



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN  
MOSSLEY MILL ON MONDAY 25 JUNE 2018 AT 6.30 PM**

- In the Chair** : The Mayor (Councillor P Michael)
- Members Present** : Aldermen – F Agnew, W Ball, P Barr, T Campbell,  
M Cosgrove, W DeCourcy, M Girvan, J Smyth and R Swann  
Councillors – D Arthurs, J Bingham, J Blair, L Clarke,  
H Cushinan, R Foster, T Girvan, M Goodman, J Greer,  
P Hamill, T Hogg, N Kelly, A Logue, R Lynch, S McCarthy,  
N McClelland, V McWilliam, M Magill, M Maguire,  
J Montgomery, M Rea, D Ritchie and B Webb
- In Attendance** : David Porter, Divisional Manager, Dfl Roads  
Stephen Gardiner, Section Engineer, Dfl Roads
- Officers Present** : Chief Executive - J Dixon  
Director of Operations - G Girvan  
Director of Organisation Development – A McCooke  
Director of Community Planning and Regeneration –  
M McAlister  
Borough Lawyer – P Casey  
ICT Officer – A Cole  
Media and Marketing Officer – A Doherty  
Governance Support Officer - D Conlan  
Member Services Manager – V Lisk

**1 BIBLE READING, PRAYER AND WELCOME**

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

The meeting opened with a Bible reading and prayer by The Venerable Dr Stephen McBride.

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

## MAYOR'S REMARKS

The Mayor expressed his sympathies on behalf of the Council to the families of Council employees Kevin Benson, Bertie Galbraith and Denis McAuley and called for a minute's silence in their memory.

He also expressed his sympathies on behalf of the Council to former Newtownabbey Councillor Janet Crilly on the loss of her son and to the family of former Council employee Jim Brady.

### 2 APOLOGIES

Alderman Burns  
Councillors Ball, Brett, Ross and Kells

### 3 DECLARATIONS OF INTEREST

Item 12.11 – Councillor Webb  
Items 12.31 and 12.41 – Councillor Arthurs  
Item 7 (3.11) and 12.42 – Chief Executive

### 4 MINUTES OF THE SPECIAL COUNCIL MEETING

Moved by Councillor Foster  
Seconded by Councillor Montgomery and

**RESOLVED - that the Minutes of the proceedings of the Special Council Meeting of Tuesday 29 May 2018 be taken as read and signed as correct.**

*NO ACTION*

### 5 MINUTES OF THE ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL MEETING

Moved by Councillor Montgomery  
Seconded by Councillor Clarke and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Tuesday 29 May 2018 be taken as read and signed as correct.**

*NO ACTION*

### 6 MINUTES OF THE ANNUAL ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL MEETING

Moved by Councillor Kelly  
Seconded by Councillor Hamill and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Annual Meeting of Monday 4 June 2018 be taken as read and signed as correct.**

*NO ACTION*

**7 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING**

The Chief Executive declared an interest in Item 3.11 Chief Executive's Performance Appraisal

Moved by Alderman Barr  
Seconded by Councillor Bingham and

**RESOLVED - that the Minutes of the proceedings of the Policy & Governance Committee Meeting of Tuesday 5 June 2018 be approved and adopted.**

*NO ACTION*

**8 MINUTES OF THE OPERATIONS COMMITTEE MEETING**

Moved by Councillor Foster  
Seconded by Councillor Greer and

**RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Wednesday 6 June 2018 be approved and adopted.**

*NO ACTION*

**9 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE MEETING**

Moved by Councillor Clarke  
Seconded by Councillor Maguire and

**RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting of Monday 11 June 2018 be approved and adopted.**

*NO ACTION*

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

Moved by Councillor Cushinan  
Seconded by Alderman Agnew and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 18 June 2018, Part 1 be taken as read and signed as correct.**

*NO ACTION*

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

Moved by Councillor Cushman  
Seconded by Alderman Agnew and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 18 June 2018, Part 2 be approved and adopted.**

*NO ACTION*

#### **11 MINUTES OF THE AUDIT COMMITTEE MEETING**

Moved by Councillor McCarthy  
Seconded by Councillor Rea and

**RESOLVED - that the Minutes of the proceedings of the Audit Committee Meeting of Tuesday 19 June 2018 be approved and adopted.**

*NO ACTION*

#### **12 REPORT ON BUSINESS TO BE CONSIDERED**

*Councillor Blair arrived during the next item.*

##### **12.1 ATTENDANCE BY DEPARTMENT FOR INFRASTRUCTURE ROADS**

Members were reminded that it was agreed at the Council Meeting on 30 April 2018 that Roads Service be invited to attend a meeting of the Council to provide an overview of their work undertaken during the financial year 2017/18 and to outline the proposed work for the financial year 2018/19.

David Porter, Divisional Manager, and Stephen Gardiner, Section Engineer were in attendance to make a verbal presentation to the Council.

A copy of the Annual Report was circulated.

Mr Porter answered Members' questions and undertook to come back to individual Members on several issues. Mr Porter and Members paid tribute to Roads staff for their hard work over the prolonged and challenging winter period.

The Mayor and Members thanked Mr Porter and Mr Gardiner for their presentation and they left the meeting.

## 12.2 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 being met:-

To approve the Sealing of Documents:

- Form of Agreement for the Design & Build Consultants for the Valley Leisure Centre Spa Refurbishment
- Lease regarding Substation Site at Ballyearl between Council and Northern Ireland Electricity Networks Ltd.

Moved by Councillor Webb

Seconded by Councillor Lynch and

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

*ACTION BY: Paul Casey, Borough Lawyer*

## 12.3 CE/GEN/74 ANNUAL BUSINESS PLAN – QUARTER FOUR UPDATE

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

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

In summary, the revised Annual Business Plan approach had proved a more streamlined method of tracking and analysing performance, providing enhanced visibility.

The approved Annual Business Plan 2017-18 contains 216 actions to be delivered and a detailed progress report in terms of the achievement of these actions was circulated for Members' attention.

Using a traffic light scale, a high-level summary of the progress to date as at quarter four was as follows:

Actions	Number
Fully, Substantially or Partially Achieved	195

Achievement Outside Council Control	10
Awaiting Results/Funding Decision	11

Where results were as yet not available, these may be reported to individual Committees and/or included in the Annual Report of Performance which would be reported to Council in September 2018.

The Annual Business Plan 2017-18 was presented to and reviewed by the Audit Committee on 19 June 2018.

Moved by Councillor Webb  
 Seconded by Councillor McWilliam and

**RESOLVED - that the Annual Business Plan Quarter Four update be approved.**

*ACTION BY: James Porter, Performance Improvement Officer*

#### **12.4 PT/CI/013 CORPORATE IMPROVEMENT PLAN (FINAL DRAFT) 2018-19**

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a new framework to support the continuous improvement of Council services, in the context of strategic objectives and issues.

Section 85 of the Act requires a Council, for each financial year, to set itself improvement objectives for improving the exercise of its functions and to have in place arrangements to achieve those objectives. These objectives must be framed so that each improvement objective bring about improvement in at least one of the specified aspects of improvement as defined in Section 86:

Strategic Effectiveness; Service Quality; Service Availability; Fairness; Sustainability; Efficiency; Innovation.

*Guidance from the Department of the Environment, indicates that Councils should 'develop an on-going dialogue with our communities and areas that it serves, so that the setting of improvement objectives is a jointly owned process centred on a balanced assessment of the needs of the community as a whole, rather than any particular organisation or interest group within it.*

A Corporate Improvement Plan (Draft for Consultation) 2018-19 was brought for Members' consideration in February 2018 and it was agreed to conduct a twelve-week consultation exercise to encourage feedback from our stakeholders.

On 1 March 2018 officers initiated a 12-week public consultation to derive feedback from Elected Members; Residents and Stakeholders; Local Businesses; Statutory and other community planning partners; and other bodies with which collaborative working is taking place or is being planned.

An online questionnaire on the Council's corporate website / consultation hub enabled the Council to seek opinions on the range of corporate improvements as set out in the draft Plan. An article was included in the Council's magazine 'Borough Life', and was advertised on social media (Facebook and Twitter) and the Council's employee app 'iConnect'. In addition, officers emailed a copy of the Plan to all their key stakeholders for their comment and feedback.

The public consultation closed on 24<sup>th</sup> May 2018 and 52 responses were received. A summary of the consultation responses was reported to the Council meeting in May 2018.

The final draft of the Corporate Improvement Plan 2018-19, which was circulated for approval was amended to update final year-end figures, and to reflect comments made in relation to objective three about the provision of digital services. The objective had been updated to reassure residents that we would operate using a wide range of platforms and continue to provide accessible and inclusive services that meet the needs of our residents.

In addition, objective five had been amended to reflect comments in relation helping existing businesses in the Borough. The objective had been updated to reflect further information on the business mentoring programme which supports business to grow and develop through specialist one-to-one business mentoring support. The programme aims to attract 200 businesses and create 165 jobs over the next 2.5 years.

Other comments and feedback would be incorporated into the implementation plans derived out of the final Corporate Improvement Plan 2018-19.

A Rural Needs Impact Assessment had been carried and it concluded that an in depth rural proofing process was not required as any potential detrimental impact in rural areas was mitigated by each individual service taking into account the statistical evidence derived from the Community Plan and the information gained from surveys/consultations. This information would inform how individual services are shaped and delivered across the Borough. A copy of the Screening Form, was circulated for Members' consideration.

The Corporate Improvement Plan 2018-19 was presented to and reviewed by the Audit Committee on 19 June 2018.

Moved by Councillor Hamill  
Seconded by Councillor Hogg and

**RESOLVED - that the Corporate Improvement Plan 2018-19 (Final Draft), and Rural Needs Impact Assessment be approved.**

*ACTION BY: Helen Hall, Head of Performance and Transformation*

## 12.5 CP/CD/214 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2018/19 – SMALL GRANTS FUNDING RECOMMENDATIONS

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 is 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 are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2018/19 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 are subject to the receipt of all relevant supporting documentation or the offer of funding would be withdrawn.

During the month of May, one application totalling £500 was received and was assessed by Officers as outlined below.

<b>Group Name/Project Promoter</b>	<b>Project Description/Title</b>	<b>Scored Percentage</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
Burnside Village Committee	Small Activity Grant for insurance, hall rental & stationery.	73%	£500.00	<b>£500.00</b>

The total budget available for Small Grants for the 2018/19 financial year is £8,129.50. The total amount of financial assistance awarded to date is £ 3,320.00 leaving a balance of £ 4,809.50 to fund future applications that may be submitted to the Council during the remainder of the year.

Moved by Councillor Blair  
Seconded by Councillor Greer and

**RESOLVED - that the Small Grant award recommendation be approved.**

*ACTION BY: Kerry Brady, Community Support Officer*

## 12.6 PT/CI/012 CORPORATE IMPROVEMENT PLAN 2017-18 – QUARTER FOUR PROGRESS REPORT

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

Plan 2017-18 was approved in June 2017 with seven identified improvement objectives.

A fourth quarter progress report was circulated for Members' attention. This was presented to and reviewed by the Audit Committee on 19 June 2018.

Moved by Councillor Webb  
Seconded by Councillor Girvan and

**RESOLVED - that the Corporate Improvement Plan 2017-18 progress report be approved.**

*ACTION BY: James Porter, Performance Improvement Officer*

#### **12.7 ED/TOU/214 REQUEST FROM ITALIAN CARAVAN AND CAMPING CLUB TO USE JORDANSTOWN LOUGHSHORE CARAVAN PARK**

Members were reminded that Jordanstown Loughshore Caravan Park had a total of 14 caravan pitches and 4 camping pitches.

A caravan and camping club from Italy had requested permission to book 2 tent pitches and 14 caravan pitches to accommodate their group of approximately 35 adults. The club want to use Jordanstown Loughshore Caravan Park as a base to tour the wider area and would be on site for just one night, Thursday 16 August 2018. The expected income from this booking would be £380 which would be paid in advance of arrival at the site.

Although August is a busy time at the caravan park this booking is the second consecutive year that this Italian Caravan and Camping Club has used the Jordanstown site. Being able to accommodate such a large party from mainland Europe helps to promote the Borough to out of state visitors.

Moved by Councillor McClelland  
Seconded by Councillor Magill and

**RESOLVED - that the booking be approved and Officers look at issues regarding the barrier at the entrance to the car park.**

*ACTION BY: Colin Meneely, Business Support Manager/Ivor McMullan, Head of Parks*

#### **12.8 CP/GR/074 GOOD RELATIONS LETTER OF OFFER 2018/19**

Members were reminded that a submission was made to The Executive Office (TEO), on an annual basis, detailing the actions to be delivered within the Good Relations Action Plan. Following Council approval in February, a full action plan was submitted requesting financial assistance.

A Letter of Offer had been received from TEO (circulated) advising that an award had been made of £144,896.32 (75%) contingent upon an agreed match fund of £48,298.77 (25%) by the Council for the programme in 2018/19, of which provision had been made in the 2018/19 estimates.

Members noted that the 2018/19 TEO allocation was a decrease of £333.98 from 2017/18.

Moved by Councillor Blair  
Seconded by Councillor Bingham and

**RESOLVED - that the proposed funding award from The Executive Office be accepted.**

*ACTION BY: Andrew Irwin, Community Safety and Good Relations Manager*

## **12.9 60<sup>TH</sup> EUROPEAN INTERNATIONAL FARM EXCHANGE SCHEME – GREENMOUNT COLLEGE 21–28 JULY 2018**

Members were advised that the 60<sup>th</sup> Anniversary IFYE Conference was scheduled for Greenmount College on 21 to 28 July. The IFYE exchange programme began in 1948 to promote international understanding and participants come from a wide variety farming/rural backgrounds. Since 1958 European IFYE alumnis have been coming together to exchange stories and adventures and to learn from each other. The Diamond Anniversary Year is an important milestone and the week long event would attract 225 delegates from across the world including Australia, America, Switzerland and Europe.

The week long programme is packed with sightseeing, food, culture and sporting experiences, visits to various farms across Northern Ireland and the exchange of Best Practice from rural traditions. The itinerary includes key opportunities for the Council to develop links and explore opportunities particularly through the Rural Development Programme and agri food products as well as ideas generation for key events such as the Balmoral Show. The official opening ceremony is to be held on Sunday 22 July and the organisers would be delighted if the Mayor could participate. It was also suggested that the Chairperson of GROW, Councillor Vera McWilliam should attend in light of the potential opportunity for future co-operation.

The Council had been asked to consider supporting the event and based on the overall cost of the week long programme, officers would suggest a contribution of £3,000. This would help to cover the cost of the official opening, venue hire and programme activities.

A follow up report would be presented to the Community Planning & Regeneration Committee.

Moved by Councillor Lynch  
Seconded by Alderman Cosgrove and

**RESOLVED - that**

- (a) a contribution of £3,000 be made towards the cost of the event;**
- (b) the Mayor, Chairperson of GROW and relevant Officers attend;**
- (c) an invite be issued to all Members who may wish to attend at some stage during the week.**

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

#### **12.10 FI/AUD/2 REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE AUDIT AND AUDIT COMMITTEE ANNUAL REPORT 2017/18**

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 the 22 May 2018, 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 their meeting on 19 June 2018.

The Audit Committee had also prepared an Annual Report (a copy of which was circulated) which was also agreed at their meeting on 19 June 2018. This report outlined the Audit Committee's activities during 2017/18 and how the Committee had discharged its roles and responsibilities as set out in the Audit Committee Terms of Reference.

Moved by Councillor Webb  
Seconded by Councillor Hamill and

**RESOLVED - the Review of Effectiveness of the Audit Committee and the Audit Committee Annual reports be approved and that Officers report back to the Committee on any actions identified.**

*ACTION BY: Paul Caulcutt, Head of Internal Audit*

#### **12.11 ED/REG/018/Vo 1 STRATEGIC ECONOMIC DEVELOPMENT PROJECTS AND DRAFT ECONOMIC DEVELOPMENT STRATEGY UPDATE.**

##### **1. Draft Economic Development Strategy and Employment Land Evaluation Report**

Members were reminded that a draft Economic Development Strategy including an Employment Land Evaluation Report had recently been

submitted by the appointed consultants. A briefing was held with Members on 30<sup>th</sup> May to discuss the economic development aspects and a future briefing with Members regarding the Employment Land Evaluation Report was scheduled for early July. Further work is required on the proposed actions and the resources required to deliver these, which would now take place over the summer months with a final document being presented to the Council in September.

## **2. Think Tanks**

Linked to the production of the draft Economic Development Strategy a series of Think Tanks was delivered. In February, it was reported that a number of actions had emerged which officers were proceeding to implement. These included:

- a. Teleconferencing facilities at Mossley Mill accessible to local businesses

**Update:**

Order placed for white, interactive screens for Mossley Mill and Civic Centre. Promotion to businesses to follow.

- b. Jobs Fair – May and October 2018

**Update:**

The Council delivered a very successful Jobs Fair on 6<sup>th</sup> June 2018 at the Valley Leisure Centre in conjunction with the Department for Communities and other key agencies. 1,704 people attended, with 62 employers and 23 support organisations. Of those that attended, 59% were unemployed and 30% employed. 76% were between 18-49 years of age and 51% were qualified to A-Level (or equivalent) or above. 72% attended for the purpose of talking directly to employers and 69% to apply for a job. An infographic was circulated summarising the key statistics. The next Jobs Fair would be held in the autumn with a specific focus on alternative routes to employment.

- c. Antrim and Newtownabbey Jobs search page

**Update:**

Development underway – target date for completion October. In the interim local Jobs Facebook page launched.

- d. Awareness of Council Procurement exercises, via Borough Life and Social Media

**Update:**

Article regarding eportal featured in Borough Life on a regular basis. Go Tender workshops being arranged in conjunction with Inter Trade Ireland.

The final Think Tank would take place in September and would focus on the Economic Development Strategy and its implementation. Consideration would also be given to the type of forum that is required going forward to act as the interface between the Council and the business community as well as key stakeholder organisations.

## **3. Gilbert Trade Visit - November 2018**

The Council had agreed to organise a trade mission to Gilbert/Phoenix in November 2018 to give businesses from Antrim and Newtownabbey an opportunity to gain first-hand experience of the US market with a view to developing new networks and building new trading relationships. This trade visit aims to identify and select local businesses that have the potential to develop and capitalise on trading links with US organisations. It was proposed that circa 6-8 businesses be selected to take part in the visit, in November 2018. It was envisaged that a range of stakeholders including Invest NI, Ulster University, NI Chamber of Commerce, NI Bureau, Mallusk and Antrim Enterprise, Arizona Commerce Authority, Phoenix Chamber of Commerce and the Town of Gilbert would also participate. The visit would take place from 13-20 November.

Actions to date:

- 'Doing Business in the USA' workshop provided by Invest NI on 22 March 2018
- Further preparatory workshops including Sales Prospecting and Pitch Optimisation would be delivered in advance of the visit to ensure that businesses are equipped and ready to engage with their counterparts in Arizona.
- An investment portfolio for the Borough had been produced as a promotional tool for this event.

Local market research had also been complete to draw comparisons with the Phoenix area which had identified a number of synergies within key sectors and large employers. The wider Phoenix area had a diverse and successful business community and the opportunities exist for companies in Antrim and Newtownabbey to develop and capitalise on trading links.

The sectors of focus which were also prevalent in the Phoenix business community include Healthcare, Business & Professional Services, Advanced Manufacturing, Construction and Transport & Distribution.

Antrim and Newtownabbey Borough Council had contacted local businesses to receive expressions of interest in visiting Gilbert in November 2018. To date we had received a number of applications from companies in key sectors such as Construction, Healthcare, Advanced Manufacturing and Engineering & Creative Industries.

The best practice approach adopted by Invest NI, Lisburn & Castlereagh and other Councils involved in global engagement of this nature had been to appoint a specialist company operating in this field to match companies and set up appropriate business meetings. This approach seeks to maximise the time invested by the businesses and produces the best results for all parties.

**RECOMMENDATION - that to ensure maximum results and benefits the Council appoints a specialist company to identify business matches for the businesses during the trade visit.**

#### **4. China International Import Expo**

In September 2017 the then mayor Councillor Hamill requested and received the support of the Council to enter into hosting a visit from a Chinese delegation with a view to doing business, or possibly developing a twinning arrangement or similar beneficial arrangement.

Madam Wang Shuying subsequently met with Cllr Paul Hamill and the Chief Executive to discuss potential opportunities to work together and highlighted the upcoming Expo event in Shanghai.

This major expo event would take place from 5-10 November 2018 at the National Exhibition and Convention Centre in Shanghai. A copy of the event information booklet was circulated. The event is supported by the World Trade Organisation and the United Nations Industrial Development Organisation and recognises the firm support of the Chinese government to trade liberalisation and economic globalisation, actively opening the Chinese market to the world. The Chinese government has welcomed government officials, business communities, exhibitors and professional purchasers from across the world to take part and explore the Chinese market.

#### **Background**

China has the world's largest population, is the second largest economy, as well as being the second largest importer and consumer in the world. Consumption is therefore increasing rapidly with China expected to import products and services valuing more than 10 trillion US dollars in the next five years.

Enterprises from over 100 countries and regions are expected to participate in the Expo. Supporting activities such as supply-demand matching meetings, seminars and product releases will be held during the Expo.

Belfast City Council had already established a formal link with China and officers would liaise with the relevant City Council officers in preparation for the visit.

Planned around the Expo, a series of meetings would be arranged with the following key organisations to ensure maximum is achieved:

- **Invest NI, China office**
- **NI Bureau in China**
- **British Consulate/Embassy**
- **UU Global Engagement – Confucius Institute**
- **Belfast City Council**

The Chief Executive shared the information regarding the event with Group Leaders and Councillor Brett and Alderman Cosgrove had expressed an interest in attending.

Officers are in the process of promoting this opportunity to local Businesses.

## **RECOMMENDATION – that**

**(a) Cllr Brett and Ald Cosgrove participate in the China International Import Expo along with a relevant Council Officer.**

**(b) Pre departure preparatory work be undertaken with UU representatives and Belfast City Council officers.**

## **5. City Deal**

Members were aware of the Council's participation in the City Deal proposition for the Belfast Region. It was intended that this ambitious proposition would generate a step change in economic growth delivering in a balanced and inclusive manner. The deal seeks to deliver:-

- More and better jobs
- Inclusive growth
- Improved skills and
- Increased domestic business and foreign direct investment

The proposition for the City Deal had advanced significantly over recent months and was set within the context of the NI Programme for Government and Draft Industrial Strategy alongside the UK Industrial Strategy. A number of other strategies had been developed which have assisted in informing how the shared challenges and opportunities across the 6 partner Council areas might be addressed. These include:

- Infrastructure Framework (copy circulated)
- Employability & Skills Framework (copy circulated)
- Industrial Strategic Framework (copy circulated)
- Digital Framework (copy circulated)
- Tourism Product Framework (draft produced - under review)

These strategies have been applied to the projects proposed for inclusion in the City Deal to produce the Proposition Paper (May 2018) a copy of which was circulated. This document contains the emerging 'primary' projects with the caveat that they are still draft, subject to further development and prioritisation. The projects for the Antrim and Newtownabbey Council area included were as follows:

- SMART Business Innovation Hub (at Global Point or on Council owned land)
- Belfast Rapid Transit: Glider Project Phase 2
- Making Work More Accessible; Park and Ride and Railway Halt provision
- Belfast International Gateway; Access Strategy
- Digital Infrastructure (collaborative project)
- Skills and Employability (collaborative project)

Further to discussion and guidance from DCLG this document would be refined and a final proposition produced by Mid July. In advance of the Mid July deadline Strategic Outline case (SOC) must be submitted.

Northern Ireland uses the NIGEAE approach to SOCs (in compliance with Green Book) with UK Government using the 5-Case approach to Green Book (both summarised in attached file ('SOC Contents.ppt'). UK Government had provided the attached template being used on another City Deal for SOCs ('Strategic Outline Business Case Template.doc') which they believe provides a sensible reference point for the Belfast Region. They had advised that using this approach would make it easier for UK Departmental analysts to engage with our proposition.

This exercise would now be completed for the SMART Business Innovation Hub (at Global Point or on Council owned land) which would be a council led project. Webb Advisory would assist the Council with the completion of this SOC as an extension of the work completed to produce the draft Economic Development Strategy.

The other infrastructure projects within the Borough such as the Phase II Belfast Rapid Transit project were likely to be led by the Department for Infrastructure in conjunction with the Council and other partners.

Belfast City Council would commission the additional external support for the economic modelling and prioritisation and the further development of the Innovation and Digital projects. It was proposed that all support costs relating to the work to underpin the City Deal bid be apportioned across the participating councils, Officers would update Members when these costs are finalised.

Members were also advised that the Belfast Region City Deal Forum meeting would take place at Mossley Mill on the 25<sup>th</sup> June. Gordon Matheson who was leader of Glasgow City Council from 2010 to 2015 during their City Deal process would be in attendance to share his experience.

Due to the extent of work required over the next 6-12 months to advance the proposition, Councils had been requested to consider whether they could offer an experienced officer on secondment to Belfast City Council to support the process. It was proposed that the Council's Head of Economic Development would be temporarily seconded to this role.

**RECOMMENDATION - that the Head of Economic Development be seconded to Belfast City Council to advance the City Deal proposition.**

## **6. Heathrow Hub**

A delegation from Heathrow visited the Borough on 6<sup>th</sup> June and undertook site visits to Global Point and Belfast International Airport. An informal dinner was also arranged for the 19<sup>th</sup> to enable the owners of various sites, interested companies, elected members, etc, to meet with the Heathrow team. The Heathrow Hub Delegation is led by Maya Jani, Procurement Director Expansion and Daniel Platt, Public Affairs Manager with Heathrow Airport Ltd. The purpose of the dinner was to have the leading supply chain of our largest construction and manufacturing businesses across Northern Ireland meet and

hear directly from the team who are keen to engage in exploring the wider economic opportunities of the Heathrow Expansion across Northern Ireland beyond the Hubs.

Maya Jani was also the keynote speaker at the Heathrow Summit on Wednesday 20<sup>th</sup> June 2018 in Belfast City Hall. She addressed the audience of SME'S and facilitated a meet the buyer series with some 150 NI SME'S. A copy of the Summit programme was circulated.

Work would now continue on the preparation of a Phase 2 submission, the cost of which would be shared by the Participating Councils. A further update report would follow.

Councillor Logue and Councillor Goodman raised concerns regarding potential benefits of the China International Import Expo to the Borough and the Mayor advised that these were noted.

Moved by Councillor McWilliam  
Seconded by Councillor Hogg and

**RESOLVED - that the report be noted and that the recommendations be approved.**

*ACTION BY: Jacqui Dixon, Chief Executive/Majella McAllister, Director of Community Planning & Regeneration*

## **12.12 AC/GEN/40 CREATIVE SHOPS PROJECT**

Members were reminded that it was agreed by the Committee in February 2016 to deliver a pilot 'Creative Shops' project, in partnership with Big Telly Theatre Company, in Antrim Town. This pilot took place in February 2017 in Castle Mall in the lead up to the inaugural Antrim Live Festival. Big Telly Theatre Company had been working in partnership with Councils for many years to deliver 'Creative Shops' projects in towns and villages across Northern Ireland thanks to funding support from Esmee Fairburn Foundation. Creative Shops involve Big Telly Theatre Company providing arts facilitators to take up temporary residence in a vacant retail unit for a number of weeks from where they deliver a variety of arts and cultural activity free of charge to all sections of the community. The Antrim pilot in Castle Mall ran for four weeks and proved to be very popular attracting a lot of interest and engagement from the community.

Big Telly had recently contacted the Council to indicate that they would like to deliver a further 'Creative Shops' project in the Borough and were proposing to do this in Ballyclare in the coming months. They are already working with Ballyclare Business Improvement District (BID) to deliver one of their immersive theatre pieces in August. The Ballyclare BID Manager Heather Carr had also contacted the Council indicating that they would welcome the opportunity to work with the Council and Big Telly to deliver a 'Creative Shops' in Ballyclare.

It was proposed to identify and secure the use of a suitable vacant business unit in Ballyclare with the assistance of the Economic Development team and Ballyclare BID and operate a Creative Shop in partnership with Big Telly Theatre Company, with the dates yet to be agreed. Any associated running costs, estimated to be in the region of £1,000, would be funded from within arts and culture 2018/19 budgets. Working with Big Telly it was proposed to develop and deliver a diverse programme of arts and cultural events and activity from this space, which both animate Ballyclare Town and connect as much as possible with Ballyclare Town Hall. In developing this programme, consultation events with relevant stakeholders including traders and residents, would be held to inform the programming.

Moved by Councillor Bingham  
Seconded by Alderman Girvan and

**RESOLVED - that the delivery of a 'Creative Shops' project in Ballyclare, in partnership with Big Telly Theatre Company at a cost of £1,000, be approved, with the dates to be confirmed.**

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

### **12.13 AC/GEN/21 ARTS COUNCIL CHALLENGE FUND UPDATE**

Members were reminded that The Love Living Here through the Arts project plan, which sets out the actions for arts development across the Borough was jointly funded through the Arts Challenge Fund and DEA funding plan, was approved in October 2017 and was circulated for information.

#### **Update**

Landed in May, the event was attended by representatives of the Arts Council of Northern Ireland (ACNI) and the five lead artists successfully recruited to head up each of the project strands, were announced as follows:

Issue Based Theatre: Kate Guelke  
Love Living Here: Amanda Montgomery  
Village Artist in Residence: Ciara O'Malley  
Older People's Arts Programme: Geraldine Gallagher  
Arts Apprenticeship Scheme: Patricia Crossley

Each Lead Artist is working closely with the Community Planning Manager and the Arts Services Manager to identify suitable locations and to set up groups in line with the outcomes determined in Community Plan and in order to ensure an even spread of activity across the seven DEAs. A first quarterly update on the project was set out below with further updates to be brought to future meetings:

- Issue Based Theatre: the Lead Artist is presently identifying groups in Mossley and Monkstown, Glengormley, Antrim and Rathcoole

- Love Living Here: 25 schools across the Borough expressed an interest and the programme was re-profiled to allow the participation of all 25 schools.
- Village Artist in Residence: Contact and discussions are underway to identify the most appropriate locations for this project.
- Older People's Arts Programme: meetings are currently taking place with the Community Navigator (the hub contact for all the community groups and association), to identify groups across all seven DEAs.
- Community Arts Apprenticeship Programme – the Lead Artist has been meeting with young people to promote the opportunity, has attended the Council Jobs Fair and has also been meeting with job centres, CAMHs, (Children's and Adolescent Mental Health Services) and young people on the NEET (Not in Education, Employment, or Training) programme.

Moved by Councillor Webb  
 Seconded by Councillor McCarthy and

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

*NO ACTION*

#### **12.14 AC/GEN/37 ARTS AND CULTURE GRANT AID**

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

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

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

<b>Ref</b>	<b>Group Individual</b>	<b>Funding Category</b>	<b>Funding Purpose</b>	<b>Score</b>	<b>Amount Awarded</b>
<b>3825</b>	Karl Johnson	Participation in specialist training or study	To attend Youth Music Theatre UK – Residential Theatre Course	<b>75%</b>	<b>£250</b>
<b>3896</b>	Rebecca Alcorn	Participation in specialist	To attend residential	<b>60%</b>	<b>£250</b>

		training or study	for Ulster Youth Choir		
<b>3963</b>	Johnathan Price	Participation in specialist training or study	Full – Time training at the New York Film Academy	<b>55%</b>	<b>£250</b>
<b>3736</b>	Cliona Griffin	The attendance at or participation in an arts event either by invitation or qualification	To attend Dance World Cup NI – Sitges Spain	<b>65%</b>	<b>£500</b>
<b>3978</b>	Lorcan Darragh	Participation in specialist training or study	To attend residential Irish language and Cultural Course in Donegal	<b>70%</b>	<b>£250</b>
<b>3731</b>	Robert Robinson Ballyclare Picture House	The delivery of an event or festival, which must be held in the Borough and open to the public	To bring the joy of cinema to the area of Ballyclare and surrounding communities.	<b>70%</b>	<b>£1000</b>

The budget available for arts grants in 2018/2019 is £14,000. The total amount proposed for this award is £2500 leaving a balance of £11,500 to fund any future applications in the current financial year.

Moved by Councillor McClelland  
Seconded by Councillor Arthurs and

**RESOLVED: that the Arts and Culture Grant Award be approved.**

*ACTION BY: Leeann Murray, Arts Development Officer and Operations Department*

## **12.15 AC/EV/13 WORLD WAR 1 – END OF WAR CENTENARY PROGRAMME**

Members were reminded that initial plans to mark the End of War Centenary Programme were agreed by the Operations Committee in February 2018 as

follows:

- Participation in Battles Over – A Nations Tribute by lighting two beacons at 7pm on 11 November
- Participation in Ringing Out for Peace on 11 November when churches across the UK will be ringing their bells at 7.05pm
- Delivery of a tree planting project with schools and community groups in partnership with the Royal British Legion
- Delivery of a series of events and activities such as theatre performances, talks, musical events, exhibition and poppy themed planting displays.
- Lighting Up Red – Antrim Civic Centre, Mossley Mill and Ballyclare Town Hall on 11 November from dusk.

It was also agreed at this meeting that the final programme be brought back to a future meeting. Officers from Arts and Culture and Parks had been developing this programme and a final draft was proposed for Members' consideration (circulated).

In addition to the planned programme of activity, there was an opportunity to participate in a UK wide art installation 'There But Not There'. Ghostly figures of First World War soldiers or 'Tommys', in various forms had been produced to mark the Centenary, whilst also fundraising with the aim of raising in excess of £15 million for armed forces and mental health charities, including Walking With The Wounded. The campaign aims to commemorate all those who lost their lives with communities encouraged to purchase some of the ghostly figures for installation in their local area to commemorate those lost from their community.

It was proposed to install two of the 6FT metal 'Tommy' sculptures, at a cost of £750 each (image circulated) for installation in Antrim Castle Gardens and The Replica Trench Mossley Mill from September to November in line with the duration of the proposed programme. It was also proposed to purchase an additional 12 'Tommy' bench/seat silhouettes (image circulated), at a cost of £42 each, for installation in the following locations for the month of November: Randalstown War Memorial, Antrim Civic Centre, Mossley Mill, Antrim Town War Memorial, Cross of Sacrifice Carnmoney Cemetery, Belmont Cemetery, Whiteabbey War Memorial, Ballyclare War Memorial Park, Antrim Forum, Lilian Bland Community Park, The Valley Leisure Centre and Ballynure.

In order to promote the range of activities planned to mark the Centenary it was proposed to produce a commemorative booklet for distribution throughout the Borough in digital and hard copy with the programme branded as 'A Borough's Tribute'.

Moved by Councillor Rea  
Seconded by Alderman Cosgrove and

**RESOLVED - that the proposals to mark the Centenary of the end of the Great War, branded as 'A Borough's Tribute', be approved and that Crumlin War Memorial be included.**

*ACTION BY: Ursula Fay, Head of Arts & Culture and Ivor McMullan, Head of Parks*

#### **12.16 PK/GEN/104 WHITEABBEY GARDEN DEVELOPMENT PROJECT**

Whiteabbey Community Group are based at Whiteabbey Community Centre, Glenville Road. The group had been working with DEA Members to develop a garden project to the rear of the community centre on Council owned land.

The design concept (circulated) had been costed at approximately £45,000 and would be designed to provide a safe and secure outdoor space for groups and local people with a particular emphasis on gardening.

The group is in the process of submitting an application to ALPHA to secure funding. If successful, this application would provide 90% of the project costs. A balance of £4,500 would need to be sourced to be able to progress with the project.

DEA Members had indicated that they had £2,500 remaining unspent which could be used to partially match find the shortfall. The remaining balance could be provided from Parks central budget.

As this property is owned by Council, this project would be taken forward by the Capital Project team. Support may be required from time to time for the group going forward.

Members commended Whiteabbey Community Group on their foresight in relation to this initiative

Moved by Councillor Hogg  
Seconded by Councillor Webb and

**RESOLVED - that Council approves the development of a garden project on land adjacent to Whiteabbey Community Centre, subject to a successful application to the Alpha Programme, and that match funding of £4,500 is agreed as set out above.**

*ACTION BY: Lindsay Houston, Parks Development Officer*

#### **12.17 L/LEI/AP/5 ALLEN PARK RESTAURANT FRANCHISE**

Members were reminded that the franchise opportunity at Allen Park was advertised and secured by Big Occasions in May 2016.

The franchisee requested a reduction in hours in July 2017, and eventually gave notice on August 2017 citing that the business was unsustainable for them. Big Occasions ceased trading at Allen Park in November 2017.

At very short notice, Mann's Catering Services, who had been runner up in the assessment of applications for the franchise, were asked to step in and provide catering on an interim basis. The team at Mann's invested significantly in working with the Golf Club members, to provide a quality value for money menu which met their needs. They have also promoted the restaurant as has Council.

Throughout the winter months, business was slow and the prolonged adverse weather presented additional difficulties. Mann's agreed to remain and anticipated a significant uplift in business with the onset of better weather. Officers had recently been informed that business remains slow and that they remain committed to offering a service but on a reduced basis. They propose to open Friday, Saturday and Sunday. Mann's had also given a commitment to cater for society events and any other special bookings.

Officers propose to advertise the opportunity on the open market – with a revised specification which would highlight that the opportunity might be more attractive to an owner/chef or to a social enterprise.

Moved by Councillor Clarke  
Seconded by Councillor Ritchie and

**RESOLVED - that Council approves the reduced hours as set out above and that the catering franchise opportunity for Allen Park is advertised immediately. Officers to review the appearance of the entrance to attract more customers.**

*ACTION BY: Matt McDowell, Head of Leisure*

## **12.18 PK/GEN/035/VOL2 GRASS MANAGEMENT SUB GROUP**

### **Membership**

Members were reminded that the Grass Management Sub Group was established by the Operations Committee in 2015 to consider a range of detailed Parks matters and to make recommendation to committee.

The main agenda items include the following:

- Roundabout Improvements
- Grass Cutting Schedules
- Seasonal Planting
- Village and Town action plans
- Floral bed displays

The sub group meets every 2-3 months and is chaired by the Chairperson of the Operations Committee.

Since the 2017 Annual Meeting membership of the sub group is as follows:

Councillors Kelly, Clarke, Ritchie, McWilliam, Magill and Montgomery, and Alderman Smyth.

The next meeting of the Grass Management sub group is scheduled for Monday 5<sup>th</sup> September 2018 at 5pm in Antrim Civic Centre.

### **Urban Grass Cutting**

Since the Department for Infrastructure Roads (DfI) budget cuts of 2015 relating to urban grass cutting, Council had agreed each year to pay for a total of 5 cuts - spaced out over the growing season at an annual cost of £50,000. The location of the areas to be cut is per the Department's specification and work is carried out by DfI contractors. With the recent good weather growing conditions had been very favourable and grass had become long in many areas across the Borough and this had prompted contact with the members of the grass management sub group to suggest that an additional one or two cuts may be worth considering.

Officers contacted the members of the grass management sub group and whilst there was broad agreement in principle, to consider additional cuts at £10,000 per cut, some issues were raised including the quality of the cuts. Officers would propose to seek assurances from DfI that the standard of grass cutting would be improved. Savings could be made in budgets in year should a decision be made to pay for extra cuts.

Moved by Alderman Cosgrove  
Seconded by Councillor Magill and

### **RESOLVED - that**

- (i) Membership of the Grass Management Sub Group be agreed and,**
- (ii) Up to 2 additional urban grass cuts at a cost of £10,000 each be considered in the current season.**

*ACTION BY: Ivor McMullan, Head of Parks*

## **12.19 CP/F/CD/CFF/063 COMMUNITY RELATIONS FORUM**

Members were reminded that the Council agreed in February 2018 to fund the Community Relations Forum in the sum of £5,000 through Community Festivals programme for a Mid Summer Magic Event.

Previously this event had been included in the Glengormley Town Team's action plan; however this year the team decided to include a shopping event in the town centre instead of the summer event that was held in previous years at Lillian Bland park.

As the funding had been secured the Community Relations Forum had asked the Council for support to deliver the event which would now be called 'The

Great Glengormley Get Together' to be held at the end of August or start of September. A copy of the letter was circulated. The assistance requested included free use of Lillian Bland Community Park and Pavilion, loan of the Council's gazebos, staff support to advise and assist with the event and potentially assistance with insurance if needed.

Moved by Alderman Cosgrove  
Seconded by Councillor Blair and

**RESOLVED – that the Community Relations Forum be supported as requested.**

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

## **12.20 CP/CD/233 RATHCOOLE NEIGHBOURHOOD RENEWAL - ACTION PLAN 2018/19**

Members were reminded that a letter of offer from the Department for Communities for an amount of £78,518.08 to support the continuation of the Neighbourhood Renewal Programme in Rathcoole in 2018/19 was accepted by the Council in April 2018.

At that stage the Neighbourhood Renewal Action Plan 2018/19 was under review by the Neighbourhood Renewal Partnership and sub groups. The Action Plan was subsequently approved by the Neighbourhood Renewal Partnership in May 2018 a copy of which was circulated for Members' consideration.

Moved by Councillor Foster  
Seconded by Councillor Hamill and

**RESOLVED - that the Council approves the Rathcoole Neighbourhood Renewal Action Plan 2018/19**

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

## **12.21 CP/GR/055 EQUALITY & DIVERSITY WORKING GROUP - MINUTES**

Members were reminded that in March 2017 it was agreed that the Councils Quarterly Good Relations Working Group be replaced by an Equality and Diversity Working Group which would take a broader look at services across the Council.

A copy of the minutes of the meeting 9 May 2018 was circulated for Members' consideration.

Moved by Alderman Girvan  
Seconded by Councillor Logue and

**RESOLVED - that the minutes be approved.**

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

## **12.22 CP/CP/080 CLASP DEVELOPMENT PLAN**

Members were reminded of the development plan commissioned to consider re-establishing premises for Church Road, Longlands and Arthur Social Programme (CLASP). This initiative was funded through the DEA funding programme at a cost of £2,400.

CLASP is a Newtownabbey based community group originally established to deliver projects, programmes and activities that facilitate the social, recreational, educational and environmental needs of individuals living within the Longlands area and the surrounding estates. CLASP aims to ensure that there is sufficient community provision to fill the gaps not serviced by the Council, Housing Executive, Department for Communities or private ventures.

Prior to November 2014 CLASP was based in and operated their activities from a portacabin facility located between Longlands Road and Arthur Road. In 2014 this facility was subject to severe water damage and was deemed unusable. As a result, the group had not had premises for a considerable time and their activities in recent years had been extremely limited delivered from a range of premises.

Through the DEA Programme, the Council commissioned Deirdre Fitzpatrick to produce a report which explored the options open to CLASP moving forward with respect to community provision, including potential to re-establish premises for the group. The report, which includes an addendum regarding financial projections, was circulated for Members' consideration.

Provision of £7,500 had been made in the 2018-2019 DEA programme to reconnect services to a portacabin which was currently on site.

Members thanked Officers for their hard work in relation to this initiative.

Moved by Councillor Webb  
Seconded by Councillor Hogg and

### **RESOLVED - that**

- i) the development plan be approved;**
- ii) the agreed works to reconnect services are progressed;**
- iii) the Council's community development team work with CLASP to improve their capacity and explore other funding options.**

*ACTION BY: Alison Keenan, Community Planning Manager*

### 12.23 G/MSMO/23 THE SOMME ASSOCIATION ANNUAL SUBSCRIPTION

Members were advised that an invoice had been received from the Somme Association for £650 (plus VAT) in respect of their subscription for April 2017 – March 2018. Council have two members on the Somme Association nominated annually.

Moved by Alderman Cosgrove  
Seconded by Councillor Ritchie and

**RESOLVED - that the Council continues to subscribe to the Somme Association at a cost of £650 (plus VAT) per annum and that the Chief Executive write to the Association to request an outline of the programme of events for the year.**

*ACTION BY: Jacqui Dixon, Chief Executive/Member Services*

### 12.24 ED/CD/040/VOL 2 LOUGH NEAGH PARTNERSHIP

Members were reminded that a decision was taken at the April Council meeting to refer the request for funding by Lough Neagh Partnership back to the Community Planning and Regeneration Committee with a view to officers engaging with the Partnership to develop clear KPI's and a Service Level Agreement with the Council.

Officers had subsequently met with Gerry Darby of Lough Neagh Partnership and developed a Service Level Agreement (SLA) (circulated) for Members' consideration.

It was proposed that the SLA would run in line with the Heritage Lottery funding secured by the Partnership for 3 years until 31/3/21. Year 2 and Year 3 funding would be dependent upon satisfactory performance in the previous 12 months. An annual presentation would be made to the Community Planning and Regeneration Committee regarding delivery of the agreed Key Performance Indicators.

It was proposed that in line with the Service Level Agreement funding of £22,000 per annum be provided for 3 years subject to satisfactory performance and the Council's estimates process.

Members welcomed the revised proposal.

Moved by Alderman Cosgrove  
Seconded by Councillor Lynch and

**RESOLVED - that the Service Level Agreement be approved with funding of £22,000 provided per annum for 3 years commencing 1 April 2018, subject to satisfactory performance and the Council's estimate process.**

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

## **12.25 CD/PM/96 & FI/PRO/TEN/101 CARNMONEY CEMETERY PROVISION (SUBTERRANEAN SYSTEM) - STATUS REPORT ON EMERGENCY WORKS**

This report provided an update on the current status of the Carnmoney Cemetery Provision (Subterranean System) Emergency Works.

At the Council Meeting on 26 March 2018 Members approved the total revised budget (Works and Fees) of £334,106.39 (excluding VAT).

The Main Contractor commenced works on site week commencing 14 May 2018. During the site set-up a section of Japanese Knotweed was uncovered which had to be addressed as a matter of urgency due to risk of spread to surrounding areas.

### **Emergency Works**

A quotation for the emergency works was sought via the Main Contractor from a Specialist Sub-Contractor to urgently minimise delay in the main contract works.

The Council's Consultant advised that the anticipated costs for the specialist works to eradicate the Japanese Knotweed were in the region of £35,000. It was proposed that the specialist costs incurred would be taken from the Repair and Renewals budget, provided for as part of the annual estimates programme.

The final outturn costs for the emergency works had been agreed at £29,635.82

The Specialist Sub-Contractor would provide Council with a 10-year guarantee against regrowth of the Japanese Knotweed within the treated area.

### **Programme for the Emergency Works**

The emergency works commenced on 19 May and were completed on 9 June 2018. Whilst this would minimise delay to the main contract works it was anticipated that the completion of Section 1 would be delayed by approximately 2/3 weeks depending on weather conditions.

### **APPROVAL FOR THE ADVANCED EMERGENCY WORKS**

Under the Council's Scheme of Delegation, the Chief Executive and Directors have the delegated powers to take measures, including expenditure, in emergency and cases of urgency as follows:

- a. Taking such measures, including incurring expenditure, as may be required in emergency situations or cases of urgency, subject to advising the Mayor and reporting to the appropriate Committee as soon as possible.

- b. Where such measures involve the Council incurring expenditure of an amount that is likely to result in the Committee's expenditure exceeding its approved estimate, then the Chief Executive should advise the Director of Finance and Governance and submit a report to the relevant Committee as soon as possible. The Director of Finance and Governance should inform the relevant Committee accordingly as soon as possible.

In view of the risks in causing undue delay to the delivery programme and in line with the Scheme of Delegation, the Mayor was consulted and arrangements put in place to carry out the works.

Moved by Alderman Campbell  
Seconded by Councillor McWilliam and

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

*NO ACTION*

#### **12.26 G/GEN/001 RANDALSTOWN POST OFFICE**

Correspondence had been received from the Post Office (copy circulated) advising of the decision of the Local Public Consultation and also advising that Randalstown Post Office had been relocated to the Spar, 44 New Street, Randalstown from 28 April 2018.

The correspondence stated that 33 responses were received from customers during the consultation period and the information provided was taken into account before finalising the plans for the new service.

The information is also available from the Post Office Consultation Hub at [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk).

Moved by Alderman Campbell  
Seconded by Councillor McWilliam and

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

*NO ACTION*

#### **12.27 CP/CD/207 ANTRIM AND NEWTOWNABBEY PENSIONERS' PARLIAMENT**

Correspondence had been received by the Chief Executive (copy circulated) from Eamonn Donaghy, Chief Executive of Age Sector Platform thanking the Council for its support in staging the Northern Ireland Pensioners' Parliament on Friday, 20 April at Mossley Mill.

The correspondence also acknowledged the support of the Community Services and Tackling Deprivation Manager, Elaine Manson, in acting as a link with Members and council staff, and hopes that the Council's participation in

the local parliament and direct engagement with older people will have assisted in capturing opinion and feedback on age friendly initiatives and Community Planning Strategy.

Moved by Alderman Campbell  
Seconded by Councillor McWilliam and

**RESOLVED - that the report be noted and a report be brought back to the Council on actions taken following the meeting.**

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

## **12.28 CP/P4/003/VOL2 PEACE IV PARTNERSHIP MEMBER CHANGE**

Members were reminded that as part of the PEACE IV Local Action Planning process, the Council was required to establish a Partnership made up of elected members, relevant statutory agency representatives and appropriately skilled social partners. It was agreed that the partnership would have 21 members in total (11 elected members, 6 social partners and 4 statutory partners).

On 25 January and 17 April 2018 respectively, written resignations were received from two Social Partner members. To ensure a full complement and retain the Partnership balance, it was agreed at 13 February 2018 PEACE IV Full Partnership meeting to initiate a public recruitment exercise.

Recruitment for the position of PEACE IV Social Partner was advertised in the local press and on the Council website, promoted on Council and PEACE IV social media, and an email circulated to those on the PEACE IV Database and Consultees. A total of 5 applications were received, 5 were shortlisted for interview and 2 candidates withdrew their applications. Interviews were held on 22 May and 11 June 2018.

The PEACE IV Partnership approved the appointment of the following social partners on 12 June 2018 subject to full Council approval and has recommended that the remaining candidate be added to a reserve list:

Appointed:

- Brian Byrne
- Dorothee Wagner

Reserve List:

- [REDACTED]

Members were advised that PSNI representation on the PEACE IV Partnership was also changing with Superintendent Emma Bond being replaced by Community Planning Sergeant Stephen Moore, as Emma had obtained a promotion to another post.

Moved by Alderman Cosgrove  
Seconded by Councillor McClelland

**RESOLVED - that Brian Byrne and Dorothee Wagner be appointed as social partners and ██████████ be confirmed as a reserve.**

*ACTION BY: Connor O'Dornan, PEACE IV Co-ordinator*

## **12.29 CP/GEN/016 CHANGE OF DISTRICT COMMANDER ANTRIM AND NEWTOWNABBEY**

Members were advised that correspondence had been received from Assistant Chief Constable, Alan Todd, advising that Superintendent Emma Bond would take up a temporary promotion on 18 June 2018.

ACC Todd had also advised that, on a temporary basis, until such time as a new Superintendent's promotion process takes place in September/October 2018, Superintendent Darrin Jones would assume Command of Antrim and Newtownabbey District Command Unit, alongside his existing responsibilities in Mid and East Antrim. This arrangement would also commence on 18 June 2018.

Moved by Councillor McCarthy  
Seconded by Councillor Rea and

**RESOLVED - that the Mayor send a letter of thanks to Chief Superintendent Bond and that Superintendent Jones be invited to meet with Members**

*ACTION: Member Services*

## **12.30 G/MSMO/27 MEMBER DEVELOPMENT WORKING GROUP**

Members were advised that a meeting of the Member Development Working Group took place on Monday 11 June 2018.

A copy of the Minutes of the meeting were circulated for Members' information.

Moved by Councillor Hamill  
Seconded by Councillor McWilliam and

**RESOLVED - that the Minutes of the Member Development Working Group Meeting held on Monday 11 June 2018 be noted.**

*NO ACTION*

## **11. MOTION**

*Proposed by Councillor Michael Goodman  
Seconded by Councillor Billy Webb*

*"That this Council support the 'Ireland – Northern Ireland' section of the agreed Joint Report of December 2017 which is an approach that will ensure no hard borders across these islands and wants to see the 'backstop' option included in the legally binding Withdrawal Agreement and resolves to write to the European Commission and the UK Government to reflect this view. In addition, this Council wants the full EU rights of citizens protected as proposed in the current draft Withdrawal Agreement."*

On the Motion being put to the meeting 9 Members voted in favour, 24 against and 0 abstentions.

The Motion was declared not carried.

### **MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Councillor Hamill  
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.

*Councillor Greer left at this point of the meeting.*

### **12.31 IN CONFIDENCE FI/PRO/TEN/153 PEACE IV RECREATION ENGAGEMENT PROGRAMME**

Members were reminded that a letter of offer for £3,063,346.40 was received from the Special European Union Programmes Body (SEUPB) in August 2017 for delivery of the PEACE IV Local Action Plan in Antrim and Newtownabbey. The approved Local Action Plan included 16 programmes (encompassing 32 projects) under the three key themes of Children and Young People, Shared Spaces and Services, and Building Positive Relations. A mixed delivery approach was employed with the PEACE IV Partnership and as a result, 18 projects were agreed to be procured by public tender via a phased procurement process.

Members were reminded that tenders for the Building Positive Relations Programme 8c – Recreation Engagement Programme were invited on 23<sup>rd</sup> April via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 21<sup>st</sup> May 2018.

One tender submission was received for this programme.

Members were advised that the scoring panel considered the submission in two stages:

Stage 1 – Selection Stage: The tender was evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2 – Award Criteria – Quality/ Cost Assessment: The tender met the requirements and therefore was evaluated on the basis of: Design and Methodology (10%), Recruitment Plan (15%), Implementation Plan (35%), Delivery Timetable (5%), Quality Management (5%), Cost (30%) as follows:

Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank
██████████	████	██████████	████

██████████ scored 2 in the Implementation Plan question and failed to meet the quality threshold in the tender scoring matrix. Therefore the tender was eliminated from the competition.

Moved by Councillor Webb  
 Seconded by Alderman Campbell and

**RESOLVED - that officers amend the Terms of Reference to define 'recreation', reinforce the location and that the BPR Programme 8c – Recreation Engagement Programme be retendered.**

*ACTION BY: Connor O'Dornan, PEACE IV Co-ordinator*

**12.32 CONFIDENTIAL FI/PRO/TEN/138 PEACE IV CHURCH DIALOGUE PROGRAMME**

Members were reminded that a letter of offer for £3,063,346.40 was received from the Special European Union Programmes Body (SEUPB) in August 2017 for delivery of the PEACE IV Local Action Plan in Antrim and Newtownabbey. The approved Local Action Plan includes 16 programmes (encompassing 32 projects) under the three key themes of Children and Young People, Shared Spaces and Services, and Building Positive Relations. A mixed delivery approach was employed with the PEACE IV Partnership and as a result, 18 projects were agreed to be procured by public tender via a phased procurement process.

Members were reminded that tenders for the Building Positive Relations Programme 5 – Capacity for Dialogue with Church / Faith Groups Programme were invited on 23<sup>rd</sup> April via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 21<sup>st</sup> May 2018.

One tender submission was received for this programme.

Members were advised that the scoring panel considered the submission in two stages:

Stage 1 – Selection Stage: The tender was evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2 – Award Criteria – Quality/ Cost Assessment: The tender met the requirements and therefore was evaluated on the basis of: Design and Methodology (10%), Recruitment Plan (15%), Implementation Plan (35%), Delivery Timetable (5%), Quality Management (5%), Cost (30%) as follows:

<b>Tenderer</b>	<b>Total Cost (£) (excl. VAT)</b>	<b>Total Score %</b>	<b>Rank</b>
Community Dialogue	£40,000	74%	1

The PEACE IV Partnership approved the recommendation for appointment of Community Dialogue at a cost of £40,000 (excl VAT) to deliver the BPR Programme 5 – Capacity for Dialogue with Church/Faith Groups Programme.

Moved by Alderman Cosgrove  
Seconded by Councillor Hogg and

**RESOLVED - that Community Dialogue be appointed to deliver the BPR Programme 5 – Capacity for Dialogue with Church/Faith Groups Programme at a cost of £40,000 (excl VAT).**

*ACTION BY: Connor O'Dornan, PEACE IV Co-ordinator*

### **12.33 CONFIDENTIAL FI/PRO/TEN/137 PEACE IV VIRTUAL SHARED SPACE PROJECT**

Members were reminded that a letter of offer for £3,063,346.40 was received from the Special European Union Programmes Body (SEUPB) in August 2017 for delivery of the PEACE IV Local Action Plan in Antrim and Newtownabbey. The approved Local Action Plan includes 16 programmes (encompassing 32 projects) under the three key themes of Children and Young People, Shared Spaces and Services, and Building Positive Relations. A mixed delivery approach was employed with the PEACE IV Partnership and as a result, 18 projects were agreed to be procured by public tender via a phased procurement process.

Members were reminded that tenders for the Shared Space and Services Programme 4 – Virtual Shared Space Project were invited on 23<sup>rd</sup> April 2018 via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 21<sup>st</sup> May 2018.

One tender submission was received for this programme.

Members were advised that the scoring panel considered the submission in two stages:

Stage 1 – Selection Stage: The tender was evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2 – Award Criteria – Quality/ Cost Assessment: The tender met the requirements and therefore was evaluated on the basis of: Design and Methodology (10%), Recruitment Plan (15%), Implementation Plan (35%), Delivery Timetable (5%), Quality Management (5%), Cost (30%) as follows:

<b>Tenderer</b>	<b>Total Cost (£) (excl. VAT)</b>	<b>Total Score %</b>	<b>Rank</b>
Wheelworks	£30,000	73%	1

The PEACE IV Partnership approved the recommendation for appointment of Wheelworks at a cost of £30,000 (excl VAT) to deliver the Shared Spaces and Services Programme 4 Virtual Shared Space Programme, subject to Council approval.

Moved by Councillor Montgomery  
Seconded by Councillor Clarke and

**RESOLVED - that Wheelworks be appointed to deliver the SSS Programme 4 – Virtual Shared Space Project at a cost of £30,000 (excl VAT).**

*ACTION BY: Connor O'Dornan, PEACE IV Co-ordinator*

#### **12.34 IN CONFIDENCE FI/PRO/TEN/158 TENDER FOR THE DEVELOPMENT AND DELIVERY OF A CITIZEN APP**

**Contract Period 2 July 2018 to 30 June 2020 (with an option, by the Council, to extend for a further period of up to 12 months)**

Three tenders for the development and delivery of a citizen app were opened via the E-Tenders NI Portal on 1 June 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, previous relevant experience, management systems and practices, and declarations and form of tender.

One tenderer did not meet the requirements of Stage 1 in full and therefore did not proceed to Stage 2 Award Stage. The remaining two 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

Both tenderers confirmed that their tenders met all the essential requirements of the Specification.

### Stage 2 Quality/Commercial Assessment (60%/40%)

Service Provider	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Total Cost for 3 Years (£) (Excl. VAT)
Scaffold Digital Limited	52%	40%	92%	£46,700.00
██████████ ██████████ ██████████	██████	Tender eliminated from the competition as it failed to meet the Quality Threshold.		

Moved by Councillor McCarthy  
Seconded by Alderman Cosgrove and

**RESOLVED - that having achieved the highest score of 92%, Scaffold Digital Limited be appointed for the development and delivery of a citizen app for the period 2 July 2018 to 30 June 2020, with an option, by the Council, to extend for a further period of up to 12 months.**

*ACTION BY: Julia Clarke, Procurement Officer*

## 12.35 **IN CONFIDENCE** FI/PRO/TEN/62 TENDER FOR WEIGHBRIDGE SOFTWARE, HARDWARE, CALIBRATION AND MAINTENANCE

**CONTRACT PERIOD: 1 AUGUST 2016 TO 31 JULY 2018 (WITH AN OPTION TO EXTEND FOR A FURTHER THREE PERIODS OF 12 MONTHS, SUBJECT TO REVIEW AND PERFORMANCE)**

Members were reminded that at the July 2016 Council meeting, the contract for weighbridge software, hardware, calibration and maintenance was awarded to Precia Molen Ireland Limited.

The contract is due to expire on 31 July 2018.

Having reviewed the contract, the Contract Manager had not experienced any significant issues with the services provided under the terms of the contract.

As the market conditions were broadly similar, the Contract Manager recommended that the option to extend be exercised and that the contract be extended for a further period of 12 months to 31 July 2019.

Moved by Councillor Webb  
Seconded by Councillor Bingham and

**RESOLVED - that the contract with Precia Molan Ireland Limited, be extended for a further period of 12 months to 31 July 2019.**

*ACTION BY: Julia Clarke, Procurement Officer*

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

**CONTRACT PERIOD: 7 AUGUST 2017 TO 31 JULY 2018 (WITH AN OPTION TO EXTEND FOR A FURTHER THREE PERIODS OF 12 MONTHS, SUBJECT TO REVIEW AND PERFORMANCE)**

Members were reminded that at the July 2017 Council meeting, the contract for the supply, servicing and maintenance of vending machines at Leisure Centres was awarded to Coca Cola HBC.

The contract is due to expire on 31 July 2018.

Having reviewed the contract, the Contract Manager had not experienced any significant issues with the services provided under the terms of the contract.

As the market conditions were broadly similar, the Contract Manager recommended that the option to extend be exercised and that the contract be extended for a further period of 12 months to 31 July 2019.

The Head of Leisure had been asked to review the sale of drinks in plastic bottles, as part of a wider review of use of plastic. The proposed extension allows sufficient time to complete the review, report to Council and implement any resulting changes.

Moved by Councillor Webb  
Seconded by Councillor Bingham and

**RESOLVED - that the contract with Coca Cola HBC, be extended for a further period of 12 months to 31 July 2019.**

*ACTION BY: Julia Clarke, Procurement Officer*

## 12.37 **IN CONFIDENCE** PK/PG/001 RATHCOOLE PLAY PARK REDEVELOPMENT

### **Background**

Following the audit of play parks the Rathcoole Play Park was one of those prioritised for investment. Provision was made in the capital programme. Subsequently a consultation was carried out which sought views of residents and stakeholders. A project brief was developed and the Macedon DEA Members were consulted and an economic appraisal, business case and EQIA were completed (circulated).

Taking into account the views of local residents including; the need for enhanced disability facilities, improvements in the appearance of the play park, seating and bins, security fencing with lockable but wheelchair accessible gates a number of options were drawn up for appraisal and costing as follows:

### **Options and Costs** Inc fees and contingency

<b>Options</b>		<b>Estimated Costs</b>
Option 1	Do Nothing	n/a
Option 2	Upgrade existing equipment	£ [REDACTED]
Option 3	Renewal of equipment, and increase the size of the play area	£ [REDACTED]
Option 4	Renewal of play equipment, increase the size of the play area and provision of car parking	£ [REDACTED]

Following appraisal of the options, the preferred option was Option 3, Renewal of Equipment and increase size of play area at £ [REDACTED] (an estimated £ [REDACTED] of which is for disability accessible equipment).

Moved by Councillor Webb  
Seconded by Councillor Foster and

**RESOLVED – that approval is given for the redevelopment of Rathcoole play park at an estimated cost of £ [REDACTED] and that the business Case, Economic Appraisal and EQIA are approved and that the provision of car parking be explored in the future.**

*ACTION BY: Roberta Flaherty, Leisure Manager and Ivor McMullan, Head of Parks*

## 12.38 **IN CONFIDENCE** PK/PG/001 LILIAN BLAND PLAY PARK REDEVELOPMENT

### **Background**

Members were reminded of the provision made in the Capital Development programme 2018/2019 to redevelop Lilian Bland Play Park.

As accessibility audit was conducted by WYG Management Services Ltd. just over two years ago, and a consultation was carried out 2017, which sought views of users and key stakeholders. The consultation and audit formulated a project brief that enabled options to be brought forward. Glengormley DEA had reviewed the proposed plans for Lilian Bland Play Park development.

A number of key themes were identified in the audit and consultation and were detailed below.

**Proposed Scope**

- I. Provision of a range of play equipment to reflect modern designs and include accessible, inclusive and sensory equipment, to extend opportunities for open and social and role play (for children 0 – 12 years old)
- II. Disability access is improved, especially for wheelchair users
- III. Safety surfaces are ungraded.
- IV. Incorporation of an aeronautical theme in the equipment and landscape linking the Lilian Bland story, the Lilian Bland Sculpture and the new play park.
- V. Installation of fixtures and fittings for the comfort and convenience of the user.
- VI. Installation of gates, replacement or refurbishment of associated fencing and security fittings.
- VII. Upgrade the visual impact of landscaping and surrounding areas

**Options and Costs** Inc fees and contingency

OPTIONS	COST ESTIMATE
Option 1 Do nothing	n/a
Option 2 Upgrade	£ [REDACTED]
Option 3 Renewal & Combine Sports Areas	£ [REDACTED]
Option 4 Renewal, Combine and Re-orientate Sports Areas	£ [REDACTED]
Plus Runway*	£ [REDACTED]

\*The Runway option is a key element that will link Lilian Bland story, the Lilian Bland Sculpture and the new play park and will be in addition to the preferred option

An economic appraisal and business case (circulated) had been prepared. The preferred option was Option 3, Refurbish and Extend, at an estimated cost of £ [REDACTED] plus the Runway option at an estimated £ [REDACTED] (total £ [REDACTED]). A total of £ [REDACTED] is included for disability accessible equipment.

Members thanked Officers for their hard work in relation to this initiative, for their prompt action and for the use of an appropriate theme.

Moved by Councillor Blair  
 Seconded by Alderman Cosgrove and

**RESOLVED - that the refurbishment and extension of Lilian Bland Play Park at an estimated cost of £ [REDACTED], including business, case, economic appraisal and EQIA, be approved.**

*ACTION BY: Roberta Flaherty, Leisure Manager/Ivor McMullan, Head of Parks*

**12.39 IN CONFIDENCE FI/PRO/QUO/393 OFFER OF FERRIS WHEEL AT JORDANSTOWN LOUGHSHORE PARK**

The Council had been approached by the operator of a Ferris Wheel for permission to run the attraction for the month of August at the Loughshore Park in Jordanstown including the period of the Shoreline Festival from 25-26 August. The company is offering to pay the Council a fee for the use of the site with the operator retaining all income. Such an attraction would enhance the visitor experience to Jordanstown Loughshore Park during the height of the summer season.

Officers were aware of at least one other Ferris Wheel operator and had sought quotes to identify the most economically advantageous offer to the Council.

Moved by Councillor McCarthy  
Seconded by Councillor Maguire and

on the proposal being put to the meeting 24 Members voted in favour, 5 against and 3 abstentions and it was

**RESOLVED - that**

- a) the Council appoints an operator to provide a Ferris Wheel during August 2018 at Jordanstown Loughshore Park; and**
- b) based on an assessment of the quotes it is prosed to appoint an operator offering the most economically advantageous offer to the Council, subject to the contractor lodging a bond in cash with the Council to cover any damage that may be caused to the site.**

*ACTION BY: Paul Kelly, Head of Economic*

*Officers to provide details of animal welfare complaints in relation to circuses to a future meeting.*

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

**12.40 IN CONFIDENCE FI/PRO/TEN/82 SUPPLY, DELIVERY AND MAINTENANCE OF A RANGE OF MOBILE PLANT AND MACHINERY**

Council had previously approved a Capital Fleet Replacement programme including mobile plant and a procurement exercise was initiated for the purchase of a range of replacement mobile plant and machinery for several departments within the Council. The tender was prepared to enable operational prioritisation and to provide best value for money.

Seven tenders were opened via the E-Tenders NI Portal on 23 May 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.

Six tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. One tender failed to meet the requirements of Stage one and did not proceed further in the process. The remaining six tenders were evaluated as follows:

### **STAGE 2 – AWARD STAGE**

#### **Sub-Stage 1 – Technical Assessment**

The tenders were evaluated on a pass/fail basis for compliance with all aspects of the specification for each lot. One tender failed to comply with all aspects of the specification and did not proceed to the next stage of the evaluation. The remaining five tenders met the requirements of this stage and proceeded to the next stage of evaluation for Lots 1, 3 and 5 as detailed below. No compliant bids were received for Lots 2, 4, and 6.

#### **Sub-Stage 2 – Quality/Commercial Assessment**

The tenders were evaluated on the basis of Total Overall Cost Per Lot (100%)

#### **LOT 1: 4 x Small Tractors/Mowers**

<b>Supplier</b>	<b>Cost Assessment (out of 100%)</b>	<b>Total % Score</b>	<b>Total Overall Cost Per Lot (£) (Excl. VAT)</b>
<b>Keys Brothers Horticultural Ltd</b>	<b>100.00</b>	<b>100.00</b>	<b>£72,948.00</b>
██████████	██████	██████	£██████████
██████████	██████	██████	£██████████

Moved by Councillor Lynch  
Seconded by Councillor Girvan and

**RESOLVED - that having achieved the highest score of 100%, Keys Brothers Horticultural Ltd be appointed for Lot 1: Small Tractors/ Mowers at the tendered rates.**

#### **LOT 3: 1 x Excavator**

Supplier	Cost Assessment (out of 100%)	Total % Score	Total Overall Cost Per Lot (£) (Excl. VAT)
TBF Thompson (Garvagh) Ltd	100.00	100.00	£26,723.00

Moved by Councillor Lynch  
 Seconded by Councillor Girvan and

**RESOLVED - that having achieved an acceptable score of 100%, TBF Thompson (Garvagh) Ltd be appointed for Lot 3: Excavator at the tendered rates.**

**LOT 5: 1 x Mower/Utility Vehicle**

Supplier	Cost Assessment (out of 100%)	Total % Score	Total Overall Cost Per Lot (£) (Excl. VAT)
RD Mechanical Services Ltd	100.00	100.00	£57,366.00

Moved by Councillor Lynch  
 Seconded by Councillor Girvan and

**RESOLVED - that having achieved an acceptable score of 100%, RD Mechanical Services Ltd be appointed for Lot 5: 1 x Mower/Utility Vehicle at the tendered rates.**

*ACTION BY: Melissa Kenning, Procurement*

*Having declared an interest in the next item, Councillor Arthurs left at this point of the meeting.*

**12.41 IN CONFIDENCE CD/PM/117 REVIEW OF CAPITALS PROGRAMME**

Members recalled that it was agreed at the Planning and Regeneration Committee that a follow up workshop to review the Capital Programme should be arranged. This workshop was held on the 14<sup>th</sup> June, a copy of the presentation slides were circulated for Members' information. Discussion took place regarding 3 schemes in particular which Members asked to be brought forward onto the Capital Programme as follows;

- i. Sixmilewater Park entrance and improvements; estimated budget £[REDACTED]. A design had been completed for this scheme, a copy of which was circulated.
- ii. Neillsbrook 3G pitch; estimated budget £[REDACTED]. A design had been completed for this project a copy of which was circulated and an economic appraisal was being drafted for consideration at the July Council meeting.

- iii. Threemilewater Masterplan Phase 1; estimated budget £[REDACTED]. A masterplan has been completed for the Threemilewater Park, a copy of which was circulated. It was proposed that Phase 1 of the scheme be taken forward with Phase 2 to follow.

Members raised concerns regarding the business case for the carpark refurbishment programme which had an estimated cost of £[REDACTED], to be rolled out over 3 phases. Further information in relation to income, transferred functions grant and enforcement was to be presented to assist with consideration of this expenditure.

It was also requested that consideration be given to the potential future use/ redevelopment of the toilet block in central car park, Antrim.

Finally, officers were asked to consider a shop front/regeneration scheme for Whiteabbey Village similar to recent schemes in Antrim, Randalstown and Ballyclare, including an estimated cost and programme.

Moved by Councillor Montgomery  
Seconded by Alderman Campbell and

**RESOLVED - that**

**a. The following schemes be brought forward onto the Capital Programme.**

- i. Sixmilewater Park Entrance and improvements (£[REDACTED]),
- ii. Neillsbrook 3G pitch (£[REDACTED]),
- iii. Threemilewater Masterplan – Phase 1 (£[REDACTED]).

**b. Officers consider a shopfront/regeneration scheme for Whiteabbey Village including an estimated cost and programme.**

**c. Further information in relation to income, transferred functions grant and enforcement be presented in relation to the business case for the carpark refurbishment programme**

**d. Opportunities for the redevelopment of the toilet block in Central carpark, Antrim be explored.**

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

*Having declared an interest in the next item, the Chief Executive left at this point of the meeting.*

**12.42 IN CONFIDENCE HR/HR/10 CHIEF EXECUTIVE PAY AGREEMENT 2018-19**

Members were advised that the Council had received notification (circulated) from the Northern Ireland Local Government Association that agreement had been reached on Chief Executives' pay awards from 1 April 2018 and 1 April 2019.

The pay award would be 2% with effect from 1 April 2018 and 2% with effect from 1 April 2019.

Moved by Councillor Webb  
Seconded by Councillor Magill and

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

*ACTION BY: Joan Cowan, Head of Human Resources*

*Councillor Arthurs and the Chief Executive returned to the meeting.*

#### **12.43 IN CONFIDENCE CE/STC/88 ORGANISATION STRUCTURES AND SEVERANCE**

A report relating to organisation structures was presented at the meeting.

Moved by Councillor Montgomery  
Seconded by Councillor McClelland and

**RESOLVED - that the amended structures for Conferencing (Arts & Culture) and Heritage (Arts & Culture) (tabled as Appendices 1 and 2 be approved in principle, subject to consultation with staff and trade unions.**

*ACTION BY: Joan Cowan, Head of Human Resources*

#### **MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Councillor Arthurs  
Seconded by Councillor Magill 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.

The Mayor thanked everyone on behalf of himself and the Deputy for attending and the meeting concluded at 8.35 pm.

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**MAYOR**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.***