



24 July 2024

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL

A meeting of Antrim and Newtownabbey Borough Council will be held in the **Council Chamber, Mossley Mill** on **Monday 29 July 2024** at **6.30 pm**.

You are requested to attend.

Yours sincerely

A handwritten signature in black ink, appearing to read "Richard Baker".

Richard Baker, GM MSc
Chief Executive, Antrim & Newtownabbey Borough Council

For any queries please contact Member Services:

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memberservices@antrimandnewtownabbey.gov.uk

AGENDA

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies
- 3 Declarations of Interest
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of Antrim and Newtownabbey Borough Council held on Monday 24 June 2024, a copy of which is **enclosed**.
- 5(a) To take as read and confirm the Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 22 July 2024, a copy of which is **enclosed**.
- 5(b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 22 July 2024, a copy of which is **enclosed**.
- 6 NOTICE OF MOTION

Proposed by Councillor Goodman
Seconded by Councillor Burbank

'This Council recognises the significance of inclusivity and diversity within our community. This motion seeks to demonstrate our Council's dedication to creating an inclusive environment for all residents, regardless of sexual orientation, gender identity or expression.

We propose that the Antrim and Newtownabbey Borough Council:

1. Reiterates its commitment through the work of the Council and partnership working with stakeholders to support the prevention of all forms of discrimination based on sexual orientation, gender identity, or expression, advocating for policies that safeguard LGBTQ+ rights.
2. Confirms its commitments to enhancing awareness and understanding of LGBTQ+ issues among Council Members, staff, and the wider community through education and awareness.
3. Continues to collaborate with LGBTQ+ organisations and/or support groups to better comprehend their needs and explore joint projects that celebrate diversity and inclusivity.

By adopting this motion, we reaffirm our Council's dedication to promoting equality and inclusivity, with the aim of nurturing a more cohesive community that values its diverse members'.

7 ITEMS FOR DECISION

- 7.1 Governance Review
- 7.2 Leisure Grant Aid Programme
- 7.3 The Local Government (Remote Meetings) Regulations (Northern Ireland) 2024
- 7.4 Request to use Jordanstown Loughshore Park - Circus
- 7.5 Revitalisation Programme – Development and Design Phase
- 7.6 Community Development Grant Aid Programme Small Grants Funding Recommendations 2024/25

8 ITEMS FOR NOTING

- 8.1 Consultation – The Local Government (Cremation) Regulations (Northern Ireland) 2024
- 8.2 Dual Language Street Sign Application Update
- 8.3 Community Festival Fund Grant Aid

9 ITEMS IN CONFIDENCE

- 9.1 Provision of Videography Services
- 9.2 Supply and Delivery of Horticultural Materials
- 9.3 Provision of Entertainment Services at Events
- 9.4 Provision of Catering Services at Allen Park and the Antrim Forum
- 9.5 Provision of Car Park Management Services
- 9.6 Provision of Infrastructure at Events
- 9.7 Supply and Delivery of Sweeper Brushes
- 9.8 Strategic Asset Management – Sale of Land at Nursery Park, Antrim
- 9.9 Harmonisation of Waste Collection Services in the Borough – Letter of Offer
- 9.10 Interim Residual Waste Treatment Contract
- 9.11 Update on Local Development Plan 2030, Draft Plan Strategy Adoption

- 9.12 Supply and Demand Analysis
- 9.13 International Relations Update
- 9.14 Rural TRPSI Funding

7 ITEMS FOR DECISION

7.1 G-LEG-38-118 GOVERNANCE REVIEW

1. Purpose

At the Council meetings in April and May Members agreed the recommendations following a review by Officers in relation to the purpose, structure and Terms of Reference of the Council's Committees, Sub-committees and Working Groups, aligned to the organisational structure and services of the Council.

The purpose of this report is to provide Members with recommendations for consideration in relation to the Terms of Reference for the Council's Committees.

The recommendations in this report follow on from the main purpose of the above mentioned review to ensure that the Council's Governance arrangements help to deliver the best services for our citizens by seeking to improve and refine decision-making processes.

2. Legal position

The legal basis for the review and the recommendations in this report is to ensure that the functions of the Council are being discharged in accordance with Parts 4 and 5 of the Local Government Act (Northern Ireland) 2014 which provides Council's with the power to discharge some of their functions via a committee structure.

3. Review areas

The **enclosed** Terms of Reference documents for each of the following Council's Committees have been updated to reflect the structure and alignment with the Council's organisational structure and services:

- Audit & Risk Committee
- Operations Committee
- Policy & Governance Committee
- Community Development Committee
- Economic Development Committee

The Terms of Reference for the Planning Committee is not included in this review as it operates under the Protocol for the Operation of the Planning Committee which was reviewed and updated in April 2023.

4. Recommendation

It is recommended that the enclosed updated Terms of Reference for each of the referred to Council Committees be approved.

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Richard Baker, Chief Executive

7.2 L/LEI/002/VOL4 LEISURE GRANT AID PROGRAMME

1. Purpose

The purpose of this report is to seek approval for the recommendations set within the first call of the Leisure Grant Aid Programme.

2. Introduction

For the period April - May, a total of 39 applications were submitted. All 39 applications have been scored with a table setting out details and recommendations **enclosed** for Member's reference. Upon approval of the listed grants, the remaining balances in each funding category are outlined below:

Category	No. of apps	Budget	Approved spend to date 24/25	No. of apps.	Grants proposed	Funding Balance remaining (subject to approval of application)
					(£)	
Capital Grants	0	£40,000	£0	0	£0	£40,000
Grants to Clubs	0	£50,000	£0	2	£10,750	£39,250
Grants to Athletes	0	£30,000	£0	19	£21,433	£8,567
Grants to Coaches and Officials	0	£5,000	£0	4	£1,790	£3,210
Sports Event Grant	0	£40,000	£0	5	£7,582	£32,418
Defibrillator Grant	0	£5,000	£0	2	£2,700	£2,300
Allocation total	0	£170,000	£23,773	32	£44,255	£101,972
Fitness suite Gold Card	0	20 Applications	0 application	7	7 eligible	18 applications
Total approved spend to date including this call, if approved £68,028						

3. Financial Position/Implication

The approved budget for the 2023/24 programme is £170,000. However, since the programme is rolling, £23,773 worth of grants approved in the previous year have not yet been claimed by the applicants. This unclaimed amount has been carried forward into 2024/25 and is reflected in the totals.

4. Recommendation

It is recommended that approval be granted for the Leisure Grant Aid Programme, covering the period from April to May 2024.

Prepared by: Anna Boyle, Sport & Physical Activity Programmes Manager and Conor McCallion, Leisure Development Manager

Agreed by: Deaglan O'Hagan, Head of Leisure Operations

Approved by: Matt McDowell, Director Parks and Leisure

7.3 G-LEG-462-6 THE LOCAL GOVERNMENT (REMOTE MEETINGS) REGULATIONS (NORTHERN IRELAND) 2024

1. Purpose

The purpose of this report is to provide Members with an update regarding the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 which allows Councils to have remote/hybrid meetings.

2. Introduction/Background

The **enclosed** letter from the Department for Communities states that the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 have now been made and became operational from 25 June 2024.

The Regulations allow remote/hybrid meetings to take place and a council must put in place standing orders governing remote attendance at meetings of that council.

3. Key Issues

The Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 provides Councils with the option to hold remote/hybrid meetings.

Any reference to a Member, or a member of the public, attending a meeting or being in attendance includes that person attending by remote access.

There is no difference between a Councillor attending remotely and a Councillor attending in person in relation to, for example, being deemed to be present, being able to participate, and being able to vote at a Council meeting.

For the purposes of the Regulations a Councillor who is in attendance remotely is deemed to be in attendance at the meeting if all of the following conditions are satisfied:

1. The member in remote attendance is able at that time to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance;
2. To hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public in attendance in order to exercise a right to speak at the meeting; and
3. To be so heard and, where practicable, be seen by any other members of the public in attendance.

There is no mandatory requirement for a Member to be able to be seen, i.e., to have their camera turned on at meetings.

4. Legal position

The Borough Lawyer is content that the draft Regulations are fit for purpose.

The Regulations are not mandatory and it is a matter for Councils to decide if and how they will implement the Regulations.

The Borough Lawyer is of the opinion that in order to comply with equality laws the Regulations should be implemented by the Council.

In order to implement and comply with the Regulations the Council's Protocol for Remote Meetings (**enclosed**), which form part of the Council's Standing Orders, will have to be reinstated and amended to reflect the name of the new Regulations, i.e. from the Local Government (Coronavirus) (Flexibility of District Council meetings) Regulations (Northern Ireland) 2020 to the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024. The remaining Protocol is in compliance with the Regulations.

5. Recommendation

It is recommended that:

- a) The Council implements the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 to allow for remote attendance at all Council meetings.**
- b) The Councils Protocol for Remote Meetings be reinstated and amended to reflect the name of the new regulations, i.e. the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024.**

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Richard Baker, Chief Executive

7.4 PK/GEN/032 REQUEST TO USE JORDANSTOWN LOUGH SHORE PARK – CIRCUS

1. Purpose

The purpose of this report is to seek approval for a booking for Duffy's Circus at Jordanstown Loughshore from 19 to 25 August 2024.

2. Background

Duffy's Circus has requested to book a section of Jordanstown Loughshore Park for its annual circus event. The company has been using Jordanstown Park for several years, specifically the grass area adjacent to the car park.

3. Previous Decision of Council

The Council has previously approved the annual booking request for several years, except for the years when events were disrupted by the COVID-19 pandemic.

4. Key Issues

According to a previous Council decision, any applications to hold a circus on Council-owned land require individual consideration by Council. The organisers have confirmed that no animals will be included in their event, ensuring compliance with current regulations and standards, and reflecting a commitment to ethical entertainment practices.

As an external major event, not delivered or managed by Council, but occurring on Council lands, the organisers needed to satisfy a number of conditions to allow the request to be considered by Council including:

- Evidence of Public Liability Insurance
- Site and Event Specific Risk Assessment
- Event Plan

5. Financial Implication

As with previous events, the approved booking fee and a surety payment of £1,000, payable in lieu of any potential damage to the site, are applicable.

6. Recommendation

It is recommended that approval is granted to Duffy's Circus to hold a circus event in Jordanstown Lough Shore Park, between 19 and 25 August 2024.

Prepared and Agreed by: Paul Mawhinney, Head of Parks Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

7.5 ED/ED/276 REVITALISATION PROGRAMME – DEVELOPMENT AND DESIGN PHASE

1. Purpose

Having identified the preferred option for the Small Areas Revitalisation Programme at an estimated gross CAPEX of £398,000. The purpose of this report is to seek Members approval to progress the project to Stage 2 of the Council's Capital Programme.

2. Introduction/Background

Each year the Council undertakes a range of projects across the Borough to support the development of towns and villages, built heritage and other assets. Officers liaise with DfC officials to identify funding opportunities for such schemes and, when agreed, submit funding bids for consideration.

Following Members approval to submit applications to DfC in April 2024, Officers proceeded to submit a funding application for capital funding towards a Small Areas Revitalisation Programme. A Letter of Offer has now been received for £398,000 to support the implementation of this scheme with operational delivery over the next two financial years.

The business case that has been developed (enclosed) outlines the main objectives of this scheme and the anticipated benefits it will have for the town centres.

3. Previous Decision of Council

In April 2024, Elected Members agreed to approve 'Gateway Point 1' - to place the project on the Council's Capital Programme, subject to securing funding.

4. Project Overview

The Small Areas Revitalisation Scheme aims to deliver small-scale, revitalisation interventions and enhancements concentrating on discreet geographical areas that will strengthen and enhance the town centres in terms of their physical, environmental, social and economic capacities. The proposed scheme includes seven key sites:

- a. Halls Entry and Lough Road Car Park (Antrim)
- b. Pogue's Entry (Antrim)
- c. Harrier Way Entry (Ballyclare)
- d. North End (Ballyclare)
- e. Cashell's Lane (Randalstown)
- f. Community Garden and Lane (Crumlin)

A Letter of Offer is now in place with the Department of Communities for a total of £398,000 for the capital works elements.

As per the new guidance in relation to the prioritisation of new capital projects, this project aligns with the strategic themes of the Community Plan. Funding has been secured through the Department for Communities for 90% grant funding towards total project costs.

A detailed application and business case has been prepared and reviewed by Departmental Economists and Central Procurement Directorate (CPD).

In April 2024, Elected Members agreed to approve 'Gateway Point 1' - to place the project on the Council's Capital Programme, subject to securing funding.

This report now seeks approval to progress this project to the next stage of development. Stage 2 will involve the procurement and appointment of an Integrated Consultancy Team to draw up detailed designs, complete any technical reports, prepare information for planning (if required) and provide an informed estimate cost for completing the capital works. This detailed information will form the basis of the Outline Business Case, the detail of which will be brought back to the Economic Development Committee and Full Council in due course.

£40,000 has been allocated within the 2024-25 Economic Development budget to support this work. The Department has agreed that this can be used as the Council contribution to the scheme; therefore, the capital works will be completely funded by the Department.

The appointment of the Integrated Consultancy Team will result in the development of the Outline Business Case. In the course of the next phase of work, Council Officers supported by the appointed consultancy team will undertake further engagement and consultation with DEA Members, Business Chambers and residents.

5. Financial Position/Implication

There are no new financial implications for the Council at this stage.

Funder	Total Grant Award
Department for Communities	£358,000 (90%)
Antrim and Newtownabbey Borough Council	£40,000 (10%)
Total	£398,000

The Council's contribution will be used to support the revenue costs in Year 1 i.e. the appointment of the Integrated Consultancy Team and the completion of the Outline Business Case.

DfC funding will be used to support the capital elements of the project once the investment decision has been taken by the Council.

6. Governance

The project will now be taken forward by Economic Development and Capital Development, working collaboratively on the detailed specification of works and the procurement of an Integrated Consultancy Team. Economic Development will lead this project, and the Senior Responsible Officer will be Steven Norris, Deputy Director of Regeneration and Infrastructure.

As the scheme is funded by a central government department, there will be strict governance processes in place to monitor the delivery and implementation of the programme and the success in achieving its objectives and targets. Procurement will be conducted in line with the NIPPP.

The team has significant experience of managing and delivering schemes collaboratively with the Department for Communities.

7. Recommendation

It is recommended that following completion of the Outline Business Case process, the preferred option for the Small Areas Revitalisation Programme has been identified to include seven key sites at an estimated gross CAPEX of £398,000. Approval is now sought from Members to progress the project to Stage 2 of the Council's Capital Programme, to commence and complete the final business case including detailed design, procurement and planning.

The approval includes authorisation for the appointment of an ICT and other associated costs at £40,000 from the Economic Development Budget.

Prepared by: Natasha Donald, Regeneration Officer

Agreed by: Steven Norris, Deputy Director of Regeneration and Infrastructure and John Balmer, Deputy Director of Finance

Approved by: Majella McAllister, Director of Economic Development and Planning

7.6 CP/CD/476 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME SMALL GRANTS FUNDING RECOMMENDATIONS 2024/25

1. Purpose

The purpose of this report is to seek Members approval in relation to the Community Development Small Grants Funding Programme awards.

2. Background

The Small Grants Programme provides financial assistance of up to £1,000 towards seeding costs, public and employer's liability insurance, small items of equipment or an activity to groups within the Borough.

3. Previous Decision of Council

The Small Grants Programme was approved by the Council in October 2014 as part of the Council's new Community Development Grant Aid Programme. Members are advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2024/25 financial year.

In December 2019 Members agreed that from 1 April 2020 all Small Grants be assessed on the basis of Pass/Fail against eligibility criteria and not subjected to a scored assessment process. All proposed awards are subject to a signed disclosure from the group confirming that all appropriate supporting documentation is in place and can be provided on request or the offer of funding will be withdrawn.

4. Financial Implication

Members are advised provision of £15,000 financial support for the Small Grants Programme has been provided for in the 2024/25 Community Development budgets. Following previous awards there is a budget of £8,181.45 remaining.

During the month of June 6 applications were received and assessed by Officers. 4 applications were deemed ineligible with 2 applications totalling £1,707.04 recommended for approval, details are **enclosed** for Members' information.

5. Summary

It is proposed to award 2 Small Grant funding awards to the successful applicants as outlined. If the awards are approved, there will be a budget of £6,474.41 remaining for Small Grant awards in 2024/25.

Community Development Small Grants will remain open as a rolling programme with applications reported to the Community Planning Committee on a monthly basis until the allocated budget is maximised.

6. Recommendation

It is recommended that the 2 Small Grant applications requesting a total of £1,707.04 be approved.

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

8 ITEMS FOR NOTING

8.1 G-LEG-56 CONSULTATION – THE LOCAL GOVERNMENT (CREMATION) REGULATIONS (NORTHERN IRELAND) 2024

1. Purpose

The purpose of this report is to update Members in relation to the draft Local Government (Cremation) Regulations (Northern Ireland) 2024.

2. Introduction/Background

The Department for Communities (DfC) has initiated a consultation on the draft Local Government (Cremation) Regulations (NI) 2024, which are **enclosed** for Members' review.

Subject to the consultation's outcome, the draft regulations will align with similar legislation in England and Wales. These proposed regulations aim to update and replace the Cremation (Belfast) Regulations (NI) 1961, which currently apply only to Belfast. The new regulations will clarify that all Councils in Northern Ireland are authorised to establish and maintain crematoria.

3. Current Legal Position

Prior to the opening of the Council's Crematorium in June 2023, the Department confirmed the legality of the Council operating a crematorium under existing legislation. Once the new regulations are enacted, they will also apply to the Council's Crematorium.

The Borough Lawyer & Head of Legal Services has reviewed the draft regulations and will provide a response confirming that the Council finds them fit for purpose.

4. Recommendation

It is recommended that the report be noted.

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Agreed and Approved by: Matt McDowell, Director of Parks & Leisure Operations

8.2 CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATION UPDATE

1. Purpose

The purpose of this report is to recommend that the Dual Language Street Sign applications update be noted.

Members are reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022 (enclosed), the following update outlines the current status of applications received.

2. Application Status

STAGE 1: PETITION VERIFICATION

There are currently no applications at Stage 1.

STAGE 2: RESIDENTS CANVASS

Four applications have progressed to Stage 2:

1. BAWNMORE DRIVE, NEWTOWNABBEY, BT36 7GD
2. LONGLANDS COURT, NEWTOWNABBEY, BT36 7LY
3. HOLLYBROOK ROAD, NEWTOWNABBEY, BT36 4ZT
4. ST JOSEPH'S COURT, CRUMLIN, BT29 4WG

Canvass letters were issued to residents for response. The canvass outcome will be reported to Council in August 2024.

STAGE 3: STREET SIGN INSTALLATION

There are currently no applications at Stage 3.

3. Recommendation

It is recommended that the Dual Language Street Sign application update be noted.

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

Approved by: Helen Hall, Director of Corporate Strategy

8.3 AC/GEN/085 COMMUNITY FESTIVAL FUND GRANT AID

1. Purpose

The purpose of this report is to update Members on offer of Community Festival Funding from the Department for Communities.

2. Background

As part of the Council's Community Development Grant Aid Programme, community and voluntary organisations can apply for community festival funding.

A budget of £80,000 is included in the 2024/25 Arts and Culture budgets with an additional £27,700 anticipated from the Department for Communities (DfC) Community Festival Fund.

3. Previous Decision of Council

Members are reminded that it was reported to the Community Development Committee in June that the anticipated Community Festival Funding of £27,700 had not yet been confirmed.

4. Letter of Offer

Members are advised that correspondence has been received from DfC confirming that the Council is being offered community festival funding of £27,700 for 2024/25.

Members are advised that this offer of funding has been accepted by the Department's deadline of 22 July 2024.

5. Recommendation

It is recommended that the report be noted.

Prepared and Approved by: Ursula Fay, Director of Community Planning