

|  |  |
|--|--|
| <b>Title of Report:</b>                | <b>Millburn Community Centre</b>               |
| <b>Committee Report Submitted To:</b>  | <b>The Leisure &amp; Development Committee</b> |
| <b>Date of Meeting:</b>                | <b>21 December 2021</b>                        |
| <b>For Decision or For Information</b> | <b>For Decision</b>                            |

|  |   |
|--|---|
| <b>Linkage to Council Strategy (2019-23)</b> |   |
| Strategic Theme                              | Resilient, Healthy & Engaged Communities  |
| Outcome                                      | Council will work to develop and promote stable and cohesive communities across the Borough |
| Lead Officer                                 | Head of Community & Culture<br>Community Development Manager                                |

|                                    |               |
|------------------------------------|---------------|
| <b>Budgetary Considerations</b>    |               |
| Cost of Proposal                   | n/a           |
| Included in Current Year Estimates | <b>YES/NO</b> |
| Capital/Revenue                    |               |
| Code                               |               |
| Staffing Costs                     | n/a           |

|  |  |        |       |
|--|--|--------|-------|
| <b>Screening Requirements</b>            | Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. |        |       |
| Section 75 Screening                     | Screening Completed:   | Yes/No | Date: |
|  | EQIA Required and Completed:   | Yes/No | Date: |
| Rural Needs Assessment (RNA)             | Screening Completed  | Yes/No | Date: |
|  | RNA Required and Completed:  | Yes/No | Date: |
| Data Protection Impact Assessment (DPIA) | Screening Completed:   | Yes/No | Date: |
|  | DPIA Required and Completed:   | Yes/No | Date: |

## **1.0 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.**

## **2.0 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**.

## **3.0 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**.

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.

## **4.0 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.

#### **4.0 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.

## Annex A: Millburn Community Centre Information on current usage and operating costs

### Numbers of individuals and groups using

| Year      | Individual uses | User Groups Total | User Groups Community | User Groups Leisure |
|-----------|-----------------|-------------------|-----------------------|---------------------|
| 2017 - 18 | 6366            | 78                | 12                    | 66                  |
| 2018 – 19 | 6366            | 78                | 15                    | 63                  |
| 2019 – 20 | 4626            | 68                | 12                    | 56                  |
| 2020 – 21 | Covid           |                   |                       |                     |

### User Groups

#### PRE-COVID

| Group                                  | Usage                    | Community | Leisure |
|--|--------------------------|-----------|---------|
| Athletics NI/Speed Development Project | Weekly                   |           | X       |
| Causeway Down Syndrome Group           | 6 wk blocks x 2 per year |           | X       |
| Coleraine Borough Cage Bird Society    | Once yearly              | X         |         |
| Coleraine Surestart Partnership        | Weekly                   | X         |         |
| Jive NI                                | 5/6 wk block x 1 per yr  |           | X       |
| Millburn Bowling Club                  | Mar-Sept-twice weekly    |           | X       |
| Millburn Community Association         | As and when              | X         |         |
| Millburn Playgroup                     | As and when              | X         |         |
| National Autistic Society NI           | 6wk blocks x 2 per year  | X         |         |
| RT24 Exercise Class                    | Weekly                   |           | X       |
| Scripture Union/SU Impact              | 2/3wks (Summer scheme)   | X         |         |
| Zanshin Shotokan Karate Club           | Weekly                   |           | X       |
| Birthday Parties                       | As and when              | X         |         |

#### APRIL – NOV 2021

| Group                                  | Usage       | Community | Leisure |
|--|-------------|-----------|---------|
| Athletics NI/Speed Development Project | Weekly      |           | X       |
| Coleraine Surestart Partnership        | Weekly      | X         |         |
| Millburn Playgroup                     | As and when | X         |         |
| RunFit                                 | Weekly      |           | X       |
| Zanshin Shotokan Karate Club           | Weekly      |           | X       |
| Birthday Parties                       | As and when | X         |         |

### Operating Costs

| <b>2015/2016</b> | <b>2016/2017</b> | <b>2017/2018</b> | <b>2018/2019</b> | <b>2019/2020</b> |
|------------------|------------------|------------------|------------------|------------------|
| 15,904.23        | 20,971.08        | 28,559.28        | 26,097.61        | 27,417           |

### Current rates of hire

|  | <b>Main Hall</b> | <b>Minor hall/ committee or<br/>other smaller room</b> | <b>Kitchen</b> |
|--|------------------|--|----------------|
|  | £6.50            | £3.50  | N/A            |

## **ANNEX B**

### **Millburn Community Association**

#### **Proposed Management of Millburn Community Centre**

##### **Aims and Objectives of the Group:**

Millburn Community Association is a voluntary organisation which works for the benefit of the local community. It aims to provide and continually develop the facilities it has and deliver services to residents through programmes, projects, and other opportunities. We are based in a community office where our programmes are run from, which include Youth Clubs, Over 50`s Club, Social and Cultural activities, educational/ vocational projects, Health and well being projects, sports and leisure activities.

Over the last 5yrs we have developed new services locally through the creation of successful Community Social Enterprise Businesses, with an Award-Winning Cafe “The Calf Lane Kitchen”, The BITES Mobile Catering Van, The Calf Lane Dessert Bar, The Salon Millburn and Buzz Kutz Barbers Shop which provide much needed services and help us to sustain service provision locally

Our objectives include continually looking for opportunities through which our association can address local need, help deliver our programmes and to actively look at developing ideas to move us towards self-sustainability.

##### **Millburn Community Association’s Proposed Idea for Millburn Community Centre:**

To transfer management of Millburn Community Centre from Causeway Coast and Glens Borough Council (CC&GBC) to Millburn Community Association

To move our Community Association`s daily operations to the Community Centre, in order to utilize the Community Centre space as the Community Hub for all our clubs’ activities and to continue to provide, through the Community Centre, training courses with educational, and vocational training to support residents.

##### **Our Clubs**

- Millburn Football Club
- Millburn Junior and Senior Youth Club
- The Sunbeam Club ( Over 50`s)
- Sewing / Crochet Club
- Coleraine Armed Forces Veterans Club
- Little Book Worms Club

##### **Vocational Training-**

- Painting Decorating/ DIY
- Restoration of old furniture
- Beauty Therapy - Nail Art/ Make Up Complementary Therapies
- Arts and Crafts Workshops

## **Additional Training**

- ICT
- Numeracy/Literacy Essential Skills
- Language Skills

## **Proposed Facility/Business:**

Millburn Community Centre, Linden Avenue, Coleraine, BT52 2AN

**Legal Status:** Millburn Community Association is currently a constituted Voluntary Organisation with the view to achieving the status of a Company Limited by Guarantee

**Charity Status:** Registered Charity No **NIC103614**

## **What will the facility/business do?**

The provision of training facilities for the local community supporting young people and the unemployed to learn vocational and other key skills. Ongoing development of social enterprise ventures that have enabled employment opportunities and income generated that has been re-distributed throughout the local community.

**Social Aims (including mission statement):** To improve the social conditions and facilities for the benefit of all the local residents living within the local Neighbourhood Renewal Area of Millburn and Ballysally. Millburn Community Association aims to do this by:

- Sharing organisational Resources with other local community groups.
- Promoting sustainability through generation linked to social enterprise development
- Making things better for all local residents
- Strengthening existing work and projects
- Developing genuine community cohesion
- Linking with emerging entities such as Council community planning, etc
- Sharing of skills and experiences within existing staff and volunteers
- Promoting community inclusion to ensure all local stakeholders are engaged
- Avoiding duplication
- Developing relationships

## **Millburn Community Centre under the groups management aims to benefit the Millburn Area by:**

- Transferring all groups and clubs activities to the Centre
- Raising the external perception of an area that has traditionally suffered from an adversely negative perception
- Promoting education, employment and health for local residents
- Providing aspirational opportunities for the currently disaffected youth population and generationally unemployed
- Empowering of local people
- Raising local self esteem

- Promoting health and well being
- Raising aspiration levels for the local people
- Facilitating positive change
- Give hope for the area
- Look at ways of sustaining the usage of the building through social enterprise ideas

### **Social Purpose: Who will benefit?**

The local community and surrounding areas

A larger space for activities will be of benefit to all ages within the community as it will allow us to vastly increase the programme activity offering to all residents

We will also have a wider impact, e.g. we can help to look after the MUGA and playpark and to ensure that any incidents of ASB are dealt with quickly and effectively.

### **Why is there a need locally for this transfer of management?**

At present Millburn Community Association has its office space and training/club activity room situated at 44 Maple Drive. With the continual development of our popular activities and clubs we have outgrown the space we have here.

The current room space is approx a 7m x 7m area which limits the numbers that can be in that space together, especially now during a pandemic when social distancing is in place.

To have such a large new space for our clubs will enable us to provide activities daily again for our community (see table of typical weekly proposed usage)

### **Proposed Time Table of Community Usage after Transfer in Hall.**

| <b>Day</b> | <b>Morning</b>          | <b>Afternoon</b>        | <b>Evening</b>                     |
|------------|-------------------------|-------------------------|------------------------------------|
| Monday     | Mothers and Toddlers    | After Schools Club      | Free For Booking                   |
| Tuesday    | Seniors Tea Pot Tuesday | After Schools Club      | Crochet Class/ Men's Fitness Class |
| Wednesday  | Fitness For Mums        | After Schools Club      | Free For Booking                   |
| Thursday   | Little Book Worms Club  | After Schools Club      | Youth Club                         |
| Friday     | Sewing Class            | After Schools Club      | Youth Club Disco                   |
| Saturday   | Birthday Party Booking  | Birthday Party Bookings | Youth Club                         |
| Sunday     | Car Boot Sale           | Birthday Party Bookings | Closed                             |

### **Proposed Time Table of Community Usage after Transfer in Committee Room**

| <b>Day</b> | <b>Morning</b>   | <b>Afternoon</b> | <b>Evening</b>    |
|------------|------------------|------------------|-------------------|
| Monday     | Community Office | Community Office | Committee Meeting |
| Tuesday    | Community Office | Community Office |                   |



|           |                  |                  |  |
|-----------|------------------|------------------|--|
|           |                  |                  |  |
| Wednesday | Community Office | Community Office |  |
| Thursday  | Community Office | Community Office |  |
| Friday    | Community Office | Community Office |  |
| Saturday  |                  |                  |  |
| Sunday    |                  |                  |  |

The benefits of our office space being on site will help to curbe any anti social behaviour issues around the site of the centre, play park and sports cage areas, it will encourage residents to then use the centre as hub for the community (e.g. answering queries from residents, access to booking info, ability to discuss development of activities on site, supporting new groups to get involved and make bookings, etc) – Also if other groups needed to use the committee room for meetings, etc, we could continue to facilitate that- either with a new moveable partition wall or you vacating the for their meeting

### **Present Bookings of Centre**

Any group/ club that have a long-standing commitment to the Centre will be allocated their normal slot and we will work our own club use around these timings.

### **Our Present Community Buildings and Training Room**

Our present community building will still be used to continue to run educational courses and vocational training within the building, the office space within can then be used to provide much needed storage space for all of our equipment within the Association which will be far easier to manage and control.

### **In Summary**

With the management of Millburn Community Centre being transferred to Millburn Community Association, this will be of great benefit to the local community using the centre. We can increase the sizes of our club intake because the space is bigger and we can increase the activities we provide as we would have more space available to us.

At present because of cost of rental our Association only uses the Community Centre for our annual fun day. Other than that, we would not normally use it as cost is a barrier which we would have to pass on to our user groups.

The centre under our management would be well used, and with our good track record of social enterprise development we would make it sustainable. This will benefit the local community as we can then provide a broader activity programme for our residents which will evolve and expand over time.