



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN  
ANTRIM CIVIC CENTRE ON 30 MAY 2017 AT 6:30 PM**

- In the Chair** : The Mayor (Councillor J Scott)
- Members Present** : Aldermen – F Agnew, W Ball, P Barr, T Burns, T Campbell, M Cosgrove, W DeCourcy, M Girvan, J Smyth and R Swann  
Councillors – A Ball, T Beatty, J Bingham, J Blair, L Clarke, H Cushinan, B Duffin, T Girvan, M Goodman, P Hamill, D Hollis, N Kells, N Kelly, A Logue, R Lynch, M Magill, M Maguire, J Montgomery, N McClelland, V McWilliam, P Michael, M Rea, S Ross and W Webb
- In Attendance** : Department for Infrastructure - Deirdre Mackle, Divisional Manager, and Stephen Gardiner, Section Engineer  
  
Members of the Newtownabbey Youth Council
- Officers Present** : Chief Executive - J Dixon  
Director of Organisation Development - A McCooke  
Director of Operations - G Girvan  
Director of Finance and Governance – C Archer  
Legal Services Manager – P Casey  
ICT Officer – J Higginson  
Media and Marketing Officer – Vivienne Walsh  
Governance Support Officer – D Conlan  
Member Services Officer – V Lisk

**1 BIBLE READING, PRAYER AND WELCOME**

The meeting opened with a Bible reading and prayer by Rev Campbell Dixon MBE.

The Mayor requested that we hold a minute's silence for the people of Manchester and all those who have suffered over this past week.

Councillors Cushinan, Goodman, Magill, Kelly and Logue joined the meeting at 6.35pm.

### **MAYOR'S REMARKS**

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

The Mayor welcomed the Newtownabbey Youth Council who were observing the proceedings of the Council Meeting.

#### **2 APOLOGIES**

Apologies were recorded from Councillor D Arthurs, Councillor P Brett, Councillor T Hogg, Councillor D Ritchie and Councillor B Kelso.

#### **3 DECLARATIONS OF INTEREST**

No declarations of interest were made.

#### **4 MINUTES OF THE ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL MEETING**

Moved by Councillor Blair  
Seconded by Councillor Bingham and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 24 April 2017 be taken as read and signed as correct.**

*NO ACTION*

#### **5 MINUTES OF THE OPERATIONS COMMITTEE MEETING**

Moved by Councillor Montgomery  
Seconded by Councillor Kelly and

**RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 8 May 2017 be approved and adopted.**

*NO ACTION*

#### **6 MINUTES OF THE POLICY & GOVERNANCE COMMITTEE MEETING**

Moved by Councillor Duffin

Seconded by Alderman DeCourcy and

**RESOLVED - that the Minutes of the proceedings of the Policy & Governance Meeting of Tuesday 9 May 2017 be approved and adopted.**

*NO ACTION*

## **7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION MEETING**

Moved by Councillor Girvan  
Seconded by Councillor Clarke and

**RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Meeting of Monday 10 May 2017 be approved and adopted.**

*NO ACTION*

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

Moved by Alderman Agnew  
Seconded by Alderman Campbell and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 22 May 2017, Part 1 be approved and adopted.**

*NO ACTION*

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

Moved by Alderman Agnew  
Seconded by Alderman Campbell and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 22 May 2017, Part 2 be approved and adopted.**

*NO ACTION*

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

### **9.1 PRESENTATION BY DEPARTMENT FOR INFRASTRUCTURE (ROADS)**

Members were reminded that it was agreed at the last Council Meeting that TransportNI be invited to attend a meeting of the Council to provide an overview of their work undertaken during the financial year 2016/17 and to outline the proposed work for the financial year 2017/18.

Deirdre Mackle, Divisional Manager, and Stephen Gardiner, Section Engineer, Department for Infrastructure Roads were in attendance to make a verbal presentation to the Council.

A copy of the Annual Report was circulated.

The Mayor thanked Ms Mackle and Mr Gardiner for their presentation and they left the meeting.

*Alderman Campbell, Councillors Burns and Logue left at this point of the meeting.*

## **9.2 TO APPROVE THE SEALING OF DOCUMENTS**

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

To approve the Sealing of Documents:-

- Licence to Crusaders Football Club regarding a pitch at Threemilewater Park

Moved by Councillor Beatty  
Seconded by Councillor Bingham and

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

*ACTION BY: Paul Casey, Legal Services Manager*

## **9.3 G/MSMO/8 TAXIS IN BUS LANES**

Correspondence had been received, advising that in February the Department of Infrastructure initiated a 12-week trial to allow certain taxis to use the bus lanes on the East and West Belfast Rapid Transit routes and the 12 hour (7am – 7pm) bus lanes in the city centre which links the two routes. The taxis being allowed access for the trial were:

- Class A Taxis
- Private hire taxis operating under green plates
- Public hire outside of Belfast operating under white plates

Class C taxis (intended for specialist services eg. weddings and funerals) had not been permitted access.

During the trial period the Department is assessing the impact of the taxis on the operation of the bus lanes. This would include the safety of bus lane users, as well as the impact on journey times, vehicle speeds and traffic volumes.

To help in the decision making process for the long term arrangements for taxis in bus lanes the Department was seeking views from the trial itself and the possible future use of bus lanes in terms of taxi access.

Any response the Council may wish to make should be submitted using the on-line survey or by email to [stephen.hughes@infrastructure-ni.gov.uk](mailto:stephen.hughes@infrastructure-ni.gov.uk) by 16 June 2017.

Moved by Councillor Girvan  
Seconded by Councillor Lynch and

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

*NO ACTION*

#### **9.4 G/MSMO/8 NORTHERN IRELAND FIRE AND RESCUE SERVICE – CONSULTATION**

Correspondence had been received from Northern Ireland Fire and Rescue regarding review of on their Road Safety Strategy that had been in place since 2008.

A consultation document and a questionnaire are available at [www.nifrs.org/consultation](http://www.nifrs.org/consultation) and clarification on any issues would be available by contacting the policy lead officer Area Commander Maurice Rafferty, email [maurice.rafferty@nifrs.org](mailto:maurice.rafferty@nifrs.org), telephone 02892 664221.

The closing date for comments is Friday 28 July 2017 and comments should be forwarded to [catherine.bloomfield@nifrs.org](mailto:catherine.bloomfield@nifrs.org). A summary of responses would be available on the website from September 2017.

Moved by Councillor Kelly  
Seconded by Councillor Kells and

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

*NO ACTION*

#### **9.5 G/MSMO/INV/1 AA VETERANS SUPPORT**

Correspondence had been received from AA Veterans Support, a copy of which was circulated, inviting the Council to support their annual black tie dinner to help raise funds for the charity.

The dinner will be held on Saturday 5 August 2017 at the La Mon Hotel from 7pm until late.

The evening will start with a wine reception, followed by a 3 course meal and the night's entertainment will be provided by a live band.



The cost is £400 per table of ten or £40 per person.

Moved by Councillor Kells  
Seconded by Councillor Blair and

**RESOLVED – that if any Member would like to attend they should contact AA Veterans Support directly**

*NO ACTION*

#### **9.6 CE/GEN/65 SUPPORTING VETERANS: USING RESEARCH TO IMPROVE SERVICES TO THE EX-FORCES COMMUNITY IN NORTHERN IRELAND**

Correspondence had been received (circulated) from Dr Chérie Armour & the Northern Ireland Veterans' Study research team and Dr Jon Bashford & the Community Innovations Enterprise research team inviting Members to the joint launch of two key reports on service provision for military veterans residing in Northern Ireland (NI). The first report came from the Northern Ireland Veterans' Health and Wellbeing Study and was entitled "Military Veteran Service Provision: Northern Ireland". The report focused on the supports and services available to veterans living in NI as they pertain to a wide range of economic, social, and psychological issues. The second report, entitled "Call to Mind: Northern Ireland", was the latest in a series of reports on the assessment of needs for veterans and family members across the UK. The report focused predominantly on the statutory sector and related mental health provision. Further details of the event were circulated.

R.S.V.P. to be forwarded to Dr Bethany Waterhouse-Bradley at [b.waterhouse-bradley@ulster.ac.uk](mailto:b.waterhouse-bradley@ulster.ac.uk).

Moved by Councillor Kells  
Seconded by Councillor Bingham and

**RESOLVED - that the Veterans' Champions attend as an approved duty.**

*ACTION BY: Member Services*

#### **9.7 CP/CD/65 DUNANNEY CENTRE**

Members were advised that correspondence had been received from the Rathcoole Churches Community Group (RCCG) requesting financial support from the Council until such time as the transfer of the Dunanney Centre was finalised.

Members were advised that in March 2017 the Northern Ireland Housing Executive confirmed consent to the leasehold interest in the premises being transferred to the Council for nil consideration. The legal team acting on behalf of the RCCG had made an application to the Charities Commission seeking consent for the transfer, however this remains outstanding.

The significant delay in the process had meant that the RCCG would no longer have the funds to support staff and running costs from 30 June 2017. The Group would require £5,300 from the Council to cover the period 1 July - 31 December 2017, during which period it was anticipated that the transfer would be completed.

Moved by Councillor Webb  
Seconded by Councillor Ross and

**RESOLVED - that**

- a) **the Council approves a grant of up to £5,300 to the Rathcoole Churches Community Group for the period 1 July-31 December 2017 to support staff and running costs associated with the Dunanney Centre until such time as the transfer to the Council is finalised and that Officers write to the Charities Commission to clarify the situation.**

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

**9.8 CE/GEN/4 TRANSPORTNI - PROPOSED DISABLED PARKING BAY – NO [REDACTED] GLENVARNA DRIVE, NEWTOWNABBEY**

Correspondence had been received from TransportNI outlining details of their proposal to reserve an on-street disabled parking space outside number [REDACTED] Glenvarna Drive, Newtownabbey (copy letter and map circulated).

Comments to be forwarded to Traffic Management at County Hall, Ballymena, BT42 1QG.

Moved by Councillor Blair  
Seconded by Alderman Cosgrove and

**RESOLVED - that TransportNI's proposal be accepted.**

*ACTION BY: Member Services*

**9.9 G/LEG/291-8 SOCIETY LOTTERY APPLICATION**

An application had been received from Northern Ireland Dorset Horn and Poll Dorset Sheep Breeders Club to hold a Society Lottery to fundraise for the Club. The purpose for which the Society was established was to support and develop the breeding of Poll and Horn Dorset Sheep in Northern Ireland.

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

Moved by Councillor Kelly  
Seconded by Councillor Lynch and

**RESOLVED – that, subject to the PSNI having no objection to the Society Lottery, Members approve issuing a licence for the lottery.**

*ACTION BY: Paul Casey, Legal Advisor*

## **9.10 CE/GEN/74 APPROACH TO BUSINESS PLANNING**

This report set out the current and proposed arrangements for the Council's Annual Business Planning process, together with the rationale for the proposed changes.

### **Background information**

The **Corporate Plan** for the Council was developed at the outset of the new Council and spans the period 2015-30. (This is not a statutory document).

Under the Local Government Act (Northern Ireland) 2014, there is a statutory duty on Councils to prepare a **Community Plan**. This Plan should set out the vision for the Borough / local community for the delivery of public services.

The Corporate Plan should ordinarily support the Community Plan, as it should set out Council's contribution (as distinct from the contribution of other statutory partners and stakeholders) to the delivery of the Community Plan. However as the Community Plan is still under development, at the time of drafting the Corporate Plan (2015-30) it was not possible to make this explicit link with the Community Plan.

Given that the Corporate Plan is a strategic document spanning several years, each year, Council looks at what it is going to do in the forthcoming year in furtherance of the Corporate Plan objectives / ambitions. This is known as the **Annual Business Plan**.

Under the Local Government Act (Northern Ireland) 2014, Council also 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.

These plans and arrangements were set out in the Council's **Corporate Improvement Plan**.

What the Council intends to do by way of continuous improvement (as set out in the Corporate Improvement Plan), would therefore be a subset of the Annual Business Plan (which covers more than continuous improvement).

This represented in the diagram overleaf.

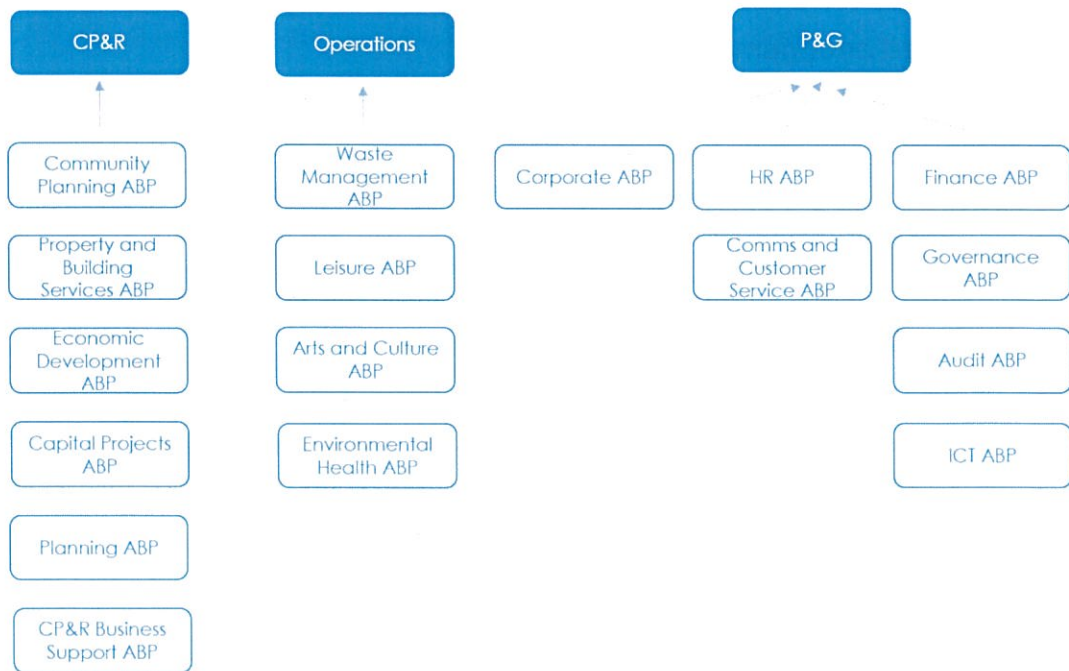




**Current arrangements**

The arrangements that have been in place during 2015/16 and 2016/17 (the first two years of operation of the Council) for Annual Business Planning, have been that plans were developed [largely] at Service level. This resulted in 17 separate business plans being developed, rather than an overarching / consolidated Annual Business Plan.

These Plans have been reported to the relevant Committees, as illustrated below:



Separate Plans and Strategies were also developed in addition to the business plans, for example the Digital Strategy.

### **Issues identified**

As Council is now in its third year of operation, officers had taken the opportunity to assess the current arrangements.

Having assessed these arrangements, the following issues had been identified with the approach that had been adopted up to now:

- The governance arrangements are complex;
- Information can be reported several times, in different manners and to different structures. For example financial performance/budgeting has been reported in the 17 business plans, as well as separate aggregated reports periodically being prepared for the Policy and Governance Committee and Full Council. This approach has the following associated issues:
  - Where information is disaggregated across 17 areas, it can be difficult to obtain a strategic overview for that area of business;
  - Reporting the same information to differing structures creates unnecessary "internal demand" tying up officers' time / is not efficient.
- Significant volumes of information may be presented to governance structures that do not require focus by those structures. (The majority of Members' time should be spent focusing on: items requiring decisions, and issues / concerns).

### **Proposed arrangements**

In response to the above identified issues, the following revised approach was proposed:

- (1) An aggregated / consolidated Annual Business Plan is prepared, rather than separate Service Plans.

The Annual Business Plan would contain all of the key areas of work / business.

Though the Annual Business Plan would provide the strategic overview of what work is to be undertaken in the forthcoming year, the Plan would identify the lead Head of Service, thus still providing transparency / accountability at a Head of Service level.

- (2) Officers need only report their data once.

Where there is a requirement for reporting on a sub-set of the Annual Business Plan (for example reporting on the Corporate Improvement Plan),

officers would no longer be required to provide these updates separately; they would simply update that element of the Annual Business Plan.

(3) In 2017/18, there would be a simplified approach to the defining the strategy for each area of business. The strategy would consider two broad themes:

- (i) Meeting the needs of our customers
- (ii) Doing things better / efficiently

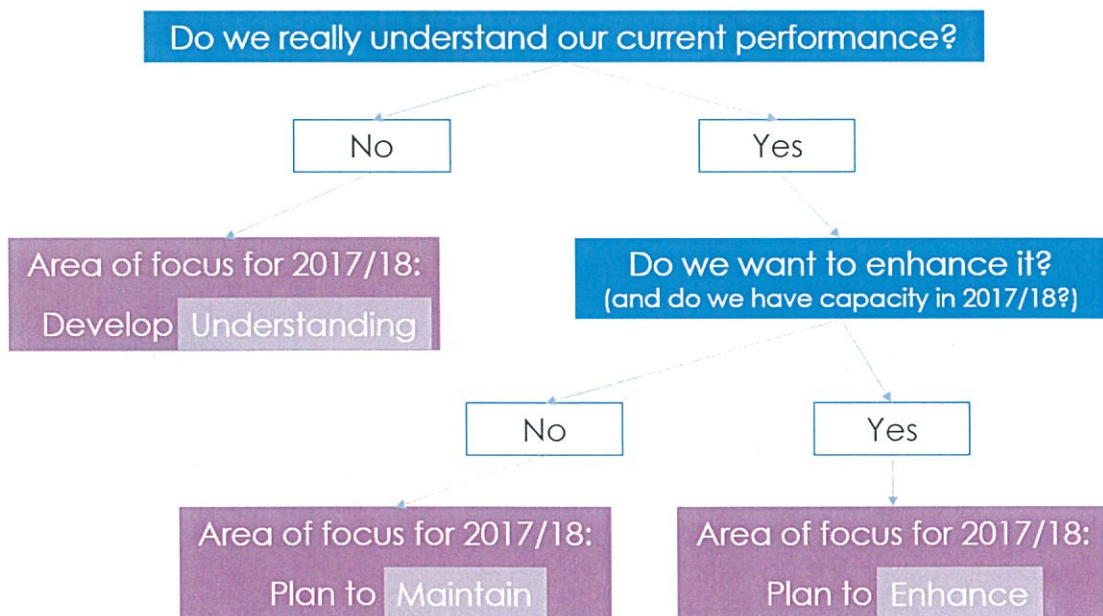
Both of these themes would be underpinned by performance data.

The strategy for each area would be defined in one of three ways:

- (i) Understand performance
- (ii) Maintain performance
- (iii) Enhance performance

Officers would use the following simple approach to identifying their strategy for the year.

### Annual Business Plan – Performance



(4) Regardless of the strategy (understand, maintain or enhance), officers would be required to articulate a "measure of success" i.e. what they want to achieve by year end.

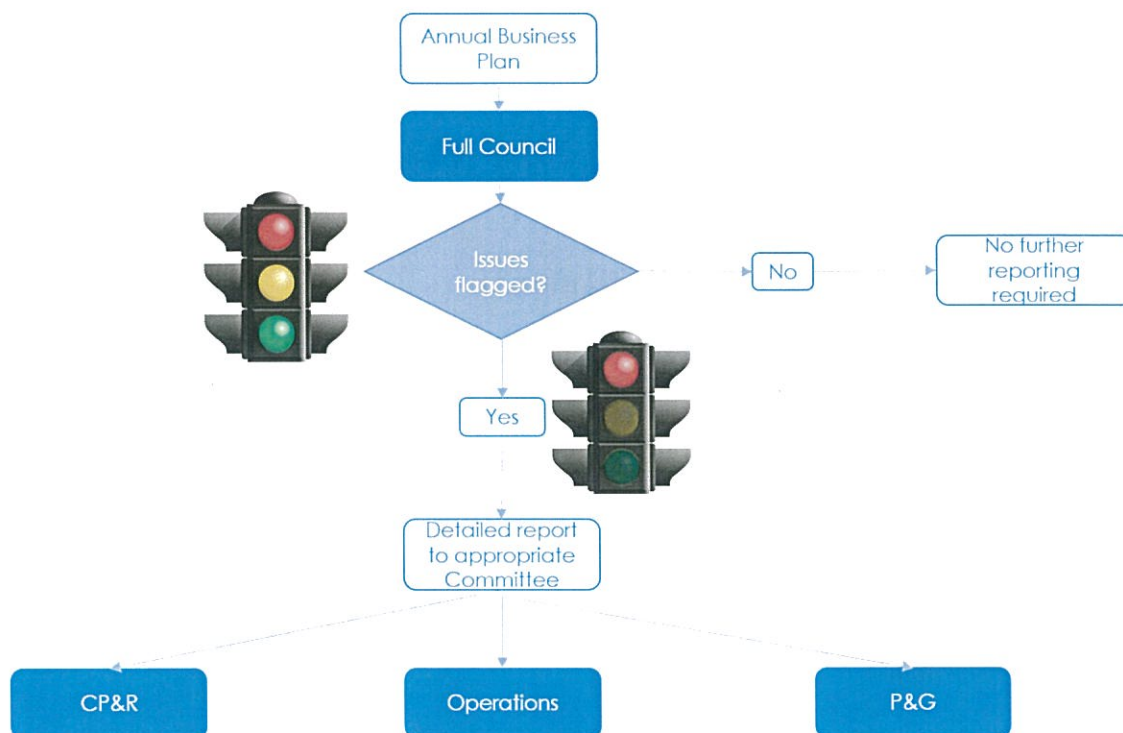
(5) If the strategy was to understand performance, or enhance it, officers would be required to state the actions that they plan to take to achieve this outcome.



- (6) For those areas that have either a “maintain” or “enhance” strategy, officers would be required to provide baseline information, to enable “success” to be appropriately assessed.
- (7) Performance against the Annual Business Plan would be reported in summary form to Full Council, on a quarterly basis. This would be done using a traffic light system.

Where items are confirmed as “green” (already achieved or on track to achieve), no further information need be provided.

Where items are assessed as “amber” (at risk) or “red” (not achieved), further detailed information would be provided to the most appropriate committee / Council. This was depicted as follows:



- (8) Reports going to Committee would ordinarily be required to demonstrate a clear link to the Annual Business Plan. Where such a link cannot be established, this may bring into question the necessity of such a report.
- (9) The current assurance arrangements would remain in place to provide comfort over the officer-assessed position. i.e. all update reports would be reviewed by the Corporate Leadership Team in the first instance, and Internal Audit would continue to audit the process (and performance data) and assurances would be provided to the Audit Committee accordingly.

## **Benefits**

The perceived benefits of this proposed approach were as follows:

- (1) Members get a strategic overview of the full work programme for the forthcoming year.
- (2) Members are facilitated better in being able to focus on the things that matter most.
- (3) The process of reporting is streamlined / more efficient.
- (4) There is greater coordination between Heads of Services.

Moved by Councillor Blair  
Seconded by Councillor Kells and

**RESOLVED - that Members agree the proposed approach to business planning for 2017/18**

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

### **9.11 PBS/BC/5 PUBLIC SECTOR LIAISON GROUP ADDRESSING BEST PRACTICE**

Correspondence had been received (circulated) from Land and Property Services (LPS) regarding the Public Sector Liaison Group (PSLG) and Council's Address Management Team. This Group provides a mechanism to enhancing partnerships between central and local government with the overall objective of improving customer service for both organisations.

The objective of the Group was to strengthen and improve operational effectiveness of the joint activities of LPS and Local Authorities in the areas of collecting and sharing. This was to include consideration of the methods of information collection, management and sharing with:

- Timely and accurate addressing
- Property information
- Spatial data information

The Group had produced two papers which provided an agreed approach to further improve addressing quality and implement best practice:

*(1) Addressing Best Practice*

This paper set out guidance and best practice with respect to naming streets and numbering or naming of properties, as well as attributing a town field and locality field.

*(2) Addressing Best Practice – "Unverified" Address Creation Protocols*

'LPS' operational processes necessitate individual hereditaments to be allocated a unique address, which if not already contained within the Pointer Address database, will be requested from the relevant Local Council. The report notes that in some instances, these requests are at

variance with the Local Council's responsibilities under The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. On occasions where the Local Council is unable to provide an official address, LPS allocates an 'unverified' address to the hereditament.

The report contained various scenarios and the associated protocols that would be applied, with the assumption that all Councils were providing LPS with address notifications at the commencement stage of each property build.

Moved by Alderman Smyth  
Seconded by Councillor Bingham and

**RESOLVED - that Members agree to the adoption of the recommendations set out in in the following papers provided by LPS:**

- (i) Addressing Best Practice**
- (ii) Addressing Best Practice – “Unverified” Address Creation Protocols**

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

## **9.12 CE/OA/25 CORPORATE IMPROVEMENT PLAN (WORKING DRAFT) 2017-18**

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 (Working Draft) 2017-18 was brought for Members' consideration in February 2017 and it was agreed to conduct a twelve-week consultation exercise to encourage feedback from our stakeholders.

On 2 March 2017 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 25<sup>th</sup> May 2016 and fourteen responses were received. A summary of the consultation responses was circulated for Members' consideration.

Many of the responses reinforced the identified improvement objectives and had detailed practical and specific examples that could be actioned. To this end, it was proposed not to make any changes to the Corporate Improvement Plan. However, it was proposed that the comments and feedback from the consultation exercise were incorporated into the implementation plans derived out of the final Corporate Improvement Plan 2017-18 and/or associated documents. An update report would be provided to Committee in due course, on how the feedback had been actioned.

Moved by Councillor Kells  
Seconded by Councillor Beatty and

**RESOLVED - that the Corporate Improvement Plan 2017-18 is not amended, however the comments and feedback from the consultation exercise are incorporated into the Council's Business Plan.**

*ACTION BY: Helen Hall, Business Change Manager*

**9.13 EL/168 APPLICATION FOR GRANT OF AN ENTERTAINMENT LICENCE (INDOOR ENTERTAINMENT – 14 DAY OCCASIONAL LICENCE) MARKET SQUARE, ANTRIM**

An application had been received for the grant of an Entertainment Licence (indoor licence) for the following area.

Licensee	Location of Premises	Type(s) and hours of entertainment	File Number	New Application or Renewal
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Majella McAlister Director of Community Planning and Regeneration	Market Square Antrim BT41 4AW	Singing, Music, dancing or entertainment of a like kind.  Monday – Sunday 9am – 11pm  Number of persons 501-1000	EL168	New
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In line with the Council Protocol for the hearing of Entertainment Licence applications, approved in December 2016, the application must be considered at a full meeting of the council.

The council could decide the following:

- i. Grant the licence
- ii. Grant the licence with specific additional terms, conditions and restrictions
- iii. Refuse the licence
- iv. Defer an application for further consideration or to obtain further information.

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

Moved by Councillor Kells  
Seconded by Councillor Kelly and

**RESOLVED - that an Entertainment Licence (indoor entertainment – 14 day occasional licence) is granted to the applicant Ms Majella McAlister, for the Market Square, Antrim BT41 4AW.**

**This is subject to the receipt of no objection from statutory consultees, PSNI and NIFRS regarding the application and on the condition that all relevant documents pertaining to each event over the 14 permitted days meets licensing requirements.**

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

**9.14 G/MSMO/14 MOTION – REINSTATEMENT OF THE AREA OF NATURAL CONSTRAINT SCHEME**

Correspondence had been received from Fermanagh & Omagh District Council seeking support for a Motion to lobby the Department of Agriculture, Environment and Rural Affairs regarding the proposal to abandon its current decision to reduce the Area of Natural Constraint Scheme funding by 60% and then to withdraw it in 2018. (Circulated.)

Moved by Councillor Kells  
Seconded by Alderman Cosgrove and

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

*NO ACTION*

**9.15 G/MSMO/8/VOL2 DRAINAGE (NI) ORDER 1973: DRAINAGE (ENVIRONMENTAL IMPACT ASSESSMENT) REGULATIONS (NI) 2006**

Correspondence had been received from the Department of Infrastructure, Rivers Agency advising of proposals to carry out a flood alleviation scheme at Concrete Row, Newtownabbey (circulated). A copy of the Scheme, together with associated drawings would be exhibited at the following locations for a period of 28 days commencing 19 May 2017:

- Antrim & Newtownabbey Borough Council, Mossley Mill, Newtownabbey, BT36 5QA
- DFI Rivers, GBA Office, Ravarnet House, Altona Road, Lisburn, BT27 5QB
- Whiteabbey Post Office, 607 Shore Road, Whiteabbey, BT37 0ST

Moved by Councillor Beatty  
Seconded by Councillor Kells and

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

*NO ACTION*

**9.16 L/GEN/65 AQUASLIDE REFURBISHMENT**

Further to the request for information on staffing and usage to be considered by Council following a report to Operations, a detailed report would be brought to the June meeting of Operations Committee.

Moved by Councillor Montgomery  
Seconded by Councillor Maguire and

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

NO ACTION

## 10. MOTION

Moved by Councillor Blair  
Seconded by Councillor Magill

Following recent correspondence and presentations, Council seeks to immediately commence discussions with TransportNI in relation to the roads infrastructure around Belfast International Airport.

Council, recognising the economic and strategic importance of Belfast International Airport, both locally and regionally, remains committed to the provision of rail links to the airport and in addition to this commitment urges Transport NI to address roads issues as soon as is possible.

Council will enter discussions mindful of traffic volumes in Templepatrick village, access to the A26 at Glenavy, the need for traffic control measures at Nutt's Corner roundabout and the requirement to improve road and transport links from Antrim town to the airport.

On the Motion being put to the meeting all 32 members present voted for the Motion.

**The Motion was accordingly declared carried and it was agreed that the Chief Executive write to the Permanent Secretary on behalf of the Council.**

*ACTION BY: Jacqui Dixon, Chief Executive*

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

Moved by Councillor Bingham  
Seconded by Alderman Smyth 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.

## **ITEMS IN COMMITTEE**

### **9.17 IN CONFIDENCE CE/OA/24 BALLYCLARE RELIEF ROAD**

Members were reminded that it was agreed at the March Council meeting, that Terms of Reference be developed for an economic appraisal/business case for the Ballyclare Relief Road. This research was to be funded on a 50/50 basis by the Council and the developer Neptune/Ballyclare Developments Ltd. A copy of the Terms of Reference was circulated for information.

Moved by Councillor McWilliam  
Seconded by Councillor Girvan and

**RESOLVED - that the Terms of Reference be noted.**

NO ACTION

### **9.18 IN CONFIDENCE FI/PRO/TEN/130 TENDER FOR SPORTS TURF MAINTENANCE THROUGHOUT THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL AREA**

***Contract Period 3 June 2017 to 31 May 2018 (with an option to extend for a further period of 24 months (in 3 month increments), subject to review and performance)***

#### **Introduction**

Five tenders for the provision of sports turf maintenance were opened via e-SourcingNI on 26 April 2017 and referred to the evaluation panel for assessment.

#### **Tender Evaluation**

The tenders were evaluated on a two-stage basis as follows:

**Stage 1 (Selection Stage)** comprised of selection criteria which included questions on mandatory exclusion, insurances, management systems and practices, previous experience, and declarations and form of tender. All tenders met the requirements of the Stage 1 and proceeded to the next stage.

**Stage 2 (Award Stage)** The tenders proceeded to be evaluated on the basis of cost (100%).

The three highest scoring bidders in each lot were to be appointed. The principal supplier, ranked 1<sup>st</sup> in the lot, would be offered the work in the first instance. In the event that the Council was of the opinion that the 1<sup>st</sup> ranked supplier had insufficient capacity to fulfil the service, the reserve suppliers, ranked 2<sup>nd</sup> and 3<sup>rd</sup> in the lot, would be offered the work in turn.

The scores of all suppliers were listed in the attached document, **Annex 1** and a breakdown of items in each lot is attached in **Annex 2**. The three highest scoring bidders in each lot were detailed as follows:

<b>Lot</b>	<b>Principal Supplier</b>	<b>1<sup>st</sup> Reserve Supplier</b>	<b>2<sup>nd</sup> Reserve Supplier</b>
Lot 1 Verti-Draining & Topdressing	WM Contracts	Irwin Ground Works	Haffey Sportsgrounds Limited
Lot 2 Hollow Tining	WM Contracts	Irwin Ground Works	Clive Richardson Ltd
Lot 3 Solid Tining	WM Contracts	Irwin Ground Works	Haffey Sportsgrounds Limited
Lot 4 Overseeding and Direct Seeding	Irwin Ground Works	Clive Richardson Ltd	WM Contracts
Lot 5 Spraying	WM Contracts	Irwin Ground Works	Tony Patterson Sportsgrounds Ltd
Lot 6 Sand Slitting	Clive Richardson Ltd	Haffey Sportsgrounds Limited	Irwin Ground Works
Lot 7 Scarification	Irwin Ground Works	Clive Richardson Ltd	WM Contracts
Lot 8 Aeration	Irwin Ground Works	WM Contracts	Haffey Sportsgrounds Limited
Lot 9 Other Maintenance Works	WM Contracts	Haffey Sportsgrounds Limited	Clive Richardson Ltd
Lot 10 Flailing	WM Contracts	Haffey Sportsgrounds Limited	Irwin Ground Works
Lot 11 Turfing	WM Contracts	Irwin Ground Works	Tony Patterson Sportsgrounds Ltd
Lot 12 Goal Renovation Works	WM Contracts	Irwin Ground Works	Clive Richardson Ltd
Lot 13 Grounds Works	WM Contracts	Haffey Sportsgrounds Limited	Clive Richardson Ltd
Lot 14 Drainage	WM Contracts	Haffey Sportsgrounds Limited	Clive Richardson Ltd
Lot 15 Gravel Banding	Irwin Ground Works	Haffey Sportsgrounds Limited	Tony Patterson Sportsgrounds Ltd

Moved by Councillor Beatty  
 Seconded by Councillor Bingham and

**RESOLVED - that the tenders for sports turf maintenance services, detailed above, be approved in ranked order for the period 3 June 2017 to 31 May 2018 with an option to extend for a further period of 24 months (in 3 month increments), subject to review and performance.**

*ACTION BY: Sharon Logue, Procurement Manager*



**9.19 IN CONFIDENCE FI/PRO/TEN/116 TENDER FOR FITNESS EQUIPMENT AT THE VALLEY LEISURE CENTRE**

Following a review of fitness equipment provision across all leisure centres, Members were reminded that at the Operations Committee Meeting on 7 November 2016, the fitness equipment replacement plan, including the business case for the 2017/2018 replacement of fitness equipment for the Valley Leisure Centre, was approved. The cost to replace the resistance machines and cardiovascular equipment at the Valley Leisure Centre was estimated at £[REDACTED].

Three tenders for the supply, delivery, installation, and maintenance of fitness equipment for the Valley Leisure Centre were opened via eTendersNI on 5 April 2017 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 using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous company experience, and declarations and form of tender. All three tenders met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2 – Award Stage. The tenders were evaluated as follows:

**Stage 2 (Award Stage)**

**General Information**

The three tenderers provided all confirmations and information requested and proceeded to the next stage of the assessment.

**Technical/Commercial Assessment**

The tender was evaluated on the basis of service delivery proposals (60%) and cost (40%). Details are as follows:

<b>Tenderer</b>	<b>Total Estimated Cost including 7 years maintenance (£) (excl. VAT)</b>	<b>Total Score %</b>
Technogym UK Ltd	227,948.68	92.00
[REDACTED]	[REDACTED]	87.10
[REDACTED]	[REDACTED]	74.21

Moved by Councillor Webb

Seconded by Councillor Duffin and

**RESOLVED - that, having achieved the highest score of 92.00%, Technogym UK Ltd be appointed to supply, deliver, install, and maintain fitness equipment at the Valley Leisure Centre.**

*ACTION BY: Sharon Logue, Procurement Manager*

**9.20 IN CONFIDENCE CD/PM/96 TENDER PROCUREMENT FOR CARMONEY CEMETERY PROVISION (SUBTERRANEAN SYSTEM)**

At the Council Meeting on 26<sup>th</sup> September 2016 Members approved the suspension of normal procurement policy for the supply and installation of a subterranean shoring system from the only Northern Ireland Supplier. Given the statutory and essential nature of the burial service this was to speed up the delivery of grave plot provision to meet current demand at Carnmoney Cemetery Main. The plan was to provide approximately 200 plots at the approved budget of £[REDACTED] – economic appraisal and business case (circulated). An on-site sample of the system was shown to Members previously.

**Procurement**

As part of this process Council Officers proceeded to negotiate a design and build contract with a main contractor ([REDACTED]) and their specialist supplier for a thermoplastic composite material subterranean shoring system.

The submission from [REDACTED] was assessed for economic and financial standing, health and safety, professional conduct, general declarations etc. and met the Council requirements

Over the last two months negotiations and value engineering exercises had been undertaken with the main contractor and specialist supplier to design the shoring system to comply with the relevant technical standards and within the approved budget.

To date Council Officers had not been able to obtain assurances from the specialist supplier with regard to the structural stability of the thermoplastic shoring system.

On this basis Officers had been researching alternative systems and had established that a shoring system but of different material would also meet the Council's needs. This could however be provided by more than one supplier.

Due to the need to provide grave plots at Carnmoney Cemetery Main it was proposed to undertake a competitive procurement exercise to provide plots through the provision of a shoring system using an alternative material. Due to the anticipated cost differential of alternate materials the total number of plots may reduce to approximately 160. This would be confirmed following detailed design and costing exercises.

[REDACTED] With the current demand of 15 plots/month required for burials this facilitates provision for approximately 6 months.

In addition a further 40 plots had been identified close to this area and this would provide another 3 months giving an overall lifespan of burial provision of 8/9 months up to January/February 2018. In addition, staff had been examining any unused fringe areas within the cemetery with a view to creating additional plots for immediate use. An economic appraisal and business case for these works were circulated.

### Programme

Through the competitive procurement exercise it was estimated the earliest commencement date for works on site would be December 2017. It was projected that approximately 160 plots would be available for use at Carnmoney Cemetery Main by April 2018.

### Other Issues

A high proportion of the existing roads and paths within the cemetery were in need of an upgrade. A condition report, specification, cost and programme was currently being progressed. It was anticipated that in undertaking the works to install the subterranean system some roads would deteriorate further and short term remedial works would be required until the contract for the full upgrade was awarded. It was anticipated that the cost of the remedial works would be in the order of £[REDACTED] - £[REDACTED] depending on the extent of the works required. This cost was in addition to cost of the subterranean system and could be absorbed within the current existing cemeteries capital budget 2017/2018.

Moved by Alderman Cosgrove  
Seconded by Alderman Agnew and

### **RESOLVED -**

- 1) that Officers progress the procurement of the alternative material shoring system for the approved approximate budget of £[REDACTED] through a competitive procurement exercise subject to a final tender report being presented to the Council for approval;
- 2) that the economic appraisals and business cases for the subterranean shoring system and additional plots in fringe areas of the cemetery are approved;
- 3) an additional budget of £[REDACTED] be approved to undertake an improvement scheme to the existing roads and paths.

*ACTION BY: David Traynor, Capital Development Officer*

9.21 IN CONFIDENCE CD/PM/35 NEW CEMETERY DEVELOPMENT AT ASHLEY ROAD

At the Council meeting in March 2017, it was agreed that the Council's agent be asked to negotiate a purchase price for the Ashley Road site, subject to an approved business case and full planning permission. Prior to negotiation a valuation of £[REDACTED] had been provided by Land and Property Services and the Council's agent had estimated the value to be in the range of £[REDACTED] to £[REDACTED].

Following consideration of the previous planning approval on the site, the current market conditions and the protracted search that the Council had undertaken to find a suitable site, Officers instructed the agent to negotiate up to £[REDACTED].

In response the agent acting for the vendor advised that the vendor acquired the site for c£[REDACTED] originally and was not willing to sell for less than that amount. The conditions regarding planning and formal Council approvals were considered acceptable.

On this basis it was proposed that no further action be taken at this time regarding the purchase of the Ashley Road site.

Moved by Councillor Ross  
Seconded by Alderman Cosgrove and

**RESOLVED - that no further action be taken regarding the purchase of the Ashley Road site.**

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

## **9.22 IN CONFIDENCE FI/PRO/TEN/100 TENDER REPORT FOR APPOINTMENT OF CONTRACTORS FOR GRANGE LANE BRIDGE REPLACEMENT**

Members were reminded that funding of £[REDACTED] was made available for the replacement bridge at Grange Lane, Mallusk by the three departments: The Department for Infrastructure (DfI), The Department of Agriculture, Environment and Rural Affairs (DAERA) and the Department for Communities (DfC).

A tendering competition for the works contract was undertaken in 2015. The lowest tender received was £[REDACTED] (giving a predicted outturn cost of approximately £[REDACTED] and shortfall in funding of £[REDACTED]). On this basis the project was postponed.

Members were advised at the Council Meeting in April 2016 that costs of £32,400 had already been incurred which included the installation of the temporary Bailey Bridge after collapse of the old bridge and consultant fees for the design of the new bridge. As a result £[REDACTED] remained available for the installation of a new bridge.

Further design work to review the range of solutions for the replacement bridge in line with the available budget was undertaken. Officers proceeded to tender to test the market for a traditional single span solution.

### Procurement Process

Seven completed Pre-Qualification Questionnaires (PQQs) were received from Contractors via the eSourcing NI portal on 22 December 2016 as detailed below and referred to the evaluation panel for assessment. The PQQs were evaluated using criteria including Past Performance, Economic & Financial Standing and Professional Conduct, Health and Safety and Technical and Professional Ability.

Contractor	Evaluation
[REDACTED]	80
[REDACTED]	80
[REDACTED]	60
Ballymore Services	40
[REDACTED]	40
[REDACTED]	20
[REDACTED]	0

[REDACTED] and [REDACTED] Limited failed to meet the minimum standard score and were excluded from the competition. The remaining five contractors were selected for Invitation To Tender (ITT).

Five completed ITTs were received via the eSourcing NI portal on 12 May 2017 and referred to the evaluation panel for assessment. All passed the completeness and compliance checks and are listed below in ascending order.

Contractor	Total of the Prices	Model Compensation Event Total*	Tender Assessment Total Price	Rank
Ballymore Services	[REDACTED]	[REDACTED]	£144,306	1
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5

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

### Tender Analysis

The Council's consultant had confirmed that the tender submitted by Ballymore Services represented a competitive price and demonstrated value for money relative to the other tenders received.

### **Predicted Spend Summary (CURRENT DESIGN)**

The remaining costs to complete the project are as follows

Total of the Prices	£132,306
Professional Fees	£ 22,802
Statutory/Utility Costs	£ 1,955
Enabling Works	<u>£ 1,650</u>
Sub - Total Cost	£158,713
Contingency	£ 10,000
Total Cost	£168,713
Funding Remaining	£ 87,600
Funding Shortfall	£ 81,113

The costs include:

- temporary paths to facilitate access to a common collection point for refuse collection.
- enabling works to divert NIE overhead cables
- value engineering exercises

Given the nature of the works a contingency of £10,000 for unforeseen works had been allowed. This may not be fully expended.

On the basis that there remained a shortfall in funding of £81,113. The design selected was the simplest solution and minimal opportunity remained for savings through further value engineering or market testing.

It was proposed that the Council considered funding the shortfall of £81,113. This expenditure could be absorbed over a number of years through the application of the Minimum Revenue Provision which over 10 years would equate to £8,111 per annum.

### **Programme**

The works if approved to proceed are planned to start on site in July 2017 and complete August 2017 subject to planning permission being received. This was anticipated to be received in June 2017.

### **Other Issues**

Capital Development Officers had worked with the Council's in-house Lawyer in drafting legal and novation agreements with the view to the local residents signing. This would protect the Council's interests and transfer both maintenance and contractual obligations to the residents following the end of the defects period.

Moved by Alderman Smyth  
Seconded by Councillor Kelly and

**RESOLVED - that the tender submitted by Ballynure Services be approved subject to the Council contributing the shortfall of £81,113 and the required legal arrangements to protect the Council's interest in relation to maintenance and contracted obligations being put on place.**



*ACTION BY: Andrew McKeown, Capital Projects Officer*

**9.23 IN CONFIDENCE G-LEG-69-11 LEASE OF GROUND FLOOR WEST IN MOSSLEY MILL**

Osborne King Estate Agents entered into negotiations on behalf of the Council with Atos for the rent of the whole of ground floor west office space at Mossley Mill.

Atos is a European IT services corporation with its headquarters in Bezons, France and offices worldwide. It specializes in hi-tech transactional services, unified communications, cloud, big data and cybersecurity services. Atos operates worldwide under the brands Atos, Atos Consulting, Atos Healthcare, Atos Worldgrid, Bull, Canopy, Unify and Worldline.

Following negotiations Osborne King had proposed the following terms of the lease:

- Rent - £█ per square foot (psf) = £█ p.a. (in addition there would be a service charge which is still the subject of negotiation as to what services are to be covered).
- Term – 10 years from October 2017 (subject to breaks at 7,8,9 years with a 6 month notice period).
- Rent review – end of year 5.
- 6 months initial rent free period.
- Atos would be responsible for the costs of the refurbishment works required for the office space. This would have to be with the prior approval of Council officers.

Osborne King had confirmed they consider the rent of £█ per sq ft exclusive of rates to be a reasonable offer in today's market.

The proposed terms of the lease had been reviewed by the Council's in-house legal adviser. From a legal perspective there were no issues with the terms of the lease.

Moved by Councillor Montgomery  
Seconded by Councillor Kells and

**RESOLVED - that Members agree to lease the whole of ground floor west office space at Mossley Mill to Atos on the terms as outlined above, subject to final lease agreement.**

*ACTION BY: Paul Casey, Legal Advisor*

**9.24 IN CONFIDENCE PROVISION OF WHEELCHAIR ACCESSIBLE SWINGS**

Members were made aware of requests received from parents and carers

regarding the provision of wheelchair accessible swings. Whilst the Council had provided a range of equipment within playparks suitable for children with mobility problems and other needs, this had not included wheelchair accessible swings. Officers had engaged with colleagues in other Councils with such provision and investigated the various options and costs involved.

The 2 main options for consideration were a stand-alone swing which was separately fenced off with controlled access or an integrated swing which was provided as part of a unit. The business case and economic appraisal circulated showed that the integrated single piece of equipment was the preferred option, albeit the more expensive. This was because it met the needs of children and families as highlighted through feedback received. In addition, changing facilities for children with disabilities would be upgraded at the Valley and provision included in the Gateway Centre scheme.

Members were made aware that there were 5 special needs schools across the Borough namely Thornfield House School, Rostulla School, Jordanstown Schools, Hill Croft and Riverside School, with 465 children attending those schools from the Borough. Given the location of the schools and the desire to provide such provision at both sides of the Borough, it was proposed that:-

- (a) a wheelchair accessible swing be provided at the V36 playpark at the Valley Park.
- (b) a wheelchair accessible swing be provided at the new Antrim Lough Shore Playpark.

Officers estimated that the cost for an integrated unit would be circa £[REDACTED] and £[REDACTED] for each site respectively (Lough Shore playpark was in the planning stage so this equipment can be included in the specification which would be tendered and would form part of the overall cost of the project).

Members, through the DEA programme, had also expressed an interest in pursuing such provision within their local playparks eg, Ballyclare DEA and it was proposed that a further report be provided to the Community Planning & Regeneration Committee for consideration.

Moved by Councillor Maguire  
Seconded by Alderman Girvan and

**RESOLVED: that**

- (a) **wheelchair accessible swings be provided at the V36 playpark and at the new Antrim Lough Shore playpark at a total estimated cost of £[REDACTED].**
- (b) **a further report on such provision at other playparks be provided in due course.**

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

**9.25 IN CONFIDENCE CE/STC/88 ORGANISATION STRUCTURES**

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

Moved by Councillor Webb  
Seconded by Councillor Kelly and

**RESOLVED – that the proposed structure be approved in principle, subject to consultation with the trade unions and employees.**

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

**MOTION TO PROCEED ‘OUT OF COMMITTEE’**

Moved by Councillor McWilliam  
Seconded by Councillor Hamill 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 for their attendance. Members congratulated the Mayor and Deputy Mayor on their professionalism during their time in office. The meeting concluded at 7.56pm.

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**Mayor**

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

