

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN**

**ANTRIM CIVIC CENTRE ON 31 JULY 2017 AT 6:30 PM**

**In the Chair** **:** The Mayor (Councillor P Hamill)

**Members Present** **:** Aldermen – F Agnew, W Ball, P Barr, T Burns, T Campbell, M Cosgrove, W DeCourcy, M Girvan, J Smyth and R Swann

Councillors – A Ball, D Arthurs, J Bingham, J Blair, P Brett, L Clarke, H Cushinan, B Duffin, T Girvan, M Goodman, J Greer, N Kelly, B Kelso, A Logue, R Lynch, M Magill, M Maguire, J Montgomery, V McWilliam, P Michael, D Ritchie, S Ross and W Webb

**Officers Present** **:** Chief Executive - J Dixon  
Director of Operations - G Girvan  
Director of Finance and Governance – C Archer

Director of Community Planning and Regeneration– M McAlister  
Legal Services Manager – P Casey

ICT Officer – J Higginson  
Media and Marketing Officer – J McIntrye  
Senior Administrative Officer – S McAree

Governance Support Officer – D Conlan

**1 BIBLE READING, PRAYER AND WELCOME**

The meeting opened with a Bible reading and prayer by Rev Dr Ivan Neish.

Councillors Cushinan, Goodman, Kelly, and Montgomery joined the meeting at this point.

**MAYOR’S REMARKS**

The Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures.

The Mayor and Members welcomed Councillor Jordan Greer to the chamber and passed on best wishes to Trevor Beatty.

Councillor Greer in return paid a personal thank you to the Mayor and Members, and the Directors and Staff. He also thanked his party and colleagues for this opportunity. Finally, Councillor Greer paid tribute to Trevor Beatty and passed on his best wishes.

**2 APOLOGIES**Apologies were recorded from Councillors Hogg, Hollis, McClelland, Kells, Rea and Scott.

**3 DECLARATIONS OF INTEREST**6.13 Councillors Duffin and McWilliam

6.15 Alderman Cosgrove

**4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Alderman Cosgrove

Seconded by Councillor Webb and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 26 June 2017 be taken as read and signed as correct.**

*NO ACTION*

**5(a) MINUTES OF THE PLANNING COMMITTEE, PART 1**

Moved by Councillor Bingham  
Seconded by Councillor Duffin and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 17 July 2017, Part 1 be taken as read and signed.**

*NO ACTION*

**5(b) MINUTES OF THE PLANNING COMMITTEE, PART 2**

Moved by Councillor Bingham  
Seconded by Councillor Duffin and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 17 July 2017, Part 2 be approved and adopted.**

*NO ACTION*

**6.1 To approve the Sealing of Documents**

Members were advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements having been met:-

To approve the Sealing of Documents

1. Letter of Offer from Invest NI Council
2. Play Areas Refurbishment Works Agreement
3. Form of Agreement for Neillsbrook Training Pitch
4. Antrim Forum Spa Therapy Franchise Agreement

Moved by Councillor Duffin  
Seconded by Councillor Bingham and

**RESOLVED -** **that the Sealing of Documents be approved.**

*ACTION BY: Paul Casey, Legal Services Manager*

**6.2 CE/GEN/4 TRANSPORT NI – PROPOSED WAITING RESTRICTIONS – ANTRIM ROAD, GLENGORMLEY**

Correspondence had been received from Transport NI advising of proposals to restrict parking during the day on a small stretch on one side of Antrim Road, Glengormley (circulated). At present cars park in the lay by all day which restricts turnover of spaces outside the commercial premises. It was proposed to have the hours of operation between 9 am and 5 pm.

Moved by Councillor Blair  
Seconded by Alderman Cosgrove and

**RESOLVED – that the proposal be approved.**

*ACTION BY: Member Services*

*Councillor Logue arrived at this point.*

**6.3 G/MSMO/9 REVIEW OF THE LISTING OF BUSINESS in the MAGISTRATES’ COURTS**

Correspondence had been received from the Lord Chief Justice’s Office on the review of listing of business in the Magistrate’s Courts (circulated).

The Chief Justice had decided to make some changes to the listing of some business in the Magistrates’ Courts and in particular the venue and frequency of some courts. The details were set out in the document and annexes (circulated).

Responses to proposals to be submitted by Friday 25 August 2017.

Members may wish to respond on an individual or party political basis.

Moved by Alderman Cosgrove  
Seconded by Councillor Webb and

**RESOLVED: that Members respond on an individual or party political basis**

*ACTION BY: Member Services*

**6.4 G/MSMO/8 CONSULTATION ON PROPOSED CONSOLIDATED WATER SUPPLY REGULATIONS**

Correspondence had been received, a copy of which was circulated, from the Department of Agriculture, Environment and Rural Affairs advising of a consultation on proposals to produce new consolidated Water Supply (Water quality) regulations in respect of the public drinking water supply.

The consultation period was to close on 21 August 2017 and responses should be emailed to [waterpolicy@daera-ni-gov.uk](mailto:waterpolicy@daera-ni-gov.uk)

A copy of the consultation document was available at [www.daera-ni.gov.uk/consultations](http://www.daera-ni.gov.uk/consultations).

Moved by Councillor Girvan  
Seconded by Councillor Duffin and

**RESOLVED: that Members respond on an individual or party political basis.**

*ACTION BY: Member Services*

**6.5 ABF THE SOLDIERS’ CHARITY**

Correspondence had been received, a copy of which was circulated, advising of ABF the Soldiers’ Charity invitation to attend an annual awards ceremony in the Warrant Officers’ and Sergeants’ Mess, Thiepval Barracks on Saturday 2 September at 7pm.

Tickets for the ceremony cost £35 per person, which includes a champagne reception and supper.

Moved by Councillor Duffin  
Seconded by Alderman Girvan and

**RESOLVED: that any Member who wishes attend at their own expense**

*ACTION BY: Member Services*

**6.6 CE/MSHIP/1 CHILDREN IN NORTHERN IRELAND MEMBERSHIP**

Members were advised that correspondence had been received from Children in Northern Ireland (CiNI) in relation to renewal of their annual membership subscription for 2017-2018, the associated renewal fee being £500.00.

CiNI provides training, policy, information and participation support services to 160 member organisations across the statutory, government, voluntary, community and independent sectors, and also supports the Public Sector to engage effectively with children and young people, their parents and carers in the development and review of policies, strategies and services that impact on their lives.

Moved by Councillor Duffin  
Seconded by Alderman Smyth and

**RESOLVED - that the Council renews its annual membership with CiNI.**

*ACTION BY: Member Services*

**6.7 G/LEG/291 SOCIETY LOTTERY RENEWAL APPLICATIONS**

The following applications had been received:

1. An application from Aldergrove/Crumlin Apostolic Society to hold a Society Lottery at St. Joseph’s School, Crumlin on the 15 October 2017 had been received.

The application had been sent to the PSNI to seek their views.

1. An application from Mid Antrim Animal Sanctuary to hold a Society Lottery at their premises on the 16 December 2017 had been received.

The application had been sent to the PSNI to seek their views.

Moved by Councillor Duffin  
Seconded by Councillor Arthurs and

**RESOLVED - subject to the PSNI having no objection to the Society Lottery applications that Members approve issuing a licence for both lotteries.**

*ACTION BY: Paul Casey, Legal Services Manager*

**6.8 ED/ED/14 ANNUAL NI ECONOMIC CONFERENCE**

Members were advised that the Annual Northern Ireland Economic Conference 2017 would be held in Armagh City Hotel on Wednesday 25 October. A copy of the programme was circulated for Members’ information. The cost of the event was £255+VAT per delegate with a discounted rate of £165+VAT per delegate for Local Government.

It was proposed that the Chairperson and Vice Chairperson of the Community Planning and Regeneration Committee or their nominees, attend along with a relevant Officer.

Moved by Alderman Cosgrove  
Seconded by Councillor Blair and

**RESOLVED - that the Chairperson and Vice Chairperson of the Community Planning and Regeneration Committee or their nominees, along with a relevant Officer should attend as an approved duty.**

*ACTION BY: Paul Kelly, Head of Economic Development / Member Services*

**6.9 pbs/bc/2 AUTHORISATION AND DELEGATION OF oFFICERS FOR BUILDING  
CONTROL FUNCTIONS**

Members were reminded that the Council, in the interest of improved service delivery and promptness of action, may delegate some of its powers to Officers of the Council. A local authority may only delegate the discharge of a function to the extent that statute has conferred on it the power to do so. Here the relevant power to delegate is that conferred by Section 47a of the Local Government Act 1972 as amended by the Local Government (Miscellaneous Provisions) (NI) Order 1985.

**Authorisation of Placement Student and Temporary Technical Officer** In exercising the powers conferred on it, it was recommended that the under noted officers be appointed to act on behalf of the Council and be authorised by the Council to act under:

1. Article 11 of the Building Regulations (N.I.) Order 1979, to enter premises at any reasonable time, for the purpose of, among others ascertaining possible contraventions of the Order, or of the Building Regulations.
2. The Towns Improvement Clauses Act 1847 – Section 75 as adopted by the Towns Improvement (Ireland) Act 1854 – Section 39 (Ruinous and Dangerous Buildings) The Public Health Acts Amendments 1907 – Section 30 (Dangerous Places to be Repaired or Enclosed).
3. The Energy Performance of Buildings (EPC) (Certificates and Inspections) Regulations (Northern Ireland) 2008 as amended 2014.
4. The Local Government Miscellaneous Provisions (Northern Ireland) Order 1995 Article 11 Street names and numbering of buildings.
5. To act as an agent of Land and Property Services for data collection purposes

Eoin Doherty – Building Control Placement Student   
Jake Mailey – Temporary Building Control Surveyor

**Delegation of Statutory Powers**

In exercise of its powers under Section 47a of the Local Government Act 1972 as amended by the Local Government (Miscellaneous Provisions) (NI) Order 1985, it was recommended that the Council hereby delegates to the under noted Officers the following powers and duties:

1. The Building Regulation (Northern Ireland) Order 1979 Article 13 (approval of plans)
2. Article 18 (serving of a Contravention notice)
3. The Building Regulations (Northern Ireland) 2012 (as amended) Regulation 14 (issue of completion certificates)
4. The Building Regulations (Northern Ireland) 2012 (as amended) Regulation 13 (issue of regularisation certificates)
5. The Town Improvement Clauses Act 1847 Section 75 as adopted by the Town Improvement Act 1854 Section 39 (ruinous and dangerous buildings) and the Public Health Act 1907 - Section 30 (dangerous places to be repaired or enclosed). (serving of Notices)
6. The Energy Performance of Buildings (EPC) (Certificates and Inspections) Regulations (Northern Ireland) 2008 as amended 2014, (Serving of Fixed Penalty Notices)
7. The Local Government Miscellaneous Provisions (Northern Ireland) Order 1995 Article 11 Street names and numbering of buildings

Chris McGhee – Temporary Principal Building Control Surveyor

Moved by Councillor Bingham  
Seconded by Councillor Duffin and

**RESOLVED -**

1. **the authorisation of the aforementioned officers namely, Eoin Doherty and Jake Mailey, to undertake the duties as specified on behalf of the Council be approved.**
2. **the delegation of powers to the aforementioned Officer, namely Chris McGhee, to undertake the duties as specified on behalf of the Council be approved.**

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

**6.10 CP/CD/106 Queen’s Award for Voluntary Service 2017/18**

Members were reminded that last year the Council agreed to nominate 3 local groups for the Queen’s Award for Voluntary Service 2017. These were Antrim Festival Group, Breakaways and TIDAL. When applications were being prepared it was noted that any organisation being nominated needed to be in existence for 3 years or more. At that time Antrim Festival Group had not been in existence for this length of time and therefore could not be entered for the 2017 awards. Therefore, only 2 organisations were entered.

Members were delighted to hear that the TIDAL nomination was successful and that the group had been awarded the Queen’s Award for Voluntary Service. Two representatives from TIDAL attended the Royal Garden Party at Buckingham Palace in London in June. They will officially receive the Award from Her Majesty’s Lord-Lieutenant, Mrs Joan Christie, OBE, at a ceremony to be held in Toome on Tuesday 15 August 2017.

The closing date for nominations for the 2018 awards is 15 September 2017. It was proposed that Antrim Festival Group be nominated for the 2018 awards and if there were any other groups that Members wish to nominate these should be confirmed as soon as possible.

Moved by Councillor Webb

Seconded by Brett and

**resolved- that**

**i. a further application should be made for the Breakaways**

**ii. Members should contact the relevant officers with any other suggestions for nominations by Friday 11 August 2017.**

*ACTION BY: Kerry Brady, Community Support Officer*

**6.11 CP/CD/170 SHINE 2017: USE OF BALLYDUFF COMMUNITY CENTRE**

Members were advised that a request had been received from SHINE for free use of the facilities in Ballyduff Community Centre. The request was to support a Summer Scheme planned from 16 to 21 July 2017 between 1pm to 5.30pm and 6.30pm to 9.30pm daily. The programme would cater for local children and teenagers from the ages of 4 to 18 years.

Members were advised that the SHINE group had not applied for any funding from Council for this activity.

The Summer Scheme had taken place annually for the previous two years and traditionally free use of Ballyduff Community Centre had been granted. The normal hire charge for use of the community centre during the above dates and times would be £574.00.

Moved by Councillor Magill  
Seconded by Councillor Duffin and

**RESOLVED - that Council grants free use of facilities retrospectively at Ballyduff Community Centre to SHINE in support of their Summer Scheme during the hours 1pm – 5.30pm and 6.30pm – 9.30pm for the period 16 to 21 July 2017.**

*Action by: David Jordan, Community Facilities Officer*

**6.12 ED/TOU/21 Request for long-term stay at jordanstown loughshore caravan park**

Members were reminded that the booking policy for Jordanstown Loughshore Caravan Park permits a 3 night booking with the possibility of a further, but final, 3 night stay. A request had been received from a couple from Great Britain who are carrying out research for the Department for Communities seeking the Council’s permission to use the caravan park for up to 12 weeks from mid-September 2017.

The customer would be using a motorhome and had been advised by Officers that no commercial vehicles were permitted in the caravan park; the customer had assured staff that the motorhome is a standard vehicle with no advertising or trade markings.

The customer intended to use a single caravan pitch for the period of their stay and this would have no adverse impact on other customers using the site. This booking could be accommodated, as the dates requested are not during the peak visitor season.

Total income to the Council from this booking would be up to £1,848 at the standard hire rate depending on the final length of stay.

Moved by Alderman Barr  
Seconded by Alderman Campbell and

**RESOLVED - that an initial 10 week stay be approved, with Officers being granted permission to extend the stay if required.**

*ACTION BY: Colin Meneely, Business Support Manager*

**6.13 ED/eup/2 RURAL DEVELOPMENT PROGRAMME: MATCH FUNDING REQUESTS**

Members were reminded that the Council agreed in May 2017 to match fund 2 community projects promoted by TIDAL in Toome and by Doagh Cultural Society both of which had applied for funding through the GROW South Antrim Basic Services measure. The Council’s match funding was subject to successful applications to GROW.

GROW has now agreed to fund both projects. The applicants have completed a procurement exercise for their projects and the total costs have increased from the original estimates; the applicants had requested that the Council considers revising the funding offer to account for the full project cost. The revised project costs were as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant and Project** | **Original Estimated cost** | **Revised Project cost** | **Original match funding request** | **New**  **match funding request** |
| **TIDAL, Toomebridge:** Extension of Toome House to increase the lettable space for expansion of the dental surgery; reconfiguring internal layout to facilitate additional community based activities. Capital costs and professional fees to oversee the works | £100,000 | £109,000 | £20,000 | £28,815 |
| **Doagh Cultural Society**: Installation of an internal lift (including associated building works) in Doagh Community Hall to enable persons with a disability or limited mobility to access the first floor. As the downstairs room is used by a playgroup, the majority of existing and proposed community activity take place in the upper rooms. | £24,000 | £24,875 | £4,800 | £4,975 |
| **TOTAL** | **£124,000** | **£133,875** | **£24,800** | **£33,790** |

Both of the organisations had also applied for funding to the Northern Ireland Housing Executive for a total of £17,490 and, if successful, the match funding requirements from the Council may reduce accordingly.

Members were reminded that the Council made provision for £250,000 in the capital estimates in 2016/17 and a similar amount in 2017/18 to match fund eligible and approved projects under GROW’s Basic Services and Village Renewal measures.

Moved by Councillor Girvan  
Seconded by Councillor Arthurs and

**RESOLVED - that the Council agrees to increase its offer of match funding to TIDAL in the sum of up to £28,815 and to Doagh Cultural Society in the sum of up to £4,975, provision for which exists in the capital estimates.**

*ACTION BY: Paul Kelly, Head of Economic Development*

**6.14 CD/PM/49 DISPOSAL OF LAND AT KNOCKANE WAY/KNOCKENAGH AVENUE, RATHFERN**

Correspondence was circulated from Land & Property Services, regarding the disposal of land at Knockane Way/Knockenagh Avenue currently owned by Northern Ireland Housing Executive surplus to its requirements.

As previously reported this land was required to provide access to a new car park servicing the environmental scheme at Knockenagh Avenue which included community allotments. It was understood that the value of the land was not significant and Officers would propose that an expression of interest be submitted.

Moved by Councillor Webb  
Seconded by Councillor Duffin and

**RESOLVED - that an expression of interest be submitted.**

*ACTION BY: Majella McAlister, Director of Community Planning &**Regeneration*

**6.15 ED/ED/92 twitter - #Antrimhour**

Members were made aware that an online business network #Antrimhour runs on Twitter on Monday evenings from 8-9pm providing access to free advice and networking to business owners. The service is operated by a local business, Social Bee NI, and has 2,579 ‘followers’ and 12,600 ‘likes’. Mallusk Enterprise Park currently supports the Twitter Hour by assisting with promotion and contributing to its content.

With its increasing popularity, Social Bee NI intends to expand the service and had approached the Council, Mallusk Enterprise Park and Antrim Enterprise Agency with a request to provide sponsorship. Social Bee is offering an opportunity for the Council and both Enterprise Agencies to use the Antrim Hour to promote relevant business support programmes and other initiatives that may be of interest to local firms. In return for the sponsorship, Social Bee NI would promote and manage the Twitter account, generate weekly ‘tweets’, themes and images and manage the networking hour, including responses and ‘retweets’. Social Bee expects to grow the network by increasing business interactions and attracting new ‘followers’. Social Bee was seeking a total of £2,400 in sponsorship from the Council and from both Enterprise Agencies for 6 months initially.

It was proposed to run a 6 month pilot sponsorship of the #Antrimhour service commencing in September 2017 through to 31March 2018, in partnership with Antrim Enterprise Agency and Mallusk Enterprise Park. The pilot would be evaluated and a further report would be brought back to Committee for consideration. The total cost to the Council for the pilot would be £800, provision for which exists in the Economic Development budget, with the two Enterprise Agencies each contributing £800. If the pilot was successful it was proposed that the Council considers entering into a longer term arrangement with the two Enterprise Agencies to provide the Antrim Hour service as part of a wider package of support by both agencies to local businesses supported by the Council.

Moved by Alderman Smyth  
Seconded by Councillor Duffin and

**RESOLVED - that the Council agrees to sponsor #Antrimhour on Twitter for a 6 month period in partnership with Antrim Enterprise Agency and Mallusk Enterprise Park at a cost of £800. Officers will report back to the Committee with an evaluation of the pilot.**

*ACTION BY: Emma Stubbs, Economic & Rural Development Manager*

**6.16 CP/CD/53 & CP/CD/178**

**CP/CD/22 Neighbourhood Renewal and Areas at Risk 2017/18**

Members were advised that correspondence had been received from the Department for Communities (DfC) regarding the 2017/18 budgets for the continuation of the Neighbourhood Renewal Programmes in Rathcoole and Grange and Areas at Risk in Mossley, Monkstown and Carnmoney.

The total amount awarded for the Rathcoole Neighbourhood Renewal Programme for the period 1 April 2017 to 31 March 2018 is £80,651.62 (to include support for 1 full time and 2 part time posts and programme costs), this equates to an increase of approximately 63% on the amount awarded in 2016/17. This increase was a result of the addition of the salaries for Synergy and Newtownabbey Women’s Group, now administered by the Council and programme costs towards the delivery of the Neighbourhood Renewal Action Plan.

The amount awarded by DfC for the continuation of the Grange Neighbourhood Renewal Programme during 2017/18 was £44,461.68 to support salary costs for the Community Development Worker and running costs for the Community House. This amount remains at the same level as the previous year.

The Department had also agreed funding of £75,000 for the continuation of Areas at Risk in Newtownabbey, which equates to a 16% reduction on the amount allocated in 2016/17 and was the result of the amount previously allocated to New Mossley Community Group towards the costs of creating a community facility being withdrawn.

Moved by Councillor Bingham  
Seconded by Alderman Cosgrove

**RESOLVED - that**

1. **the funding awards from DfC for the Rathcoole Neighbourhood Renewal Programme (£80,651.62) and the Grange Neighbourhood Renewal Programme (£44,461.68) be accepted.**
2. **the funding award of £75,000 from DfC for the continuation of Areas at Risk in Newtownabbey be accepted.**

*ACTION BY: Elaine Manson Community Services & Tackling Deprivation Manager*

**6.17 CP/GR/66 GOOD RELATIONS GRANT AID PROGRAMME 2017**

Members were reminded that the annual Good Relations Action Plan submitted to The Executive Office included a budget of £25,000 for the implementation of a Good Relations Grant Aid Programme to support community and race relations locally. This was a rolling programme open until November 2017 subject to budget availability.

A summary of the Good Relations application received for July and an overview of the assessment and funding details was provided below for information. Members would be aware that a pass threshold of 50% for Good Relations Grant Aid applications was agreed at the Community Planning and Regeneration Committee in November 2014. One application had been received in July requesting £2,500. Should the recommendation to fund be approved, this would leave a remaining grant budget for 2017/18 of £17,500.

| **Group Name/ Project Promoter** | **Project Description/Title** | **Scored (%)** | **Amount Awarded** |
| --- | --- | --- | --- |
| Terra Nova | ‘Me You Us Them’ is an interactive Anti-Racism Roadshow addressing issues around immigration, racism and setting up home in a new country by creating shared spaces for all of the cultures within Northern Ireland to mix and fuse together.  Recruitment of 140 participants through a targeted recruitment process including school and community group engagement; Promotion through Council Theatre and Arts programming; And advertising of opportunity through all project partners.  Project will be delivered in the Ballyearl Theatre on 12 and 13 March 2018. | 80% | £2,500 |
|  | **TOTAL AMOUNT AWARDED** | | **£2,500** |

Moved by Councillor Brett  
Seconded by Alderman Smyth and

**RESOLVED- that the proposed funding award of £2,500 be approved.**

*ACTION BY: Valerie Crozier-Nicholl, Good Relations Officer*

**6.18 CP/GR/50 Good Relations Action Plan 2017 / 2018**

Members were reminded that following approval at the Council meeting in March 2017, an application was made to The Executive Office (formerly Office of the First Minister and Deputy First Minister) requesting financial support to deliver the 2017/18 Good Relations Action Plan in Antrim and Newtownabbey. Members were reminded that The Executive Office requires match funding of 25% from the Council to be provided in line with any offer of funding.

The application submitted in March 2017 requested £168,634.04 from The Executive Office with £56,211.35 match funding committed by the Council which equates to a total of £224,845.39 for delivery of the 2017/18 Action Plan.

A letter of offer had now been received from The Executive Office for an amount of £145,230.30 towards delivery of the Good Relations Action Plan 2017/18. This equated to approximately 14% less than the amount requested by the Council to deliver the Action Plan as highlighted in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Total Action Plan Costs** | **Applied For (75%)** | **Awarded** | **Shortfall** |
| **Salary** | £94,745.39 | £71,059.04 | £58,867.40 | £12,191.64 |
| **Programme** | £130,100.00 | £97,575 | £86,362.90 | £11,212.10 |
| **Total** | **£224,845.39** | **£168,634.04** | **£145,230.30** | **£23,403.74** |

In order to continue delivery of the Good Relations Action Plan Members considered the following options:

**Option 1:** The Good Relations Action Plan be delivered within a reduced budget of £193,640.40 which includes the reduced amount from TEO of £145,230.30 matched by 25% from the Council of £48,410.10.

**Option 2:** The Action Plan be delivered within a budget of£201,441.65which includes the reduced budget from TEO and the amount of £56,211.35 previously agreed by the Council.

**Option 3:** The Action Plan be delivered at the same level as was reflected in the original Action Plan which equates to a total budget of £224,845.39. This option would require the Council to increase its contribution from £56,211.35 to £79,615.06, provision for which would be found within the departmental budget.

Members were advised that if either Option 1 or 2 above were approved, Officers would review the proposed Action Plan and make efficiencies in areas that would have the least impact on programme delivery.

Moved by Councillor Brett   
Seconded by Councillor Blair and

**RESOLVED - that Option 1 be approved.**

*ACTION BY: Connor O’Dornan Acting PCSP, Good Relations, Peace IV Manager*

**6.19 ED/TOU/18 ANTRIM AND NEWTOWNABBEY TOURISM STRATEGY AND ACTION PLAN**

Members recalled that the Council agreed to produce a 5 year Tourism Strategy for the new Borough. Tourism NI provided funding of £5,000 towards the cost of the tourism strategy. Consultants were appointed in January 2017 and, following a process of consultation with Elected Members, local tourism providers and other stakeholders, a draft strategy and action plan had been produced a copy of which was circulated. The strategy projected an increase in visitor numbers, overnight stays, the value of tourist spend and the number of people employed in the sector over 10 years as set out in Table1 below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Period** | **Visits** | | **Nights** | | **Spend** | | **Additional Jobs** |
| Current 2016 Figures (1) | 217,829 | | 672,929 | | £38.4m | | 4,197 (2015 baseline) |
|  | **+ % PA** | **Value 000** | **+ % PA** | **Nights 000** | **+ % PA** | **£m** |  |
| Initial Phase (Years 1 to 3) | 5 | 252,164 | 5 | 779 | 5 | £44.4m | 799 |
| Rapid Growth Phase (years 4 to 7) | 8 | 343,067 | 8 | 1,059,820 | 8 | £61m | 1,098 |
| Consolidated Phase – Years (years 8 to 10) | 7 | 420,272 | 7 | 1,298,325 | 7 | £74m | 1,332 |

Table 1: Tourism Strategy: Projected Outcomes (10 years)

*(1) The most up-to-date figures available for visits, nights and spend. The trend has illustrated a decrease since 2013 across all 3 areas. The percentage of overnight visitors to the area has decreased from 6% in 2013, to 5% in 2016. The average number of nights spent decreased from 3.9 in 2013, to 3.3 in 2015. Visitor spend has decreased from £43m (6% of NI) in 2013, to £38.4m (5% of NI in 2016).*

The Council’s Tourism Team, which included representatives from major local hotels and tourist attractions, had considered the strategy in some detail and had given its support to the key findings and recommendations suggesting some amendments to the draft action plan. Members were initially invited to a consultation workshop on 15 February and then a follow up workshop on 28 June to consider the draft action plan and to feedback their comments.

Performance against the strategy and action plan would be reviewed annually. It was therefore proposed that Members approve the action plan for years 1-3 initially, subject to an annual performance review at the end of each year.

Moved by Councillor Magill

Seconded by Councillor Goodman and

**RESOLVED - that the matter be deferred to allow for a further consultation workshop with Members and a report be submitted to a future meeting.**

*ACTION BY: Karen Steele, Tourism Town Centre and Regeneration Manager*

**6.20 cp/cp/3 dea funding programme 2017/18**

Members were reminded of the initial schedule of projects to be supported through the 2017/18 DEA Funding programme which was approved by the Council in June 2017. Also in June, a list of projects which had been proposed but either not agreed or not fully developed was provided for Members’ information. This list would be considered at a workshop for Members in September.

A number of time sensitive projects had been proposed by Members for which approval was required prior to the September workshop, due to the timing of projects.

**a) Hillcroft Special School Summer Scheme**

Of the 5 special schools in the Borough, Riverside and Hillcroft cater for children and young people with severe learning difficulties. Both schools receive a contribution from the Education Authority towards providing a 2 week summer scheme for their students in July. Hillcroft runs a 2 week summer scheme for its disabled children, which is considered a lifeline for many parents and children who attend the school, however they wish to extend this by a further 2 weeks to enable the programme to run from 31 July - 14 August. Funding of £5,000 was required to enable this.

**b) Community Noticeboard in Mallusk**

The community noticeboard in Mallusk was beyond repair and residents had requested it be replaced. The cost of purchase and installation of a replacement board would be £300.

**c) Newtownabbey Family Connections BOOST Project**

Antrim and Newtownabbey Borough Council had funded the Barnardo’s Family Learning programme for the past two years. (£48,665 in 2015/16 and £63,585 in 2016/17) from the Economic Development budget.

The impact of this programme had been demonstrated through:

* improved literacy and numeracy attainment for children
* increased engagement of parents in their children’s learning

Members were advised that the funding had been requested for a further academic year at a total cost of £76,000. Council had previously agreed in July 2016 to funding of £19,000 for year 3, which reflected a reduced contribution over the 3 year delivery period. Should Members however wish to fund the project at the full cost of £76,000 the balance required from the DEA programme was £57,000. The proposal was circulated for Members’ consideration.

This would support the BOOST programme in 4 primary schools in Rathcoole and Monkstown for up to 90 pupils, including:

* 2 graduate teacher interns working with pupils identified as under-achieving, delivering literacy and numeracy improvement sessions;
* family learning literacy and numeracy improvement programmes for parents and children after school and whole school learning events;
* parent education programmes.

The funding would provide graduate teacher interns, a family learning worker (with teaching qualification) and a parent engagement worker to work across all four schools

**d) Resurfacing of land behind Muckamore Community Centre to facilitate an outreach centre for Muckamore Parish Development Association**

Muckamore Parish Development Association currently leases a parcel of land behind the Community Centre from the Department for Communities (DfC). The group intended to install a portacabin on the site and to operate outreach activities including family support. DfC had committed to installing new fencing on the site and planning permission was in place however, the grounds required clearing and resurfacing in order to be of use for parking or community activity.

Option 1: Compacted stone finish:  removal of vegetation, rubble, kerbs and flags, spraying weedkiller = £11,000.

Option 2: Levelling and base course bitmac: removal of vegetation, rubble, kerbs and flags, spraying weedkiller = £53,000.

**e) Croi Eanna Reading Programme**

Funding had been requested to provide extra-curricular (afterschool hours) reading workshops for children and their parents to enhance their reading skills and to increase their opportunities and self confidence with reading through the use of a modern electronic programme. The project would include the establishment of a 'Millionaires Club' with children being encouraged to read often for pleasure with the aim of achieving 1,000,000 words read in as quick a time frame as possible for them individually. The proposal was circulated for Members’ consideration

The cost of Computer Adaptive Product & Services for Accelerated Reading Scheme was £5,802.75 and a range or English Language Reading books to cater for 7-11 yr olds/adults a further £4,000.00.  Total funding required was therefore £9,802.75

Moved by Councillor Montgomery

Seconded by Alderman Barr and

**RESOLVED - that a, b and e be approved and c and d be deferred to enable further information to be provided.**

*ACTION BY: Alison Keenan, Community Planning Manager*

**6.21 CD/PM/51 CARNVIEW CHILDREN’S HOME – COMMUNITY ASSET TRANSFER**

Members recalled that in September 2016, the feasibility study to redevelop the former Carnview Children’s Home in Rathfern was approved ‘in principle’. The study proposed a phased approach to the redevelopment, which would ultimately include; short term accommodation, a childcare facility, community healthy living centre and the potential for a health project of regional significance to be based at the centre. A copy of the study was circulated in Appendix A for Members’ review.

The feasibility study along with other supporting documentation was submitted to the Northern Trust, the current owners for consideration. A letter, a copy of which was circulated in Appendix B, had now been received from Tony Stephens, the Chief Executive of the Northern Trust.

Members noted that the Trust was willing to transfer the asset but only at market value. The property was valued at £80,000 on the Trust’s Asset Register at the time the feasibility study was completed. A further valuation had now been requested by the Trust. Additionally, the Trust had confirmed that it had no specific health related uses for the property. A response had been requested from the Council by the end of September 2017.

Rathfern Community Regeneration Group, which hoped to take the project forward, was proposing a phased approach to the redevelopment scheme. Phase 1 would include accommodation for Surestart and some lettable office/event space. The group had provided a letter from Abbey Surestart, circulated in Appendix C, which confirmed their interest in becoming an anchor tenant in Phase 1. The group had also provided Terms of Reference for a fundraising strategy, a copy of which was circulated in Appendix D. This would be funded by the North Belfast Ethnical Investment Trust.

Development Trust NI had supported the development process for this scheme including assistance from an architect who had produced a Phase 1 plan, the indicative cost of which was £960,000. A scheme of works was circulated in Appendix E.

Going forward the Council may wish to consider a number of options:

1. Lease – Council buys the asset and provides the group with a lease over a long-term period to enable funding to be secured.
2. Service Management Agreement – Council buys the asset and retains it but the group operates the Centre on the Council’s behalf on a day to day basis
3. Lease and Service Management Agreement – The Council buys the asset and leases the area required by Surestart directly to them and operates a Service Management Agreement with Rathfern Community Regeneration Group for the remainder of the building.
4. Loan – the Council loans the money to the group to purchase the asset and undertake the refurbishment with repayment including interest made over x years.

In order to consider this proposition in detail, it was proposed that an extension be sought from the Northern Trust to allow the revised valuation to be produced. In addition, a business plan for the Council’s purpose to be produced, based on the revised Phase 1 refurbishment proposal and to enable the group to make sufficient progress with the fundraising plan to provide an indication of timescale of delivery of Scheme.

Moved by Councillor Webb  
Seconded by Councillor Blair and

**RESOLVED - that an extension be sought from the Northern Trust and a business plan produced.**

*ACTION BY: Majella McAlister, Director of Community Planning & Regeneration*

**6.22 CE/GEN/74 DRAFT ANNUAL BUSINESS PLAN 2017/2018**

Members recalled that at the meeting of Full Council on 30 May 2017, Members agreed a new approach to business planning.

The draft business plan for 2017/18 was circulated.

This consolidated Annual Business Plan replaced the separate Service business plans that were produced in previous years. This Plan contains all key projects to be undertaken in the 2017/18 financial year and therefore includes, inter alia, the seven projects identified as Corporate Improvement projects.

Each area is considered under two broad themes:

1. Meeting the needs of our customers; and
2. Doing things better/efficiently.

For each area, the strategy was defined in one of three ways:

* Understand performance;
* Maintain performance; or
* Enhance performance.

Performance would be reported in summary form to Full Council on a quarterly basis. This would be done using a traffic light system. Any aspect of the Business Plan highlighted ‘red’ would be subject to a detailed report to the relevant committee

Reports going to Council/Committees would ordinarily be required to demonstrate a clear link with the Annual Business Plan. For reports that had historically been provided to Council/Committees (for noting), where such a link with the Annual Business Plan cannot be established, these may no longer be provided to Council/Committee.

It was proposed that the process outlined above would be subject to a review after six months.

Moved by Councillor Duffin  
Seconded by Alderman Smyth and

**RESOLVED - that Members approve the Annual Business Plan for 2017/18.**

*ACTION BY: Colette Archer, Director of Finance & Governance*

**6.23 L/GEN/20 Ireland’s best kept success**

Members were reminded that both Antrim and Randalstown were selected to compete in the 2017 Ireland’s Best Kept Town competition due to success in the 2016 Northern Ireland Amenity Council Best Kept Awards.

A total of 14 entrants were shortlisted out of a total of 800 entries for judging at this final stage in the competition so to get to the finals was an achievement in itself. Antrim was selected to for the Large Urban Centre category and Randalstown in the Small Town category. Members of the Tidy Randalstown group put considerable effort into improving the appearance of their town and travelled to the awards ceremony with Members, officers on 20 June 2017.

Unfortunately, on this occasion Randalstown was not successful but Antrim was selected as winner of the Large Urban Centre Category. This is the second time in two years that Antrim town had been successful in Northern Ireland Amenity Council and subsequently Ireland’s Best Kept awards and it is a great honour for the town.

Prize money totalling €2,500 was presented to Council on the day.

It was proposed that the prize money be made available to the Antrim Town Team, managed through the Community Planning and Regeneration Department, for use in further improving the look of the town. The Parks Team could advise/assist as necessary.

Moved by Councillor Montgomery   
Seconded by Alderman Smyth and

**RESOLVED - that the €2,500** **prize money be made available to the Antrim Town Team for use in further improving the look of the town, in conjunction with the Parks Team.**

*ACTION BY: Lindsay Houston, Biodiversity Officer*

**6.24** **G-LEG-14/129 REQUEST FROM WILDEN CONSTRUCTION LIMITED**

Officers received a request from Wilden Construction Limited seeking access to Council land at Hazelbank Park (outlined in red on the circulated map) in order to lay a storm water sewer to service their adjoining land (outlined in green on the circulated map). The route of the storm water sewer across Council land was highlighted in yellow on the circulated map. The works would be carried out by an NI Water approved contractor and would be supervised by NI Water appointed consultants.

In order to facilitate the works Wilden Construction would have to enter into a Wayleave Agreement with the Council which would state that Wilden Construction would be responsible for the repair and maintenance of the surface water sewer and that when the works were completed they would return the Council’s land to no worse a condition than it was prior to the work commencing.

The work would take approximately 12-16 weeks. Planning permission had been granted for the works.

The work would be supervised by an Officer from Property and Building Services. Council Officers would endeavour to minimise the effect the works would have on the use of the Park by members of the public.

Moved by Councillor Magill  
Seconded by Councillor Duffin and

**RESOLVED - The Council consent to NI Water carrying out the works on Council land on behalf of Wilden Construction Limited on the condition that Wilden Construction agree to the following:**

* **Reinstate Council land to its current condition.**
* **Compensate the Council for any financial loss caused due to the works being carried out on Council land.**
* **Indemnify the Council for any liabilities associated with the works.**
* **A Wayleave Agreement is agreed between the parties.**

*ACTION BY: Paul Casey, Legal Services Manager*

**6.25 EL/169 MARQUEE – MOE’S GRILL – BAR ENTERTAINMENT LICENCE**

An application had been received for the grant of Entertainments Licence for the following premises.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Licensee** | **Location of Premises** | **Type(s) and hours of Entertainment** | **File**  **No.** | **New Application Or Renewal** |
| Dennis Clarke | Marquee  Moe’s Grill  The Junction  Antrim | Any public contest, match, exhibition or display of boxing/wrestling/ judo/karate/similar sport or darts  Saturday 12th August 2017  5.00pm – 9.00pm | EL169 | New |

In line with the Council Protocol for the Hearing of Entertainment Licence Applications, the application must be considered at a full meeting of Council.

The Council can decide the following:

1. Grant the licence
2. Grant the licence with specific additional terms, conditions and restrictions
3. Refuse the licence
4. Defer an application for further consideration or to obtain further information

If the Council made a decision against an Officer’s recommendation then members must state their reasons for doing so. In such circumstances a recorded vote would be taken.

**Criteria for deciding to grant an application (in accordance with The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985)**

In considering any application for the grant, renewal or transfer of a Licence the Council shall have regard to the following:

1. any observations submitted to it by the appropriate PSNI sub-divisional commander and the NI Fire and Rescue Service;
2. a licence may not be granted, renewed or transferred if the applicant has been convicted of an offence of either providing unlicensed entertainment, or providing entertainments otherwise than in accordance with the licence terms and conditions within 5 years preceding the date of the application;
3. give the applicant an opportunity of appearing before and of being heard by the Council;
4. to any oral representation by any person who gave notice (not later than 28 days after the date of the application) to the Council stating in general terms the nature of the representation;
5. and any other public safety and/or public order considerations.

**Officers’ analysis**

1. This is a white collar charity boxing tournament. The charity being sponsored is Riverside Special Needs School, Antrim.
2. No objections have been received from PSNI or the Northern Ireland Fire and Rescue Service.
3. No requests have been received to address the Council in relation to this application.
4. The proposed venue for this event is a temporary marquee to be erected beside Moe’s Grill within The Junction complex. The Entertainment Licence, if granted, would only come into effect after full inspection of the marquee and all necessary documentation.

Moved by Councillor Duffin   
Seconded by Councillor Arthurs and

**RESOLVED - That an Entertainment Licence be granted to the applicant, Mr Dennis Clarke, for a Marquee Event at Moes Grill, Junction One, Antrim subject to consultation with Northern Ireland Fire and Rescue Service.**

*ACTION BY:  Clifford Todd, Head of Environmental Health*

**6.26 CE/GEN/18 ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE AWARDS 2017**

Members were advised that the Council had once again been shortlisted for an award in the Association for Public Service Excellence (APSE) Service Awards 2017 in the category:

* **Best Service Team (Gardens and Horticultural) - Heritage Gardening Team, Antrim Castle Gardens.**

APSE is a not for profit local government body working with over 300 councils throughout the UK promoting excellence in public services and the 2017 Awards attracted over 310 submissions from over 100 organisations from across the UK. All of the finalists were required to present best practice case studies in their respective categories which *‘showed them all to be front runners in implementing innovative ideas that support continuous improvement in local services’*.

This was the second year in a row that the Antrim Castle Gardens Heritage Gardening Team had been successfully shortlisted having been a finalist in the same category in 2016.

Category winners would be announced at the APSE Annual Dinner on Thursday 7 September, which was at the end of the annual APSE seminar being held at the Kings Centre Oxford on Wednesday 6 and Thursday 7 September. The Council was shortlisted in a total of three categories last year and was represented at the 2016 Awards event in the Foyle Arena, Londonderry, by the Mayor and officers representing each award finalist with the Council having booked a table of 10 at a cost of £1,099 plus VAT.

The cost to attend the 2017 APSE Awards Dinner in Oxford on Thursday 7 September was as follows:

* Individual Reservation £119 plus VAT
* Table of 6 Guests £675 plus VAT and
* Table of 10 guests £1099 plus VAT

The cost of travel and accommodation to Oxford was estimated to be approximately £200 per person.

Moved by Councillor Duffin   
Seconded by Councillor Blair and

**RECOMMENDATION: The Mayor and the Chair of Operation or their nominees attend plus 2 Officers.**

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

**6.27 AC/GEN/39 THE JOHN HEWITT INTERNATIONAL SUMMER SCHOOL**

Members were reminded that it was agreed at the February 2017 committee meeting that the provision of two bursaries of £350 for residents to attend the 2017 John Hewitt International Summer School, which were advertised publically and funded from within the 2016/17 Arts Grant budget, be approved and that bursary recipients provide a written report of their summer school experience to be brought to a future meeting of the committee.

The annual John Hewitt International Summer School was held in the Market Place Theatre every summer and was a cross community festival celebrating culture and creativity through literature and creative writing. A significant part of the society’s ethos is to encourage attendance from those who would not normally attend, or whose socio-economic circumstances would not allow them to attend. The John Hewitt International Summer School provides challenging and informed ideas, discussion and learning a safe environment and by participation in the school has the potential to have benefits for residents and the Borough. More information on the society and programmes for previous years can be viewed at [www.johnhewittsociety.org](http://www.johnhewittsociety.org)

This opportunity was publicly advertised and anyone interested required to complete an application form provided by the John Hewitt International Summer School. A total of 10 applications were received for the two bursaries available therefore applications were assessed and scored by officers and it is recommended that bursaries be awarded to the following residents who achieved the highest scores for their applications:

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **Score** | **Arts Interest** |
| **Patrick Scullion**  Newtownabbey BT37 0RB | **90%** | Patrick is a professional writer and performer resident in Newtownabbey.  His attendance at the Summer School would allow him to channel his experience into projects that are ambitious, challenging, and meaningful. |
| **Raquel Mc Kee**  Crumlin BT29 4YP | **80%** | Raquel is a Caribbean artist who has been living and working in Northern Ireland for 14 years.    By attending this summer school she feels she will be able to advocate for others from our community to attend in future years and would be able to network with other artists. |

Moved by Councillor Logue

Seconded by Alderman Girvan and

**RESOLVED - that the award of two bursaries of £350 each for attendance at the 2017 John Hewitt International Summer School be approved with bursary recipients to provide a written report of their summer school experience to be brought to a future meeting of the Operations Committee**

*ACTION BY: Karen Smyth Arts Development Officer*

*Ursula Fay, Head of Arts & Culture, Operations Department*

**6.28 AC/GEN/37 ARTS AND CULTURE GRANT AID**

Members were reminded that a revised Arts and Culture Grant Aid Programme was approved by the Operations Committee in March 2017. The purpose of the grant programme was to provide financial assistance to individuals and groups in the Borough for a range of arts and heritage purposes.

To be successful applicants must score a minimum of 50% in their application and all proposed awards were subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

The grants were delivered on a rolling funding programme linked to the financial year or until the funding for the year is exhausted. A total of **3** applications had been assessed by officers under the appropriate funding category and maximum award available. A summary of the applications was set out below along with the proposed awards:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Group**  **Individual** | **Funding**  **Category** | **Funding**  **Purpose** | **Score** | **Amount**  **Awarded** |
| **3202** | Fintan Darragh | The attendance at or participation in an arts event either by invitation or qualification. | To take part in North East Northern Ireland Youth Orchestra Netherlands Tour | **70%** | **£500** |
| **3254** | Elizabeth McCauley | Participation in specialist training or study. | To attend Ulster Youth Training Choir Residency | **70%** | **£250** |
| **3273** | Lise McGreevy | The production of art work | To work on Abandoned; not forgotten? Photography Exhibition. | **75%** | **£500** |
|  |  |  |  |  | **£1,250** |

The remaining budget available for arts grants in 2017/18 was **£10,265.** The total amount proposed for this award was **£1,250** leaving a balance of **£9,015** to fund any future applications in the current financial year.

Moved by Councillor Duffin

Seconded by Alderman Smyth and

**RESOLVED - that the Arts and Culture Grant Awards be approved.**

*ACTION BY: Karen Smyth, Arts Development Officer, Operations Department*

*Ursula Fay, Head of Arts and Culture*

**6**.**29** **AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members were advised that the first quarterly meeting of the Borough Arts and Cultural Advisory Panel (Arts Panel) of 2017/18 was held in The Old Courthouse, Antrim on Wednesday 14 June 2017 and the minutes were circulated for Members’ information.

At this meeting the Autumn 2017 performing arts programmes for Theatre at The Mill, The Old Courthouse and The Courtyard Theatre were presented and agreed by the Panel and were circulated for Members’ information.

Members were reminded that the recruitment of 3 independent members to serve for the remaining term of the Council had previously been approved by the Arts Panel. A recruitment exercise was carried out in May 2017 and 6 applications received. A shortlisting exercise was then carried out with all 6 applicants meeting the essential criteria. Given that this exceeded the number of available positions a selection panel was agreed at the June 2017 Arts Panel meeting comprising Councillor Billy Webb (Chair), Beth Aiken and Sandra Weir and all 6 applicants invited to attend for interview.

Following interviews, the selection panel were recommending the appointment of 3 applicants to serve as independent members for the remaining term of the Council – a table with a brief biography of each of the successful candidates, including their relevant experience, was circulated for Members’ information.

The selection panel had advised that all 6 applicants were of an excellent calibre and were proposing that the 3 not being offered a position at this time be kept on a reserve list should further vacancies arise during the remaining term of the Council.

Moved by Councillor Webb

Seconded by Councillor Arthurs and

**RESOLVED : that:**

1. **the minutes of the meeting of 14 June 2017, including autumn programmes for the three theatres, be noted**
2. **the appointment of 3 additional independent members, as listed, be approved with a further 3 applicants kept on a reserve list should further vacancies arise during the remaining term of the Council**

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

**6.30 L/GEN/5 LEISURE PRICING CONSULTATION**

Following Council approval in June of proposals for new leisure membership packages and pay as you go prices the consultation commenced on 30 June and closed on Friday 21 July 2017. Respondents were able to complete the survey online via the Council website and on iPads available at some of the Leisure Centres. In addition, a number of focus groups were held in the leisure centres with key stakeholders and social media was used as a reminder.

People were asked if they felt that the proposed prices represented value for money.

The full consultation feedback report was circulated for Members’ consideration; some positive comments from the consultation include:

* *“Excellent idea, suits my family very well. I am currently a member so it’s well worth the extra to allow all the family to use the forum.”*
* *“Excellent value for money.  This will encourage more members of my family to use the facility more regularly.”*
* *“Great for large families, assuming all classes and facilities are part of the package throughout all centres.*

A number of key issues emerged during the *consultation*, namely:

1. Increase in the price of the Over 50s Clubs
2. Family memberships potentially not offering value for money for low income families
3. Increase in the price of adult membership from £22 - £25 in Crumlin Leisure Centre

Officers considered this, feedback was as follows:

1. **Over 50’s Clubs**

Over 50s clubs use run in centres at off peak times. The clubs are extremely popular and provide a valuable means for members to exercise and socialise. In view of the comments received, it is proposed that the price remains at the current level (£1 per hour);

1. **Family Membership Package**

In view of the comments made regarding low income and lone parent families it is proposed that an additional membership category is introduced - Family Membership Concession at £29 per month with the same benefits as the Family Membership package already agreed.

Staff are currently working through the means to manage and validate all concession categories;

1. **Price - Crumlin Leisure Centre**

When the Centre opened an introductory price was agreed. Having taken into account the comments made it is proposed to keep the price in line with the other leisure centres but to review programming of classes and courses to improve the range available and thereby improve the package for those who use Crumlin Leisure Centre.

Based on these proposed changes a copy of the revised leisure membership and pay as you go prices were circulated for Members’ consideration.

Once approved, the changes agreed would be incorporated into the overall Leisure pricing policy and schedule. This would be brought in its entirety, plus the appropriate equality screening documentation, to the Operations Committee in September for consideration.

To support these changes, a specially designed programme of customer service training will be rolled out during September to all leisure staff which would include, dealing with customer queries, sales and signing up new members, carrying out eligibility checks and inducting new members.

If approved and implemented, Officers would carry out a review of the revised price changes in April 2018, based on the uptake of the new scheme and feedback from customers and reported to the Operations Committee.

Councillor Blair, requested that any review and change of charges across the Borough be consistent.

Moved by Alderman Cosgrove

Seconded by Councillor Logue and

**RESOLVED - that**

1. **The pricing proposals as presented to Council in June 2017 are approved, with the following amendments** 
   1. **The ‘50 Plus Club’ prices are held at current levels.**
   2. **A family membership ‘concession’ of £29.00 per month be introduced**
   3. **A review of programming of classes and courses is carried out for Crumlin Leisure Centre**
   4. **Options for more activities to be offered for retired customers be investigated**

*ACTION BY : Caroline Douglas, Transformation Manager, Helen Hall, Business Change Manager, Roberta Flaherty, Leisure Manager*

The Mayor took the opportunity to thank all of the staff in Leisure for their hard work and commitment in progressing these exciting Leisure Membership packages. He also advised that Matthew McDowell will be joining the Council soon as our new Head of Leisure and that he has every confidence that under his, and the Director of Operations’, leadership the Council’s extremely talented in-house team would successfully implement these new arrangements from 1 October 2017 and the new Leisure Strategy well into the future for the benefit of our residents.

**6.31 L/LEI/2 LEISURE GRANT AID REVIEW**

The Leisure Grant Scheme had been in place since May 2015 and had interim reviews in December 2015 and June 2016.

Taking on board feedback from applicants regarding Guidance relating to the Events category, Officers were proposing to delete the following from the Guidance document,

*“Normally only one application will be considered on a rolling 2-year basis from the date of completion of the last application. (Completion date is the date of the last payment from Council).”*

Removing the reference to applications normally only being considered every 2 years would help to attract more, larger scale international events to the Borough. This was good for sport and leisure, had potentially positive benefits for the local economy, would help to build the reputation of the Borough as a regional, national or international venue for hosting sports and leisure events.

Proposed by Councillor Montgomery

Seconded by Councillor Duffin and

**RESOLVED - that approval is given to amend the Guidance for Leisure Grants for Events as set out above.**

*ACTION BY: Ivor McMullan, Head of Leisure*

**6.32 L/LEI/418 EVERY BODY ACTIVE 2020 STRAND 4: GRANTS SCHEME**

**Background**

Council currently delivered the ‘Every Body Active 2020’ programme within the Borough, with the offer of funding from Sport Northern Ireland having been accepted by Council for the first 2 years of the programme, to be reviewed for final 2 years. A separate report would be brought to the Operations Committee regarding the remaining two years in due course.

**EVERYBODY ACTIVE – NEW GRANTS PROGRAMME**

Councils across Northern Ireland had been offered funding by Sport Northern Ireland, for an Everybody Active Grants Programme to compliment the current programme and to support activities meeting the outcomes of the Community Plan.

Council had been offered £32,130 per annum. It was proposed that, if approved by Council, the new grant programme, which offered funding up to 100% for eligible applications, would be promoted through information sessions, website, social media and mailing lists. It would be run on a rolling basis for an initial period of 6 months, up to March 2018 and would be managed by the Leisure Grants Officer through the Council’s grant manager system.Summary criteria were set out below with full details circulated.

Applications must meet the following criteria:

* Project must take place within the Borough.
* Grants will be open to online applications from: Not for profit, Community and Voluntary Organisations who are delivering activities aligned to the established outcomes of the Council’s Community Plan; Sports Clubs; Parent and Teacher organisations. All organisations must be fully governed and constituted. Award cannot be made to ‘for profit’ organisations.
* Activities planned and delivered, must be a recognised Sport NI sport or physical activity.
* Beneficiaries must be residents in Northern Ireland
* Upper funding limits of £1000 per project/ per organisation.
* All projects must be completed by 31st March 2018 (in the first instance) with programme costs incurred and/or delivery of equipment before 31st March 2018
* Award cannot be used retrospectively
* Award must be used for costs directly related to increasing participation in physical activity i.e. no hospitality or entertainment costs
* Award cannot be allocated to individuals/or individual costs

Priority would be given to projects which aim to increase participation among traditionally underrepresented groups which include:

* Women and girls
* People with a disability;
* Those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010)

Moved by Councillor Logue

Seconded by Councillor Duffin and

**RESOLVED - that the Everybody Active Grant of £32,130 from Sport Northern Ireland** **Everybody Active Grants Programme be accepted and administered and promoted, as set out above.**

*ACTION BY: Janine Beazley, Leisure Grants and Special Projects Officer*

**6.33 HONORARY CITIZENSHIP**

**Introduction**

It had been requested that Officers investigate having an “Honorary Citizen” role (as a lesser recognition than granting someone the “Freedom of the Borough”). This paper set out the proposals for this recognition.

**Proposals for Council’s Use of An Honorary Citizenship**

*Application process*

Nominations would ordinarily be put forward by an Elected Member, for consideration by Full Council. In putting forward a nomination, the Elected Member should provide details of how the nominee is considered to meet the agreed criteria for this recognition.

*Possible Criteria*

Council may wish to consider applying the following criteria for the granting of an Honorary Citizenship:

* The person nominated should be a non-resident of the Borough.
* Their work should be in a voluntary capacity rather than a paid position.
* The person’s contribution should have been exceptional and as such, have made a significant difference to the Borough and/or to the operations of the Council. This could be with regard to areas that include, but are not limited to: education, arts and culture, economic development, etc.

*Award*

The Award should require formal approval by Full Council by simply majority vote.

A brief civic ceremony would be held, at which, the nominee would be presented with a formal medal and a scroll.

Moved by Councillor Webb

Seconded by Alderman Agnew and

**RESOLVED - that the role of an Honorary Citizen be introduced.**

*ACTION BY: Liz Johnston, Head of Governance*

**7. MOTION**

*It was proposed that Honorary Citizenship be granted to Mr Greg Tilque in recognition of his voluntary activity in various programmes within the Sister Cities Partnership of Antrim & Newtownabbey and Gilbert, Arizona.* A *Pen Picture was circulated to give Members information about Mr Greg Tilque.*

Proposed by Councillor Billy Webb

Seconded by Alderman Fraser Agnew and

**RESOLVED: that the role of Honorary Citizenship be granted to Mr Greg Tilque.**

*ACTION BY: The Mayor’s Office*

**6.34 CP/CD/132 AC/EV/7 CHRISTMAS EVENTS PROGRAMME ANTRIM AND NEWTOWNABBEY 2017**

Members were reminded of the success of the Christmas Events Programme, delivered in the Borough in November and December 2016 which attracted in excess of 80,000 (36,000 people to the Community Planning and Regeneration events and 44,000 to the Enchanted Winter Garden at Antrim Castle Gardens).

There were a number of events which were summarised as follows:

1. Big Nights Out
2. Switch on Ceremonies
3. Other Events - including carol concerts and annual Senior Citizens’ Tea Dance
4. Christmas Markets in Town Centres
5. Enchanted Winter Garden, Antrim Castle Gardens

In addition, there were grants for senior citizens for Christmas dinner events and a range of seasonal plays, pantomimes, classes and courses on offer through the Arts and Culture service.

Following recent consultation with Glengormley and Ballyclare Town Teams, draft programmes and budgets had been developed for this year’s events, copies of which were circulated for Members’ information.

**Proposed Programme 2017**

A proposed programme was set out below including relevant indicative budgets. In summary the budget available for items (i) – (iii) above was £65,500, of which £45,500 had been allocated to the Christmas Tree Ceremonies and included the Civic Carol Service at Mossley Mill, the Antrim Christmas Carol Concert at the Antrim Forum, and the Senior Citizens’ Tea Dance at Mossley Mill, £8,000 for small grants for Antrim Senior Citizens’ events and £15,000 to the Big Nights Out in Glengormley and Ballyclare. The budget available for the switch on in Antrim Town was £12,000. A further £8,000 was also available to support successful applications for village switch-ons in legacy Antrim Borough organised by the community (a call for applications would be made from August).

In addition, Ballyclare Chamber of Trade had secured an additional £5,000 this year from the Community Festivals Fund. This money would be used to pay for additional children’s entertainment.

Glengormley Town Team had also allocated £10,000 for a Christmas Market and other festive entertainment in its 2017/18 action plan. These activities proved popular last year and would complement the Christmas switch on event.

1. **Enchanted Winter Garden**

The budget for the Enchanted Winter Garden Event at Antrim Castle Gardens in the current year has been set at £46,000, as in in 2016. Officers were finalising options for enhancing this year’s event at no cost to Council and a report would be brought for consideration in August. In the meantime, the format of last year’s event would be replicated subject to any changes made following the report to August council. (Wonderland Wood, train, food stalls, reindeer trail, lights, street entertainers, forest of fire, decorative props and Santa’s Grotto).

The potential for an ice rink linked to the Enchanted Winter Garden event and at Lilian Bland Community Park was also being explored. Details would be included in the report to the August meeting of Council.

1. **Big Nights Out**

The Big Nights Out this year would be held on Saturday 25 November 2017 in the Square, Ballyclare and on Saturday 2 December 2017 in the Lilian Bland Community Park, Glengormley.

Similar to last year the entertainment and Carol Service in Glengormley would take place at the Lilian Bland Community Park. This would be followed at approximately 5.30pm by a fancy dress parade which would make its way to the Christmas Tree, located outside the Ulster Bank on the Antrim Road, for the annual countdown and lighting ceremony. Arrangements would be made with the PSNI to manage the traffic for the duration of the event.

1. **Switch On Ceremonies/Christmas Markets**

The Christmas tree switch-on ceremonies and markets would take place across the Borough of Antrim and Newtownabbey and would run from Tuesday 14 November 2017 until Saturday 9 December 2017. Details of all the switch on events and markets were listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Event** | **Location** |
| Tuesday 14 November | 7.00pm | Tree Lighting | Ballyduff Community Centre |
| Wednesday 15 November | 6.30pm | Tree Lighting | Bawnmore Green, Bawnmore |
| Thursday 16 November | 7:00pm | Tree Lighting | The Village Square, Doagh |
| Friday 17 November | 5.30 -7.30pm | Switch-on | Market Square, Antrim |
| Saturday 18 November | 2.30pm -7.30pm | Family Fun and Tree Lighting | Monkstown Jubilee Centre and the Church of the Good Shepherd, Monkstown |
| Tuesday 21 November | 11:00am | Tree Lighting | Main Street, Straid |
| 7:00pm | Tree Lighting | Kelburn Park, Burnside |
| Wednesday 22 November | 7:00pm | Tree Lighting | Parkmount Green, Mallusk |
| Thursday 23 November | 11:00am | Tree Lighting | Abbot’s Cross Shops |
| 2.00pm | Tree Lighting | New Mossley Car Park |
| 7.30pm | Tree Lighting | Ballyrobert Village |
| Friday 24 November | 2.30pm | Tree Lighting | Tildarg Primary School |
| Saturday 25 November | 10.00am – 5.00pm | Christmas Market | Moore’s Lane, Randalstown |
| Saturday 25 November | 2.00pm -6.00pm | Family Fun and Tree Lighting | Ballyclare |
| Saturday 25 November | 11am – 6pm | Christmas Market | The Square, Ballyclare |
| Tuesday 28 November | 7:00pm | Tree Lighting | Ballynure Methodist Church |
| Wednesday 29 November | 7:00pm | Tree Lighting | Whiteabbey War Memorial Car Park |
| Saturday 2 December | 2.00pm-6.00pm | Family Fun and Tree Lighting | Glengormley |
| Saturday 2-Sunday 3 December | Sat 12 noon – 10pm  Sun 12 noon – 6pm | Christmas Market | Market Square, Antrim |
| Saturday 2-Sunday 3 December | Sat 12 – 8pm  Sun 12 –6pm | Christmas  Market | Lillian Bland Community Park, Glengormley |
| Thursday 7 December | 6.30pm -9.00pm | Carol Service | Theatre at the Mill |
| Thursday 7 December | 2.00pm-5.00pm | Senior Citizens Tea Dance | Ballyclare Town Hall |
| Saturday 9 December | 2.00pm-6.00pm | Family Fun and Tree Lighting | The Dunanney Centre, Rathcoole |
| Saturday 9 December | 3.30pm-5.00pm | Carol Service | Antrim Forum |

Christmas Markets would take place in Antrim, Ballyclare, Glengormley and Randalstown.

1. **Other Events**

* The Civic Carol Service would take place on Thursday 7 December 2017 at 6.30pm in Mossley Mill and in Antrim the Christmas Carol Concert would take place on Saturday 9 December 2017 at 3.30pm in Antrim Forum.
* The annual Senior Citizens’ Tea Dance would take place on Thursday 7 December 2017 from 2pm – 5pm in Ballyclare Town Hall.
* Antrim Senior Citizens’ Grants -As in previous years, Senior Citizens’ Groups in Antrim could apply for funding to run Christmas Dinner events with funding taken from the Events and Festivals budget. The total budget available for Christmas 2017 is £8,000. A public call for applications would be made in September 2017.

Members were advised that a review of Antrim and Newtownabbey Borough Council’s Christmas Events Programme would commence in the Spring of 2018, following this a report would be presented to the Committee for approval.

Moved by Councillor Montgomery

Seconded by Councillor Magill and

**RESOLVED - that the proposed Christmas Events Programme for 2017 be approved with the addition of Templepatrick and further details on potential enhancements to Enchanted Winter Garden be considered in August.**

*ACTION BY: Jonathan Henderson, Community Services Officer*

**6.35 CE/OA/1 TRANSPORT NI – THE PRIVATE STREETS (NI) ORDER 1980 DEVELOPMENT 119 BALLYDUFF ROAD, NEWTOWNABBEY**

Correspondence had been received from Transport NI advising that the streets at the above development had now been adopted (*copy circulated)*

Moved by Councillor Webb

Seconded Councillor Brett and

**RESOLVED - that the correspondence be noted.**

*ACTION BY: Member Services*

**6.36 CE/GEN/40 CORPORATE IMPROVEMENT PROJECTS – PROGRESS REPORT**

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a new framework to support the continuous improvement of Council services. The Council’s Corporate Improvement Plan 2017/18 was approved in June 2017 with seven identified improvement objectives.

A first quarter progress report was circulated for Members’ attention.

Moved by Councillor Webb

Seconded Councillor Brett and

**RESOLVED - that the Corporate Improvement Plan progress report be noted.**

*ACTION BY: Helen Hall, Business Change Manager*

**6.37 CD/PM/57 GRANGE LANE BRIDGE**

Members were advised that a planning application to build a new bridge to replace the existing Bailery bridge at Grange Lane was presented to the Planning Committee this month.

The Council’s consultants, Doran Consulting, liaised closely with DfI Rivers to determine the size of the replacement bridge which informed the final design. Having reviewed the information, DfI Rivers was content that the bridge design was adequate to carry flood water and this was reflected in the Planning Committee report.

DfI Rivers, Greater Belfast Area Office issued Schedule 6 approval for the bridge construction in March 2017. In order to minimise any potential liability to the Council through the construction of the bridge and provide surety to DfI Rivers, a flood risk assessment had been commissioned to assess any potential flood risk upstream and downstream that may result from the bridge development. It was anticipated that the likelihood of a flood risk being identified was minimal however, if this was the case and further work was required, then the contract for the bridge may be varied or a separate works order developed.

In order to expedite the new bridge at the earliest opportunity the flood risk assessment would be conducted in tandem with the appointment of the contractor and commencement of the works. An update report would be provided to Members in due course.

Moved by Councillor Webb

Seconded Councillor Brett and

**resolved - that the report be noted.**

*NO ACTION*

**6.38 CP/GR/11** **COMMUNITY RELATIONS AND CULTURAL AWARENESS WEEK**

Members were advised that Community Relations and Cultural Awareness Week 2017 takes place from the Monday 18 to Sunday 24 September. This was a high profile initiative, co-ordinated by the Community Relations Council, and supporting the Northern Ireland Executive’s Together Building a United Community Strategy. It was an opportunity to celebrate all aspects of culture and heritage, and to promote cultural diversity. The Council delivered events due to take place during this week were designed to inspire new ideas as well as promote understanding, respect and engagement between and amongst all sections of the community.

Community Relations and Cultural Awareness Week provided a platform for organisations and groups from the community and voluntary sector, arts, culture, sport, education, and the wider public sectors to showcase innovative approaches to good relations.  The theme for this year was ‘***Safe space, shared place’*** and would focus on how we can create a community where everyone feels safe and secure, while showcasing the plethora of safe spaces we have at our disposal.

As part of local delivery through the Council’s Good Relations Action Plan, Community Relations Week events would be delivered as follows:

**Tuesday 19 September 10am – 2pm: Who do you think we are?**

This will be the launch date of a 6 month long programme focused on understanding diversity in Northern Ireland today. The planned programme of events and workshops would include, among others:- A visit to Belfast Islamic Centre, the Jewish Synagogue, a local heritage trail and an exploration of the impact of the past conflict on life in Northern Ireland. The events would be aimed at those aged 16 plus and will be open to the general public from across the Borough.

**Thursday 21 September 7pm: Leading Ladies Event**

It was envisaged that approximately 60-70 women would be in attendance and would hear from the inspirational Wendy Langham. Wendy was currently the Head of Social Affairs at the Odyssey (SSE Arena) and was previously the Programme Manager for the £40m Connswater Greenway project at Eastside Partnership.

Members were reminded that provision had been made for the above events in the Council Estimates as part of the Good Relations Action Plan 2017/18. Members would receive further details and invitations for both events in due course.

Moved by Councillor Webb

Seconded Councillor Brett and

**RESOLVED: that the report be noted.**

*NO ACTION*

**6.39 PBS/BC/2 BUILDING CONTROL MATTERS for the period 1- 31 may 2017**

|  |
| --- |
| **BUILDING REGULATIONS**  The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.  **Applications Received**  Full Plans – 52 applications and 45 subsites  Building Notices – 128  Regularisation Certificates – 89  **Full Plans**  Approvals – 46  Rejected applications requiring resubmissions – 60  **Commencements & Completions**  Commencements – 292  Completions - 252  **Inspections**  A total of 855 Site Inspections were carried out  **Regularisation Certificate**  74 Regularisation Certificates issued  **Building Notice**  111 Completion Certificates issued |

|  |
| --- |
| **Property Certificates**  Received – 241  Completed – 281 & 18.1% completed within timescale |

|  |
| --- |
| **EPB**  EPC’s checked – 2 & 100% compliance  DEC’s checked – 18 & 83% compliance  Air Conditioning checked – 5 & 100% compliance |

|  |  |  |
| --- | --- | --- |
| **Income**   |  |  | | --- | --- | | Plan Fees Received for Month  Inspection Fees Invoiced for Month  Building Notice Fees Received for Month  Regularisation Fees Received for Month  Property Certificate Fees Received for Month  **TOTAL** | £10618.25  £26791.80  £12888.00  £3892.80  £17940.00  **£72130.85** | |

Moved by Councillor Webb

Seconded Councillor Brett and

**RESOLVED: that the report be noted.**

*NO ACTION*

**6.40 FI/FIN/11 ESTIMATES TIMETABLE 2018-2019**

Members were aware that the Council is required to fix its District Rates for the 2018-2019 financial year prior to 15 February 2018. The estimates timetable setting out the key milestones in the estimates setting process was circulated the information of Members.

Moved by Councillor Webb

Seconded Councillor Brett and

**RESOLVED: that the estimates timetable 2018-2019 be noted.**

*NO ACTION*

**6.41 CE/GEN/4 – PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS: SPECIAL EVENTS**

Members were reminded that at the meeting of the Operations Committee in March 2017, the commencement date for The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 was confirmed as 4 September 2017.

This legislation contains a number of provisions including allowing councils to close roads, with the consent of the Department for Infrastructure, to facilitate special events. Special events are defined as any sporting event, social event, entertainment or filmmaking.

A working group had been established by SOLACE to examine the implications of the legislation and meetings had taken place with the PSNI, Department for Infrastructure officials and representatives from the film industry.

A further report would be brought to Council with options around the governance arrangements for applications under the Act including options for fees associated with any application.

Moved by Councillor Webb

Seconded Councillor Brett and

**RESOLVED: that the report be noted.**

*NO ACTION*

**MOTION TO PROCEED ‘IN COMMITTEE’**Moved by Councillor Duffin   
Seconded by Councillor Girvan and  
  
**RESOLVED - that Council proceeds to conduct the following business ‘In Committee’.**Members were advised that the audio recording would cease at this point.

**ITEMS IN COMMITTEE**

**6.42 CE/GEN/76 IN CONFIDENCE HEATHROW LOGISTICS HUB**

A verbal report on a bid for a Logistics Hub for Heathrow was given by the Director of Community Planning and Regeneration.

Moved by Councillor Brett  
 Seconded by Councillor Duffin and

**RESOLVED THAT: further information be brought to Members when it is available.**

*Action by:*  *Colin Meneely. Business Support Manager*

**6.43 IN CONFIDENCE Outsourcing of Waste Collection Services – Verbal Update**

The Chief Executive gave a verbal update on meeting with Trade Unions re Waste Collection preferred option.

Moved by Alderman Campbell

Seconded by Councillor Duffin and

**RESOLVED: that a letter of response be sent from the Chair of the Operations Committee addressing the three main points raised by the Trade Unions and appropriate communications to be issued to staff.**

*ACTION BY: Geraldine Girvan, Director of Operations*

Councillor Arthurs left the meeting at this point.

**6.44 IN CONFIDENCE CE/OA/24 Vol 2 BALLYCLARE RELIEF ROAD**

Members were advised that a limited response was received to the invite to quote for this assignment. As a result, the invite has been reissued with a longer return period. Initially a budget of £15,000 was stated to be met 50/50 by the Council and the developer however, on this occasion no budget has been specified in order to gauge the response from the private sector. A further report will be presented to Members in due course.

Moved by Alderman Girvan  
Seconded by Councillor McWilliam and

**RESOLVED: that the report be noted.**

*ACTION BY: Majella McAlister, Director of Community Planning & Regeneration*

**6.45 IN CONFIDENCE G/LEG/14/15 & CD/PM/121 LAND AT CARNMONEY CEMETERY FOR FURTHER EXTENSION (REFERRED TO AS THE SELBY SMITH LAND**)

Members were aware that work had been ongoing for some time now to secure additional cemetery space at Carnmoney. Part of the Council’s approach had been to develop an area of previously unused, overgrown scrub land to create 100 plots.

This area was not within the Council’s ownership and despite extensive research it was not possible to identify who had the title to the land, however through the investigations completed a solicitor for the Selby Smith family indicated that he considered the land to belong to this family. The Council’s legal adviser Paul Casey completed all work required by the Department for Communities to vest the land, however the Department advised that it would be preferable that no party contested the vesting process as this could cause delay.

While the Selby Smiths could not prove conclusive ownership of the piece of land they were the only party who had enough evidence to contest the vesting process and make a reasonable claim to the land. To this end, Mr Casey negotiated a settlement of £14,000 with the solicitor for the Selby Smith family on the terms that they waived any claim whatsoever to the piece of land and confirmed to the Department that they would not contest the vesting process. This transaction has now been successfully completed and the land can be used for burials as soon as the vesting is finalised.

Moved by Councillor Brett  
Seconded by and Councillor Clarke

**RESOLVED: that the report be noted.**

*ACTION BY: Paul Casey, Legal Services Manager & Reggie Hillen, Head of Capital Development*

**6.46 IN CONFIDENCE fi/pro/ten/120 TENDER REPORT FOR A SALES GROWTH PROGRAMME 2017 - 2018**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Sales Growth Programme would provide customised, focused and specialist sales support for the needs of 20 small to medium sized enterprises (SMEs) based within the Antrim and Newtownabbey Borough Council area.  It would provide participants with the ability to engage with buyers, pitch their products and services effectively and grow their business through increased sales.  Through the Sales Growth Programme businesses would be supported through workshops, one-to-one mentoring and sales prospecting. The programme would guide owner/managers in how to identify and take advantage of market opportunities, source new customers, and utilise sales tools and techniques to increase their sales effectiveness and potentially lead to job creation.  Each business would receive 3.5 days (24.5 hours) of sales growth mentoring support. As part of the one to one mentoring, businesses would receive practical sales prospecting support which would result in 1 sales meeting or sales transaction taking place per participant. In addition, participants would undertake a review of their existing customer base, identify areas for future growth and receive a 2 year sales growth action plan.  **Programme Outputs**  The key outputs for the Sales Growth Programme 2017-2018 included:   1. To deliver a structured programme, and take full responsibility for recruiting 20 local business owners or managers to participate. 2. To provide a minimum of 3.5 days (24.5 hours) per business of one to one sales growth mentoring support, which will focus the business on future sales action planning, contribute to the development of the 2 year targeted plan for their business and assist in making them market ready to undertake new sales opportunities. 3. To undertake 20 business baseline audits (1 per business) to identify key issues and business data. Baseline data to include as a minimum: the aims and objectives of the company at the start of the programme, total turnover, profitability, number of employees and key opportunities for sales growth. 4. The production of 20 (1 per business) bespoke sales growth action plans which are tailored and focused on sales development over a 2 year period. 5. 20 sales prospecting exercises/sales meetings (1 per participant business) to be completed as a result of one to one mentoring in this area. 6. Deliver a minimum of two ½ day (2 x 3.5 hrs) masterclasses or workshops (either day or evening to suit the businesses recruited). Content of the workshops to be determined based on participants’ needs. Final topics to be agreed with Council before delivery commences. Group workshops should support and facilitate peer learning and active discussions on key issues around sales and business development. Workshop content should feed in to the sales action planning and sales prospecting processes taking place per business. 7. Actively signpost participating businesses to other business support organisations for further learning opportunities, including (for example), the Department for the Economy, Invest NI, NI Business Info website, and relevant training providers such as local FE colleges. 8. To provide a full evaluation report on completion of the programme, including data relative to the aims and objectives of the company at the start, comments on whether they were achieved by the end of the programme, key business data changes (relative to baseline data captured at the beginning of the programme) and details of the actual outputs, outcomes and progress against targets set for the Programme. A presentation may be required to the Council’s Community Planning & Regeneration Committee. 9. To report to Council 6 months’ post project completion on participants’ turnover & new jobs created.   The maximum budget available for the Sales Growth Programme 2017-2018 was £35,000 (excluding VAT). This budget comprised the following sources:   |  |  | | --- | --- | | **Funding Source** | **Total Amount (excl. VAT)** | | Maximum Programme costs paid directly by Council to the delivery agent. | £33,000 | | 20 Participant Companies Contributions (£100 per company) | £2,000 | | **Total Programme Budget (excl. VAT)** | **£35,000** |   Following adherence to the Council’s Procurement Procedures, 6 tenders for the provision of a Sales Growth Programme 2017-2018 were opened via the eTenders NI Portal on 19 July 2017 and referred to the evaluation panel for assessment. The tenders were evaluated on a 2 stage basis as follows:  **STAGE 1 – SELECTION STAGE**  The tenders were evaluated using criteria such as mandatory exclusion, economic and financial standing, previous relevant experience (team members and team leader) and declarations and form of tender. All 6 tenders met the requirements of Stage 1 and proceeded to Stage 2.  **STAGE 2 – AWARD STAGE (Technical and Commercial Assessment)**  One tenderer submitted a non-compliant costing bid due to completion of the incorrect costing template and therefore was not considered further in the evaluation process. The 5 remaining tenderers were evaluated on their technical response (accounting for 80% of the available marks) including the following aspects   * Understanding of the Brief (10%) * Proposed Methodology (60%) * Programme Schedule (10%)   and Cost (20%).  The scores were as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Service Provider | Technical Score (max. 80%) | Total Programme Cost (£) (excl. VAT) | Total Programme Cost Score (max 20 %) | Total Score (max 100%) | | Nuala Foley & Associates Ltd. | 61% | £33,620.00 | 18.91% | 79.91% | | Full Circle Management Solutions Ltd. | 61% | £34,995.00 | 18.17% | 79.17% | | Core Consulting Business Growth Advisors Ltd. | 54% | £31,787.00 | 20% | 74% | | Enterprise NI | 45% | £35,000.00 | 18.16% | 63.16% | | Innovate-NI | 17% | £34,200.00 | 18.59% | 35.95% | |
|  |

Moved by Councillor Brett  
Seconded by Councillor Duffin and

**RESOLVED: that having achieved the highest score of 79.91%, at a total cost of £33,620.00 (excl. VAT), Nuala Foley & Associates Ltd be appointed to provide a Sales Growth Programme 2017-2018.**

*ACTION BY: Julia Clarke, Senior Procurement Officer*

**6.47 IN CONFIDENCE WM/WM/5 ARC21 JOINT COMMITTEE PAPERS**

As agreed at the November meeting of Council, the papers for the arc21 Joint Committee Meeting were enclosed for:

* June 2017

Members were reminded that these documents are confidential and may be legally privileged or otherwise protected from disclosure so therefore Members should not disclose this information to any third party and the information must be kept secure.

Moved by Councillor Duffin   
Seconded by Councillor Brett and

**RESOLVED: that the papers be noted.**

*NO ACTION*

**6.48 IN CONFIDENCE FI/PRO/TEN/115 TENDER FOR THE SUPPLY, SERVICING AND MAINTENANCE OF VENDING MACHINES AT LEISURE CENTRES**

**Contract Period 7 August 2017 to 31 July 2018 (with an option to extend for a further three periods of 12 months, subject to review and performance)**

Two tenders for the supply, servicing and maintenance of vending machines at leisure centres were opened via eTenders NI on 3 May 2017 and referred to the evaluation panel for assessment. The Tenders were evaluated on a two stage basis for each Lot as follows:

**Lot Description**

Lot 1: Confectionery & Crisps (to include healthy options)

Lot 2: Sports Drinks & Water (to include healthy options)

Lot 3: Hot Drinks (to include healthy options)

Lot 4: Small sports goods

**STAGE 1 – SELECTION STAGE**

Two tenderers submitted returns. One tenderer submitted a return for Lots 1, 2 and 3 while the other submitted a return for Lots 1 and 2 only. There were no tender returns for Lot 4. Tenders were evaluated using criteria such as tenderers’ professional conduct, economic and financial standing, previous relevant experience, management systems and practices and declarations and form of tender. The tenders met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2 – Award Stage. The tenders were evaluated as follows:

**STAGE 2 – AWARD STAGE**

**Technical/Commercial Assessment**

Both tenders met the Service Requirements and were evaluated on the basis of service delivery proposals (35%) and cost (65%).

The evaluation of service delivery proposals (accounting for 35% of the available marks) included the following aspects

* Performance Monitoring (15%)
* Implementation Plan (10%)
* Capacity to Deliver (5%)
* Environmental and/or Sustainable Considerations (5%)

The scores for Lots 1, 2 and 3 were as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot | Service Provider | % Commission Payable | Total Commission Score %  (max. 65%) | Total Quality Score  (max. 35%) | Total Score (max. 100%) |
| 1 | Coca Cola HBC | 31% | 65% | 35% | 100% |
|  | The Mount Charles Group | 28.75% | 60.28% | 31% | 91.28% |
| 2 | Coca Cola HBC | 50% | 65% | 35% | 100% |
|  | The Mount Charles Group | 41.50% | 53.95% | 31% | 84.95% |
| 3 | Coca Cola HBC | 50% | 65% | 35% | 100% |

Moved by Councillor Duffin   
Seconded by Alderman Smyth and

**RESOLVED**: **that having achieved the highest scoring tender in Lots 1, 2 and 3, Coca Cola HBC be appointed to supply, service and maintain vending machines in leisure centres for the contract period 7 August 2017 to 31 July 2018 (with an option to extend for a further three periods of 12 months, subject to review and performance), be accepted**.

*ACTION BY: Julia Clarke, Senior Procurement Officer*

**6.49 IN CONFIDENCE L/LEI/AP/5 ALLEN PARK RESTAURANT FRANCHISE**

Following the re-opening of the clubhouse at Allen Park the franchise was secured by Big Occasions, which also operated at Antrim Castle Gardens.

**Fee reduction request**

Opening in May 2016, the franchise experienced difficulties initially as there were still contractors on site. Correspondence has been received from the contractor requesting a reduction in the franchise fees during this period. details that the building works (up to September 2016) impacted significantly on the business. This has been verified by Council’s Golf Centre Manager who has confirmed that the early operating conditions were very challenging for the franchisee. Scaffolding was in place around the building. Noise and dust levels were at times significantly high. Access to the building was also not clear as signage was not yet in place. The ability of the franchisee to market and promote the restaurant was limited by the extent of ongoing works.

Officers requested income projects which had been reviewed by the Heads of Finance and Leisure and given the level of disruption it seems reasonable that a 75% discount be considered.

**Reduction in week day opening**

More recently, the franchisee has been in contact and has advised that the level of business on Mondays through to Thursdays is not sustainable and has requested flexibility to reduce overheads by closing on these days. The franchisee intends that they open only for pre-planned bookings on these days and as normal Friday to Sunday. They requested an immediate reduction in opening hours to ensure viability in the short term.

Officers will continue to work with all franchisees to explore options to promote restaurants/cafes and in this case, opening hours can be reviewed and a report brought to Operations Committee in due course. In the meantime, short term options for provision of tea, coffee and soft drinks for customers are being explored and Members will be kept updated.

Moved by Alderman Smyth  
Seconded by Alderman Swann and

**RESOLVED:** **that Council approves**

1. **discount of £3,712 which equates to 75% of the full £4,949.49 fee) for the loss of business May to September 2016**
2. **closure of the Allen Park restaurant from Monday to Thursday, opening only for pre-planned bookings on these days, to be reviewed in due course.**

*ACTION BY: Roberta Flaherty, Leisure Centres Manager*

Councillor Blair left the meeting at this point

**6.50 IN CONFIDENCE PBS/PS/5 PROCUREMENT OF PROPERTY SERVICES SOFTWARE**

Members were reminded that the Property Services section currently use Tecare software for all works requests. This software is no longer fit for purpose to meet the needs of Property Services to monitor and react to requests for reactive maintenance, programmed maintenance, statutory testing and energy management for council facilities.

The replacement of the existing Tecare system was one of the key digital convergence projects and was identified as an initial early project to progress the overall digital strategy.

The purpose of introducing a new system was to provide a fit for purpose, defined Property Services Management Information System with a customer engagement platform, with excellent connectivity, ease of use, integration and expansion to cover future needs.

To address this a Business Case and Economic Appraisal had been developed, a copy of which was enclosed. Officers also researched best practice technology in Croydon Council and Scottish Fire and Rescue Authority. The Councils Digital Transformation Team had reviewed and recommended for approval to replace the existing software with a new software package that would meet the needs of the Property Services section to address the demands being placed upon it. The replacement cost of the existing Tecare software package with a replacement Property services software package using the Crown Commercial Service, Digital Market Place at a cost of £75,554 over a 3 year period, with a contractual review after 3 years.

The Digital Marketplace was the online platform that all public sector organisations could use to find and buy cloud-based services and was supported by the Cabinet Office.

The Digital Marketplace was fast and easy to use, which resulted in substantial process efficiencies. Buyers did not need to carry out lengthy procurements under the Official Journal of the European Union (OJEU) process as the frameworks on the Digital Marketplace are fully compliant with EU procurement regulations.

**RESOLVED: that this matter be deferred for further consideration.**

*ACTION BY: Colin Meneely, Business Support Manager*

**6.51 IN CONFIDENCE Organisation Structures**

A Report relating to organisational structures was tabled at the meeting.

Moved by Councillor Brett

Seconded by Councillor Duffin and

**RESOLVED – that the proposed amended structures for the Antrim Forum and Valley Leisure Centre be approved subject to consultation with the trade unions and employees.**

*ACTION BY: Andrea McCooke, Director of Organisation Development*

**MOTION TO PROCEED ‘OUT OF COMMITTEE’**Moved by Councillor Magill  
Seconded by Alderman Smyth and   
 **RESOLVED - that the Council proceeds to conduct any remaining business ‘In Public’.**Members were advised that the audio recording would restart at this point**.**

Members stood for a minute’s silence to pay respect and offer condolences

for the recent tragic death of Dean McIlwaine.

The Mayor thanked everyone for their attendance and the meeting concluded at 8.05pm.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mayor**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.***