



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN
MOSSLEY MILL ON 26 JUNE 2017 AT 6:30 PM**

- In the Chair** : The Mayor (Councillor P Hamill)
- Members Present** : Aldermen – F Agnew, W Ball, P Barr, M Cosgrove, W DeCourcy, M Girvan, J Smyth and R Swann
Councillors – D Arthurs, T Beatty, J Bingham, J Blair, P Brett, L Clarke, H Cushinan, B Duffin, T Girvan, M Goodman, D Hollis, N Kelly, A Logue, R Lynch, M Magill, M Maguire, J Montgomery, N McClelland, V McWilliam, P Michael, M Rea, D Ritchie, S Ross, J Scott and W Webb
- In Attendance** : Ian Snowden, Department for Communities
- Officers Present** : Chief Executive - J Dixon
Director of Organisation Development - A McCooke
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
Business Support Manager – C Douglas
ICT Officer – A Cole
Media and Marketing Officer – J McIntyre
Member Services Officer – V Lisk
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 Logue joined the meeting at 6.39pm.

MAYOR'S REMARKS

The Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures. He introduced and welcomed his Chaplain, Rev Dr Ivan Neish.

The Mayor congratulated St Ergnats, Moneyglass, Under 14 girls' football team who won the All Ireland Feile Competition and also congratulated Randalstown and Antrim for reaching the final of the All Ireland Best Kept Awards at which Antrim Town won the award for Large Urban Centre. He also took this opportunity to wish Randalstown success in the Britain in Bloom Awards

The Mayor congratulated Councillor Girvan on the birth of his daughter, Olivia.

The Mayor requested that a minute's silence be held for the victims of Grenfell Tower.

2 APOLOGIES

Apologies were recorded from Councillor Ball, Alderman Burns, Alderman Campbell, Councillor Hogg, Councillor Kells and Councillor Kelso.

3 DECLARATIONS OF INTEREST

11.12 - Alderman Cosgrove

4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Councillor Brett
Seconded by Alderman Smyth and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Tuesday 30 May 2017 be taken as read and signed as correct.

NO ACTION

5 MINUTES OF THE ANNUAL MEETING

Moved by Councillor Scott

Seconded by Councillor McClelland and

RESOLVED - that the Minutes of the proceedings of the Annual Meeting of Monday 5 June 2017 be taken as read and signed as correct.

NO ACTION

6 MINUTES OF THE POLICY & GOVERNANCE COMMITTEE MEETING

Moved by Councillor Girvan
Seconded by Councillor McClelland and

RESOLVED - that the Minutes of the proceedings of the Policy & Governance Meeting of Tuesday 6 June 2017 be approved and adopted.

NO ACTION

7 MINUTES OF THE OPERATIONS COMMITTEE MEETING

The Chief Executive highlighted concerns about The Square, Ballyclare and Whiteabbey in relation to item 3.17 from the minutes of the Operations Committee Meeting of 7 June 2017.

Moved by Councillor Scott
Seconded by Councillor Blair and

RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Wednesday 7 June 2017 be approved and adopted with the exception of item 3.17 which was deferred to the Operations Committee in September 2017.

Councillor Kelly requested that his objection be noted.

ACTION: Member Services.

8 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE MEETING

Moved by Councillor Logue
Seconded by Councillor Clarke and

RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting of Monday 12 June 2017 be approved and adopted.

NO ACTION

9(a) MINUTES OF THE PLANNING COMMITTEE, PART 1

Moved by Councillor Brett
Seconded by Councillor Bingham and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 19 June 2017, Part 1 be taken as read and signed.

NO ACTION

9(b) MINUTES OF THE PLANNING COMMITTEE, PART 2

Moved by Councillor Brett
Seconded by Councillor Bingham and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 19 June 2017, Part 2 be approved and adopted.

NO ACTION

10 MINUTES OF THE AUDIT COMMITTEE MEETING

Moved by Councillor Webb
Seconded by Councillor Beatty and

RESOLVED - that the Minutes of the proceedings of the Audit Committee Meeting of Tuesday 20 June 2017 be approved and adopted.

NO ACTION

11.1 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. Service Level Agreement for Drinking Water Inspectorate for Northern Ireland.
2. Supplemental Lease with Toshiba for the lease of a storeroom at Mossley Mill.
3. Lands at Ballycraigy Road, change of use Deed.
4. Deed of transfer or any rights to land at Prince Charles Way, Newtownabbey, to the Council

Moved by Alderman Girvan
Seconded by Councillor Duffin and

RESOLVED - that the Sealing of Documents be approved.

ACTION BY: *Paul Casey, Legal Services Manager*

The Mayor advised that item 11.28 'IN CONFIDENCE' would be taken at this point of the meeting.

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Scott
Seconded by Councillor Arthurs and

RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.

Members were advised that the audio recording would cease at this point.

11.28 IN CONFIDENCE BRIEFING

Ian Snowden, Department for Communities, provided a briefing for Members on introducing Syrian Refugees to Northern Ireland and answered Members' questions.

Members offered support and welcomed the opportunity to be involved.

The Mayor thanked Mr Snowden for the detailed presentation and Mr Snowden left at this point of the meeting.

It was agreed that a report outlining the Council's role in respect of the presentation would be brought to a future meeting.

ACTION: *Jacqui Dixon, Chief Executive*

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor Scott
Seconded by Councillor Duffin 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.

Councillor Scott left at this point of the meeting.

11.2 AC/HE/16 POGUE'S ENTRY - IRISH GARDEN PLANT SOCIETY PROJECT

Members were reminded that it was agreed at the Operations Committee in March that the creation of a heritage garden at Pogue's Entry by the Irish Garden Plant Society be approved in principle with a Memorandum of Agreement between the Irish Garden Plant Society and the Council brought to a future meeting for approval.

A draft Memorandum of Agreement was circulated for Members' information. It set out areas of formal, but not legally binding, agreement between the Irish Garden Plant Society and the Council, which may be changed by agreement of both parties. It was proposed that the agreement be approved and the project commence.

Moved by Councillor Montgomery
Seconded by Alderman Smyth and

RESOLVED: that the Memorandum of Agreement between the Irish Garden Plant Society and the Council in relation to the development of a heritage garden at Pogue's Entry be approved and the project commence.

Noted: Councillor Michael suggested that the opportunity be explored to commemorate the 100th anniversary of the end of the Great War and Dr Alexander Irvine's role in it within the designs for the garden.

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

11.3 L/LEI/00/7 SUPER CUP NI

Members were advised that the Super Cup NI (previously known as the Milk Cup) would be held in Northern Ireland throughout July 2017.

Council had previously supported this event through financial assistance in hosting a pre games tournament and Members had attended the VIP hospitality event on finals evening.

An invitation to attend the VIP hospitality event on Friday 28 July 2017 had been received at a preferential discounted rate of £585 for a table of 10.

The fee included the following:

- All day access to Super Cup NI VIP hospitality suite
- Two course meal, served with wine, tea/coffee
- Official event programme

Members were advised that in 2016 Council had approved a table of 10 at a cost of £585.

Moved by Alderman Smyth
Seconded by Councillor Arthurs and

RESOLVED: that a table of 10 be booked at a cost of £585 for those interested and that those who indicate attendance but do not attend refund the cost of their booking. Up to two Officers may be included in the booking.

ACTION BY: *Member Services*

11.4 ED/REG/24 RANDALSTOWN MILL MACHINERY: REQUEST TO SUBMIT A PLANNING APPLICATION

A request had been received from Randalstown Chamber of Commerce for the Council to give its consent for the Chamber to submit a planning application to relocate old mill machinery on Council lands adjacent to the Viaduct (circulated). The machinery (circulated) was currently housed in a shed at the site of the old mill in Milltown, property of the O'Neill Estates and was to be restored by the Chamber with the consent of Shane O'Neill. The intention was to create a landmark feature for the entrance to the town from the south, which connects with the industrial heritage of Randalstown and which could become a tourist attraction with some interpretation included.

This project had the support of the Randalstown Town Team which had allocated a budget towards the restoration costs of the machinery and the costs associated with its proposed relocation. Should the Council give its consent to proceed with the application, full consideration would need to be given to addressing public health and safety risks and to the Chamber assuming responsibility for the long term upkeep and maintenance of the structure.

Moved by Councillor Clarke
Seconded by Councillor Duffin and

RESOLVED: that the Council gives its consent to Randalstown Chamber of Commerce to submit a planning application for the proposed relocation of restored old mill machinery to Council lands adjacent to the Viaduct in Randalstown.

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

Councillor Kelly left at this point of the meeting.

11.5 CPRD/CD/123 DSD LETTER OF VARIANCE- COMMUNITY SUPPORT PROGRAMME 2017/18

Members were reminded that correspondence had previously been received from the Department for Communities (DFC) in March 2017 indicating that financial assistance totalling £50,388.63 was to be made available to the Council to deliver its annual Community Support Programme for the period 1 April-30 June 2017.

A further Letter of Variance was issued by DFC on 15 June 2017 indicating that the current offer would be extended to cover the full financial year to 31

March 2018 at the same level as the 2016/17 award equating to a total annual allocation of £201,554.50 (Advice Services-£72,569 and Community Support General £128,985.50).

Moved by Councillor McClelland
 Seconded by Councillor Blair and

RESOLVED: that the offer of financial assistance contained in the Letter of Variance dated 15 June 2017 from the Department for Communities for the sum of £201,554.50 for the period 1 April to 31 March be accepted.

ACTION BY: *Elaine Manson, Community Services and Tackling Deprivation Manager*

11.6 CP/CD/139 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2017/18 – FUNDING RECOMMENDATIONS (SMALL GRANTS)

Members were reminded of the Small Grants Programme which was agreed by the Council in October 2014 as part of the new Antrim and Newtownabbey Borough Council Community Development Grant Aid Programme.

The purpose of the Small Grants programme was to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members were advised that groups who apply for a small grant were not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2017/18 financial year.

To be successful in securing a small grant groups applying must score a minimum of 50% in their application assessment and all proposed awards were subject to the receipt of all relevant supporting documentation or the offer of funding would be withdrawn.

During the month of June three applications were received requesting £1,500 and were assessed by Officers as outlined below:

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded
Burnside Village Committee	Small Activity Grant to provide insurance and towards stationery and hall rental.	60%	£500.00	£500.00
Dungonnell Ulster Scots Society	Small Activity Grant to provide insurance and towards transport costs for a summer outing.	66%	£500.00	£500.00

Silver Threads	Small Activity Grant towards insurance and a summer outing.	53%	£500.00	£500.00
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The total budget available for Small Grants for 2017/18 was £6,570.93 with an additional £5,000 approved at the Community Planning and Regeneration Committee meeting in June 2017, bringing the total budget for this year to £11,570.93. The total amount of financial assistance awarded to date, including the above applications, was £7,667.07 leaving a balance of £3,903.86 to fund future applications that may be submitted to the Council during the remainder of the year.

Moved by Councillor Arthurs
 Seconded by Alderman Smyth and

RESOLVED: that the Small Grant award recommendations be approved.

ACTION BY: Kerry Brady, Community Support Officer/Elaine Manson, Community Services and Tackling Deprivation Manager

11.7 ED/TO/214 REQUEST FOR LONG TERM BOOKING JORDANSTOWN LOUGHSORE CARAVAN PARK

Members were reminded that the booking policy for Jordanstown Caravan Park permits a 3 night booking with the possibility of a further but final 3 night stay. A request had been received from an individual seeking the Council's permission to use the caravan park for a total of 34 nights from November 2017 to December 2017; the customer resided in England and would be operating a stall in this year's Belfast Christmas Market.

The customer would be using a motor home and had been advised by officers that no commercial vehicles were permitted in the caravan park; the customer had assured staff that the motor home was 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 were not during the peak visitor season.

Total income to the Council from this booking would be £748 at the standard hire rate.

Moved by Councillor Blair
 Seconded by Councillor Ross and

RESOLVED: that the booking be approved.

ACTION BY: Colin Meneely, Business Support Manager

11.8 PBS/BC/3 STREET NAMING

Correspondence was received on 9 June from Colin Graham (Colin Graham Residential) on behalf of Beechview Developments, regarding the naming of a residential development at Ballyrobert Road, Newtownabbey. The development consisted of five detached dwellings. The four development names and the developer's rationale had been submitted as outlined below with a site location map and site layout plan circulated.

- 1 – Earlsfort
- 2 – Earlmount
- 3 – Kingsfort
- 4 – McComb's Brae

Members were advised that should the Council not wish to select one of the above names, the matter would be referred back to the developer via the Building Control section for further consideration.

Moved by Councillor McClelland
Seconded by Councillor Webb and

RESOLVED: that the Council selects Earlsfort for this development.

ACTION BY: Liam McFadden, Principal Building Control Surveyor

11.9 G/MSMO/18 NILGA CONFERENCE – DEVELOPING THE FUTURE OF NORTHERN IRELAND: SUSTAINING COMMUNITIES AND STRENGTHENING DEMOCRACY THROUGH COUNCILS

Members were advised that information had been received on the above named NILGA Conference being held on 12 October 2017 in the La Mon Hotel, Castlereagh. The conference would run from 8.30am to 5.00pm followed by the Gala Awards. The cost of the event was £170.00 + VAT and a copy of the programme was circulated.

Moved by Alderman Cosgrove
Seconded by Councillor Girvan and

RESOLVED: that the Members who are NILGA Representatives attend this conference as an approved duty.

*ACTION BY: Majella McAlister, Director of Community Planning and Regeneration/
Member Services*

11.10 ED/ED/85 BALLYCLARE BROADBAND WI-FI PILOT SCHEME

Members were reminded that some parts of the Borough have poor broadband connectivity speeds (in some areas it was as low as 0.5Mbps) and officers had been in discussions with a number of service providers to help bring forward potential solutions. Vynomic Ltd, a wireless telecommunications company had approached the Council with a proposal for a pilot scheme

(circulated) that could deliver high-speed wireless internet access for Ballyclare town centre and the surrounding rural Tildarg area.

Using 'line of sight' technology and the latest mesh network coverage, Vynomic Ltd was proposing download speeds of up to 100Mbps and upload speeds of up to 40Mbps for Ballyclare town and rural Tildarg, which would be low cost to subscribing businesses and residents, with an offer of free broadband connections for local primary schools. The methodology involved Wi-Fi signals being transmitted from Ballyclare town centre, using the Town Hall (with the option of the Sixmile Leisure Centre), towards Hillhall Road, and then beamed northwards to the Tildarg area. If successful, the company proposed to widen out the service to other areas.

The company had indicated that during the pilot, their customers would be charged £20.00 (plus VAT) per month, plus a one-off installation fee of £130.00 (plus VAT) for essential routers and cabling; customers would own any equipment installed.

To support the pilot programme, Vynomic Ltd was seeking the Council's consent to install the following items of equipment at Ballyclare Town Hall (or Sixmile Leisure Centre):

- A network switch
- A firewall
- A bonding router
- 4 wifi access points installed on the roof of Ballyclare Town Hall (each unit weighing just 633g and inconspicuous).

The Council was asked to cover the electricity costs to service the 4 Wi-Fi access points on Council property; these had been estimated at £13.22 per month, or approximately £240 including VAT, over the proposed 18 month pilot period.

If the pilot was approved, Vynomic Ltd would be responsible for the promotion of the pilot programme including recruiting subscribers, although the Council would also be asked to assist with public raising awareness through its own channels. Ballyclare Chamber of Commerce supported the pilot proposal. In terms of a timeframe, Vynomic Ltd was keen to begin recruiting customers and installation immediately, subject to Council's consent; a minimum of 12 subscribers was required to get the pilot started. A legal agreement would be entered into before any works were commenced to ensure that there was limited liability on the Council. Vynomic Ltd would be responsible for the maintenance of the equipment installed on the Council's property, for dealing with customer enquiries and rectifying any technical issues. An evaluation of the scheme would be carried out at the end of the pilot with a mid-term review of performance reported to Committee.

Moved by Councillor Arthurs
Seconded by Alderman Girvan and

RESOLVED: that

- a) **the Council approves the proposal from Vynomic Limited to undertake an 18-month pilot initiative that will provide high-speed wireless internet access for Ballyclare town centre and the rural Tildarg area, at a nominal cost to the Council of approximately £240 over 18 months and subject to a legal agreement with the contractor;**
- b) **should the initial equipment charge of £130 per subscriber prove to be a barrier to participation, the Council will cover this charge for the first 12 subscribers at a cost of up to £1,560;**
- c) **Officers bring back a further report to Committee indicating the performance of the pilot scheme including take-up and customer satisfaction.**

ACTION BY: Alastair Law, Innovation and Funding Officer

It was noted that, subject to the success of this pilot, further proposals to extend to other rural areas would be considered.

11.11 AC/THB/8 BALLYCLARE TOWN HALL

Members were advised that an enquiry had been received from Ballyclare Paranormal Society in relation to Ballyclare Town Hall. The group had indicated that they would like to research the history of the Town Hall and conduct an investigation into paranormal events which may or may not have occurred there.

They had requested permission to visit the Town Hall and meet staff as part of their investigation. The day time was proposed to meet with staff to explore the history of the building. Their investigation team would consist of seven members and they had given an assurance that they would be fully accountable for the condition of any property they were investigating and advise that they had never caused any nuisance to any other properties investigated by them in the past.

It was proposed that permission be granted to Ballyclare Paranormal Society to carry out an investigation into paranormal activity associated with Ballyclare Town Hall, which included making a site visit and meeting with staff.

Moved by Councillor Hollis
Seconded by Councillor Montgomery and

RESOLVED: that permission be given to Ballyclare Paranormal Society to carry out an investigation into paranormal activity associated with Ballyclare Town Hall.

ACTION BY: Ursula Fay, Head of Arts and Culture

Alderman Cosgrove left the meeting as he had declared an interest in the next item.

11.12 ED/ED/89 ANTRIM ENTERPRISE AGENCY BUSINESS IDEAS COMPETITION

Members were reminded that in November 2016, Antrim Enterprise Agency held its inaugural Business ideas competition for the Borough of Antrim and Newtownabbey in a bid to promote entrepreneurship across the Borough. The competition was spread across the entire Borough and resulted in:

- Over 60 enquiries to the competition
- Over 30 entries submitted
- 10 individuals short listed to the Pitch
- 7 pitched on the awards night

Part of the criteria for entering the competition was to submit a business plan. Last year during the 3 months leading up to the finale, the Borough had more than double the number of plans prepared through the Council's 'Go for It' business start-up Programme than for the same period in 2015. Members were reminded that Council is responsible for the 'Go for It' Programme and that the impact of the Programme included jobs promoted, which was part of the Council's statutory targets through the Programme for Government.

Due to the success of the competition, Antrim Enterprise Agency intended to hold another competition which would have a finale in November 2017. The competition would be open to all residents in the Borough with a business idea and would encourage entrants to explore the potential of turning their idea into a business, promoting entrepreneurship. Part of the entry criteria would once again be the submission of a business plan, and the competition was expected to help support the 'Go for It' Programme this year.

Antrim Enterprise Agency would secure prize money for the competition through sponsorship and would manage the promotion of and delivery of the competition. The Council was requested to host the finale of the competition in a suitable Council venue, and to sponsor the event costs including promotion and hospitality, estimated at a total cost of £2,000, provision of which existed in the Economic Development budget.

Moved by Councillor Lynch
Seconded by Councillor Montgomery and

RESOLVED: that

- (a) the Council agrees to host the competition finale in a Council venue;**
- (b) the Council agrees to cover the event costs and promotion at an estimated cost of £2,000.**

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

Alderman Cosgrove returned at this point of the meeting.

11.13 CP/CC/6 ALCOHOL CONSUMPTION BY BOOKING PARTIES AT COMMUNITY CENTRES & OTHER NAMED VENUES

Members were reminded that consumption of alcohol can be asked for as part of a booking request, however the process to request consumption of alcohol approval differs between the legacy Councils.

Previously Antrim Community Centres would receive a request to consume alcohol as part of a booking request, officers would seek permission for this by submitting a report to the Council. Newtownabbey Community Centres would also receive a request to consume alcohol as part of an initial booking request, however a separate request form for permission to consume alcohol on the premises was required to be completed and submitted before approval. This form would be assessed and signed off by the Business Support Manager before approval would be given to consume alcohol as part of the event. It was proposed that the Alcohol request form be incorporated as part of the new approval to Consume Alcohol procedure.

The sale of alcohol was strictly forbidden on all sites without strict approval of Council. Even if permission to sell alcohol was granted by the Council it was the responsibility of the requester to apply to court to obtain an Alcohol Licence, which would allow them to sell alcohol legally. The Alcohol Licence had to be shown prior to the booking in order for permission for the booking and the sale of Alcohol to be permitted. It was proposed that this procedure remain unchanged.

In order to amalgamate these current procedures for requesting permission to sell and consume Alcohol on Council premises it was proposed that the request to sell Alcohol in Council Community Centre premises and other stated venues remain unchanged.

For the consumption of Alcohol but not the sale of Alcohol, a request form be submitted by the applicant. The Alcohol Request form should be assessed by two of the following three officers, Community Services and Tackling Deprivation Manager, Business Support Manager or Facilities Officer against criteria. The Assessment form should be countersigned by the Director of Community Planning and Regeneration or Director of Operations (as appropriate to the facility) or Head of Service for Community Planning, before approval is granted.

It was proposed that this procedure apply to the community centres and venues named in Appendix 1.

Moved by Councillor Lynch
Seconded by Councillor Duffin and

RESOLVED: that the new procedure as outlined be approved for the facilities named in Appendix 1.

ACTION BY: *Colin Meneely Business Support Manager*

11.14 CP/CD/67 AREAS AT RISK ANTRIM AND NEWTOWNABBEY

Members were reminded of the Areas at Risk programme delivered across six Super Output Areas in Antrim and Newtownabbey. In 2016/17 the Newtownabbey programme in Monkstown, Carnmoney and Mossley had an allocation of £145,000 (Department for Communities (DFC)-£90,000 and Council £55,000) and £120,000 funded solely by the Council was allocated to the 3 Antrim areas; Farranshane, Ballycraigy and Steeple. Similar amounts had been included in the Council estimates for delivery in 2017/18.

Members were advised that whilst there has been no letter of offer from DFC in relation to the 2017/18 programme it had been confirmed by officials that an offer of financial assistance for the Newtownabbey Areas at Risk Programme for the full 2017/18 financial year was imminent. It had been specified that this was to continue delivery of existing projects and would not take account of new projects. In terms of the Newtownabbey programme this would equate to £75,000, which was a reduction of £15,000 on the 2016/17 allocation, as this amount had previously been allocated to New Mossley Community Group towards the cost of the development of a community hub in New Mossley, which following completion of a business case in July 2016 was deemed as a non-viable option.

An outline of the proposed projects for both Antrim and Newtownabbey for the 2017/18 programmes, proposing delivery from 01 April 2017 to 31 March 2018, was circulated for Members' consideration and would require financial support from the Council to be implemented at the same level as 2016/17. Members noted from the circulated table that 3 of the Newtownabbey groups and 2 of the Antrim groups wished to request an increased allocation in 2017/18.

It was proposed that the Council supports 17 of the 19 projects which received funding in 2016/17. This took account of 2 of the Newtownabbey groups who would not be part of the programme this year; New Mossley Community Group and Church of the Good Shepherd, Monkstown who did not wish to submit a proposal for 2017/18.

Members were reminded that all of the projects proposed for support in 2017/18 were subject to a comprehensive evaluation in 2016 with various recommendations applied where appropriate. The projects continued to achieve the agreed targets and outcomes during 2016/17.

Members considered the following options:

Option 1 Fund the 10 Antrim projects at the same level as 2016/17 which would require an allocation of £101,549 from the Council; and

Fund the 7 Newtownabbey projects at the same level as 2016/17, which equates to a total of £110,000; This would require an allocation of £35,000 from the Council and £75,000 from DFC

Option 2 Fund the 10 Antrim projects with an additional amount of £9,650 for St Josephs and Steeple Nursery Schools and Antrim Grammar School, bringing the total required allocation from the Council to £111,199; and Fund the 7 Newtownabbey projects with an additional amount of £16,920 for Monkstown Community Forum, Monkstown Boxing Club and Hollybank Primary School bringing the total allocation to £126,920.

Both options could be facilitated within the budget provision made for 2017/18.

Moved by Councillor Blair
Seconded by Councillor McClelland and

RESOLVED: that Option 2 be approved, this option would equate to a total budget for Areas at Risk 2017/18 of £238,119; £75,000 from DfC and £163,199 from the Council.

ACTION BY: Elaine Manson, Community Services and Tackling Deprivation Manager

It was agreed that this should be highlighted in the next edition of Borough Life.

11.15 CE/OA/5 NILGA – ECONOMY, INVESTMENT AND RURAL DEVELOPMENT WORKING GROUP

Correspondence had been received from NILGA regarding some research which had been conducted regarding Brexit, a copy of which was circulated.

As a result of the research NILGA was seeking to expand its Economy, Investment and Rural Development Working Group and was seeking two nominations from the Council to this Group.

Moved by Councillor Duffin
Seconded by Councillor Brett and

RESOLVED: that Council nominates two Members of the NILGA Committee to the Economy, Investment and Rural Development Working Group.

ACTION BY: Member Services

11.16 FI/AUD/2 AUDIT COMMITTEE ANNUAL REPORT 2016/17

Members were advised that the Chartered Institute of Public Finance and Accountancy's (CIPFA) Audit Committee – Practical Guidance for Local Authorities and Police 2013, places a requirement on the Audit Committee to

"report regularly on their work, and at least annually report an assessment of their performance" to Those Charged with Governance.

On 30 May 2017, the Audit Committee undertook a review of its effectiveness using a self-assessment checklist provided by the guidance mentioned above. The results of this review (a copy of which was circulated) were approved by the Audit Committee at the meeting on 20 June 2017.

The Audit Committee had also prepared an Annual Report (a copy of which was circulated) which was also agreed at the meeting on 20 June 2017. This report outlined the Audit Committee's activities during 2016/17 and how the Committee had discharged its roles and responsibilities as set out in the Audit Committee Terms of Reference.

Moved by Councillor Beatty
Seconded by Councillor Girvan and

RESOLVED: that Council approves the Review of Effectiveness of the Audit Committee and the Audit Committee Annual report.

ACTION BY: *Paul Caulcutt, Internal Auditor*

11.17 CE/GEN/ HEATHROW UK-WIDE SEARCH FOR LOGISTICS HUBS

Members were advised that correspondence had been received from Heathrow Airport (copy circulated) inviting expressions of interest in hosting a new logistics hub for the airport.

Suitable locations will have good connectivity, access to a supply chain and strong local skills.

The Chief Executive believed that Antrim and Newtownabbey was an excellent location for such a hub and had therefore engaged with Invest NI and other Councils to determine their interest in collaborating in submitting a bid. Contact would also be made with Belfast International Airport.

The closing date for Expressions of Interest is 31 July 2017

Moved by Councillor Michael
Seconded by Councillor Magill and

RESOLVED: that Council be involved in any Expression of Interest in a Heathrow Logistics Hub in Northern Ireland.

ACTION BY: *Jacqui Dixon, Chief Executive*

11.18 P/FP/LDP/4 LOCAL DEVELOPMENT PLAN PLANNING POLICY – FORTHCOMING WORKSHOPS

Members were reminded that in 2016, it was agreed that Party Group Leaders would nominate Members to attend future working group meetings relating

to the emerging Local Development Plan (LDP). The Members nominated were as follows:

Alderman Mark Cosgrove
Councillor Billy Webb
Councillor David Hollis
Councillor Anne Marie Logue
Councillor Thomas Hogg
Councillor Roisin Lynch

The next stage in the LDP process was focused on policy review and development. An initial workshop was held on 19 June to begin discussions regarding which policies might have limited changes/redrafting, those which would require more detailed discussion and potentially may be significantly altered and those areas where new policies may be introduced.

At the meeting on 19 June 2017, it was proposed that Members may now wish to review the membership of the working group. A number of options were discussed as follows:-

1. Party Group Leaders nominate one representative to participate
2. The 12 members of the Planning Committee participate
3. Party Group Leaders nominate one representative plus the 12 members of the Planning Committee to participate.

Moved by Councillor Brett
Seconded by Councillor Webb and

RESOLVED: that Option 2, the 12 members of the Planning Committee participate, be approved.

ACTION BY: Majella McAlister, Director of Community Planning and Regeneration

11.19 G/IG/10 PROPOSED AMENDMENT OF DATES FOR POLICY & GOVERNANCE COMMITTEE

It was proposed that the dates be amended for the following Policy and Governance Committee meetings:

Month	Current date	Proposed revised date
September meeting	Tues 5 Sept	Wed 20 Sept
October meeting	Tues 3 Oct	Tues 10 Oct

Moved by Councillor Hollis
Seconded by Councillor Brett and

RESOLVED: that Council approves Policy and Governance Committee meetings be held on 5 September 2017 and 10 October 2017.

Councillor Maguire requested that his objection to the change of date to the October meeting be noted.

ACTION BY: Member Services

11.20 G/CCM/1 ANNUAL MEETING AMENDMENT TO NOMINATIONS

Members were advised that following the Annual General Meeting on Monday 5 June 2017, correspondence was received from Alderman Cosgrove, Group Leader of the Ulster Unionist Party and nominating officer, regarding amendments to the nominations made at the Annual Meeting.

The Ulster Unionist Party nominations for the Operations Committee were now noted as follows:

Cllr Rea (Vice Chair)
Cllr Scott
Ald Swann
Cllr Montgomery
Cllr Ritchie

In addition, Members recalled at the Annual Meeting the TUV party advised of their decision not to nominate a representative to the Northern Ireland Local Government Association (NILGA). Under the d'Hondt system the next party to nominate a representative to this body was the Ulster Unionist Party. Alderman Cosgrove, as nominating officer, had nominated Councillor Arthurs as the additional representative.

Moved by Councillor Magill
Seconded by Councillor McClelland and

RESOLVED: that the amendments be noted.

ACTION BY: Member Services

11.21 RURAL NEEDS ACT (NI) 2016

Members were advised that on 1 June 2017 the Rural Needs Act (NI) 2016 became operational for District Councils (circulated). There were three main areas of responsibility under the Act, namely to:

- consider rural needs
- monitor and report
- co-operate and share information with other public authorities

The Act defined 'rural needs' as "the social and economic needs of rural areas". In general terms, a need could be considered to be something that was essential to achieve a standard of living comparable with that of the population in general, eg related to the ability to access key public services such as health and education, the ability to access suitable employment opportunities, and the ability to enjoy a healthy and active lifestyle.

The Act referred to 'having due regard to rural needs' and meant that the Council must consciously consider the needs of people in rural areas when developing or revising policies, strategies and plans and when designing and delivering public services. The level of 'regard' that was 'due' would depend on the circumstances and, in particular, on the relevance of rural needs to the decision or function in question. The greater the relevance and potential impact for people in rural needs, the greater the regard required by the duty.

The Rural Needs Act did not explicitly refer to rural proofing or prescribe any specific process to be used by public authorities in having 'due regard to rural needs'. Rural proofing was the process by which policies, strategies and plans were assessed to determine whether they had a differential impact on rural areas and, where appropriate, adjustments were made to take account of particular rural circumstances.

The guidance on this matter, provided by the Department for Agriculture, Environment and Rural Affairs (DAERA), would be considered by Officers to ensure the appropriate integration of Rural Proofing within strategy and policy development.

An Annual Monitoring Return would also be completed and submitted to the Department of Agriculture, Environment and Rural Affairs (DAERA) for inclusion in the Rural Needs Act Monitoring Report, which would be laid before the Northern Ireland Assembly.

Moved by Councillor Brett
Seconded by Councillor Clarke and

RESOLVED: that the report be noted.

NO ACTION

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Arthurs
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.

11.22 **IN CONFIDENCE** CP/CD/133 LAND ACQUISITION [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Alderman Girvan
Seconded by Councillor Girvan and

RESOLVED: that the Council defers this decision until a meeting can be held with the relevant Officers and any interested Members to clarify the situation.

ACTION BY: Majella McAlister, Director of Community Planning and Regeneration

11.23 **IN CONFIDENCE** PBS/PS/7 PUBLIC CONVENIENCE

Members were reminded that Antrim and Newtownabbey Borough Council has public convenience provision at 15 locations across the Borough. Members were aware that in 2016/2017, an audit of all the public toilet provision was undertaken, which was discussed at a subsequent workshop with Members. Officers intended to bring a full report to Members towards the end of the summer which would include the running costs and usage figures of each facility along with recommendations for the majority of the public conveniences.

It had become apparent however that there was an urgent need to address the current lack of public convenience provision at Wallace Park, Templepatrick. As Members were aware the existing building had been closed for approximately 3 years and was deemed to be beyond commercial repair. Wallace Park was heavily used and external organisations through the Leisure section rented out the space for a variety of activities. The lack of public convenience provision, however, was becoming more and more problematic. Given the urgency of this situation, the Wallace Park site had been prioritised for consideration.

The proposal was to provide a single accessible toilet similar to the picture below which met the requirements of both Building Regulations and the Disability Discrimination Act, located adjacent to the existing buildings which would need to be removed and the area landscaped. The proposed accessible unit was a modern, fit for purpose facility which was now considered to be the best practice provision for public conveniences as used in other Councils.



Picture 1

The estimated cost for the toilet block was £ [REDACTED] with an additional £ [REDACTED] to remove and dispose of the existing buildings and make good the area. This work could be funded from Capital provision for Public conveniences budget.

The Chief Executive advised Members that this project would be eligible for funding from GROW and the NI Housing Executive which would significantly reduce the cost to Council.

Moved by Councillor Michael
Seconded by Councillor Brett and

RESOLVED: that Council approves the procurement of a single accessible toilet unit in Wallace Park, Templepatrick at a cost of £[REDACTED], including the removal and disposal of the existing buildings.

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

11.24 IN CONFIDENCE AC/EV/15 RETIREMENT OF LORD LIEUTENANT OF COUNTY ANTRIM

Members were advised that the Council had been represented in a working group, chaired by the High Sheriff of County Antrim, (established in April) and to mark the retirement of the Lord Lieutenant of County Antrim in 2019. Mrs Joan Christie was appointed as the Lord Lieutenant of County Antrim on 1 September 2008 and had announced her intention to retire from the post in June 2019.

The working group included representation from all of the County Antrim Councils as follows:

- Mid and East Antrim
- Antrim and Newtownabbey
- Causeway Coast and Glens
- Lisburn & Castlereagh

A number of ideas to mark the occasion had now been discussed and the group was proposing one large scale Gala Dinner event and a number of smaller events and initiatives to take place in and around spring 2019.

The main event, the Gala Dinner, had been scheduled for Friday 22 March 2019 in the Tullyglass Hotel Ballymena and would include entertainment in keeping with Mrs Christie's favourite acts and organisations. At this stage tickets were being estimated at £50 per person and it was proposed that each council commits to booking two tables of 10 at an approximate cost of £1,000.

The other events and ideas included:

- A Church Service
- A tree planting ceremony
- The award of a trophy in Mrs Christie's name which would be awarded to a high achieving pupil or cadet and
- The placing of a permanent structure as a perpetual legacy to mark the duty performed by Mrs Christie over more than a decade.

It was proposed that each of the Councils commit £3,500 towards the cost of the events, which will include the purchase of two tables at the Gala Dinner.

Mid and East Antrim Borough Council as the host Council for the dinner had agreed to manage a central fund of each Council contribution for payment and invoicing all income and expenditure associated with the events.

Moved by Councillor Bingham
Seconded by Councillor Webb and

RESOLVED: that a contribution of £3,500 to cover costs associated with the events being planned to mark the retirement of the Lord Lieutenant of County Antrim, which includes the purchase of two tables of 10 at the Gala Dinner on 22 March 2019 in the Tullyglass Hotel Ballymena, be approved.

ACTION BY: Ursula Fay, Head of Arts and Culture

11.25 IN CONFIDENCE FI/PRO/TEN/110 PLAY AREA REFURBISHMENT WORKS

Members were reminded that a budget of £[REDACTED] was approved at Full Council on 25 January 2016 for the undertaking of remedial work at 9 play areas within the Borough.

PROJECT SCOPE

The scope of the work included the installation of new play equipment, painting of older play equipment and fencing, repair of safety surfacing and power washing of surfaces. The following play areas were included;

- Erskine & Rashee
- Jordanstown Playpark
- Kings Park
- Mossley
- Rathcoole, The Diamond
- Burns Memorial, Crumlin
- William Morrison
- Monkstown
- Muckamore

PROCUREMENT

Naylor & Devlin Consultants were appointed in January 2017 to assist the Capital Development section in the preparation of the detailed contract documents.

For the works, the following five firms returned completed Pre-Qualification Questionnaires (PQQs) on 21 March 2017 for inclusion in a select list of contractors. The completed PQQs were evaluated on a Pass/Fail basis using criteria of general information, past performance, economic and financial standing and professional conduct, Health and Safety and Declarations. All five firms passed this stage of the assessment and proceeded to be evaluated on the basis of technical ability as follows:

Contractor	Evaluated Score (0-5)	Invited to Submit Tenders
[REDACTED]	3	YES
Garden Escapes Ltd	2	YES
[REDACTED]	4	YES
[REDACTED]	3	YES
[REDACTED]	2	YES

All 5 firms passed the PQQ stage and were invited to submit tenders for the project.

Tender Documents were issued to the 5 firms on 12 May 2017 with 4 tenders being submitted by the closing date of 5 June 2017.

The tenders were assessed on cost only as detailed below.

Contractor	Tendered Total of the Prices (exc. VAT)	Model Compensation Event Total*	Tender Assessment Total Price	Rank
Garden Escapes Ltd	£84,536.00	£14,175.00	£98,711.00	1
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4

*The model compensation event is included in the evaluation exercise to assess the cost impact of change resulting from potential future compensation events (variations due to unforeseen items). It includes costs for people, materials and equipment.

TENDER ANALYSIS

The lowest tender assessment total price of £98,711.00 from Garden Escapes Ltd was evaluated in detail. This included the compensation event total of £14,175.00 to cover unforeseen items which may not be fully utilised.

The tender from Garden Escapes Ltd was consistently priced and met the works specification.

COST SUMMARY

The current approved budget is £ [REDACTED]

The predicted outturn cost based on the tender from Garden Escapes Ltd, was as follows:

Tendered Total of the Prices	£84,536.00
Model Compensation Event Total (<i>contingency for unforeseen items</i>)	£14,175.00
Tender Assessment Total Price	£98,711.00
Professional fees	£ 2,950.00

Total Predicted Project Cost £101,661.00

Approved Budget £ [REDACTED]

[REDACTED] Recognising that this is a multi-site (9 play areas Borough-wide) maintenance/refurbishment contract, it was proposed that the existing approved budget of £ [REDACTED] remained, to allow for any additional client/contract issues that might arise.

PROGRAMME

It was envisaged that work would commence in late July 2017 and be completed by September 2017.

Moved by Councillor Brett
Seconded by Councillor Webb and

RESOLVED: that

- **the scope of works for the estimated tendered total of the prices of £84,536.00 (Excl. Vat) from Garden Escapes Ltd be approved giving a tendered assessment total price of £98,711.00;**
- **the existing approved total budget of £ [REDACTED] remain to allow for any additional client/contract issues which may arise.**

ACTION BY: Neil Luney, Capital Project Officer

11.26 IN CONFIDENCE L/GEN/32 LEISURE STRATEGY – PRICING

Background

Members were reminded that Council approved a draft Leisure Strategy in February including a vision, "More People More Active More Often" and 5 strategic priorities:

- Pricing
- Programming and Participation
- Partnerships
- Performance
- People

The Strategy is currently being consulted on.

It was also agreed in February, that (i) the Leisure Pricing Policy and (ii) the back office and ICT systems (to support the delivery of the leisure service) would be reviewed.

Progress

To date considerable progress had been made in relation to pricing for key activities. A new membership scheme had been devised and was set out

below for consideration. Pricing for associated activities was also set out. A detailed presentation was given by the Director of Operations at the meeting.

Proposed Leisure Memberships

It was proposed that three new membership options would be introduced for the leisure centres. Memberships could be used across all centres and this would standardise prices for customers. Currently memberships were £31.70 and £26.00.

Proposed Membership	Proposed Cost	Comments	Includes
Family membership	£39	2 adults and all children under 18 in the same household	<ul style="list-style-type: none"> Gym (age 16+) Swim Adult and kids' classes* Courts Soft-play Running track Individual use of Dance Studio
Adult membership	£25	A person aged 18 or over	<ul style="list-style-type: none"> Gym Swim Classes* Courts Running track Individual use of Dance Studio
Concession	£16	Juniors (age 16 & 17), 60+, F/T students, people on benefits/disabilities/GP and exercise referrals, Health matters	<ul style="list-style-type: none"> Gym Swim Classes* Courts Running track Individual use of Dance Studio

* Some classes cannot be included because they are funded e.g. Everybody Active classes

Some classes/activities are subject to pre-booking

N. B.

- Gymnastics and swimming lessons are not included
- Activity Cards (discount cards) will be phased out when new memberships are introduced.

The Finance team had carried out an assessment of all current income from memberships and casual income and, based on projections of the uptake of revised memberships, an estimated total of 2,365 new memberships (58% increase) would be required to meet the shortfall in income from existing memberships and casual income. Officers were confident that the value for money offered and with a strong marketing plan, these memberships could be delivered.

Pay As You Go Proposals

Proposals for the associated activities on a Pay as You Go basis were set out below.

Activity	Adult	Concession	Background/Comments
GP Referral	£2.50	£2.50	Currently £2.60
Fitness Suite (including spa, gym, swim, as available)	£7.50	£4.00	Streamlined pricing (previously £3.30 (concession) to £9.00 (fitness and spa adult))
Swimming (including tadpoles, toddlers etc.)	£5.00	£3.00	Currently £4.00 (Adult), £3.00 (Activity Card holders) & £2.00 (Concessions/Juniors) (Tadpoles currently £4.00)
Dance Studio (Free for members)	£5.00	£3.00	Charge is for individuals or couples (chargeable per person) who want to practice e.g. tap, ballroom etc
Classes	£5.00	£3.00	Currently Classes are £5.00 (Adults), £4.00 (Activity Card holders) & £3.00 (Concessions and Juniors)
Track	£5.00	£3.00	Currently £6.00 (Adult), £5.00 (Activity Card holder) £5.00 (Concession)
Over 60 Swimming	Free		
Family swim	£12.00		Currently £8.00/£7.00 (discount for Activity Card Holders)
Courts	£7.00	£5.00	Currently £6.10 (Adults) £5.10 (Activity Card holders) and £4.20 (Concessions/Juniors)
Soft Play		£4.50	Currently: Soft Play is £3.70 (Valley) and £3.70 age 4-11 at Forum and £2.50 (1-3) Ten Pin is £3.50
Ten Pin	£3.50	£3.50	No change Service subject to review
Creche Up to 1h 45m	£3.70	£3.70	No change Service to be reviewed
Parent and Toddler group	£2.50	£2.50	
Children's Classes		£4.00	£5.00/£4.00 (discount for Activity Card holders)
Pace Running Club (Forum only)	£4.00	£3.00	No change

Happy Hour

Off peak discounts to be used by Centre managers subject to Council approval:

£4.00 (adults)

£2.00 (children)

(Different times at different centres/times of the year)

Notes:

Concessions defined as:

- Junior Under 18
- Over 60
- Full-time Student
- People on means tested benefits
- People with permanent disabilities
- GP Referral/Health Matters schemes

Point to consider

There were currently a number of over 50s groups across the centres, who took part in a range of activities from bowling, classes, swimming, etc. (which includes tea /coffee) at a cost of £1 per hour. Most sessions were 2 or 3 hours. Any significant increase in this payment was likely to be met with resistance and may deter people from taking part in exercise. Pricing for this needed to be considered and a further report would be brought for consideration in due course.

Consultation

As set out above the Leisure Strategy was currently being consulted on and to date, in response to the question, does pricing affect whether you use our leisure facilities, a total of 66% of respondents had said "yes".

It was proposed that the new pricing proposals would be consulted on for one month following approval by Council.

Marketing

A wide ranging marketing plan had been developed to include billboard advertising, social media, membership advisers out in areas of high footfall, all staff in leisure centres being briefed who would also be selling.

Branding - it was proposed that branding for the new memberships be styled, "More Active More Often" and concepts would be brought for approval in due course.

Staff and Elected Members

Currently staff and Elected Members paid £13 per month for a single adult staff membership as part of Council's health and well-being strategy. It was proposed that this price remained in place and that a family membership be introduced for staff/Elected Members at £25 per month.

Members supported the ambitious proposal and requested that marketing initiatives include adjacent catchment areas. Members thanked the Director of Operations for the work involved and asked that this be passed on to the team.

Moved by Alderman Cosgrove

Seconded by Councillor Magill and

RESOLVED: that approval be given for:

- (i) the membership packages and Pay as You Go pricing, as set out in the report, subject to a one-month consultation period
- (ii) that, “More Active More Often” is approved as the branding for the leisure centre packages, in line with the Draft Leisure Strategy
- (iii) Prices for staff and Elected Members as set out in the report.

ACTION BY: *Helen Hall, Business Change Manager/Roberta Flaherty, Leisure Manager, Ivor McMullan, Head of Leisure*

11.27 IN CONFIDENCE CE/STC/88 ORGANISATIONAL STRUCTURES

A report relating to organisational structures and severance was tabled at the meeting.

Moved by Alderman Cosgrove
Seconded by Councillor Brett and

RESOLVED: that

- (i) the final structures (Paper 1) be approved for
 - Chief Executive's Office and Governance, Member Services Section
 - Operations, Director's Office
- (ii) the severance cases (Paper 2) in Appendix 1 be approved and that a suitable termination date be agreed with post holders;

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

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor Arthurs
Seconded by Councillor Bingham 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.

Alderman Cosgrove requested a review of access arrangements for Members' robes.

ACTION: *Member Services*

The Mayor thanked everyone for their attendance.

The meeting concluded at 8.30pm.

Mayor

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

