

**LEISURE & DEVELOPMENT COMMITTEE MEETING  
TUESDAY 21 DECEMBER 2021**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
1.	Apologies	<i>None</i>
2.	Declarations of Interest	<i>Councillor Callan, Holmes, MA McKillop, Schenning</i>
3.	Minutes of Leisure and Development Committee Meeting held Tuesday 16 November 2021	<i>Confirmed subjected to the variation of the minute as recorded</i>
	<b>'IN COMMITTEE' (Item 4)</b>	
4.	Public Rights of Way	<i>Update received from QC</i>
5.	Presentation from Causeway Association of Urban Sports	<i>Received</i>
6.	Presentation from Causeway Coast and Glens Heritage Trust	<i>Received</i>
7.	Causeway Coast and Glens Heritage Trust	<i>Recommend that Council agrees to procure the entire services as detailed at cost of £35,000 for the period 2021/22</i>
8.	Green Lane Museum	<i>Recommend that Council seek community group assistance to operate Green Lane Museum with support from Council for overheads and lease.</i>
9.	Millburn Community Centre	<i>Recommend that Officers now progress a business case to consider the transfer of operational responsibility of Millburn Community Centre to</i>

		<b>Millburn Community Association, and in doing so develop the relevant process.</b>
<b>10.</b>	DfC Social Supermarkets and Access to Food	<b>Approve, subject to confirmation of DfC funding – (i) Social Supermarket Funding (ii) Covid Access to Food Support (iii) Reprofile £30,000</b>
<b>11.</b>	Covid Recovery Small Settlement Programme	<b>Recommend that Council approve this high-level investment proposal for the Covid Recovery Small Settlements Regeneration Programme to enable officers to seek Departmental approval.</b>
<b>12.</b>	Town Centre Perception Surveys	<b>Recommend to Council that Town and Village Management conduct a survey once each term of Council</b>
<b>13.</b>	Banagher Glen	<b>Recommend that Council that Officers avail of funding under the Department of Agriculture, Environment and Rural Affairs (TRIPS!) Programme.</b>
<b>14.</b>	West Bay Permissive Path Agreement	<b>Recommend to Council the approval of a new Permissive Path Agreement between Council and Acorn (NI) Ltd, relating to the agreed lands at Blackrocks Coastal Path, for the period of 25 years.</b>
<b>15.</b>	Andrew Bonar Law Project	<b>Recommend that Council support the project, locate the bust of Andrew Bonar Law, former Prime Minister of the United Kingdom in the Town Hall and contribute funds accordingly through the Culture Art and Heritage Grants</b>

		<b>Programme subject to eligibility and assessment.</b>
	<b>'IN COMMITTEE' (Items 16-20)</b>	
<b>16.</b>	Roe Valley Leisure Centre Water Storage Tender	<b>Recommend that Council approve the award of the contract to R&amp;F Mechanical Services Ltd, Ballymoney at a cost of £68,361</b>
<b>17.</b>	Visitor Guide 2022	<b>Recommend the appointment of Kubrix for the design and print of the 2022 Visitor Guide.</b>
<b>18.</b>	Essential Maintenance and New Infrastructure Requirements for Holiday and Leisure Parks	<b>Recommend to Council approval for officers to complete the relevant procurement process for each of the above projects, to allow 'tendered' costs to be presented to Members to facilitate an investment decision.</b>
<b>19.</b>	Prosperity and Place Organisational Design	<b>Recommend that the decision be deferred until completion of the budget and rates setting process</b>
<b>20.</b>	Events Team Organisational Design	<b>Recommend that the decision be deferred until completion of the budget and rates setting process</b>
	Adjourned Items	
	Agenda Item 15 Ballycastle Museum Agenda Item 16 CLC and Ballycastle OBC Update Agenda Item 17 Town Centre Regeneration Plans Agenda Item 18 Correspondence Agenda Item 19, Matters Reporting to the Partnership Panel Agenda Item 20, Consultations Agenda Item 22, Air Show Update	

	Agenda Item 27, Metropole Park Lease Request Agenda Item 28, L&D ZBB Position 20 22/23	
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UNCONFIRMED

**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 21 DECEMBER 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), Callan (R), Holmes (C), McCaw (R), MA McKillop (R), McQuillan (C), C McShane (R), Nicholl (R), Schenning (R)

**Officers Present:** R Baker, Director of Leisure and Development (C)  
P Thompson, Head of Tourism and Recreation (R)  
J Welsh, Head of Community & Culture (R)  
J Elliott, Interim Head of Prosperity and Place (R)  
W McCullough, Head of Sport and Well-Being (R)  
S McCartney, Holiday and Leisure Parks General Manager (R)  
L Scullion, Community Development Manager (R)  
R Gillen, Coast and Countryside Manager (R)  
J Mills, Council Land and Property Solicitor (R)  
I Owens, Committee & Members Services Officer (C)

**In Attendance** B Lockhart QC, Item 4  
J Gordon and J Farlay Item 5 Presentation CAUS  
G Seymour and G Thompson Item 6 Presentation CC&GHT  
  
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

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

*Welcome to the Leisure and Development Committee Meeting held on Tuesday 21<sup>st</sup> December 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.*

*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 Agenda Item 21 – Public Right of Way would be considered 'in committee' following Item 2, to facilitate attendance of Brett Lockhart QC. Councillor C McShane asked why Agenda Item 22 - Air Show Update was being considered in committee and the Director advised that information contained within the report made reference to individuals' job descriptions.

### **1. APOLOGIES**

There were no apologies recorded.

### **2. DECLARATIONS OF INTEREST**

Councillor MA McKillop declared an interest in Item 5 – Causeway Coast and Glens Heritage Trust presentation and Agenda Item 6 – Causeway Coast and Glens Heritage Trust.

Councillor Callan declared an interest in Agenda Item 14 – Andrew Bonar Law Project.

Councillor Holmes declared an interest in Agenda Item 14 – Andrew Bonar Law Project.

Councillor Schenning declared an interest in Agenda Item 9 – DfC Social Supermarkets and Access to Food.

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

\* **Councillor Anderson joined the meeting at 7.15pm.**

### **3. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING HELD TUESDAY 21st DECEMBER 2021**

Summary minute, previously circulated.

**AGREED** – to recommend that the minutes of the Leisure and Development Committee meeting held Tuesday 16<sup>th</sup> November 2021 were taken as read and signed as correct, subject to the variation of the minute under the heading Burnfoot Sports Pitch to include, “Proposed by Alderman Duddy, seconded by Councillor McQuillan that Council accept the information provided in regard to Burnfoot”.

#### **MOTION TO PROCEED ‘IN COMMITTEE’**

Proposed by Alderman Duddy  
Seconded by Councillor Schenning

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

\* **Press and Public were disconnected from the meeting at 7.15pm**

***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***

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.*

### **4. PUBLIC RIGHTS OF WAY**

For information, confidential report, previously circulated, was presented by the Head of Tourism and Recreation.

Purpose of Report

The purpose of this report is to present an update to Members with respect to ongoing and potential Public Right of Way cases which may require investigation.

### Background

The Access to the Countryside (NI) Order 1983, places a duty on district councils to “assert, protect, and keep open and free from obstruction or encroachment, any public right of way”.

Where an access route has been blocked by a private landowner, and local people claim that a public right of way exists, Councils have a duty to investigate such a claim. Part of such an investigation involves collecting user evidence from local people who have claimed to have used the route ‘as of right’ over a number of years and also seeking the views of the landowner concerned, to help determine if a public right of way exists at common law. Documentary evidence, including historic mapping and photography, is also gathered as part of the investigation process.

Once sufficient evidence is gathered, Council has to assess the weight of all such evidence and take legal advice regarding same. If the evidence shows that a public right of way does exist, then Council has a statutory duty to make the assertion. If the evidence is inconclusive, Council has no duty to assert.

### Current investigations

At present there are seven cases documented by Council staff. Due to legal considerations, some investigations have required input from Council’s legal team, and where relevant, external legal services

Coast & Countryside will continue to monitor the situation on the ground and engage where necessary.

A summary of the cases was previously circulated.

### Next Steps

Council’s Coast and Countryside team will continue to work on any relevant investigations and if required present to Council with recommendations which could require Council decision on presented evidence.

The Coast and Countryside team has in draft form a policy and approach to its duties under the Access to the Countryside Order 1983 and plan to present this to Council for consideration in the first quarter of 2022 financial year.

The Head of Tourism and Recreation gave elected members an overview of Public Rights of Way as detailed in the report and advised that the Coast and Countryside Manager, Council Land and Property Solicitor and he would answer any questions. The Head of Tourism and Recreation further advised that Brett Lockhart, QC would update the Committee only in relation to the Public Right of Way at Giants Causeway, Bushmills.

Advice was provided from Councils’ QC and Land and Property Solicitor who also answered members questions.

**\* Brett Lockhart, QC left the meeting at 7.50 pm**

## **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Anderson  
Seconded by Councillor C McShane and

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

\* **Press and Public were re-connected to the meeting at 7.55 pm.**

## **5. PRESENTATION FROM CAUSEWAY ASSOCIATION OF URBAN SPORTS**

The Chair welcomed J Gordon and J Farley from CAUS and invited J Gordon to present to the Committee.

J Gordon presented on the following matters:

- Desire for skating continues with many people wishing to learn the skill.
- Lobbying and requests for support have been ongoing for some 20 years.
- A consultation undertaken concluded that the Metropole Park was facility best placed for skating.
- Venue could become a centre of excellence.
- Funding had been secured but agreement could not be reached, despite discussions with elected members and Council Officers.

The Chair invited questions from elected members to which clarity was provided by J Gordon as follows:-

- Confirmation provided on exact area which CAUS wish to avail of.
- CAUS are not in favour of using Portrush Recreational Grounds as not as central to the town for users and lacking in lighting provision.
- CAUS could not rule out using Station Square should Metropole Park come to fruition, however it is likely that if facility was available at Metropole Park there would be less activity at Station Square.
- Cost of 2 skate parks already up and running are 500k and 750k, however cost of development of Metropole Park would depend on design, could be undertaken on a phased approach.
- Priority for CAUS would be a skating plaza.
- Clarity required on responsibility for insurance on potential lease and organised events.

The Director of Leisure and Development advised elected members that matters relating to leases and licences of Council land now lay with the Land and Property Sub-Committee however confirmed that in the past discussions did take place collectively with a number of officers prior to the inception of Causeway Coast and Glens Borough Council.

## **6. PRESENTATION FROM CAUSEWAY COAST AND GLENS HERITAGE TRUST**

The Chair welcomed G Seymour, Chairman and G Thompson, Chief Executive Officer from Causeway Coast and Glens Heritage Trust to the meeting and invited them to present to the Committee.

The presentation received was as follows:

- Summary provided of Causeway Coast and Glens Heritage Trust staffing structure
- Continue to promote, protect special landscapes on behalf of Council and others.
- During Covid continued to meet the requirements of partners.
- Currently in year 1 of 5 of Binevanagh Landscapes Partnership Scheme.
- Economuss Network and EU Programmes continue to be a key role.
- Council funding for 2021 and beyond include a Geo Park for Co Antrim and a landscape scheme for Garvagh, Kilrea and Dervock.

The Chair invited questions from elected members.

Alderman Baird thanked the organisation for their presentation and hard work and welcomed the geo park progress, environmental protection signed up to by farmers and the fact that Causeway Coast and Glens Heritage Trust continue to remain in the village of Armoy.

Councillor McCaw concurred with the remarks made by Alderman Baird and noted that the group had met all the Key Performance Indicators.

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

Report, previously circulated, 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. This report was deferred from November Leisure and Development to allow an opportunity for CCGHT Officials to present at the December Leisure and Development Committee meeting.

### 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).

Proposed by Councillor McQuillan  
Seconded by Alderman Duddy and

**AGREED:** to recommend that Council approve Option 2 - 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

Elected members spoke in support of this service agreeing it was value for money.

## **8. GREEN LANE MUSEUM**

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

Culture.

### Purpose of Report

The purpose of this report is to review the current situation at Green Lane Museum and present a number of options for moving forward.

### Background

Green Lane Museum's collection first came into being in the early/mid 1980s when the Environment and Heritage Service (now known as DAERA) opened Green Lane Museum in Roe Valley Country Park. At this time, no formal procedures were followed with regards to collections development and object donations. As a result of this, donor information was not fully recorded, and unsuitable items were accepted into the collection.

In 1997, Green Lane Museum's collection came under the ownership of Limavady Borough Council. Under the advice of the Causeway Museum Service Officer, the museum began to implement formal procedures regarding donations. At this time, any known donors of material given to Green Lane Museum were contacted to confirm if the change of ownership was acceptable and the museum started recording donations in an entry file (the museum's entry file begins in 1997).

The Collection has remained at 220 objects since then. It features items relating to agricultural, industrial, domestic, commercial and community life from 19th & 20th centuries, including the First and Second World Wars.

The lease for the museum was agreed in 2008. It runs from October 2007 until 2032 and stipulates that the building must be maintained as museum. DAERA will consider a sublease if appropriate to original purpose.

In 2021 DAERA were approached regarding the termination of the lease. They are open to exploring this as an option. Also, in 2021 several community groups in the local area displayed an interest in opening Green Lane Museum with curatorial support from the Museum Service - like the agreement in place with the Friends of Ballycastle Museum. They feel strongly that the historic building and its significant collection should be accessible to visitors.

### Need

In January 2020 Green Lane Museum closed due to limited front of house and programme budget, however access can still be facilitated for group visits by museum staff on and ad hoc basis.

The rates setting workshop for 2020/2021 reduced the Green Lane Museum budget by removing agency costs in order to achieve required savings.

The lease and utilities are still covered by Council. The heating is not fit for purpose, building maintenance is lacking, there is no fire alarm, nor are there any onsite staff facilities – toilets, water etc. A new electricity board with separate meter was installed by DAERA in 2020 and Council is now being invoiced for electricity. This

is the only regular contact with DAERA. Heaters and building maintenance issues have subsequently been raised with DAERA by Councils Energy Officer. Green Lane Museum remains Accredited. The Accreditation scheme was paused during COVID and this has been extended until 2022. The Collection is insured by Council and all museum policies, plans and procedures required for Accreditation remain in place.

The Museum has attracted between 3000 and 5000 visitors every year with seasonal opening hours. There is potential with the building and the collection to facilitate school groups and reminiscence workshops with older members of the community.

There is strong local community support to see the museum reopen and for the collection to remain accessible to visitors.

Limavady War Memorial boards are currently displayed in the museum, on loan to Council from the Limavady War Memorial Trust.

In November 2021, Council agreed to relocate the War Memorial Boards to Roe Valley Arts & Cultural Centre where they had originally been located, subject to the agreement of the trustees, resulting in additional available floor space at the museum.

#### Options

Officers have identified a list of four possible options to progress, as follows:

1. Do nothing – the Museum remains closed with the exception of pre booked group visits.
2. Seek community group assistance to operate Green Lane Museum with support from Council for overheads and lease.
3. Surrender the lease (subject to DAERA approval) and dispose of collection following Acquisition and Disposal Policy stages.

Proposed by Councillor Callan  
Seconded by Alderman Duddy and

**AGREED** to recommend that Council approve Option 2 seek community group assistance to operate Green Lane Museum with support from Council for overheads and lease.

## **9. MILLBURN COMMUNITY CENTRE**

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

#### Purpose of Report

The purpose of this report is to seek Members approval to progress a Business Case to consider the transfer of operational responsibility of Millburn Community Centre to Millburn Community Association, following a request from the Association.

#### Background

In December 2019 Council approved a Shared Management Agreement and Schedule of Maintenance Operations to formalise the legacy arrangements for community centres owned by Council that were operated by community organisations on Council's behalf. Of Council's stock of 19 community centres, legacy arrangements were carried over for five centres with a further 2 community organisations taking on responsibility for portacabins owned by Council that had been community operated. An updated Shared Management Agreement was approved in June 2021.

Millburn Community Centre is located at Linden Avenue in Coleraine and includes a large hall, committee room and kitchen. The centre has always been operated by Council with bookings taken centrally through Council with a caretaker on site to accommodate bookings and cleaning. A separate section of the community centre was leased in 2011 by Millburn Community Pre-school Playgroup Ltd. Some information about the current usage of Millburn Community Centre and operating costs is attached at Annex A (previously circulated)

#### Current Situation

A request has been received from Millburn Community Association to enter into discussions with Council with a view to taking on responsibility for operating Millburn Community Centre. Officers met with representatives of the Association and initial proposals have been received from the Association and are attached at Annex B (previously circulated)

At present Millburn Community Association has its office space and training/club activity room situated at 44 Maple Drive in a Housing Executive leased premises. The Association has outgrown the space that it has due to the number of clubs and activities it offers and they are limited in the numbers that can attend activities, particularly now that they are practicing social distancing.

The Association wishes to take on operational responsibility for Millburn Community Centre and proposes to run a series of activities in the centre as well as accommodating bookings from external user groups and residents. They also plan to relocate their office to the centre.

This is the first instance that a request has been received from a community organisation to take on operational responsibility for a centre that has historically been operated directly by Council. All the other Council centres that are operated by community organisations were carried over from legacy Council's arrangements.

#### Next Steps

Officers now need to establish a process to consider and assess this request in relation to Millburn Community Centre that can then also be applied in the event that Council receives future requests from community organisations to take on responsibility for Council's community centres.

This process will consider the following strategies, policies and guidance:

- 10 Step approach for successful asset transfer for Sports Facilities, recently adopted by Council in May 2021.
- Councils Land & Property Policy (March 2020).

- DfC Guidance for District Councils on Local Government Disposal of Land at Less Than Best Price (Jan 2021).
- Councils Strategic Framework for Community Centre Provision (Oct 2016).

The following issues will be considered as part of the process:

- a) What are the needs in the area for the community centre? Can the requesting organisation meet the needs of the community in the centre?
- b) Can the centre be operated in a more effective way by the requesting organisation? Can the needs of existing user groups be accommodated?
- c) Are there any other interested parties?
- d) Is a Shared Management Agreement the best arrangement?
- e) Seek input from Councils Legal Services.
- f) Seek a rental valuation for the facility.
- g) Openly consult stakeholders in relation to the change of operational responsibility.
- h) Ensure that the requesting organisation has the necessary governance arrangements in place and a trustee body that is representative and understands its roles and responsibilities.
- i) Ensure that the requesting organisation has an effective means of communicating and consulting with the local community to ensure that its needs and interests are understood, and that the community knows about the organisations activities and plans.
- j) Develop a business plan / feasibility plan with the requesting organisation to ensure a sustainable approach.

It is estimated that this process will be completed by end of March 2022 and a report brought back to the Committee.

#### Recommendation

Officers now progress a business case to consider the transfer of operational responsibility of Millburn Community Centre to Millburn Community Association, and in doing so develop a process that can be used in the event that Council receives future requests from community organisations to take on responsibility for Council's community centres.

Proposed by Councillor Holmes  
Seconded by Alderman Baird and

**AGREED** to recommend to Council that Officers now progress a business case to consider the transfer of operational responsibility of Millburn Community Centre to Millburn Community Association, and in doing so develop a process that can be used in the event that Council receives future requests from community organisations to take on responsibility for Council's community centres.

Councillor Anderson referred to the timetable pointing that only only 2 evenings were free each week and felt that displacement of groups could result. Councillor Anderson also said that given the increases in electricity and gas the venue may be running at a loss if hire fees remained the same.

Alderman Duddy questioned the need for 'Next Steps' approach given that this process had been followed in the Ballymoney area recently. The Head of Community and Culture confirmed that the process to which the member referred was part of a Ballymoney legacy agreement which was no longer valid since the inception of Causeway Coast and Glens Borough Council.

Alderman Duddy asked for clarity regarding long term plans for the play group and asked for consideration to be given to looking at Millburn Primary School facilitating after school clubs to free up space.

The Head of Community and Culture confirmed that the lease for the playgroup would remain unchanged.

## **10. DEPARTMENT FOR COMMUNITIES SOCIAL SUPERMARKETS AND ACCESS TO FOOD**

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 information about additional funding that is expected from the Department for Communities and to seek approval in principle for the spend.

### Background

In response to recommendations in the Welfare Reform Mitigations report, the Department for Communities (DfC) has operated a Social Supermarket Pilot programme since October 2017. Five pilot projects across N. Ireland received funding, including Vineyard Compassion in Coleraine.

Following an evaluation of the pilots, DfC now intends to expand the concept to all council areas using a co-design process to develop tailored models that best meet the needs of local communities and build on the existing structures and partnerships.

In addition to social supermarkets, as a response to the pandemic, the Department supported a number of food support interventions during 2020/21 to councils. This provided emergency food support for the short term through three strands of a Covid Community Support Fund and a Food and Essential Supplies Fund as well as support to address fuel poverty in areas of deprivation through the Warm Well & Connected Fund.

DfC has provided funding to Councils in 2021-22 to support a transition from emergency support to a more strategic and sustainable response to food poverty and to address the root causes of poverty as well as in terms of individual and community wellbeing and socio-economic fallout.

### Current DfC Additional Funding for 2021-22

The following are the strands of additional funding that DfC have been provided to Council already in 2021-22:

Food & Essential Supplies Transition Fund	£126,139
Community Support Programme additional monies for Advice Services	£60,000

Community Support Programme top up for Covid recovery related interventions in relation to community well-being	£98,267
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Proposals for interventions to be put in place with this funding were developed in line with the Anti-Poverty Action Plan and Council's Community Development Action Plan for 21-22 and based on ongoing engagement with the community and voluntary sector. These were approved by the Department and recommended by Leisure & Development Committee in August and October 2021 and ratified by Council in September and November respectively.

The interventions that have been agreed are as follows:

<p><b>Sustainable Food Grant Programme</b> - Grants of £2,500 for community groups for projects that move from the emergency food support to more sustainable responses to address food poverty eg. community fridges, grow your own schemes, catering equipment for luncheon clubs.</p>	<p>Budget: £76,139 Update: 24 applications to a value of £54,492 awarded in round 1. £21,648 remaining - Round 2 opened with a closing date of 8<sup>th</sup> Dec.</p>
<p><b>Wraparound Support Programme</b> – 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.</p>	<p>Budget: £50,000 Update: Contract awarded to consortium led by Limavady Community Development Initiative (LCDI) and including Vineyard Compassion, Ballycastle Foodbank, Ballymoney Foodbank, Community Advice Causeway and LCDI Advice Centre.</p>
<p><b>Extension of existing Generalist Advice Service</b> - to increase opening hours during evenings and weekends for telephone and email enquiries and face to face appointments in relation to benefit, money and debt, employment, housing and other issues.</p>	<p>Budget £60,000 Update: Existing Generalist Advice Service contract extended – consortium of Community Advice Causeway and LCDI Advice Centre.</p>
<p><b>Community Support Programme activities to address the impact of the pandemic:</b></p> <ul style="list-style-type: none"> <li>i. Community Centres Creative Activity Programme to support a return to community centres as hubs for community activity.</li> <li>ii. Well-being Resource Allocations (in effect grant aid) for small community and voluntary organisations for activities that address social isolation and loneliness.</li> <li>iii. Participatory Budgeting initiative in one area and roll out a Participatory Budgeting foundation learning programme to</li> </ul>	<ul style="list-style-type: none"> <li>i. Budget: £30,000 Update: To be delivered internally, not yet committed.</li> <li>ii. Budget: £53,267 Update: Contracted to NACN to deliver.</li> <li>iii. Budget: £15,000 Update: Contracted to NACN to deliver.</li> </ul>

encourage community engagement and participation £15,000.	
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#### Further Additional Funding from DfC for 2021-22

The Department has indicated that the following further funds will be provided to Councils in 2021-22:

Financial Inclusion Fund	£70,541
Social Supermarket funding	£9,686
Covid Access to Food Support	£25,350

#### Financial Inclusion Fund

The purpose of the Financial Inclusion Fund is to help build financial resilience and improve overall financial wellbeing through access to money management, low cost/affordable credit, promoting savings and linking into holistic debt advice service and income maximisation support.

#### Social Supermarket Funding

The aim of a social supermarket model is to seek to help address the root causes of poverty. This is achieved through the provision of a referral network for wraparound support which includes, but is not limited to, advice on debt, benefits, budgeting, healthy eating, housing, physical and mental health referral, and education, training and volunteering opportunities to enhance employability skills, all the while having access to food at a reduced cost over a period of months.

The objective of the Social Supermarket funding allocated by DfC to Council in 2021-22 is to support the co-design process, capacity building for future implementation, and testing/piloting where appropriate to prepare for the transfer of the Social Supermarket Programme to Councils to roll out in 2022-23.

#### COVID Access to Food Support

DfC has advised that the Covid Access to Food Support is complimentary and Council can combine it with the Social Supermarket funding to provide longer term sustainable support through a social supermarket approach or can continue or enhance other sustainable interventions supported through the Food & Essential Supplies Transition Fund.

As the policy intent of this element of the funding is COVID Recovery, council will have flexibility to utilise this element of the allocation if required, to bridge the gap between the supports provided through the emergency response and more long term sustainable solutions to food poverty. This fund can therefore be utilised to enhance existing crisis food support provision if there is an identified need.

#### Proposals for Spend

Further to debate at the Full Council meeting on 7<sup>th</sup> December, particularly in relation to fuel poverty, officers contacted the Department to discuss the potential for spend of the further additional monies that are due, and also to explore, in light of emerging needs, if some of the earlier additional monies could be reprofiled.

### 5.1 - Fuel support

DfC have advised that Council may consider reprofiling the Community Support Programme Covid recovery top up monies to support people experiencing financial hardship as a result of the pandemic. If support is to be provided to individuals it should be done through a proper assessment of need. A fuel voucher scheme could be put in place as an addition to the existing Wraparound Support Programme where the advice centres could receive referrals and carry out assessments of need.

It is proposed therefore that £20,000 of the Community Centres Creative Activity Programme budget that isn't yet committed be reprofiled for the purposes of such a Fuel Voucher Scheme.

### 5.2 Financial Inclusion Fund

A pilot Wraparound Support Programme was funded in 2020-21 through the Financial Inclusion Fund. In August Council agreed to support the Wraparound Support Programme in 2021-22 through the Food & Essential Supplies Transition Fund which was offered by DfC earlier this year, however now that a Financial Inclusion Fund (FIF) has been confirmed for this year it is proposed that the FIF monies are used to fund the Wraparound Support Service Project thus freeing up the Food & Essential Supplies Transition Fund, which unlike the other funds does not need to be spent by end of March 2022.

### 5.3 - Food & Essential Supplies Transition Fund

The situation will be monitored in the next month in close liaison with Anti-poverty Steering Group members and Elected representatives and a decision will be made as to the best use of the remaining FESTF monies that had initially been allocated to the Wraparound Support Programme and any underspend that may result from assessment of Round 2 of the Sustainable Food Grant Programme which closed on 8<sup>th</sup> December. DfC has advised that the FESTF must be used for a transition away from emergency response to a more sustainable approach to supporting access to food and essential household supplies.

### 5.4 - Social Supermarket Funding

It is proposed that the Social Supermarket funding is used to secure technical expertise to assist in updating and aligning the existing pilot Wraparound Support Service with the DfC pilot Social Supermarket scheme in order to be able to commission a service that best meet the needs of local communities and builds on the existing structures and partnerships.

In addition, through the existing Wraparound Support Service contract, it is proposed to roll out a pilot project to explore ways to extend the reach of the existing DfC pilot Social Supermarket at Vineyard Compassion along with the self-funded Social Supermarket operated through Roe Valley Community Foodbank at LCDI. In line with DfC's recommendations to councils, this resource will underpin the co-design process that DfC advocates and have encouraged all 11 councils to progress, while capacity building for future implementation.

### 5.5- Covid Access to Food Support

Based on need identified, it is proposed to reopen the Food & Essential Supplies Fund which operated in 2020-21 and provide grants of up to £2,000 to established

community and voluntary organisations to provide support for crisis food and household essentials.

These proposals have all been identified following feedback from the Department and are in line with the Anti-poverty Action Plan developed by the Anti-poverty Stakeholder Steering Group.

### Recommendations

Members are requested to approve the following, subject to confirmation of DfC funding:-

- i. Social Supermarket Funds – secure technical expertise to assist in updating and aligning the existing pilots to commission a service that best meet the needs of local communities and builds on the existing structures and partnerships and roll out a pilot project through the Wraparound Support Programme to explore best ways to extend the reach of existing social supermarkets.
- ii. Covid Access to Food Support – reopen the Food & Essential Supplies Fund which operated in 2020-21 and provide grants of up to £2,000 to community and voluntary organisations to provide support for crisis food and household essentials.
- iii. Reprofile £20,000 of the Community Centres Creative Activity Programme budget to develop a fuel voucher scheme to be delivered through the existing Wraparound Support Programme with process to assess need and support people who have suffered financial hardship as a result of Covid.

The Head of Community and Culture advised that following discussions at Council Meeting on fuel and food poverty the Community Development Manager would provide elected members with an update.

The Community Development Manager presented a power point presentation to elected members which included strands of funding and development of an action plan and awareness campaign on food banks. Additionally the Community Development Manager advised on current projects, proposed programmes including the 'Where to Turn' service and advised that given the increase cost of living expenses Community Development continued to engage with a range of stakeholders.

The Head of Community and Culture further advised elected members that the fuel voucher scheme and emergency food and wrap around service was ongoing and assured members that Council were in a position to help with sufficient provisions in place.

At the request of Councillor MA McKillop the Community Development Manager confirmed that a Sustainable Food Grant had been provided to support community fridge schemes in conjunction with Environmental Services and advice was available from officers on best practice.

Alderman Baird welcomed the fuel poverty initiative given the potential for a partial lockdown and loss of income for those in the hospitality sector.

Proposed by Alderman Baird  
Seconded by Councillor Nicholl and

**AGREED** that

- (i) Social Supermarket Funds – secure technical expertise to assist in updating and aligning the existing pilots to commission a service that best meet the needs of local communities and builds on the existing structures and partnerships and roll out a pilot project through the Wraparound Support Programme to explore best ways to extend the reach of existing social supermarkets.
- (ii) Covid Access to Food Support – reopen the Food & Essential Supplies Fund which operated in 2020-21 and provide grants of up to £2,000 to community and voluntary organisations to provide support for crisis food and household essentials.
- (iii) Reprofile £30,000 of the Community Centres Creative Activity Programme budget to develop a fuel voucher scheme to be delivered through the existing Wraparound Support Programme with process to assess need and support people who have suffered financial hardship as a result of Covid.

Councillor Nicholl referring to the cost of living said he recognised the work of the voluntary section and that often people were afraid or embarrassed to ask for help.

Councillor McQuillan felt that social supermarkets were not as successful perhaps in rural areas and there was a need to look at ways of extending this to rural.

## **11. COVID RECOVERY SMALL SETTLEMENT PROGRAMME**

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 members of the Covid Recovery Small Settlements Regeneration Programme and to seek approval for the proposed two strand approach to enable officers to prepare a detailed programme plan for submission to the funding body.

### Background

In November 2021 Council officers received notification of the Covid Recovery Small Settlements Regeneration Programme from the Department for Communities.

The Small Settlements Regeneration Programme is made up of combined funding from the Department for Communities [DfC], the Department for Agriculture, Environment and Rural Affairs [DAERA] and the Department for Infrastructure [DfI] as follows (final amounts may be subject to some variation):

DfC	£605,920
DAERA	£698,840
DfI	£605,920
[Capital]	£1,911,000

Each Department has criteria relating to how their funding can be used as follows:

DfI funding must be used to deliver projects, or elements of projects, that contribute to DfI's policy interests: supporting active travel, promoting connectivity and access to services, and/or create and enhance green / blue spaces, for example could be drawn from the following exemplar project ideas:

- Cycle tracks or lanes - including pop-up cycle lanes and creating space on pathways for cyclists;
- Pavement or footway widening to allow for physical distancing;
- Cycle parking and charging facilities;
- Connection pathways to access town centres the centre of settlements and key services – adapting existing routes and/or creating desirable new ingress and egress routes;
- Tree planting incidental to creating/improving walking or cycling paths.

DfC and DAERA funding must be used to deliver regeneration benefits for settlements covered by the programme. Objectives could include support for village investments such as:

- Revitalisation;
- Public realm;
- Derelict and vacant site enhancement;
- Environmental improvements;
- Conservation and upgrading of rural culture and heritage (natural and built); and
- Gateway projects.

Council is asked to contribute 10% match funding which can either be resource or capital.

An additional resource allocation of £148k is also included and can be considered as part of the 10% match funding. The resource allocation and any in-kind element of the 10% partnership funding will only be considered eligible if it relates to additional costs to the Council resulting from the delivery of the programme.

Key aim of the programme is Covid Recovery for small settlements up to 4,999 population. Projects must be strategic and support outcomes that have a substantial impact on local communities.

Programme Principles:

- Projects should be developed in partnership with local stakeholders.
- Projects should be based on agreed local investment plans.
- Projects should address specific local concerns and deliver specific, measurable benefits.
- Programme parameters should be flexible enough to allow for the development of local solutions.
- The Programme can support new and innovative actions; and

- Projects supported should include ‘quick wins’, delivering visible results within reasonable timescales.

#### Proposal

Council officers from Prosperity & Place and the Funding Unit have met and designed a two-strand approach for Member’s consideration and approval.

#### A. Continuation of the Village Renewal Schemes – Circa £1.41M

Targeting Village Renewal projects that are currently on the Council’s capital list.

Substantial research has already been conducted in relation to the Village Renewal Plans developed under the Rural Development Programme and will address the programme principles listed in 2.0 above.

Officers will develop criteria to prioritise the remaining projects and present the proposals to a future meeting for Member’s approval. Members will need to be mindful of the criteria from each of the Departments and prioritise projects accordingly to the available budgets.

#### B. Village Restoration and Reactivation Fund – Circa £500k.

Grant based to address current or imminent dereliction, restore the vernacular appearance of villages, and improve village life by improving facilities for community use.

Officers will develop criteria for application to the fund and present the proposals to a future meeting for Member’s approval.

The programme has some general criteria that the Council is required to apply:

- Settlements 1,000 - 4,999 population. [settlements slightly under threshold may be considered].
  - Projects must be within a 1-mile radius of village/settlement centre.
  - Projects over £30k will be subject to CPD requirements as dictated by the funders.
  - Projects must be deliverable within the spend deadline.
- #### C. Active Travel and Electric Charging Points

Officers are conscious that there may be too few projects that comply with the DfI criteria to achieve the circa £606k budget spend. In this event, it is proposed that any remaining budget would be used to create active travel infrastructure and/or electric vehicle charging points in qualifying villages.

If this is required to utilise the available budgets, Officers will submit more detailed plans for Member’s approval prior to any financial commitments.

Key Milestones:

- High-level Investment Plan submitted to DfC by 23 December 2021.
- Indicative Letter of Offer issued from January 2022.
- Fully agree a costed Programme Plan with the Departments before March 2022.
- Funds spent by March 2023.
- Post Project Evaluation to be conducted.

### Next steps:

If this high-level investment plan is approved by Members, it will be submitted to the Departments for their approval. Once signed off by the Departments, officers will develop the detailed programme plan and bring back for Member's approval prior to programme launch.

### Recommendation

It is recommended that Members approve this high-level investment proposal for the Covid Recovery Small Settlements Regeneration Programme to enable officers to seek Departmental approval.

The Director of Leisure and Development stressed that not all projects would be successful for the scheme for which the spend window closes in March 2023. The Director pointed to tight deadlines for Officers based on the outworkings of Council decision which would permit initial work to secure funding, letter of offer and progression of capital project management process.

Councillor McQuillan raised the issued of an Electric Vehicle charging points for smaller villages and Alderman Baird referred to villages of social deprivation.

Proposed by Councillor Schenning

Seconded by Councillor McQuillan

**AGREED** to recommend that Council approve this high-level investment proposal for the Covid Recovery Small Settlements Regeneration Programme to enable officers to seek Departmental approval.

## **12. TOWN CENTRE PERCEPTION STUDIES**

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

### Purpose of Report

Purpose of this report is to inform council of the 12 town centre perception surveys conducted in March 2021 and to seek Council's approval to continue to conduct town centre perception surveys as part of the town centre health checks for the 12 towns as listed within the Local Development Plan hierarchy of settlements on an annual basis.

### Background

Town centres are the focus for multiple activities, historically led by retail, with a range of ancillary and complementary functions, such as retail services, hospitality, professional services, leisure, and public administration.

While trade and commerce are important for jobs and economic growth, town centres perform an important social function too, as meeting places and multi-purpose public spaces. A healthy town centre is one that is vibrant, safe, and thriving both economically and socially.

This project was conducted as part of the Town and Village Management section of the Prosperity & Place business plan for 2020/21 and in partnership with the Planning Department.

Following a procurement process Prosperity & Place appointed CARD Group Ltd to conduct a series of town centre perception surveys during March / April 2021. Reference previous report submitted to L&D February 2021.

List of towns surveyed.

Existing Settlement Hierarchy				
Hubs	Coleraine	Limavady	Ballycastle	Ballymoney
Towns	Ballykelly	Bushmills	Cushendall	Dungiven
	Garvagh	Kilrea	Portrush	Portstewart

The data collected has provided information for use by Councillors and council officers (Communities etc.), Chambers of Commerce, Town Forums and local traders. The information will support decision-making when addressing specific town centre 'health' concerns including making plans for investment in public realm regeneration to ensure town centres remain prosperous.

Cost of surveying the 12 towns in 2021 £14,500

#### Outcomes

A total of 13 reports were compiled by the CARD Group and the findings will be used as a benchmark for the Prosperity & Place team as they progress with the recovery and renewal actions identified under the Economic Development Strategy 2021-2035.

The overall Boroughwide perception survey key points:

#### Residents

- Are positive about their hometown with overall positive ratings for all presentation aspects and regard the area as safe. Overall score +71.
- 84% visit town centres on a weekly basis.
- Main reason for visiting town centre is grocery shopping 43%.
- Congestion & traffic is the main reason preventing visits to town centres.

#### Traders

- General positive ratings across all presentation aspects for the town centres although towns outside of the tourist centres do not receive as high a positive rating – overall score of +64.
- 34% stated turnover during lockdown decreased by over 50%.
- 40% of respondents noted capital investment during lockdown.
- 78% of businesses have been operating for over 5yrs and 70% are independent ownership.

The full Borough report is at Annex A (previously circulated). Individual town centre surveys will be published on the Prosperity & Place section of Council's website.

These survey reports reflect the impact that the pandemic had on our town centres as the towns emerged from the lockdown period.

The reports will act as a baseline for the 6 Town Centre Forums currently under development.

#### Future Proposal

To measure our town centres health and sustainability and the impact of council's recovery and renewal actions, it will be important to continually monitor not only performance but also our residents, visitors and traders' perception of our town centres.

CARD Group, working with Queens University, has developed a Town Health & Sustainability Index, currently in use across several local councils and are available to work with the Town & Village Management team to undertake this exercise in Causeway Coast and Glens Borough.

Town Centre Health & Sustainability Index for each town involves:

1. Determine the catchment.
2. Survey the catchment for engagement & sentiment.
3. Undertake a footfall qualification study.
4. Compile a comprehensive database of traders in the town centre.

Additional output if requested - Undertake Monthly analysis and reporting – [This will assist in identifying seasonal trends and will be an additional cost per town]

Cost will be dependent on the number towns to be surveyed and the frequency.

#### Options

Option A – to extend the current contract with CARD Group under the same format as 2021 across 12 towns for 2022 estimated cost £16,750

Option B – to investigate a proposal to work with CARD Group to undertake the Town Centre Health & Sustainability Index assessment of the 6 urban centres Ballycastle, Ballymoney, Coleraine, Limavady, Portrush, Portstewart. By choosing Option B this will be a key measurement for the 6 Town Forums currently under development. Estimated costs £30,000.

Option C – to conduct work as per option B plus an annual survey for the remaining 6 towns of Ballykelly, Bushmills, Cushendall, Dungiven, Garvagh, Kilrea. Estimated cost £38,375.

#### Recommendations

The Leisure and Development Committee are asked to consider the following recommendations:

- That Town & Village Management team continue with town centre perception surveys across the 12 towns as listed in the hierarchy of settlements for the Borough for 2022.  
Option A.

- That Town & Village Management investigate a proposal to work with CARD Group to undertake the Town Centre Health & Sustainability Index assessment of the 6 urban centres Ballycastle, Ballymoney, Coleraine, Limavady, Portrush, Portstewart. Under Direct Award Contract [DAC]. Option B.
- That Town & Village Management investigate a proposal to operate survey work as per option B and conduct additional annual survey for the remaining 6 towns of Ballykelly, Bushmills, Cushendall, Dungiven, Garvagh, Kilrea. Option C.

Councillor Holmes pointed to the poor results for Coleraine businesses and sought clarity on the outworkings of the survey findings to date. The Head of Prosperity and Place (Interim) J Elliott, advised that the information for all the towns was helpful as a baseline for town forums, project management and taking forward the wishes of town forums and as an example could be used as a tool to improve on cleanliness. Councillor Holmes said it was not viable to pay £30k annually and that the surveys should be completed once each Council term.

Proposed by Councillor Holmes  
Seconded by Councillor McQuillan and

**AGREED** to recommend to Council that Town and Village Management conduct a survey once each Council term only.

Alderman Duddy applauded the hard work undertaken by staff despite the poor results from the recent survey and suggested that traders needed additional support from central government to make towns like Coleraine a better place.

### 13. **BANAGHER GLEN**

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

#### Purpose of Report

The purpose of this report is to request Elected Member's permission to avail of funding for improvements to the visitor experience at Banagher Glen and Altnaheglish Reservoir, approximately 3 miles south of Dungiven. An investment decision of £11,541 is asked for to complete on this project.

#### Background

Prior to the formation of Causeway Coast and Glens Borough Council, Limavady Borough Council had invested in a partnership approach with NIEA and NI Water to provide visitor facilities at Banagher Glen. During the 1990's these included walking trails, toilet provision and a seasonal staffing presence. The degree of Council involvement has diminished, and the toilet facilities and staffing provision are no longer provided. There is however still public access to a high quality walking, natural heritage and scenic experience which is highly valued by the local community.

The recent increase in demand for outdoor recreational experiences has led to greater use of this facility by the public, and Council Officers have identified the need for improved orientation and wayfinding through the site as this is absent, causing confusion for visitors at the site. In line with the Destination Management approach and involvement with the Sperrins Partnership Project, the Tourism and Recreation

team in conjunction with the Funding Unit have made an application and secured funding to improve the wayfinding and interpretative element and enhance the visitor experience.

#### Funding Opportunity

Following application to the Tackling Rural Poverty and Social Isolation (TRPSI) Programme – 2021/2022, the Department of Agriculture, Environment and Rural Affairs (DAERA) has issued a Letter of Offer to Council awarding funding of £59,731.20 at a grant rate of 85% of total estimated project costs of £70,272.00.

#### Project Objectives

- Provision of enhanced facilities at Banagher Glen, including the provision of signage, way-marking, interpretive panels, visitor monitoring equipment and trail furniture.
- Provide a family orientated outdoor experience.
- Increase opportunities for social engagement.
- To attract 10,000 visitors by the end of year 1 following project completion.

#### Key Elements

Within the scope of the project the following interventions are proposed:

- Threshold Welcome sign at the entrance to the site.
- Directional signage to Trailhead car park.
- Interpretative signage in overflow car park.
- Trailhead information and interpretative signage hub.
- Interpretative solution at reservoir / dam.
- Way markers and distance markers on access route to reservoir / dam.
- Seating on access route to reservoir / dam.
- WheelChair-accessible 'kissing gate'(s) on access route to reservoir / dam.
- Timber footbridge structure on access route to reservoir / dam.
- Cycle stands at appropriate locations within site.
- Installation of visitor monitoring equipment.

Annex A (previously circulated) provides details for the Terms of Reference for the procurement of the above.

#### Maintenance

This scheme proposes the installation of high quality and extremely durable wayfinding and interpretative signage and items of countryside furniture. A service level agreement is required for Council to maintain damaged or vandalised signage and furniture elements. The annual cost to Council is anticipated at being no more than £500 per annum.

#### Timescales

Subject to approval, Officers will advance the project and aim to complete prior to the 31 March 2022.

#### Recommendation

It is recommended that the Leisure and Development Committee recommends to Council that Officers avail of funding under the Department of Agriculture, Environment and Rural Affairs (TRIPSI) Programme and complete on the investment of high quality visitor orientation and interpretative signage, associated trail furniture, and improved access provision at Banagher Glen Woodland and Reservoir experience. A £10,000 contribution is required to match fund this project, based on 15% of estimated total project costs, and this is available within the current year's budget for repair, maintenance and improvements.

Proposed by Councillor Nicholl  
Seconded by Councillor McQuillan and

**AGREED** to recommend that Council that Officers avail of funding under the Department of Agriculture, Environment and Rural Affairs (TRIPSI) Programme and complete on the investment of high quality visitor orientation and interpretative signage, associated trail furniture, and improved access provision at Banagher Glen Woodland and Reservoir experience. A £10,000 contribution is required to match fund this project, based on 15% of estimated total project costs, and this is available within the current year's budget for repair, maintenance and improvements.

#### **14. WEST BAY 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 upgrade works to part of the shared use Blackrock Coastal Path (Portrush) at the western end of West Bay, contiguous with the promenade.

Blackrock Coastal Path (Portrush) – NCN Route 93 – addressing health and safety concerns, segregating cars from cyclists and walkers.

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

Council obtained funding through the COVID Recovery Revitalisation Programme to enhance and upgrade a section of the shared use Blackrocks Coastal Path to alleviate health and safety concerns by segregating cars from cyclists/pedestrians and enhance the visitor experience. This section of path is part of the NCN Route 93 and the Causeway Coast Way as well as being a vital traffic free link into Portrush along the seafront.

A section of the path 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 30 metres in length and 4 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 as a means 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 a number of 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 both parties. It can operate under limitations and can endure for whatever period of time 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 well used coastal paths in the area. The development of this Permissive Path Agreement is required with Acorn (NI) Ltd and will secure continued access at this location for the public. Officers are recommending that the agreement with Council is for a period of 25 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.

### Recommendation

It is recommended that the Leisure and Development Committee recommends to Council the approval of a new Permissive Path Agreement between Council and Acorn (NI) Ltd, relating to the agreed lands at Blackrocks Coastal Path, for the period of 25 years.

At the request of elected members the Head of Tourism and Recreation confirmed ownership status and accessibility arrangements for West Bay.

Proposed by Alderman Duddy  
Seconded by Councillor MA McKillop and

**AGREED** to recommend to Council the approval of a new Permissive Path Agreement between Council and Acorn (NI) Ltd, relating to the agreed lands at Blackrocks Coastal Path, for the period of 25 years.

## **15. ANDREW BONAR LAW PROJECT**

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

### Purpose of Report

The purpose of this report is to present the requests from the Andrew Bonar Law Memorial Project to the Committee for consideration.

### Introduction

Council received the correspondence from the Secretary of the Andrew Bonar Law Memorial Project at Annex A (previously circulated), which was considered by the Leisure and Development Committee in November 2021. The Committee directed that a report be presented by officers at the December Committee to outline the options to support the project.

### Background

The attached correspondence outlines the connection with the Council area.

In addition to the historical context in the correspondence, we have confirmed that Bonnar Law's father is buried in Portrush and his family are remembered in two stained glass memorial windows in Ballywillan Presbyterian Church, Portrush.

### Fund Raising

The Andrew Bonar Law Memorial Project is a fully constituted group with the necessary articles to be eligible for Council funding. With an aim of raising £20k, the Group's fundraising efforts to date have raised £15k of monies necessary to form the bust by artist and sculpture Helen B Runciman.

The committed funds are subject to Council's support.

### The Request to Council

The request to Council is for the following:

- An expression of support for the project.
- Permission to permanently display the bust in Coleraine Town Hall in a mutually agreed position.
- A contribution to the costs involved.

### Funding Options

The relevant grant funding programme is the approved Culture Art and Heritage Grants Programme approved by Council in November 2021 for the 22/23 financial period.

With a maximum grant award of £1000, organisations have to demonstrate how their organisation contributes to any one of the following Culture, Arts and Heritage Aims identified in the Causeway Coast and Glens Borough Council's Culture, Arts and Heritage Strategy 2016-2021.

- Enhancing Our Cultural Venues and Assets.
- Investing in Creative learning and Skills Development.
- History, Heritage and Cultural Tourism.

### Recommendation

Members are requested to consider the request to support the project, locate the bust of Andrew Bonar Law, former Prime Minister of the United Kingdom in the Town Hall and contribute funds accordingly through the Culture Art and Heritage Grants Programme subject to eligibility and assessment.

At the request of Councillor Bateson the Director of Leisure and Development confirmed that funding had been secured for the project and that elected members had asked for the report to be brought to this meeting for consideration to be given to other elements as well as funding.

Proposed by Councillor McQuillan  
Seconded by Councillor Anderson

- to recommend that Council support the project, locate the bust of Andrew Bonar Law, former Prime Minister of the United Kingdom in the Town Hall and contribute funds accordingly through the Culture Art and Heritage Grants Programme subject to eligibility and assessment.

Councillor Bateson requested a Recorded Vote.

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

Recorded Vote Table

For <b>(8)</b>	Alderman Duddy, Hillis, Knight-McQuillan Councillors Anderson, McAuley, McCaw, McQuillan, Schenning
Against <b>(4)</b>	Councillors Bateson, C McShane, MA McKillop, Nicholl
Abstain <b>(0)</b>	-

The Chair advised that following the recess matters for decision would be considered in the first instance.

**\*The Chair declared a recess in advance of moving 'in committee' at 10.55 pm**

**\*The meeting reconvened at 11.05 pm**

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Alderman Duddy  
Seconded by Councillor McQuillan and

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

**\* Press and Public were disconnected from the meeting at 11:05pm**

***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.*

## **16. RVLC WATER STORAGE TENDER**

Confidential report, previously circulated, presented by the Head of Sport and Well-Being.

### Purpose of Report

The purpose of the paper is to update Members on progress to date with the replacement of the Cold Water Storage Tank (CWST) in Roe Valley Leisure Centre; and to request approval to award the contract as per the associated Tender Report at a cost of £68,361.00.

### Background

During routine inspection of the cold water storage tank at Roe Valley Leisure Centre, concerns were raised about the condition of the inside of the tank. Further examination found the internal coating of the tank was beginning to delaminate. This delamination has the potential to compromise the quality of the water presenting increased risks of the formation of Legionella.

Consultants have advised that the replacement of the existing cold water storage tank is recommended to ensure the water supply to the Centre is fit for purpose.

Council approved authorisation to spend circa £55k on the proposed works at the Leisure & Development Committee in September 2021, detailed within the 'Sport & Wellbeing Facilities Required Maintenance Expenditure' paper.

Council commissioned Consultants Cogan & Shackleton to seek quotations for the required works, the outcome of which is included in Annex A (previously circulated)

Quotations were received from four Companies with associated costs ranging from £68,361 to £102,020.

The lowest priced quotation was received from R&F Mechanical Services Ltd, Ballymoney at a cost of £68,361.

The project is progressing against the delivery timeframe summarised as follows:

- Council approval for spend September 2021.
- Appoint Contractor – January 2022.
- Project construction completion (4 months) – April 2022.

### Recommendation

Members are asked to note the tender process in Annex A (previously circulated) Proposed Replacement Cold Water Tank at Roe Valley Leisure Centre, Limavady' and approve the award of the contract to R&F Mechanical Services Ltd, Ballymoney at a cost of £68,361.

Proposed by Councillor McQuillan  
Seconded by Councillor Schenning

**AGREED** to recommend that Council approve the award of the contract to R&F Mechanical Services Ltd, Ballymoney at a cost of £68,361.

Councillor McQuillan raised concern regarding the pool liner at Joey Dunlop Leisure. The Head of Sport and Well-Being advised she was unaware of this but would investigate.

## 17. VISITOR GUIDE 2022

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

### Purpose of Report

The purpose of this report is to seek Council's approval to procure services for the design and printing of the Council's Visitor Guide for the 2022 season for the purpose of marketing the Destination.

### Background

Causeway Coast and Glen's visitor guides are printed annually for use in our Visitor Information Centres and for distribution within the Destination, NI and ROI. Tourism Ireland also receive a large quantity for their overseas offices and for sharing at various trade and consumers shows worldwide.

The guides are an important marketing and visitor servicing tool which is used to plan, inspire and encourage visitors to stay longer, spend more and disperse around the Destination more widely.

### Proposals

A request to quote for the design and print of 40,000 copies of the Visitor Guide was sent to the following companies:

- 1440 Design
- Kubrix
- McCadden's
- AV Browne
- ASG & Partners

The Terms of Reference can be found at Annex A (previously circulated) Completed submissions were requested no later than 5pm Friday 22<sup>nd</sup> October. At the closing date one apology was received from ASG & Partners and one submission was received from Kubrix. The submission was scored on 25<sup>th</sup> October 2021 by a panel of Officers from the Destination Team.

Based on the award criteria specified in the terms of reference, Kubrix scored full marks.

### Recommendation

It is recommended that the Leisure and Development Committee recommends the approval of the appointment of Kubrix for the design and print of the 2022 Visitor Guide at a cost of £15,828 from the 2021/22 Destination Marketing budget.

Alderman Duddy queried whether this could be published online as an alternative.

The Head of Tourism and Leisure advised the majority of promotional material was online, however there was a huge demand for this particular publication, with often repeat prints being required.

At the request of Councillor Holmes the Head of Tourism and Recreation advised that Officers were considering enhancing links not connected with the coastal route to include Lower Bann.

Proposed by Alderman Duddy  
Seconded by Councillor Holmes and

**AGREED** to recommend that Council approve the relevant procurement process for each of the above projects, to allow 'tendered' costs to be presented to Members to facilitate an investment decision

## **18. ESSENTIAL MAINTENANCE AND NEW INFRASTRUCTURE REQUIREMENTS FOR HOLIDAY AND LEISURE PARKS**

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

### Purpose of Report

The purpose of this report is to seek Council's approval to progress the procurement process for various projects at the Holiday and Leisure Parks.

### Background

Council operates 6 Holiday and Leisure Parks (HALPs) across the Borough. The HALPs vary in scale and purpose, and include reception/admin buildings, ablutions, leisure facilities landscaped areas, utilities, and road infrastructure. A maintenance regime is required for each of the HALPs and the HALP team work closely with both the Estates and Infrastructure teams to maintain the Parks to the highest possible standards to meet customers' expectations. The content of this report details major maintenance investment that is required as a priority to assist with the preparation of our Holiday and Leisure Parks in advance of the 2022/23 season.

The works will either be costed to the Holiday and Leisure Park maintenance and repair budget or the annual HALP Capital reinvestment budget set at £300,000.

### Project Details

Previously circulated was a list of maintenance and improvement projects which have been prioritised as essential improvements and upgrades to ensure the HALP estate and equipment is fit for purpose. Subject to approval, the majority of these works will be completed before Easter 2022 with the exception of new Pods and repair works to Benone 'wetside' facilities, which will be completed thereafter.

Council's HALP team have been working with colleagues to assess prioritised elements of work in advance of the 2022 season and have initiated project specifications for each of the below in advance of approval to procure where necessary and implement.

#### Next Steps

At this stage the costs for the above are estimated. Subject to Council agreement, officers will complete the relevant procurement process, following which an investment decision will be sought from Council.

#### Recommendation

The Leisure and Development Committee is asked to provide approval for officers to complete the relevant procurement process for each of the above projects, to allow 'tendered' costs to be presented to Members to facilitate an investment decision.

The Director of Leisure and Development advised members that funding for project would be from a re-investment budget of 300k set aside from an underspend in 20/21.

In response to a query from Councillor Holmes the Head of Tourism and Recreation advised that there was not a set budget for maintenance of Holiday and Leisure Parks as the figure varied.

The Director of Leisure and Development referred elected members to the P8 positive variance position of 1 million.

Alderman Duddy welcomed the maintenance planned and suggested a percentage be set aside for maintenance annually due to the rise in stacations and the huge investments by caravanners. Alderman Duddy also referred to the need for MUGA's to be progressed at Holiday and Leisure Parks.

Proposed by Councillor Holmes  
Seconded by Councillor MA McKillop and

**AGREED** to recommend to Council approval for officers to complete the relevant procurement process for each of the above projects, to allow 'tendered' costs to be presented to Members to facilitate an investment decision.

## **19. PROSPERITY AND PLACE ORGANISATIONAL DESIGN**

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

#### Purpose of Report

The purpose of this report is to recommend a new organisational structure for the Prosperity and Place service area, aligned to agreed principles of organisational design and a significantly changed service area responsibility.

#### Introduction

The following report outlines the justification to reconsider the organisational structure in the Prosperity and Place service area, which has the responsibility to build a green,

connected and fairer economy in the Borough to achieve the outcomes of our Community Plan, namely: a thriving economy, a healthy safe community and a sustainable accessible environment.

#### Service Area Responsibilities and Deliverables

The purpose of the Prosperity and Place service area is to create a high value added, skilled, innovative and enterprising economy, coupled with the regeneration of the physical environment (urban, rural and resort) to create a better place.

This was then subdivided in 5 specific Tier 4 management areas:

#### The Existing Structure

The existing structure was implemented in 2015 and consists of 17 staff (previously circulated)

The Rural development Programme has ended save for a number of Post Programme Activities which are being managed by the Funding Unit.

At a management level, the following posts are currently vacant: Head of Service, B Business Development Manager and Regeneration Manager. The current interim arrangement in which officers are responsible for multiple roles is no longer sustainable. The current structure includes 14 permanent positions, recognising that the RDP posts were 100% funded by DAERA.

The existing structure incorporating 17 staff under a single Head of Service is no longer fit for purpose based upon the increased scope of the responsibility and more diverse nature of the activities

Officers conclude that the existing structure from 2015 requires development based upon the increased scope of the responsibility and more diverse nature of the activities.

#### The Principles of Organisational Design

Staying consistent to the organisational design process that worked in 2015, the intention is to design a service area organisation that is structured to ensure delivery of the best possible services and will represent value for money for the ratepayer. The principles applied to achieve this aim were previously circulated

#### Options

- a) No change.
- b) Whilst retaining the service area as a single unit, the functions of Prosperity and Place are separated. Based upon the increased scope and more diverse nature of this service area, an option has been developed to create two distinct but connected pillars (previously circulated)

#### Merits of Option B

As presented throughout this report, the existing structure is no longer deemed to be fit for purpose, being unable to service the range of roles, responsibilities and programmes required, such as the dedicated Town Forums, additional central Government and NI Executive Funding Programmes (Growth Deal and Levelling-up) and other strategic initiatives such as the digital connectivity and work force development. The proposed structure was previously circulated.

### Cost Considerations

The existing structure includes 14 permanent Staff (excluding the funded posts – RDP).

The proposed structure includes 16 permanent staff (excluding the funded posts – Skills and Employability Team).

The structure adds two additional officers and enhances the responsibility of a Tier 4 manager to Tier 3.

Subject to job evaluation, the estimated additional cost of the structure is £82k (includes all employment costs i.e. pension and NI contributions).

Note that the cost of the SIB Officers is attributed centrally to L&D based upon the full scope of the role.

### Recommendation

Subject to affordability, the new organisational structure depicted at Section 8 (Option B) is recommended for the Prosperity and Place service area aligned to agreed principles of organisational design.

Councillor Schenning proposed subject to there being no adverse affect on rates setting budgets, however later withdrew her proposal.

Councillor McQuillan felt there was no fundamental justification at this time for modification of structure and Councillor C McShane concurred with his view suggesting this was not a priority.

The Director of Leisure and Development said that this report had been well researched alongside staff consultation and concluded that some work could not be progressed without the modified structure in place giving an example of the progressing of town team project. The Director further confirmed that Causeway Coast and Glens were lean in terms of staffing costs.

Councillor Holmes felt it would be better to wait until after the rates setting process and Alderman Duddy felt that harmonisation of job descriptions should take priority over this.

Alderman Duddy queried the salaries of the SIB Officers and the Director of Leisure and Development provided this information as well as a summary of the work involved in this post over more than one Directorate.

Proposed by Alderman Duddy  
Seconded by Councillor McQuillan and

**AGREED** To recommend that the decision be deferred until completion of the budget and rates setting process.

## **20. EVENTS TEAM ORGANISATIONAL DESIGN**

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

### Purpose of Report

The purpose of this report is to recommend a new organisational structure for the Council's Events Team, aligned to agreed principles of organisational design and the Strategic Review of Council Tourism Events, over the next 10 years, approved by Council in December 2021.

### Introduction

The following report outlines the rationale to reconsider the organisational structure for the Council's Events Team, which from the report concluded that the tourism events remit should achieve:

- 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.
- 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.
- In addition, the tourism events team will have responsibility for the direct delivery of events requiring development, preparation, planning and operational delivery.

### Implementation of the Events Strategy

The agreed key implementation phases of the Events Strategy 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.

As part of the reset, it was agreed at the October Leisure and Development meeting that Officers would outline key resource requirements including staffing resources for the approved 10 year strategic approach.

In addition, Officers will outline other immediate requirements as part of the reset process detailing adjustments in the current portfolio, best fit markets for future events and development of the Tourism Event Funding approach.

### The Existing Structure was previously circulated

The existing structure was implemented in 2015 and consists of 5 permanent staff.

Note:

The above diagram illustrates the 5 full-time equivalents within the Tourism Events Team. After an agreed voluntary severance request, the duties of the previous Tourism Events Manager Post were merged with the Assistant Tourism Events Manager Post.

The existing structure incorporating 5 staff under the Head of Service is no longer fit for purpose based upon the increased scope of the responsibility and more technical, legislative and diverse nature of the event environment.

### Strategic Review Findings on Current Structure

The strategic review notes that within the existing structure, the Tourism Events Unit is not adequately resourced and makes recommendations for additional staffing,

should Council wish to act in both an event delivery role and facilitate and support the development, implementation and funding of third sector event organisers. It recommends the following requirements as a minimum to simply fulfil the facilitation and support role:

- Tourism Event Unit Manager.
- Tourism Events Development and Sector Support Co-ordinator.
- Tourism Events Operations Officer.
- Tourism Events Marketing Officer.
- Tourism Events Administrator.

In recognition of the fact that the Tourism Events Team will provide an event delivery role, over and above its supporting, facilitation and funding remit, the review advises that additional resources be included in the structure to resource the Council's direct event delivery requirements. The following Posts are therefore outlined as the requirements for Council to deliver on its own portfolio of events and provide the support and facilitation role for the third sector (previously circulated).

2022 Events Programme previously circulated\_The delivery of which requires the additional staffing, as recommended in the Strategic Review of Council Tourism Events.

#### The Principles of Organisational Design

Staying consistent to the organisational design process that worked in 2015, the intention is to design a team organisation that is structured to ensure delivery of the best possible services and will represent value for money for the ratepayer. The principles applied to achieve this aim were previously circulated.

#### Options

- c) No change.
- d) A structure that provides the necessary resources providing the capacity and role focus to delivery on the agreed approach of Council i.e. Reset, Revive and Restage the Council's events portfolio. The following structure will provide the capabilities detailed in Section 5 of this report including:
  - a. The strategic development of events.
  - b. The operational delivery of events.
  - c. The cooperation, development and support for third sector providers.
  - d. A lead for events funding programmes.
  - e. A lead for liaison with PSNI, DfI Roads, Dept of Justice, TNI and Safety Advisory Group committees.
  - f. Procurement.
  - g. Event Health and Safety and Risk Management.
  - h. PR and Marketing.

#### Merits of Option B

As presented throughout this report, the existing structure is no longer deemed to be fit for purpose, being unable to service the Council's events programme, develop that programme and support the third sector.

The proposed structure was previously circulated.

#### Cost Considerations

The existing structure includes 5 permanent staff, the proposed structure includes 8 permanent staff, so the structure adds three additional officers.

Subject to job evaluation, the estimated additional cost of the structure is £133k (includes all employment costs i.e. pension and NI contributions).

#### Recommendation

Subject to affordability, the new organisational structure depicted at Section 8 (Option B) is recommended for the Events Team aligned to agreed principles of organisational design and the Strategic Review of Council Tourism Events.

Members applauded the work of the Events team and their deliverability of events with current resource.

#### Substantive Proposal

Proposed by Councillor Holmes  
Seconded by Alderman Duddy

- To recommend that the decision be deferred until completion of the budget and rates setting process.

#### Amendment

Proposed by Councillor C McShane  
Seconded by Councillor Bateson

- To recommend that report be brought back to January Leisure and Development Committee as a priority item on agenda.

The Chair put the Amendment to the Committee to vote  
6 Members voted For; 8 Members voted Against; 0 Members Abstained.  
The Chair declared the Amendment Lost

The Chair put the Substantive Proposal to the Committee to vote  
14 Members voted For; 0 Members voted For; 0 Members Abstained  
The Chair declared the Motion Carried.

Councillor C McShane questioned the validity of the vote given the time.

The Chair believed the vote was valid. The Chair further confirmed that in compliance with Standing Orders of Council, the time being midnight the meeting adjourn and the following Items listed on Agenda would be considered at a reconvened Leisure and Development Committee:-

#### Agenda Item   Title

15	Ballycastle Museum
16	CLC and Ballycastle OBC Update
17	Town Centre Regeneration Plans
18	Correspondence
19	Matters Reporting to the Partnership Panel
20	Consultations

- 22 Air Show Update
- 27 Metropole Park Lease Request
- 28 L&D ZBB Position 2022/23

Proposed by Councillor Holmes  
Seconded by Alderman Duddy and

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

In accordance with Standing Order 4 (4) the meeting was adjourned at 12.05am to reconvene to deal with uncompleted business on a date to be advised.

The Chair thanked everyone for their attendance and extended best wishes for a Happy Christmas and New Year.

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Chair