Plan in the report for implementation.

Councillor McCully spoke of the need for local sanctuary groups to be recognized for their provision of assistance.

The Head of Community and Culture said that all additional support/information/resources were welcome and that the situation was fluid with rapid developments and changes.

Councillor Kyle referred to the lack of consultation by Mears with local residents which resulted in speculation and rumor and pointed to the lack of social housing in the north coast and pressures on the local Health Trust.

The Head of Community and Culture said she recognized the concerns raised and felt that communication could be improved between stakeholders. The Head of Community and Culture explained that Mears were contracted by the Home Office with no Council involvement.

At the request of Councillor Kyle the Head of Community and Culture confirmed that a data sharing agreement was being prepared by stakeholders and that Officers meet on a monthly basis with Mears and the Home Office where it has been identified that there is a lack of engagement.

The Head of Community and Culture said that there was no additional finance in the budget for further requests from the Home Office and that any agreed framework needed to be sustainable and that assistance from Churches and Sanctuaries was sought.

The Head of Community and Culture said that Council did not have a statutory duty and that the Chief Executive would be undertaking discussions regarding Asylum Seekers at sub regional level.

Councillor Anderson raised concerns regarding the impact of the tourist economy and insufficiency of hotel beds. The Head of Community and Culture advised that Mears entered into a contact directly with the hotels with Council having no input and agreed to raise this matter at strategic level.

Proposed by Councillor N Archibald  
Seconded by Councillor P McCully and

**AGREED** - to recommend that Council notes the information provided and approve the Asylum Seekers & Refugee Framework and Action Plan in the report for implementation.

## 19. DfC HARDSHIP GRANT

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

### **Purpose of Report**

The purpose of this report is to seek approval from Elected Members for proposals for spend of a Hardship Grant provided by the Department for Communities (DfC) to Councils.

### **Background**

The Department for Communities is providing funding to Councils for a hardship scheme to provide financial support to the most vulnerable. The total amount of funding available from the Department for this Hardship Grant is £4.0m and it is payable to councils under Section 29 of the Local Government Finance Act (Northern Ireland) 2011.

The following information was contained within the confidential report:

### **Current Situation regarding:**

- Holiday hunger;
- Steadily increasing food costs;
- School uniforms cost;
- High fuel costs and the ending of the energy cap.

## **Proposals for spend of Hardship Fund - Key considerations**

The final list of proposed elements below and indicative budget allocation provided in Table 1, previously circulated:

1. Fuel Support through provision of oil stamps and electric and gas top ups.
2. Support to Trussell Trust/ established Foodbanks.
3. Small Grant Programme for local small community food projects.
4. Social Supermarkets – increased membership capacity.
5. Save the Children Family Support Scheme.

Other complimentary projects planned:

- i. Mapping and promotion of school uniform exchange schemes through Council's online information hub.
- ii. Locality based Cost of Living information and connecting events in September to connect all frontline support providers and community and voluntary and faith based organisations.

### **Recommendations**

It is recommended that Council approve allocation of the DfC Hardship Grant for the following purposes: fuel support through local charities; support to established foodbanks; small grant programme for local community food projects; increased membership of social supermarkets and Save the Children Family Support Scheme Councillor N Archibald spoke of those already struggling and the vital need for support.

Proposed by Councillor N Archibald  
Seconded by Councillor MA McKillop and

**AGREED** - to recommend that Council approve allocation of the DfC Hardship Grant for the following purposes: fuel support through local charities; support to established foodbanks; small grant programme for local community food projects; increased membership of social supermarkets and Save the Children Family Support Scheme .

\* **Councillor Holmes left the meeting in the Chamber at 8.45 pm**

## **20. BALLYCASTLE MUSEUM**

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

### **Purpose of Report**



The purpose of this paper is to update Members on the outcome of the National Lottery Heritage Fund development phase application submitted in November 2022 for Ballycastle Museum and seek permission to proceed to and complete Stage 2 of the Capital Works Management Process, including the key activities: detailed design, planning and procurement.

### **Background - Approvals to Date**

The Cultural Strategy 2016-21 identified a requirement to carry out an analysis of need and options appraisal for museums facility provision within Causeway Coast and Glens Borough Council. In 2017, Council appointed Blueprint Development Consultancy and Associates to carry out this work.

The following information was contained in the confidential report:

- Development Phase/stage 2 deliverables ;
- Timetable for Stage 1 to Stage 4

### **Recommendation**

Members are asked to note the outcome of the NLHF funding application submitted to facilitate Stage 2 detailed design, planning and procurement. NLHF have provided funding to the value of £202,981 with Council contributing an additional £21,067, as part of the £144,000 previously approved in June 2022 by Council.

Therefore, Members approval is sought to proceed to and complete Stage 2 of the Capital Works Management Process, including the key activities: detailed design, planning and procurement.

Councillor McShane commended staff on their work in relation to this project and of the perseverance of the Friends of Ballycastle Museum.

Councillor MA McKillop wished to echo those remarks made by Councillor McShane.

Councillor Kennedy said he was delighted to see the progression of the work in connection with the Ballycastle Museum.

Proposed by Councillor McShane  
Seconded by Councillor MA McKillop and

**AGREED** to recommend that Council note the outcome of the NLHF funding application submitted to facilitate Stage 2 detailed design, planning and procurement. NLHF have provided funding to the value of £202,981 with Council contributing an additional £21,067, as part of the £144,000 previously approved in June 2022 by Council.

Therefore, Members approval is sought to proceed to and complete Stage 2 of the Capital Works Management Process, including the key activities: detailed design, planning and procurement.

## **21. ENTERPRISE FUND**

Confidential report, previously circulated, was presented by The Head of Prosperity and Place.

### **Purpose of Report**

The purpose of this report is to update members on the Enterprise Fund 2023. The Enterprise Fund seeks to help young businesses, under two years old, who need assistance in taking the next step in their growth plan. The funding is to address barriers to growth via innovative approaches.

### **Background**

In 2023, the Enterprise Fund was open to businesses and social enterprises in all sectors but particularly welcomed applications from the following local sectors of priority:

- Advanced Manufacturing, Materials & Engineering.
- Construction.
- Financial, Business & Professional Services.
- Retail.
- Tourism & Hospitality.
- Agri-Food.
- Sustainable Energy

See Annex A, previously circulated, for further information in relation to this grant. Initial eligibility criteria included:

- All applicant businesses/social enterprises must be within the Causeway Coast and Glens Borough Council area and actively trading commercially;
- All applicants must have completed the Business Start Programme – available through Enterprise Causeway and Roe Valley Enterprises – within the last two years – or have a fit for purpose business plan from other sources completed within the last two years; and
- All applicants must have a bank (or other financial institution) account for the sole purpose of their business – i.e., separate from personal finances.

This grant opened on Monday 3rd April 2023 and closed at noon on Friday 5<sup>th</sup> May 2023, with expenditure to be completed and claimed by Friday 16<sup>th</sup> February 2024. Grants of up to £5,000 were available.

Information containing Proposals was contained within the confidential report.

### **Recommendation**

It is recommended that the Leisure & Development Committee recommends to Council to award funding to businesses 1-16 as outlined in Table 1, previously circulated, totalling £70,444.48 under the auspices of the Enterprise Fund 2023.

Councillor Anderson said it would be useful to have a snapshot of the businesses involved and the type of work they do and welcomed the support provided.

Alderman Callan concurred with Councillor Andersons remarks and said it was great to see the this initiative supported by Council.

Alderman Callan suggested that it would be good to have the Leisure and Development Committee membership invited if the Mayor was hosting a function for those involved to allow for interaction.

Proposed by Councillor Anderson  
Seconded by Alderman Callan and

**AGREED** - to recommend that Council award funding to businesses 1-16 as outlined in Table 1, previously circulated, totalling £70,444.48 under the auspices of the Enterprise Fund 2023.

## 22. FITNESS EQUIPMENT INVESTMENT

Confidential report, previously circulated, was presented by the Head of Health and Wellbeing.

### **Purpose of Report**

The purpose of the paper is to update Members on progress to date on the upgrade of the gym and equipment offering at Joey Dunlop Leisure Centre, Shesburn Recreation Centre and Roe Valley Leisure Centre and request approval to award the contract to Pulse Fitness as per the associated Tender Report at a cost of £273,662.32 plus Vat.

### **Background**

The need for intervention and investment in gyms and equipment emerged from the In-house Team's (IHT) 'Shadow Bid' submission. A Strategic Outline Case (SOC) presented to Council in November 2020 articulated the case with reference to research undertaken as part of this submission including: industry trends for gyms and fitness, feasibility study undertaken by Alliance Leisure, latent demand analysis undertaken by 4global and an audit of equipment across all major and minor leisure centres.

The following information was contained within the confidential report:

- Progression of Recommendations;
- Procurement Process;
- Next Steps;

### **Recommendation**

Members are asked to note the tender process in Annex A 'JDLC, RVLC & Shesburn Fitness Equipment Tender' and approve the award of the contract to Pulse Fitness at a cost of £273,662.32.

Proposed by Councillor McShane  
Seconded by Councillor MA McKillop and

**AGREED** - to recommend to Council the tender process in Annex A, previously circulated, 'JDLC, RVLC & Shesburn Fitness Equipment Tender' and approve the award of the contract to Pulse Fitness at a cost of £273,662.32.

## 23. BENONE SECURITY

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

### **Purpose of Report**

The purpose of the report is to seek Elected Members approval to appoint a private security company for overnight security services at Benone Holiday and Leisure Park.

### **Background**

Causeway Coast and Glens Borough Council requires the provision of security services for Council's Holiday and Leisure Parks. The level of cover required varies depending on the size and associated risks, and this cover is normally provided through the deployment of agency staff. For the 2023 season, it has been necessary to advertise and procure an external arrangement for security services. This decision was made due to the difficulties in previous years in trying to secure staff through recruitment agencies.

The following information was circulated within the confidential report:

- Benone Holiday and Leisure Park Requirements
- Procurement process
- Next Steps.

### **Recommendation**

The Leisure and Development Committee is asked to approve the cost of the provision of security services by NW Security Ltd at Benone Holiday and Leisure Park, at a cost of £23,000, (within the 23/24 T&R budget).

\* **Councillor Holmes rejoined the meeting remotely at 8.55 pm**

\* **Councillor Kennedy left the meeting in the Chamber at 8.55 pm**

At the request of Alderman Callan, the Head of Tourism and Recreation explained that Agency Staff undertake security at other Council owned sites and that was the preferred option but not viable for Benone. The Head of Tourism and Recreation provided examples of the types of incidents which require a security presence.

\* **Councillor Kennedy rejoined the meeting in the Chamber at 9.00 pm**

Proposed by Alderman Callan

Seconded by Councillor Stirling and

**AGREED** - to recommend that Council approve the cost of the provision of security services by NW Security Ltd at Benone Holiday and Leisure Park, at a cost of £23,000, (within the 23/24 T&R budget).

## 24. PUBLIC PATH ORDER REQUEST LIMAVADY

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

### **Purpose of Report**

The purpose of this report is to present to Members a communication from Education Authority requesting that Council facilitate the closure of the path between Irish Green Street and Blackburn Path, Limavady.

### **Background**

This request from Education Authority refers to a path linking Irish Green Street with Blackburn Park which runs between Limavady High School and St Mary's High School. This path is a Public Right of Way based on long-term use. Council has previously undertaken maintenance works on the path but does not hold title. The path forms part of an old route that continued to Scroggy Road. This was partially diverted in the 1970's to facilitate fencing of Limavady High School playing fields.

The path dissects the sites of the two high schools which will form the Limavady Shared Education Campus, construction of which is due to be completed by May 2023.

The Education Authority has formally requested that Council considers making a Public Path Order to divert or extinguish the path to facilitate the development of the Limavady Shared Education Campus. The existence of the path would require the continued fencing within the campus which is not considered conducive to the campus concept (letter attached at Annex A, previously circulated)

The Access to the Countryside (NI) Order 1983, provides Council with the power to make Public Path Orders that can create, close or divert a path which is considered to be a Public Right of Way.

Information regarding Access to the Countryside (NI) Order 1983 was circulated within the confidential report.

### **Options**

The options available for Council to consider are:

1. Not to consider the request from the Education Authority to make a Public Path Order.
2. Make a Public Path Order as requested by Education Authority and allow for consultation and due process to take place to determine outcome.

### **Recommendation**

**It is recommended** that the Leisure and Development Committee recommends to Council that a Public Path Order is initiated for the path linking Irish Green Street and Blackburn Park between the Limavady Shared Education Campus. This would potentially lead to the extinguishment of the existing path that links between the two schools.

Alderman Callan thanked the Officers for their work during the process which involved the Schools, Department of Education and Council and said he looked forward to the outcome of the current public consultation.

Proposed by Alderman Callan  
Seconded by Councillor Stirling and

**AGREED** - to recommend to Council that a Public Path Order is initiated for the path linking Irish Green Street and Blackburn Park between the Limavady Shared Education Campus. This would potentially lead to the extinguishment of the existing path that links between the two schools.

## 25. TOURIST EVENTS EXTERNAL SERVICES PROCUREMENT

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

### **Purpose of Report**

The purpose of this report is to seek Elected Members approval for the procurement of specialist event suppliers for the Council-led events programme for 2023-24.

### **Background**

At the February Leisure and Development Committee Meeting, Elected Members approved the budget for the Council-led Tourism Events Programme for 2023-24 (£573,895).

In preparation for Council delivered events, the Tourism Events team often require the services of specialist, qualified operators from the following sectors: animation/entertainment services, music services, pyrotechnics, stewarding, security and traffic management.

These include:

- Animation and Entertainment Services for Council Events
- Music Services Promoter for Atlantic Sessions
- Stewarding at Council Events
- Security and protection of Council lands at the North West 200
- Traffic Management at Council Events

All professional event services as listed above are procured in order to seek value for money and consistency of service. The Tourism and Recreation Events Team have sought submissions from qualified operators to deliver each of these services.

### **Procurement Process**

The Council's Tourism Events team, in conjunction with the Finance Department prepared the necessary Terms of Reference documents for each of the required services.

This was advertised through the Council website and where necessary e-

SourcingNI and in some cases the press, inviting applications and submission of tender documentation.

The assessment process was carried out prior to recommendations for appointment.

Annexes A – E, previously circulated, provide detail on the procurement and assessment process for each of the required services.

### **Recommendation**

The Leisure and Development Committee are asked to approve the appointment of the following to allow the Tourism Events team to deliver on the approved schedule of Council managed events:

- Annex A - Streetwise Performance Ltd to provide Animation at Council Events, previously circulated.
- Annex B - Basslines Ltd to provide Music Services at Atlantic Sessions, previously circulated.
- Annex C - Eventsec Ltd to provide Stewarding at Council Events, previously circulated.
- Annex D - Eventsec Ltd to provide Security and protection of Council lands at the NW200, previously circulated.
- Annex E - Greentown Traffic Management Ltd to provide Traffic Management Services, previously circulated.

### **Recommendations**

The Assessment Panel recommends the most economically advantageous submission being Streetwise Performance Ltd for Lots 1 and Lots 3 – 9 at a Total Cost of £16,102 + vat.

The Assessment Panel recommends the most economically advantageous submission being In Your Space Circus for Lot 2 at a Total Cost of £521 + vat.

### **Recommendations**

The Assessment Panel recommends the most economically advantageous submission being Basslines Ltd at a Total Cost of £22,800.00 + VAT

### **Recommendations**

The Assessment Panel recommends the most economically advantageous submission being Eventsec Ltd at a Total Cost of £44,806.50 + VAT

### **Recommendations**

The Assessment Panel recommends the most economically advantageous submission being Eventsec Ltd at a Total Cost of £20,745.00 + VAT

### **Recommendations**

The Assessment Panel recommends the most economically advantageous submission being Greentown Traffic Management Ltd at a Total Cost of £29,085 + VAT.

At the request of Councillor Kyle the Head of Tourism and Recreation explained that quality assurance was demonstrated by terms of reference and Section 75 compliance.

At the request of Councillor Kennedy the Head of Tourism and Recreation explained that the Armoy Road Races was supported by a different type of funding provision.

Proposed by Councillor Kennedy  
Seconded by Councillor Kyle and

**AGREED** - to recommend to Council the appointment of the following to allow the Tourism Events team to deliver on the approved schedule of Council managed events:

The Assessment Panel recommends the most economically advantageous submission being Streetwise Performance Ltd for Lots 1 and Lots 3 – 9 at a Total Cost of £16,102 + vat;

The Assessment Panel recommends the most economically advantageous submission being In Your Space Circus for Lot 2 at a Total Cost of £521 + vat.

The Assessment Panel recommends the most economically advantageous submission being Basslines Ltd at a Total Cost of £22,800.00 + VAT;

The Assessment Panel recommends the most economically advantageous submission being Eventsec Ltd at a Total Cost of £44,806.50 + VAT;

The Assessment Panel recommends the most economically advantageous submission being Eventsec Ltd at a Total Cost of £20,745.00 + VAT;

The Assessment Panel recommends the most economically advantageous submission being Greentown Traffic Management Ltd at a Total Cost of £29,085 + VAT.

## **26. TOWN CENTRE DATA COUNTERS TENDER**

Confidential report, previously circulated, was presented by the Head of Prosperity and Place.

### **Purpose of Report**

The purpose of this report is to inform Council of the outcome of the procurement process to appoint contractors to provide town centre footfall data electronically for six urban centres across the Borough.

### **Background**

Digital collection of town centre data is used to assist in decision making within Council and Government departments. It is a vital tool in evaluation of projects and to identify trends. This type of data evidence will be crucial as the plans for the 21st Century High Street are developed through Stormont's proposed High Street Task Force. Council needs to be in a position of readiness for this potential support coming on stream.

Town & Village Management has been monitoring the activity within the town centres for a number of years and the contract with the current supplier is now



lapsed. In accordance with council's procurement procedure, it was important to re-visit the market to acquire a new contract.

The requirement is for a system in our town centres that can record and analyse statistics from multiple directions at various locations with the ability to classify pedestrians, bikes and vehicles. The system must be able to operate remotely and benchmark the statistics produced against similar towns within Northern Ireland and on a UK wide basis. Also of importance is access to an online password protected dashboard and 24-7 monitoring ability with the provision to supply weekly monthly and yearly reports.

Data counters are sought to be installed at six locations as follows:

- Location 1: Ballycastle
- Location 2: Ballymoney
- Location 3: Coleraine
- Location 4: Limavady
- Location 5: Portrush
- Location 6: Portstewart

The contract period will be for a period of three years from the date of contract with two further extension periods of 12 months optional if performance is deemed satisfactory.

The data collection project is included in the 2023- 2024 Business Plan for Prosperity & Place. See Annex A, previously circulated, for further details in relation to the Town Centre footfall measurement data system requirements / specification.

Proposals were circulated within the confidential report

### **Recommendation**

It is recommended that the Leisure & Development Committee recommends to Council that the contract is awarded to mri Real Estate Software for a three-year period at a cost of £31,670 per annum, with the option to extend for an additional two years, subject to review.

Proposed by Councillor Callan  
Seconded by Councillor Kennedy and

**AGREED** - to recommend to Council that the contract is awarded to mri Real Estate Software for a three-year period at a cost of £31,670 per annum, with the option to extend for an additional two years, subject to review.

\* **Director of Leisure and Development left the meeting in the Chamber at 9.10 pm and the Head of Prosperity and Place presided.**

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

**(i) Update on Sale of Dunluce Centre, Portrush (Councillor Holmes)**

Councillor Holmes raised concerns at the lack of progression of the Dunluce Centre sale.

The Head of Prosperity and Place said that the fire was impacting negatively on the progress of the sale with a number of surveys having to take place and engagement with various stakeholders ongoing with the final survey expected to be completed by the end of June. The Head of Prosperity and Place advised that an options paper would be tabled at the next Land and Property Sub Committee to determine next steps and reach a final settlement figure.

- \* **The Director of Leisure and Development re-joined the meeting in the Chamber at 9.15 pm.**

**MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Alderman Callan  
Seconded by Councillor Kennedy 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 9.20 pm.

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Chair