



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
COMMUNITY PLANNING AND REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON
MONDAY 12 FEBRUARY 2018 AT 6.40 PM**

- In the Chair** : Councillor A Logue
- Committee Members Present** : Aldermen – P Barr, T Burns
Councillors – J Blair, L Clarke, J Greer, N Kells, R Lynch,
S McCarthy, M Maguire, P Michael, J Montgomery, and
S Ross.
- Non-Committee Members Present** : Aldermen – B DeCourcy, J Smyth
Councillors – R Foster, P Hamill, V McWilliam, B Webb
- Officers Present** : Director of Community Planning and Regeneration -
M McAlister
Head of Property and Building Services – B Doonan
Head of Capital Development – R Hillen
Head of Economic Development – P Kelly
Head of Community Planning – L Moore
Head of Governance – L Johnston
Media and Marketing Manager – N McCullough
IT Systems Support – A Cole
Member Services Manager – V Lisk

CHAIRPERSON'S REMARKS

The Chairperson welcomed Members to the February meeting of the Community Planning and Regeneration Committee and reminded all present of the audio recording protocol.

The Chairperson informed Members that item 3.16 would be taken in the "In Confidence" Section of the Meeting.

1. APOLOGIES

Apologies were received on behalf of Councillor Brett.

2. DECLARATIONS OF INTEREST

Item 3.4 – Councillor Blair
Item 3.15 – Councillor Maguire
Item 3.16 – Alderman Smyth
Item 3.17 – Councillor Greer
Item 3.25 – Councillor Maguire

3.1 CORPORATE IMPROVEMENT INDICATORS 2018-19

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 the Act puts in place a framework to support the continuous improvement in the delivery of Council services.

Under the Act the Council has a statutory duty to make arrangements to:

- Secure continuous improvement
- Secure achievement of its improvement objectives
- Exercise its functions so that any Departmental specified standards are met.
- Gather information to assess improvements in their services and to issue a report annually on their performance against indicators which they have either set themselves or that have been set by Departments.

Over the last two years the Council has published a Corporate Improvement Plan detailing improvements which enhance the sustainable quality of life and environment for ratepayers and communities demonstrating clear links to both the Council's Corporate Plan and Community Plan.

The Northern Ireland Audit Office, Audit and Assessment Report (November 2017), made a proposal for improvement that:

"The Council needs to publish a range of indicators and standards to cover all of its functions within its Improvement Plan, in support of its general duty to continuously improve. This will improve the transparency of its arrangements to support continuous improvement. "

To this end Officers have identified a number of draft corporate improvement indicators which aim to measure four perspectives:

- Customers (e.g. percentage of satisfaction with recycled facilities)

- Processes (e.g. achievement of Green Flag Accreditation)
- Cost (e.g. cost per transaction/service)
- People and Learning (e.g. percentage of people participating in programmes)

The range of indicators also achieves a balance of coverage against the categories Strategic Effectiveness, Service Quality, Service Availability, Fairness, Sustainability, Efficiency and Innovation as identified in Part 12 of the Local Government (Northern Ireland) 2014 Act.

A short presentation was provided for Members on the draft corporate improvement indicators for the Community Planning and Regeneration Directorate.

It was proposed that the draft corporate improvement indicators are included in the overall Corporate Improvement Plan 2018-19, which will be presented to full Council in February 2018 with an additional report outlining the proposed governance arrangements.

Proposed by Councillor Blair
Seconded by Councillor Maguire and agreed

that the draft Corporate Improvement Indicators for the Community Planning and Regeneration Directorate be approved and included in the draft Corporate Improvement Plan 2018-19 for approval by Council in February 2018

ACTION BY: Helen Hall, Head of Performance and Transformation

Noted: The Director of Community Planning and Regeneration to provide clarification to Councillor Webb in relation to planning enforcement statistics.

3.2 PBS/PS/004 CRANFIELD HOLY WELL: CIRCULAR PATH SCHEME AND CONSERVATION WORKS

Members were reminded that the Council owns and maintains a small park in Cranfield on the shore of Lough Neagh at Churchtown Point near Randalstown which is also the site of Cranfield Holy Well and the ruins of a 13th century church (St Olcans) including graveyard. The Holy Well is a heritage attraction and features in the Council's Visitor Guide.

In 2014, the Lough Neagh Partnership successfully applied to the Heritage Lottery Fund (HLF) to establish a Landscape Heritage Partnership (LHP) for Lough Neagh to take forward a number of projects that could enhance the cultural and heritage appeal of the Lough to both residents and visitors. The Council, together with Armagh, Banbridge and Craigavon, Lisburn and Castlereagh and Mid Ulster Councils all agreed to provide match funding over 5 years. One of the projects identified under the archaeological theme is the conservation of the church graveyard and Holy Well involving the construction of a circular path with supporting wall, a sculpture and up

lighting the Termon Cross. The Council's match funding of £[REDACTED] for the Cranfield project was agreed in 2016 as part of the 5-year LHP programme.

A scheme to construct the proposed circular path, a copy of which was circulated, was commissioned by the LHP and the Council has been asked to approve the project so that contractors can be appointed and on site by the summer. The LHP will tender for the works and manage the scheme for start to completion. The scheme may be considered under permitted development subject to a satisfactory habitat assessment (which the LHP will commission and pay for) and to the terms of a lease agreement that needs to be put in place with a private landowner who owns a small section of the proposed path (as marked on the attached layout). [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Proposed by Councillor Kells

Seconded by Councillor Greer and agreed that

a) the scheme to develop a circular path at Cranfield Holy Well be approved and;

b) subject to a satisfactory habitat assessment, [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

ACTION BY: Paul Kelly, Head of Economic Development

Noted: The Director of Community Planning and Regeneration to provide detail on tourism potential in future relevant reports to Committee.

3.3 PBS/BC/3 STREET NAMING

Correspondence was received on 25 January 2018 from Margaret O'Boyle (BLDR Ltd), regarding the naming of a residential development at Greystone Road, Antrim. The development consists of four units, these being detached dwellings. The three development names and the developer's rationale have been submitted as outlined below with a site location map and site layout plan which was circulated

- 1 - Old Manse Gardens
- 2 - Beech Tree Lane
- 3 - Beech Tree Gardens

Should the Committee not wish to select the above name; the matter will be referred back to the developer via the Building Control section for further consideration.

Proposed by Councillor Lynch
Seconded by Councillor Kells and agreed that

the name Old Manse Gardens be selected for this development.

ACTION BY: Christopher McGhee, Acting Principal Building Control Surveyor

Having declared an interest in the next item, Councillor Blair left the meeting

3.4 ED/ED/80 CORPORATE EVENTS SPONSORSHIP PROGRAMME

Members were reminded that the Council agreed to publish a call for applications for the Corporate Events Sponsorship Programme in January 2018 for events taking place from 1 April. The total budget available is £50,000 for 2018-19, subject to the annual estimates process. A maximum award of sponsorship in the sum of £10,000 per event is available.

A call for applications was advertised in the Belfast Telegraph and promoted through the Council's social media channels. Five applications were received by the deadline of 26 January 2018 and a summary of the assessment process carried out by officers is set out in the table below.

APPLICANT	EVENT NAME	LOCATION/DATE	SCORE (PASS RATE = 50%)	AMOUNT REQUESTED	AWARD RECOMMENDED
Irish Minibike Championship	Irish Minibike Championship Round 2 - IMC V BMB (British Mini Bikes)	Nutt's Corner Racing Track 5 th – 6 th May	17.5%	£10,000	£NIL: Did not meet the threshold for funding
Shane's Castle Vintage Steam Group	Shane's Castle May Day Steam Rally	Shane's Castle 6 th – 7 th May	77.5%	£10,000	£10,000
Country Lifestyle Exhibitions Ltd/ Living History Ireland	The 220 th Anniversary of the Battle of Antrim	Antrim Castle Gardens 2 nd - 3 rd June	50%	£10,000	£5,000
Country Lifestyle Exhibitions Ltd	Irish Game Fair and Living History Festival	Shane's Castle Estate 23 rd - 24 th June	87.5%	£10,000	£10,000
Atlantic Challenge Northern Ireland	Atlantic Challenge International	Antrim Boat Club 20 th – 28 th July	57.5%	£10,000	£5,000

	Contest of Seamanship				
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Proposed by Councillor Kells

Seconded by Councillor Michael and agreed that

1. **The Council awards Corporate Events Sponsorship in the sum of :**
 - i. **£10,000 to Shane's Castle Vintage Steam Group for Shane's Castle May Day Steam Rally;**
 - ii. **£5,000 to Country Lifestyle Exhibitions Ltd/ Living History Ireland for the 220th Anniversary of the Battle of Antrim;**
 - iii. **£10,000 to Country Lifestyle Exhibitions Ltd for Irish Game Fair and Living History Festival;**
 - iv. **£5,000 to Atlantic Challenge Northern Ireland for Atlantic Challenge International Contest of Seamanship.**
2. **A second call for applications be released from April 2017 and a report brought to the Committee with recommendations.**

ACTION BY: Karen Steele – Tourism, Town Centre & Regeneration Manager

Councillor Blair returned to the meeting.

3.5 ED/TOU/043 BALLYCLARE MAY FAIR 2018

It was proposed to hold the 2018 Ballyclare May Fair Festival from Saturday 19 to Saturday 26 May, inclusive. Officers will draw up a full schedule of events, entertainment and activities in conjunction with the May Fair Working Group and bring a further programme report back to the Committee.

This year's May Fair Working Group consists of the 5 Ballyclare DEA Councillors, community representatives and a representative from Ballyclare Chamber of Commerce to develop the events programme. A budget of £25,000 has been provided in the 2018/19 estimates for the 2018 May Fair.

Food businesses in the town centre will again be invited to advertise special offers in the 2018 programme; given the success of last year's format, it is proposed that only food vendors offering gourmet options or food not available in the town centre takeaways will be invited to trade at the May Fair.

Proposed by Alderman Barr

Seconded by Councillor Montgomery and agreed that

the Ballyclare May Fair takes place from 19 to 26 May 2018, inclusive, at an estimated cost of £25,000 provision for which exists in the Economic Development estimates for 2018-19.

ACTION BY: Vanessa Postle, Tourism, Town Centre & Regeneration Officer

3.6 ED/TOU/19 SHORELINE FESTIVAL 2018

Members were reminded that in April 2017 it was agreed that the Shoreline Festival will take place over two days during the August bank holiday weekend at Jordanstown Loughshore Park.

Given the success of 2017 event over the two days, and following a survey of those who attended last year's the event, Members were requested to approve the dates for this year's Shoreline Festival as Saturday 25 and Sunday 26 August 2018. The programme will feature music concerts on Saturday and Sunday evenings, family fun activities and a budget of £31,000 has been provided in the estimates.

The programme will include amusements, music concerts, inflatables and outdoor activities, sensory play, street theatre shows and arts and crafts activities on a nautical theme.

In accordance with the relevant byelaw, the consumption of alcohol is prohibited in the park. It is therefore proposed to suspend the byelaw from 7-10pm for the duration of the evening concerts.

Proposed by Councillor McCarthy
Seconded by Councillor Ross and agreed that

- i. **The Shoreline Festival takes place on 25-26 August 2018 at an estimated cost of £31,000, provision for which exists in the Economic Development estimates for 2018-19.**
- ii. **A notice advising of the suspension of the byelaw on 25-26 August 2018, 7-10pm be placed in the local press.**

ACTION BY: Vanessa Postle, Tourism, Town Centre & Regeneration Officer

3.7 ED/EUP/2 GROW SOUTH ANTRIM: CO-OPERATION PROJECTS

Members were reminded that GROW South Antrim Local Action Group (LAG) is currently delivering the Northern Ireland Rural Development Programme 2014-2020 across the Borough, which includes providing direct grant aid to businesses, community organisations and in support of village renewal schemes.

The Rural Development Programme also includes a Co-operation measure which enables GROW to collaborate with other LAGs on joint initiatives within Northern Ireland and across Europe. GROW is currently working on the following two pre-development projects to determine if they are feasible to bring forward for a full application:

- Feasibility study to improve accessibility to Lough Neagh for tourism purposes with partners in Mid Ulster Rural Development Partnership and SOAR (Armagh Banbridge and Craigavon);

- Pre-development work on a business craft project with partners in Finland, Croatia and Estonia.

The pre-development phase of the GROW Co-Operation Scheme attracts 100% funding of up to £5,000 from the Department of Agriculture, Environment and Rural Affairs (DAERA) and both projects have live Letters of Offer to GROW South Antrim. As the Council has a Service Level Agreement with GROW to manage financial payments, the Letter of Offer for these projects includes the Council's business ID issued by DAERA to allow payments to be made directly into the Council's account. DAERA has now advised that applications and Letters of Offer for these live projects, and any future project must include the Council as a co-applicant to the project to facilitate the payment of grant aid.

Proposed by Councillor Lynch
Seconded by Councillor McCarthy and agreed that

the Council agrees to partner with GROW South Antrim on two Co-Operation projects with 100% grant aid secured from external sources.

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

3.8 CP/CD/205 CHRISTMAS 2018

(i) Christmas Events/Switch Ons

At the Council meeting in November 2017 it was agreed that 4 main switch on events would be held in Antrim, Randalstown, Glengormley and Ballyclare from 2018 onwards. This option along with the other agreed elements requires a budget of approximately £[REDACTED], which leaves a balance of £[REDACTED] from the ring-fenced amount of £[REDACTED] (50% reduction on the current expenditure of £[REDACTED]).

Outside of this new arrangement, Officers understand that some groups may wish to arrange and deliver their own Christmas events but would still require some financial assistance from the Council. In this scenario, the Council would not provide a tree or lights nor be involved in the putting up and taking down of the same. Rather the Council would provide an award of up to £500 per group, per site (from the current list of 18 sites) and for groups that wish to run a larger event, a maximum ceiling of £1,000 will apply however the group must match the extra £500 (or lower amount) from their own resources.

It will be up to the group to determine what their Christmas event should entail. For administrative and governance purposes it was proposed that this process would include as follows:

- Constituted group (covering the site area) submits a summary detailing their event and required support
- Accompanying documentation to include constitution, insurance, land ownership and risk assessment
- Officers to review and make recommendations to Council or Committee

- Maximum award £1,000 (£500 per site plus match funding option) from a total budget of £18,000.

Members were advised that some groups currently apply under the Community Festivals Fund Programme for Christmas activities. The application closing date was 15 December 2017. Should groups be successful under the Community Festivals programme they would not be eligible to benefit from this assistance.

The Chief Executive wrote to Groups affected by the changes to the Christmas programme on 29 December 2017. Responses had been received from a number of groups including TIDAL in Toome and Ballynure & District Cultural Association.

(ii) Request from TIDAL

The request received from TIDAL, a community development group based in Toome, a copy of which was circulated, requests that the Council permits the group to retain the Christmas lights, street decorations and barriers surrounding the tree used in 2017, for re-use in the village in future years.

(iii) Request from Ballynure & District Cultural Association

The request received from Ballynure & District Cultural Association is that the Council gifts the lights currently in use to the Association for use on their sustainable Christmas tree. A copy of the request was circulated.

Should Members wish to pursue the option to gift lights to constituted groups there are a number of considerations as follows:-

- Groups would have to take responsibility for all electrical testing, insurance and legislation regarding roadside working etc.
- The Council would have to test the lights this year, post removal before passing them onto the Groups.

Proposed by Councillor Kells

Seconded by Councillor Greer and agreed that

- a budget of up to £18,000 be provided for groups who wish to arrange and deliver their own Christmas events as outlined in this report. Groups in receipt of Community Festivals funding for Christmas events will not be eligible;**
- existing Christmas lights be provided to Groups upon request from one of the 18 designated sites who can evidence that they have the capacity to take responsibility for all electrical testing, insurance and legislation regarding roadside working etc.**

ACTION BY: Bronagh Doonan, Head of Property Services/Louise Moore, Head of Community Planning

3.9 FI/PRO/TEN/80 ANTRIM FORUM – REPLACEMENT SPORTS FLOOR TO MINOR HALL

Members were reminded that at the Council meeting in May 2017, approval was granted for a total budget of £89,832.50, for works and fees including a small contingency, to proceed with the project at Antrim Forum.

The tender for the works was awarded to JJ Hennebry & Sons Ltd in the sum of £85,620.00. This report provided an update on the current status.

SCOPE

The scope of the project included the following:

- Removal and disposal of the existing Granwood Sprung Flooring System
- Inspection and remedial works to be carried out to existing concrete sub-floor as required (this can only be ascertained following complete removal of existing floor system)
- Provision of new Gerflor Sprung Sports Floor System and skirting with surface markings to suit various sports as specified

PROJECT PERFORMANCE

Programme:

The project commenced on site on 24 July with a projected completion date of 18 September 2017. The works were duly completed and the scheme was handed over on 16 November 2017 representing a Programme delay of 8 weeks. The programme delay and associated costs was primarily due to the discovery of moisture penetration below the existing floor screed. This required a thorough inspection/testing regime to ascertain the extent and severity of the moisture ingress to enable the best solution to protect the integrity of the new sports floor installation and provide a 10 year warranty.

Cost Summary:

Due to the additional works and impact on programme there were additional costs for the contractor. The contractor initially claimed a final cost of £107,038.05. Following determined negotiations this was reduced to £99,098.05 giving an overall project cost for works and fees of £103,310.55. This is £13,478.05 (13%) above the original approved budget. This additional cost is considered to be acceptable.

Customer Satisfaction:

Capital Development have sought a satisfaction feedback from the Client and the response indicates a high satisfaction level for the refurbishment works undertaken including contractor performance.

Proposed by Councillor Kells

Seconded by Councillor Blair and agreed that

the additional cost of £13,478.05 be approved giving a final outturn cost for the project (works and fees) in the sum of £103,310.55 plus VAT.

ACTION BY: David Traynor, Capital Project Officer

3.10 PBS/BC/1 PROPERTY DETAILS SURVEYS CONTRACT WITH LAND AND PROPERTY SERVICES

Members were reminded of the numerous strands of work the Building Control section undertakes in partnership with Land and Property Services (LPS) section of Department of Finance. The Council had received correspondence, a copy of which was circulated, requesting that a new contract from 31 March 2018 until 31 March 2019, be agreed.

The aim of this strand of the LPS partnership is to deliver greater efficiency (lower unit cost of assessment), and effectiveness (increased valuation list growth) in the rate revenue generating process while reducing disruption to the ratepayer and minimising the backdating of the rates bill. This activity will enhance the timeliness, accuracy and thus fairness of the valuation list and consequently the distribution of rate liability. It is an example of collaborative working across central and local government, optimising the use of resources.

The Council's Legal Adviser and Building Control had considered the contract, a copy of which was circulated, and consider it to be acceptable.

Proposed by Councillor Lynch

Seconded by Councillor Blair and agreed that

the Property Details Surveys contract with Land and Property Services from 31 March 2018 until 31 March 2019 with Land and Property Services be approved.

ACTION BY: Bronagh Doonan, Head of Property and Building Services/Paul Casey, Borough Lawyer

3.11 PBS/PS/011 GRAFFITI REMOVAL POLICY

Members were reminded that Officers had been developing a policy in relation to the removal of graffiti. A copy of the graffiti policy was circulated for Members' consideration.

The Policy deals with graffiti removal from Council owned property and reflects the approach taken to date by the new Council since 1 April 2015. The Policy had been screened under Section 75 and it had been determined that an Equality Impact Assessment was not required. A copy of the screening document was circulated.

Council cannot remove all graffiti across the Borough located on property not within Council's ownership as the costs would be prohibitive. The Council

will encourage all other public bodies to remove graffiti from property in their ownership.

Proposed by Councillor Kells

Seconded by Councillor Montgomery and agreed that

- i. **the Graffiti Removal Policy be approved.**
- ii. **the Equality Impact Assessment screening document be approved.**
- iii. **Officers to explore charging for graffiti removal, where possible.**

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

3.12 ED/ED/97 DIGITAL CATAPULT: CHALLENGE FUND

Digital Catapult is a UK government sponsored initiative which funds projects that can build capability and capacity in the fast growing digital business sector. In June 2017, Digital Catapult was awarded funding from Innovate UK to expand the 'Things Connected' network by supporting up to five additional large-scale regional network deployments. Things Connected seeks to provide start-ups, existing small businesses and digital developers with better access to the latest technology known as Low Power Wide Area Networks (LPWAN) and facilitate the development and deployment of innovative sensor equipment, connected devices, applications and services that have the potential to be commercialised. LPWAN is a wireless wide area network technology that interconnects low-bandwidth, battery-powered devices with low bit rates that can receive and transmit data over long ranges and is not dependant on cabled infrastructure.

A Northern Ireland Consortium has been set up led by Ulster University along with Invest Northern Ireland and Tourism NI and a number of businesses already operating in the digital sector to deliver the project over the next 2 years. All 11 Councils have been invited to join the Consortium as partners to lead local projects. The Councils have also been requested to contribute £10,000 each towards a Challenge Fund which can be accessed by local businesses that require funding to develop prototype devices capable of commercially exploiting the new network infrastructure. An indicative list of potential project applications under this flagship pilot project was circulated under the strategic themes of Tourism (led by Tourism NI which is contributing £35,000), Manufacturing, Healthcare, Digital/Creative Media, Agriculture/Food, Transport and Smart Buildings/Environments.

The Councils had also been asked to promote the Challenge Fund locally and provide mentoring support to businesses that require it. Ulster University will provide free training and support for businesses seeking partners to trial potential technical solutions on the Catapult network. Each Council is only expected to assist businesses within its area although it is possible that two or more companies from different Council areas may come together to develop an idea as a joint venture.

At least 50 sites have been identified by Digital Catapult for the installation of the physical infrastructure (gateways) for the new network ensuring maximum coverage across Northern Ireland (the infrastructure will operate using low power radio bandwidth and so is not expected to be subject to the vagaries of broadband connectivity in rural areas). Access to the network will be free to companies which take part during the life of the 2 year project.

Proposed by Councillor Lynch
Seconded by Councillor Kells and agreed

to join the Northern Ireland Digital Catapult Consortium and provide £10,000 towards a Challenge Fund for businesses only in the Antrim and Newtownabbey area to help develop working prototypes for commercial development, subject to the annual estimates process, and a further report back to Committee.

ACTION BY: Paul Kelly, Head of Economic Development

3.13 CP/GEN/025 COMMUNITY FESTIVALS FUND GRANT AID RECOMMENDATIONS 2018/19

Members were advised that the closing date for receipt of applications under the Community Festivals Fund for 2018/19 was 15 December 2017. To support applications to this grant aid programme, officers delivered 4 grant workshops and offered one-to-one support to any interested groups. 28 applications were received and assessed by an officer panel and a detailed summary of the applications and score sheets was circulated for Members' information.

Members were reminded that it was agreed by the Council in October 2016 to maintain a pass threshold of 50% following a Grant Aid Review, it was also agreed that groups would not be required to demonstrate match funding however where a group evidenced match funding this would be reflected in the scoring. Members noted that proposed awards are subject to the receipt of all relevant supporting documentation, or the offer of funding will be withdrawn.

The total budget available for the 2018/19 Community Festivals Fund is £79,600 as provided for in the estimates, of which £29,600 (similar to the amount awarded in 2017/18) is expected from the Department for Communities (DFC) under its Community Festivals Programme for 2018/19. It is anticipated that notification of the 2018/19 award from DFC will be in April 2018. A further report will be brought to Members.

In total 28 applications were received requesting a total of £120,660. The 18 applications successfully achieving the required 50% threshold have requested a total of £76,010 which leaves a balance of £3,590.

Should Members wish to proceed with a second call for Community Festival Fund applications for 2018/19 for the 10 unsuccessful groups, an amount of £25,000 could be made available; taking into consideration the current

remaining budget of £3,590 an additional allocation of £21,410 would be required which would be fund from revenue savings. The second call would open on 5 March 2018 with a closing date of 26 March 2018 and would only be open to previous unsuccessful applicants.

Members were advised that Officers will arrange to meet with the unsuccessful groups to provide feedback on their applications or to signpost them to other relevant funders.

A further report on the outcome of the second call will be brought to the April meeting.

Proposed by Councillor Greer

Seconded by Councillor Kells and agreed that

- i) The 18 grants totalling £76,010 which successfully achieved the required 50% threshold be approved.**
- ii) The remaining £3,590 with an additional amount of £21,410 be approved for a second call for the 10 unsuccessful groups.**
- iii) Officers to provide feedback to the unsuccessful groups.**

ACTION BY: Jonathan Henderson, Community Services Officer

3.14 CP/GEN/21 CAAN PROVISION OF GENERALIST ADVICE SERVICES 2018-19

Members were reminded that Citizens Advice Antrim and Newtownabbey (CAAN) was appointed by the Council in March 2017 to provide Generalist Advice Services in the Borough for the period 1 April 2017 to 31 March 2018 at a cost of £312, 678 (DFC £72,569 ANBC £240,109). The Letter of Offer included the option of an extension for a further year subject to a positive evaluation of year 1 and availability of funding from the Council and the Department for Communities (DFC).

Officers had been involved in quarterly monitoring meetings throughout the year with CAAN staff and the Chairperson and Vice Chairperson of the Community Planning and Regeneration Committee and have also fully vouched expenditure to date. A copy of the most recent progress report from CAAN was circulated for Members' consideration. Based on this information which shows that CAAN has exceeded the agreed targets for the period 1 April-30 December 2017 and is expected to fully deliver on the targets for the remainder of the financial year, Officers would propose that an extension of one year to cover the period 1 April 2018-31 March 2019 is approved.

Members were advised that whilst DFC has yet to issue a Letter of Offer for delivery of the Council's Community Support Programme 2018/19 it is expected that this amount will be similar to that awarded for advice services

in 2017/18. The Council contribution of £240,109 has been included in the 2018/19 estimates.

Proposed by Councillor McCarthy
Seconded by Councillor Blair and agreed that

a 1 year extension to the Citizens Advice Antrim and Newtownabbey contract for the provision of generalist advice services for the period 1 April 2018-31 March 2019 be approved.

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

Having declared an interest in the next item, Councillor Maguire left the meeting

3.15 CP/CD/207 ANTRIM AND NEWTOWNABBEY PENSIONERS' PARLIAMENT 2018

The Northern Ireland Pensioners Parliament was launched in 2011 and allows older people from across Northern Ireland to have their say on the issues that matter to them, both local and regional. Since its establishment, the Parliament has engaged with thousands of older people across Northern Ireland through a variety of methods including Surveys, Local Parliaments and Themed Parliaments. Since 2016 Age Sector Platform has initiated a two year model for the Parliament consisting of local parliaments in each of the 11 Council areas and new themed parliaments which will focus on specific issues.

Members were reminded that the Antrim and Newtownabbey Pensioners Parliament was supported by the Council in February 2016 to hold its first event in Mossley Mill. The event attracted 90 older people from across the Borough and received very positive feedback from participants.

A request for financial assistance had been received from Age Sector Platform for support to run a similar event in Mossley Mill on 20 April 2018, a copy of which was circulated. As with the previous event the Council has been asked to waive the cost of the Linen Suite (£350) and provide hospitality for approximately 100 participants, estimated to be £1,300. Staff costs to plan, implement and run the event will be covered by the Platform's main funder The Atlantic Philanthropies.

Invitations to attend the event will be issued to Members in due course.

Proposed by Alderman Barr
Seconded by Councillor Lynch and agreed that

- i. The Council waives the cost of hire of the Linen Suite for the one day event.**
- ii. Funding of up to £1,300 be approved for hospitality.**

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

Councillor Maguire returned to the meeting.

Members were reminded that Item 3.16 was moved to the "In Confidence" Section of the Meeting.

3.17 ED/ED/040 LOUGH NEAGH PARTNERSHIP

Members were reminded that the Council agreed to provide grant aid to the Lough Neagh Partnership towards its operating costs in the sum of £22,000 for 2017-18 with Mid Ulster and Armagh, Banbridge and Craigavon Councils providing similar amounts and Lisburn and Castlereagh a lesser sum to reflect its smaller share of the Lough. The Council also decided that future requests for grant aid will be considered on the basis of a reducing amount in the expectation that a new body under community ownership as a Development Trust will emerge with central government funding.

The Lough Neagh Partnership has written to the Council (circulated) requesting £22,000 towards core funding in 2018-19 and has offered to make a presentation to the Committee to make its case for further funding at the current level.

Proposed by Councillor Lynch
Seconded by Councillor Kells and agreed that

the Lough Neagh Partnership be invited to present to the March meeting of the Community Planning and Regeneration Committee.

ACTION BY: Member Services

3.18 CP/GEN/024 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME - RECOMMENDATIONS 2018/19

Members were advised that the closing date for receipt of applications under the Community Development Grant Aid Programme for 2018/19 was 15 December 2017. To support applications to this grant aid programme, Officers delivered 4 grant workshops and offered one-to-one support to any interested groups. 96 applications were received and assessed by others and a detailed summary was circulated for more information.

Members were reminded that it was agreed by the Council in October 2016 to maintain a pass threshold of 50% following a review of the Programme. It was also agreed that groups would no longer be required to demonstrate match funding however where a group evidenced match funding this would be reflected in the scoring.

In relation to insurance for programme/activities, successful applicants under Community Outreach and Involvement, Summer Schemes and Technical

Assistance would also be entitled to financial assistance towards insurance cover up to a maximum of £500. Members are also advised that proposed awards are subject to the receipt of all relevant supporting documentation, or the offer of funding will be withdrawn.

The total budget available for the 2018/19 Community Development Grant Aid Programme is £180,000, as provided for in the estimates, of which £39,203.00 (similar to the amount awarded in 2017/18) is expected from the Department for Communities (DFC) under its Community Support Programme for 2018/19. Notification of the 2018/19 award is expected in April and a further report will be brought to Members.

In total 96 applications were received requesting a total of £231,073.35 as detailed in the table below. The 73 applications successfully achieving the required 50% threshold have requested a total of £175,725.50 which when subtracted from the total budget available of £180,000 leaves a balance of £4,274.50 to be allocated to the 2018/19 rolling Small Grants Programme.

As in previous years Officers will arrange to meet with any unsuccessful groups to provide feedback on their applications and to signpost to other relevant funders.

Summary of Community Development Grant Aid 2018/19 - First Call				
Grant Stream	Number of Applications	Successful Applications (Scored 50% and above)	Total Requested	Total Awarded
Premises	34	30	£111,202.50	£97,392.50
CO&I (Including Additional Insurance)	37	29	£76,490.85	£57,498.00
Summer Scheme (Including Additional Insurance)	19	11	£32,916.00	£16,835.00
Technical Assistance	3	1	£8,964.00	£3,000.00
Small Grant - Activity and/or Insurance	3	2	£1,500.00	£1,000.00
Small Grant - Seeding and/or Insurance	0	0	£0.00	£0.00
Totals	96	73	£231,073.35	£175,725.50
Balance Remaining	n/a	n/a	n/a	£4,274.50

Proposed by Councillor Kells
Seconded by Councillor Clarke and agreed that

- i. **The 73 grants totalling £175,725.50 which successfully achieved the required 50% threshold be approved.**

- ii. **The remaining £4,274.50 be allocated to the rolling Small Grants Programme for 2018/19.**
- iii **Officers to provide feedback to the unsuccessful groups.**

ACTION BY: Majella McAlister, Director of Community Planning and Regeneration/Jonathan Henderson, Community Services Officer

Noted: The Director of Community Planning and Regeneration to provide measured outcomes for all recipients of grant aid for consideration by Members prior to future grant application.

3.19 CP/GR/074 GOOD RELATIONS DISTRICT COUNCIL PROGRAMME & ACTION PLAN 2018 / 2019

Members were reminded that an annual submission is made by the Council to The Executive Office (TEO) requesting financial assistance for the delivery of a local Good Relations Action Plan. A commissioning letter was received from the Executive Office on 8 January 2018 with a submission deadline of 23 February 2017 for Good Relations Action Plan 2018/2019.

Members were reminded that the Good Relations Programme reflects the Executive's commitment to improving community relations. It outlines how Government, stakeholders, community and individuals will work together to achieve change against the following key priorities:

1. Our children and young people;
2. Our shared community;
3. Our safe community; and
4. Our cultural expression.

Members were reminded that to date, the 2017/18 Programme has engaged over 82,426 people through a series of targeted programmes and events for young people, community groups, stakeholders and the general public. The 2018/19 Action Plan also reflects the priorities identified through the Good Relations Audit completed in February 2017, after an interim review was completed. The next audit is not due with TEO until 2019/2020, however a review of all Good Relations Grant Aid is scheduled for 2018/19 to ensure it is current and meeting the needs of communities across the Borough. The key issues to be addressed are summarised on the 2018/2019 project schedule and the full 2018/19 Good Relations Action Plan a copy of which was circulated for Members' approval.

Members were reminded that The Executive Office requires match funding of 25% from district councils. The total amount required to enable implementation of the Good Relations Action Plan in 2018/19 is £199,494.56 which consists of £118,650 programme costs and £80,844.56 staff costs. A total amount of £149,620.92 has been requested from TEO, this reflects a 3% inflation increase on the 2017/2018 award, the Council would therefore be required to allocate a sum of £49,873.64 towards delivery of the Plan for

which provision has been made in the 2018/19 estimates. A decision and confirmation of the amount awarded is expected at the end of April 2018.

The Good Relations Action Plan 2018-19 has been equality screened and a copy of the Equality Screening document was circulated, which indicated that a full Equality Impact Assessment is not required.

Proposed by Councillor Kells

Seconded by Councillor Lynch and agreed that

- (a) the draft Good Relations Action Plan 2018/19 be approved.**
- (b) match funding up to a maximum of £49,873.64 be provided, provision for which has been made in the 2018/19 estimates.**
- (c) The Equality Screening Form be approved.**
- (d) A Members' review workshop be arranged.**

ACTION BY: Louise Moore, Head of Community Planning /

Valerie Crozier-Nicholl, Good Relations Officer

3.20 CP/GEN/026 ROYAL WEDDING COMMEMORATIVE EVENT 2018

Members were reminded of the forthcoming marriage of Prince Harry to Meghan Markle planned to take place on Saturday 19 May 2018. Over recent weeks' a number of enquiries from both members of the public and the local media had been received seeking information on how the Council proposes to celebrate this event.

Council Officers are currently developing a programme to celebrate this momentous occasion and have identified the following options for Members' consideration.

(i) Presentation of Commemorative Medals To Year 7 Pupils

Taking into consideration previous Royal Events commemorated by the Council including the wedding of Prince William to Catherine Middleton in April 2011, it is proposed that a commemorative medal be presented to all Primary 7 pupils in the Borough of which there are approximately 1,500.

Similar to the event in 2011, 2 pupils and a teacher representing each school would be invited to a celebration event where the Mayor would present the pupils with the medals for their schools. This event would take place on Friday 18 May 2018 at 10.00am, venue to be confirmed. Initial quotations indicate a cost of approximately £■■■■ per medal with the total cost of purchasing 1,500 being £■■■■■. The cost of decorating the venue and providing hospitality for approximately 150 pupils and teachers is £■■■■ resulting in a total overall cost for the event of ■■■■■.

(ii) Live Screening of The Royal Wedding

Members will recall that in June 2016 live screenings of the Northern Ireland Football team European Championship matches took place in Antrim Castle Gardens Large Parterre and Mossley Mill Civic Square, which proved to be popular and very successful with a family audience attending. Members may wish to consider doing something similar in terms of screening the Royal Wedding live and keeping the screens in place for the FA Cup Final scheduled after the wedding on the same date. The cost of hiring the screen and required infrastructure to do this is estimated at £[REDACTED] per venue. The Arts and Culture ticketing system can be used once again to facilitate advance booking given that numbers will have to be limited to approximately 2,000 per venue.

Proposed by Councillor Kells
Seconded by Councillor Clarke and agreed that

Options (i) and (ii) be progressed and that Officers explore the possibility of extending option (ii) to include the FA Cup Final.

ACTION BY: Jonathan Henderson, Community Services Officer

3.21 HR/LD/7 NILGA ACCREDITED PLANNING PROGRAMME FOR ELECTED MEMBERS MARCH 2018

NILGA is developing an Elected Members Regional Programme for Member Development and one element of this is a proposed accredited Planning Programme.

This programme is currently in design and timetabling phase and NILGA is initially seeking 2 Elected Members from each Council for the pilot programme.

The accredited pilot is a particularly good opportunity for Members involved in the Planning Committee to get an "anchor" qualification which would be very beneficial for the future, beyond May 2019 (it's assumed that Members nominated would, at least, seek continuity in Local Government after the Election).

It is proposed that this would be an 8 session programme, 3 hours per module, times of sessions to be agreed. The recently formed Regional Elected Member Development Group has commissioned a planning and development specialist to co-design the programme and will identify relevant speakers and contributors. There will be 1 x module in each calendar month commencing March/April 2018, to enable completion by end December 2018 (subject to feedback as regards availability over the summer months).

NILGA and partner bodies, including the Local Government Training Group, will meet the costs of this Pilot Programme, except for travel.

Proposed by Councillor Blair
Seconded by Councillor Ross and agreed that

Councillor Webb and Alderman Smyth attend the pilot programme as outlined.

ACTION BY: Fiona Gunning, Organisation Development Officer

3.22 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 31 DECEMBER 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 – 33

Building Notices – 84

Regularisation Certificates – 34

Full Plans

Approvals – 37 Rejected applications requiring resubmissions – 49

Commencements & Completions

Commencements – 218

Completions - 216

Inspections - A total of 633 Site Inspections were carried out

Regularisation Certificate - 23 Regularisation Certificates issued

Building Notice- 127 Completion Certificates issued

Property Certificates

Received – 242

EPB

EPC's checked – 132 & 91% compliance (One estate agency)

DEC's checked – 6 & 100% compliance

Income

Plan Fees Received for Month	£13333.50
Inspection Fees Invoiced for Month	£34051.01
Building Notice Fees Received for Month	£8318.00
Regularisation Fees Received for Month	£2947.20
Property Certificate Fees Received for Month	<u>£11400.00</u>
TOTAL	£70049.71

BUILDING CONTROL MATTERS FOR PERIOD 1 DECEMBER TO 31 DECEMBER 2017

POSTAL NUMBERING

Numbers of official postal numbers issued – 17

LPS PARTNERSHIP

Commercial Vacancies – 60 (Commercial vacancy tranche received on 15/11/2017)

Property details surveys completed 24

Proposed by Councillor Lynch

Seconded by Councillor Kells and agreed that

the report be noted.

NO ACTION

3.23 ED/ED/106 EU JOBS AND GROWTH PROGRAMME UPDATE

Members were reminded that the Council can access grant aid for business start-up and business development programmes through the EU Jobs and Growth Programme (2014-20). The Council has been allocated an indicative sum of approximately £1.052 million, plus a 20% contribution from Invest Northern Ireland towards the delivery of approved programmes; the Council is required to contribute a further 20%. An application process must be followed to access the funds and, to date, the Council has been successful in applying for funding for a 4 year Business Start-up Programme (£243,483 from EU and Invest NI plus £60,871 from the Council) and for a 2.5 year business mentoring programme, OPTIMAL, (£202,870 from EU and Invest NI plus £50,718 from the Council). The Business Start Programme is expected to promote 464 jobs over the 4 years and the OPTIMAL programme a further 165 jobs by 2022. Correspondence from Invest NI summarising the current position was circulated.

The closing date for all new applications is 30 June 2018 and Officers are in discussions with other Councils to investigate the potential for developing collaborative projects. A key requirement for successful applications is to demonstrate an average cost per job promoted through each programme of £1,000 and a minimum project cost of £250,000. Officers will keep Members informed of progress.

Proposed by Councillor McCarthy

Seconded by Councillor Blair and agreed

that the report be noted.

NO ACTION

3.24 CP/CP/026 COMMUNITY PLANNING PARTNERSHIP MEMBERSHIP

Members were reminded that the Community Planning Process includes establishing a Community Planning Partnership with representation from the Council, from each of the Statutory Partners and from the community, voluntary and private sectors, now referred to as support partners.

In December 2014, the Community Planning and Regeneration Committee agreed that Council representation on the Community Planning Partnership would be 11 in number: 4 DUP, 3 UUP, 1 SDLP, 1 Sinn Fein, 1 Alliance and 1 TUV.

Members were advised that Cllr Neil Kelly resigned his position on the Partnership and has been replaced by Cllr John Blair with immediate effect. The current membership of Antrim and Newtownabbey Community Planning Partnership is detailed below:

Elected Representatives -

Councillor R Lynch (Chairman)
Alderman M Cosgrove
Councillor J Blair
Councillor P Brett
Councillor M Goodman
Councillor D Hollis
Councillor N Kells
Councillor S McCarthy
Councillor M Magill
Councillor J Montgomery
Councillor S Ross

Statutory Partners –

J Dixon	Antrim and Newtownabbey Borough Council
E Newberry	NI Housing Executive
O Donnelly	Northern HSC Trust
M Baker	Education Authority
E Bond	PSNI
M Loughran	Invest NI
B Murphy	Tourism NI
M Bryson	Libraries NI
P Coyle	NI Fire and Rescue Service
A Campbell	Sport NI
M Meehan	Public Health Agency
B Harkin	Health & Social Care Board
M Crudden	Council for Catholic Maintained Schools

Support Partners –

D Hayward	Volunteer Now
C O'Neill	Northern Regional College
R Folli	Ulster University

Government Departments –

Department for Communities.

Department of Education.

Department for Infrastructure.

Department of Justice.

Proposed by Alderman Barr

Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

3.25 CP/PCSP/8 POLICING AND COMMUNITY SAFETY PARTNERSHIP MEMBERSHIP

Members were reminded of the requirement within the Justice Act (Northern Ireland) 2011, for Council to establish a (Policing and Community Safety Partnership) PCSP. Furthermore the Council is required to nominate Political Members to the PCSP and membership should reflect, as far as practicable, the balance of parties on the Council.

Members were advised that Cllr Drew Ritchie resigned his position on Antrim and Newtownabbey PCSP and has been replaced by Cllr Stephen McCarthy with immediate effect. The current membership of Antrim and Newtownabbey PCSP is demonstrated in the table below:

Political Members	Cllr Audrey Ball (DUP)
	Cllr Linda Clarke (DUP)
	Ald Mandy Girvan (DUP)
	Cllr Michael Goodman (Sinn Fein)
	Cllr Neil Kelly (Alliance)
	Cllr Michael Maguire (UUP)
	Cllr Stephen McCarthy (UUP)
	Cllr Noreen McClelland (SDLP)
	Cllr Paul Michael (UUP)
	Cllr Stephen Ross (DUP)
Independent Members	Valerie Adams
	Niall Kelly
	Terry McGoldrick
	Adree Wallace
	Kenneth Wilkinson
	Kathy Wolff
	Vacant
	Vacant
Designated Members	Education Authority
	Northern Health and Social Care Trust
	Northern Ireland Fire & Rescue Service - Vacant
	Northern Ireland Housing Executive
	Police Service of Northern Ireland
	Probation Board for Northern Ireland
	Youth Justice Agency of Northern Ireland

Members noted that two Independent Member positions were currently vacant and were aware that Independent Members were appointed by the Northern Ireland Policing Board. The Northern Ireland Policing Board had advised that they were unable to appoint independent members as a replacement until the Policing Board is reconstituted and an appointment panel convened.

Members noted that the Northern Ireland Fire and Rescue Service position is currently vacant. Staff are pursuing this with Northern Ireland Fire and Rescue Service to ensure that a representative is nominated at the earliest opportunity.

Proposed by Councillor Blair

Seconded by Alderman Barr and agreed that

the report be noted.

NO ACTION

3.26 FI/PRO/TEN/110 COMPLETION REPORT FOR PLAY AREA REFURBISHMENT WORKS

Members were reminded that at the Council meeting in June 2017, the Council approved a budget of £117,250.00 (Incl fees) for the refurbishment of 9 play areas within the Borough, including;

- Erskine and Rashee, Ballyclare
- Jordanstown Loughshore Park
- Kings Park
- Mossley
- Rathcoole, The Diamond
- Burns Memorial, Crumlin
- William Morrison, Mallusk
- Monkstown
- Muckamore

SCOPE

The scope of the project included the following:

- Installation of new play equipment & associated safety surfacing and curbing
- Removal and disposal of selected older play equipment
- Painting of older play equipment & fencing
- Repair of safety surfacing
- Power washing of surfaces

PROJECT PERFORMANCE

PROGRAMME

The works contract was awarded to Garden Escapes. Work began on 14 August 2017 and was planned for completion on 6 October 2017. Some additional works were undertaken which were beyond the original scope of

works. This included replacement parts for 2 existing pieces of equipment at Crumlin which had deteriorated since 1st inspection, and a new springer unit at Kings Park (refer to photo annex 1). Due to the additional works and the lead in time for ordering the equipment combined with delay due to the weather, the completion date was extended to the 17 November 2017.

Annex 1 (circulated) shows photographs of completed works at Kings Park, Crumlin and Erskine and Rashee.

COST SUMMARY

The outturn cost for the project is £89,885.01 (Incl fees). This is 23% below the approved budget. The saving was primarily due to a keenly priced tender from Garden Escapes.

Members congratulated staff on the project delivered.

Proposed by Councillor Kells
Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

3.27 CP/GR/50 GOOD RELATIONS ACTION PLAN 2017/2018 – QUARTERLY UPDATE

Members were reminded that The Good Relations Programme is 75% funded by The Executive Office, and a report is generated to accompany the financial claim each quarter.

Members were also reminded that at a workshop in January it was agreed that these reports would be sent to the Committee to provide further detail on the Good Relations impacts being achieved. A report for Quarter 3 plus the Summer Intervention Grant Aid Monitoring report was circulated.

The Chairperson advised that this item had been considered at 3.18 and 3.19.

Proposed by Councillor Lynch
Seconded by Councillor Greer and agreed that

the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Kells
Seconded by Councillor Greer and agreed that

the following Committee business be taken In Confidence.

Item 3.16 was taken at this point of the meeting.

Having declared an interest in the next item, Alderman Smyth left the meeting.

3.16 ED/ED/107 IN CONFIDENCE ANTRIM LOUGH SHORE CAFÉ CATERING FRANCHISE

Members were reminded that in February 2017 the Council extended the catering franchise at Antrim Lough Shore Park with CBC Catering until 31 March 2018 with an annual franchise fee of £11,100 (£6,000 was paid for the period April – September 2017 then a monthly fee of £850 from October 2017 – March 2018). The extension was agreed to ensure that a catering service could continue to be provided to users of the Lough Shore Park until completion of the proposed Gateway Centre which will replace the existing café and public toilets.

CBC Catering has submitted a request to the Council for a reduction in the existing franchise fee for the last four months of the current contract (December 2017 to 31 March 2018) from £850 per month to:

- £50 per month: December 2017, January 2018, February 2018
- £400 per month: March 2018.

The franchisee has requested this revision to the contract as they state that business is not sustainable during the winter months at the current agreement due to:

- High energy bills as a result of the uneconomical style of heating in the premises (typically electricity bills can be up to 4 times that charged to other similar catering franchises)
- The design of the building and poor insulation result in high levels of internal condensation
- Adverse weather conditions especially during the winter months affects footfall into the café

Officers are pursuing minor improvements to the café to address the concerns raised by the franchisee in the expectation that the building will be required to remain open to the public for up to a further 18 months (subject to the building programme of the proposed Gateway Centre). In the meantime, it was proposed that the current agreement with CBC Catering be extended from 1 April until 31 October 2018 at a fee of £400 per month for seven months, totalling £2,800. Should Members agree to the request the net loss of income to the Council for the December 2017 to March 2018 period would be £2,850 and £3,150 for the April 2018 to October 2018 period based on the current franchise fee. This was proposed as the present physical condition of the café is unlikely to attract another service provider on a short-term contract and to provide service continuity. The franchisee has indicated that they will be monitoring trading conditions over the Spring and may consider applying for a further extension beyond 31 October 2018. Should Members not wish to approve the request as outlined, officers will explore an

option to close the facility and replace with a temporary mobile catering offer.

Proposed by Councillor Blair

Seconded by Councillor Kells and agreed that

- i) **The catering franchise fee for the café at Antrim Lough Shore Park be reduced from £850 per month to £50 per month for December 2017, January and February 2018 and to £400 for March 2018.**
- ii) **The catering franchise with CBC Catering be extended from 1 April 2018 until 31 October 2018 for a fee in the sum of £400 per month.**

ACTION BY: Karen Steele, Tourism, Town Centre & Regeneration Manager

Alderman Smyth returned to the meeting

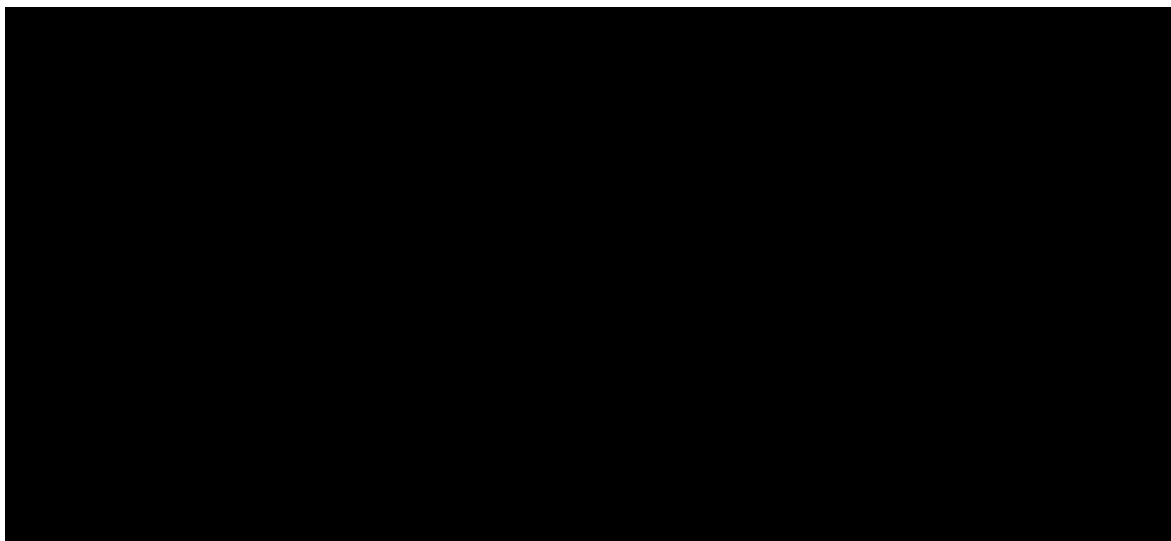
3.28 IN CONFIDENCE PBS/PS/012 STRATEGIC ASSET MANAGEMENT

The Council's assets are wide-ranging and diverse, from buildings dating back to the 16th Century to playparks, depots, community centres, theatres and more recently carparks. Some of these assets are essential to the delivery of Council services whilst others are linked to discretionary services, which the Council has chosen to provide. As assets require regular maintenance and indeed upgrading this represents a significant annual cost to the Council to ensure that they are fit for purpose and can meet the needs of an ever-changing population. Identifying and disposing of surplus assets presents an opportunity to the Council to reinvest in core services thereby benefitting local communities and securing a capital receipt for future investment plans.

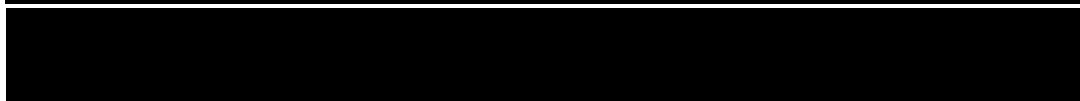
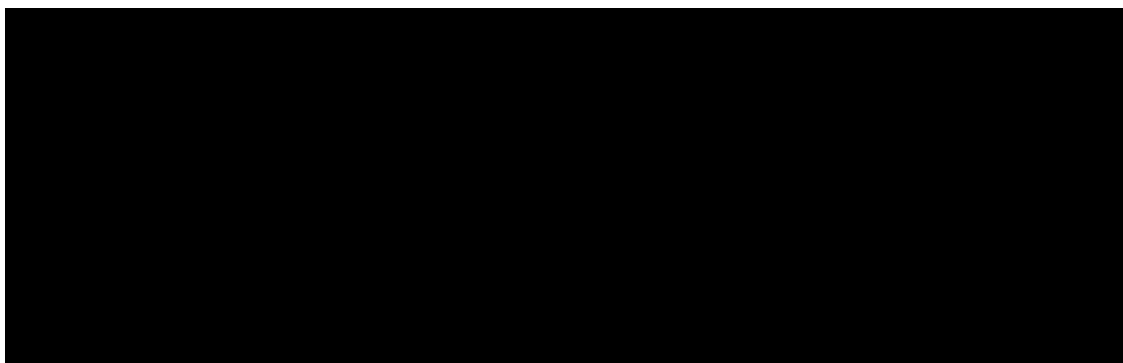
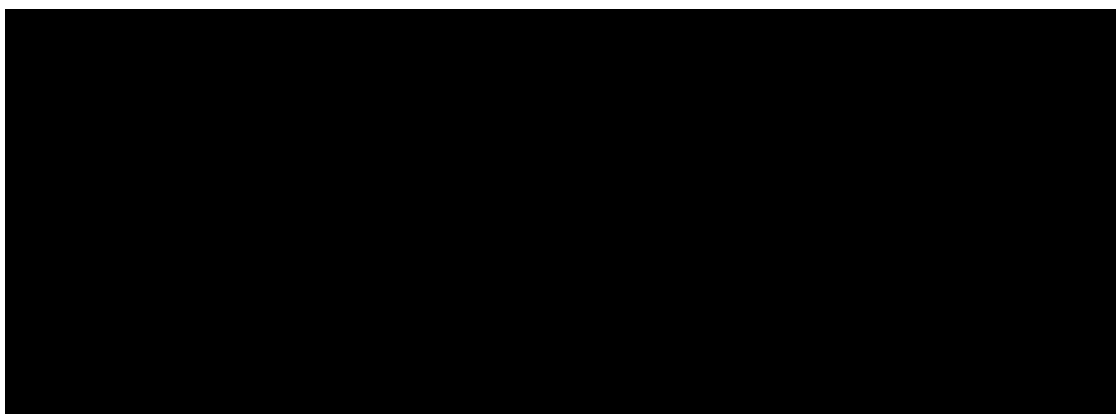
The new Council context, post 1 April 2015, saw the introduction of Community Planning and Planning powers and responsibilities, which calls for a wider consideration of the use of publicly owned assets including Council assets. Based on the priority needs emerging from the Community Plan, owners of public assets may wish to make them available to address an identified need/s and in turn improve the quality of life for residents. In this scenario, it may be the case that the Council owns an asset or assets, which are no longer required, nor likely to be required in the future for service delivery purposes which could generate benefits if utilised by another organisation in the furtherance of the Community Plan objectives. This collaborative approach to meeting local needs may be an attractive option for service providers given the significant financial constraints currently experienced and which are likely to continue into the future.

Since convergence, Council Officers have been developing a draft Asset Register and a strategy for Asset Management going forward. A copy of the register was detailed in Appendix 1 circulated. A number of assets included in the register had been identified as warranting consideration due to their development potential or their link to Community Plan priorities. These assets were described in further detail at Appendix 2, a copy of which was

circulated and are summarised below along with an indication of potential use:



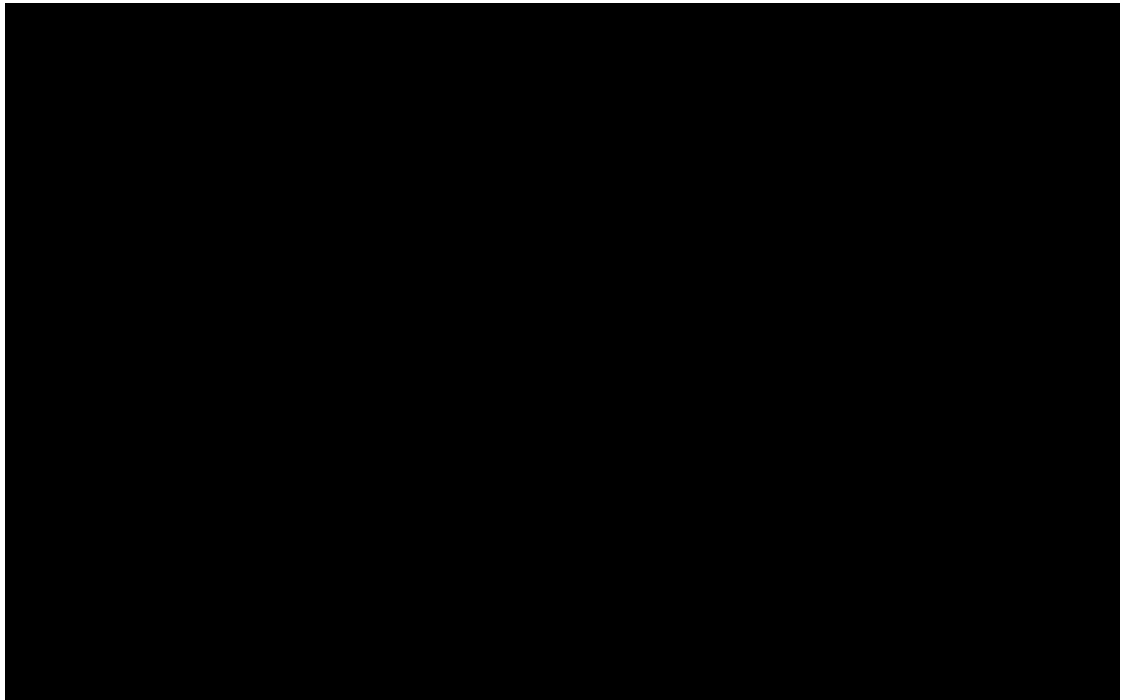
Members were advised that whilst these assets have not been marketed, interest has been expressed by a number of community groups/charities/statutory agencies in three of the assets as outlined below:



[REDACTED]

Proposed by Councillor Blair
Seconded by Councillor Montgomery and agreed that

(a) officers present disposal options for each of the assets listed below based on the indicative uses



(b) proceed to market the land at [REDACTED]

ACTION BY: Majella McAllister, Director of Community Planning & Regeneration / Bronagh Doonan, Head of Property & Building Services

3.29 IN CONFIDENCE FI/PRO/TEN/43 PROVISION OF ELECTRICAL WORKS TERM CONTRACT

Contract Period: 1 April 2016 To 31 March 2018 (With An Option By The Council To Extend For A Further Period Of 1 Year, Subject To Review And Performance)

Members were reminded that at the Council meeting held on 21 March 2016, the following contractors were appointed to the framework for the provision of electrical works, for the initial contract period 1 April 2016 to 31 March 2018.

- a) For contracts up to £2999.99 (excl. VAT) - WKK Electrical Services Limited
- b) For contracts between £3000.00 (excl. VAT) and £29999.00 (excl. VAT) quotations will be sought from the following four Contractors:
 - i. WKK Electrical Services Limited
 - ii. AJC Electrical

- iii. Galaxy Facilities Management Limited
- iv. JMC Mechanical and Construction Limited

Having reviewed the contract, the Contract Manager has not experienced any significant issues with the services provided by the service providers under the terms of the contract. As the market conditions are broadly similar, the Contract Manager recommends that the option to extend be exercised and that the contract be extended for a further period of one year to 31 March 2019.

Proposed by Councillor Kells
Seconded by Councillor Lynch and agreed that

the contracts above be extended for a further period of 12 months to 31 January 2019.

ACTION BY: Julia Clarke, Procurement Officer & Graham Reid, Senior Assets Officer

3.30 IN CONFIDENCE PM/TEN/20 PROVISION OF LEGIONELLA MANAGEMENT SERVICES

Contract Period: 13 March 2017 To 28 February 2018 (With An Option To Extend For A Further Two Years On A Year By Year Basis, Subject To Review And Performance)

Members were reminded that at the Council meeting held on 27 February 2017, the contract for legionella management services was awarded to Graham Environmental Services for the initial contract period 13 March 2017 to 28 February 2018.

Having reviewed the contract, the Contract Manager has not experienced any significant issues with the services provided by the service provider under the terms of the contract. As the market conditions are broadly similar, the Contract Manager recommends that the option to extend be exercised and that the contract be extended for a further period of 1 year to 28 February 2019.

Proposed by Councillor Kells
Seconded by Councillor Lynch and agreed that

the contract for legionella management services with Graham Environmental Services be extended for a further year to 28 February 2019.

ACTION BY: Julia Clarke, Procurement Officer & Graham Reid, Senior Assets Officer

3.31 IN CONFIDENCE FI/PRO/TEN/44 PROVISION OF MECHANICAL SERVICES TERM CONTRACT

Contract Period: 1 July 2016 To 31 March 2018 (With An Option By The Council

To Extend For A Further Period Of 12 Months In 3 Months' Increments, Subject To Review And Performance)

Members were reminded that at the Council meeting held on 27 June 2016, the following contractors were appointed to the framework for the provision of mechanical services, for the initial contract period 1 July 2016 to 31 March 2018.

- a) For contracts up to £2999.99 (excl. VAT) - Combined Facilities Management Limited
- b) For contracts between £3000.00 (excl. VAT) and £29999.00 (excl. VAT) quotations will be sought from the following four Contractors:
 - i. Combined Facilities Management Limited
 - ii. Devlin Mechanical Limited
 - iii. TMC Gas Services Limited
 - iv. CHC Group Limited

Having reviewed the contract, the Contract Manager has not experienced any significant issues with the services provided by the service provider under the terms of the contract. As the market conditions are broadly similar, the Contract Manager recommends that the option to extend be exercised and that the contracts be extended for a further period of up to 12 months (in 3 months' increments, subject to review and performance) until 31 March 2019.

Proposed by Councillor Kells
Seconded by Councillor Lynch and agreed that

the contracts with the contractors above, be extended for a further period of up to 12 months (in 3 months' increments, subject to review and performance) until 31 March 2019.

ACTION BY: Julia Clarke, Procurement Officer & Graham Reid, Senior Assets Officer

3.32 IN CONFIDENCE FI/PRO/TEN/46 PROVISION OF PLUMBING WORKS TERM CONTRACT

Contract Period: 16 May 2016 To 31 March 2018 (With An Option By The Council To Extend For A Further Period Of One Year, Subject To Review And Performance)

Members were reminded that at the Council meeting held on 25 April 2016, the following contractors were appointed to the framework for the provision of plumbing works, for the initial contract period 16 May 2016 to 31 March 2018.

- a) For contracts up to £2999.99 (excl. VAT) - JMC Mechanical & Construction Limited

- b) For contracts between £3000.00 (excl. VAT) and £29999.00 (excl. VAT) quotations will be sought from the following four Contractors:
- i. JMC Mechanical & Construction Limited
 - ii. Precision
 - iii. Newline Mechanical Services Limited
 - iv. Source Air Conditioning (NI) Limited

Having reviewed the framework, the Contract Manager has not experienced any significant issues with the services provided by the service providers under the terms of the contract. As the market conditions are broadly similar, the Contract Manager recommends that the option to extend be exercised and that the contract be extended for a further period of one year to 31 March 2019.

Proposed by Councillor Kells
Seconded by Councillor Lynch and agreed that

the contracts above be extended for a further period of 1 year Until 31 March 2019.

ACTION BY: Julia Clarke, Procurement Officer & Graham Reid, Senior Assets Officer

3.33 IN CONFIDENCE FI/PRO/TEN/170 TENDER FOR THE PROVISION OF PEST CONTROL SERVICES 2018

Contract Period 1 March 2018 to 29 February 2020 (with an option to extend for a further two periods of 12 months, subject to review and performance)

Four tenders for the provision of pest control services 2018 were opened via the E-Tenders NI Portal on 12 January 2018 and referred to the Evaluation Panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience and declarations and form of tender. All four tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Stage 1 – Technical Assessment

All tenderers confirmed that their tenders met all the requirements of the Specification of Services.

Stage 2 Quality/Commercial Assessment (30%/70%)

██████████	Pass
██████████	Pass
██████████	Pass
██████████	Pass
██████████	Fail

██████████ failed to meet the minimum requirements and were excluded from the competition. The remaining six consultants were selected for Invitation To Tender (ITT).

Five completed ITTs were received via the eSourcing NI portal on 22 December 2017 and referred to the evaluation panel for assessment. The tenders were evaluated on a price (70%) and quality (30%) basis as below. ██████████ declined to submit a tender.

Consultant	Total of the Prices (exc VAT)	Total – Other Services* (exc VAT)	Model Compensation Event Total** (exc VAT)	Tender Assessment Total Price*** (exc VAT)
██████████	██████████	██████████	██████████	██████████
McAdam Design	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████

Consultant	Quality Assessment (max 5)	Quality Score (30%)	Price Score (70%) ****	Total Score (Price + Quality)	Rank
██████████	██████████	██████████	██████████	██████████	██████████
McAdam Design	██████████	██████████	██████████	██████████	1
██████████	██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████	██████████

*The total – other services (clerk of works) is included in the evaluation exercise to assess the costs for site supervision.

**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.

***The Tender Assessment Total Price (TATP) is used solely for tender comparison purposes. The Total of the Prices is the Consultant's price to carry out the commission.

****The Price Score is calculated from the TATP which is closest to the adjusted lower average (95% of average TATP excluding highest TATP). The TATP scoring method is the prescribed method for schemes funded by DfC. The adjusted lower average for this competition is £██████████.

TENDER ANALYSIS

The tender submitted by McAdam Design achieved the highest total score and ranking for price and quality. The tendered total of the prices, including the "other services" (i.e. clerk of works) is considered satisfactory for the professional services required for the scale, scope and complexity of this scheme.

It is proposed to appoint McAdam Design for the above services from inception to completion with relevant break points at (a) completion of the economic appraisal and (b) commence construction. This approach is to manage and minimise Council's risk on costs until funding is secured.

It is estimated the cost incurred up to completion of the economic appraisal will be approximately £[REDACTED].

TOTAL COST SUMMARY FOR PREPARATORY WORK

COST SUMMARY (up to Economic Appraisal Stage)

Following the appointment of the Consultant, the scheme design will be progressed to update the predicted cost for the works. This will feed into the economic appraisal for approval by DfC.

By progressing the consultant services up to "Economic Appraisal" stage the table below shows the costs incurred and sums remaining from the "at risk fund" approved by Council in March 2017.

At Risk Fund Budget	£[REDACTED]
Surveys & Statutory Issues	£[REDACTED]
Consultancy	£[REDACTED]
Contingency	£[REDACTED]
Total	£[REDACTED]
Budget Remaining	£[REDACTED]

PROGRAMME

Following appointment of the Consultant and completion of the design and planning process, works are anticipated to commence on site in March 2019 with completion due in August 2019.

Proposed by Councillor Kells
Seconded by Councillor Lynch and agreed that

the offered total of the prices and other services submitted by McAdam Design in the sum of £[REDACTED] exc. VAT be approved giving a Tender Assessment Total Price of £[REDACTED] exc. VAT.

ACTION BY: Andrew McKeown, Capital Projects Officer

**3.35 IN CONFIDENCE FI/PRO/QUO/273 G-LEG-137 WORLD OF OWLS,
RANDALSTOWN: SITE OPTIONS STUDY**

Members were reminded that in 2004 the legacy Antrim Borough Council entered into a 20 year lease with the Forest Service for lands in Randalstown Forest. The lands were then sub-let to World of Owls (a charity) for 20 years, so that it could operate as local tourist attraction. The current lease expires in 2024 and the Forest Service has asked the Council to indicate if it intends to apply to renew the lease for a further term and, if so, to submit a detailed proposal that should include plans for the development and management of the entire forest which exceeds to 172 hectares and not just the site occupied by World of Owls. The Council subsequently instructed officers to bring forward options for consideration.

Members were also reminded that World of Owls was granted planning consent by the Council in June 2016 to develop residential accommodation on the site for the charity's employees only to promote education in wildlife for children and to improve general security following break-ins. However, the Council was required to seek prior approval from the Forest Service for any change of use in keeping with the terms of the existing lease agreement. The Forest Service responded by stipulating that residential accommodation would not be permitted under any circumstances. Therefore whilst planning consent may be in place this option cannot be pursued. In light of this, Officers have asked World of Owls to submit a proposal involving an employee staying overnight at the site which is permissible under the terms of the lease.

In order to inform the Council's decision making on this matter, consultants were appointed to undertake an assessment of potential development options and to bring forward recommendations for the Council to consider. A copy of the consultants' report was circulated. A summary list of options is set out overleaf, including indicative capital and revenue costs where applicable (these have not been subjected to an economic appraisal at this stage). No income is projected although the Council may wish to negotiate an annual rental with World of Owls subject to which option is preferred. Options 3, 5 and 6 are recommended by the consultants for consideration with different levels of investment. The Forest Service has advised that should the Council decide to take on the wider management of the forest this will include responsibility for the welfare of the wild deer on the site.

Should Members wish to pursue either options 3, 5 or 6 then further consideration is required regarding the advantages and disadvantages of such an approach, particularly in light of the animal welfare considerations. The Council may also wish to engage with the local community and groups in the area regarding the future of the project.

OPTION	CAPITAL COSTS (£)	ANNUAL REVENUE COST (£)	INCOME GENERATION (£)	NON-MONETARY ANALYSIS	CONCLUSION
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1	[REDACTED]	I	I	I	[REDACTED]	I
I	[REDACTED]	I	I	I	[REDACTED]	[REDACTED]
I	[REDACTED]	[REDACTED]	[REDACTED]	I	[REDACTED]	[REDACTED]
I	[REDACTED]	[REDACTED]	[REDACTED]	I	[REDACTED]	[REDACTED]
I	[REDACTED]	[REDACTED]	[REDACTED]	I	[REDACTED]	[REDACTED]

3.36 **IN CONFIDENCE** LO/GA/123 & ED/REG/029 FORMER GLENGORMLEY POLICE STATION – EXPRESSION OF INTEREST

Members were reminded that in October 2017, it was agreed that an Expression of Interest process be initiated for the former Glengormley Police Station. Adverts were placed in the Belfast Telegraph on 28 November and 5 December 2017. Six returns were received as outlined below, with two being submitted after the closing date.

Individual/Company	Proposal	Estimated Value	Employment
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
* [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]
* [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

* Received separately from Express of Interest Process

It was proposed that Officers review the submissions in line with the Council's main strategy documents including the Corporate Plan and Community Plan and engage with the Planning section regarding the development options for the site. A further report will be presented for Members' consideration.

Proposed by Councillor Blair
Seconded by Councillor Montgomery and agreed that

a further report outlining the alignment of the submissions with the Council's key strategies and including planning implications be presented.

ACTION BY: Paul Kelly, Head of Economic Development

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Kells
Seconded by Councillor McCarthy and agreed that

the remainder of Committee business be taken in Open Session.

The Chairman advised that audio-recording would recommence at this point.

ANY OTHER RELEVANT BUSINESS

The Chairperson informed Members that a Leading Ladies Event, in relation to International Women's Day, would take place on 8 March 2018.

There being no further committee business the Chairperson thanked everyone for their attendance. The meeting concluded at 9.05 pm.

MAYOR

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