



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
COMMUNITY PLANNING AND REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON
MONDAY 15 MAY 2017 AT 6.30 PM**

In the Chair	:	Councillor P Brett
Committee Members Present	:	Aldermen - W Ball Councillors – A Ball, J Blair, L Clarke, T Girvan, N Kelly, N Kells, A Logue, R Lynch, V McWilliam and P Michael
Non Committee Members Present	:	Councillors – D Arthurs, D Hollis, N McClelland, S Ross and W Webb
Officers Present	:	Director of Community Planning and Regeneration - M McAlister Head of Property and Building Services – B Doonan Head of Economic Development – P Kelly Head of Capital Development – R Hillen Media and Marketing Officer – A Doherty Community Services and Tackling Deprivation Manager – E Manson ICT Officer – C Bell Senior admin Officer – S McAree Governance Support Office – D Conlan

CHAIRMAN'S REMARKS

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

1 APOLOGIES
Councillor Scott

2 DECLARATIONS OF INTEREST

Item 3.2 Councillor McClelland

**3.1 CE/GEN/4 TRANSPORTNI – PROPOSED WAITING RESTRICTIONS –
SCHOOL STREET, BALLYCLARE**

Correspondence had been received from TransportNI advising of proposals to restrict parking on one side of School Street, Ballyclare to ensure one footway was available to children walking to Ballyclare Primary School (*circulated*). The proposed restriction would only apply Mon – Fri between 8 am and 6 pm.

Proposed by: Councillor Girvan

Seconded by: Councillor Kelly and agreed that

Member respond on an individual or party political basis.

ACTION BY: Member Services

**3.2 ED/ED/6 EXPLORING ENTERPRISE PROGRAMME: MATCH FUNDING
CONTINUATION**

Members were reminded that in June 2015, the Council agreed to provide match funding to Enterprise Northern Ireland in support of a three year 'Exploring Enterprise Programme' (EEP). The programme is run throughout Northern Ireland and delivered locally by Antrim Enterprise Agency (AEA), working closely with Mallusk Enterprise Park, with 65% of the cost funded by the Department for Employment and Learning (DEL) through the European Social Fund (ESF). The Council's match funding was approved subject to the annual estimates process and to an annual review of performance against the agreed outputs.

The Exploring Enterprise Programme is aimed at unemployed individuals, especially the long term jobless, who may be interested in the self-employment option; it offers a range of practical support activities that may result in participants either starting up their own businesses or enhancing their employability skills and prospects. The programme has a particular focus on people with disabilities and health conditions, lone parents, older workers, young people not in education, employment or training (NEETs), women and also people with low or no qualifications.

The target was to deliver 8 courses in the Antrim and Newtownabbey Borough Council area over 3 years, (2 in year 1, 4 in year 2, and 2 in year 3) with the following key outputs:

- 96 personal development plans completed

- 56 individuals achieving QCF Level I in 'Understanding Business Enterprise'
- 6 individuals successfully obtaining employment
- 8 individuals starting their own businesses

An overview and review of the project was circulated and a summary of outputs for year 2 were set out below:

Year 2016-2017	Progress
Courses Delivered	4
Personal Development Plans Completed	45
Individuals achieving QCF Level 1 in 'Understanding Business Enterprise'	27 (5 Portfolios will be moderated by CCEA in May 2017 & 7 in January 18)
Individuals obtaining employment	14
Individuals starting their own business	6

In 2017-18, AEA is to run 2 courses with the Council's agreed match funding of up to £10,311. The targets are:

- 24 personal development plans completed
- 14 individuals achieving QCF Level I in 'Understanding Business Enterprise'
- 2 individuals successfully obtaining employment
- 2 individuals starting their own businesses

Proposed by Councillor Lynch

Seconded by Alderman Ball and agreed that

the Council reaffirms its support for year 3 of the Exploring Enterprise Programme for the 2017/18 year in the sum of up to £10,311, provision for which exists in the Economic Development budget.

ACTION BY: Michelle Pearson, Economic Development Project Officer

3.3 ED/ED/40 O52(F) LOUGH NEAGH PARTNERSHIP: REQUEST TO RENEW CORE FUNDING

Members were reminded that the Council had provided £25,000 to the Lough Neagh Partnership (LNP) towards its core operating and programming costs in 2015-16 and in 2016-17. A request had been received (circulated) from the LNP for the Council to consider renewing core funding for 2017-18 in the sum of £22,000, £3,000 less than the previous year's support as there would be no digital marketing skills programme as part of any new agreement.

Armagh Banbridge and Craigavon and Mid Ulster Councils had both agreed to provide £22,000 each for the current year and Lisburn City and Castlereagh

and Mid and East Antrim Councils were still considering a request for £3,500 each (they both share much smaller shorelines of the Lough).

Members were also reminded that a Lough Neagh Development Trust was established in 2016 to take on the long-term management and development of the Lough under community ownership. There was an expectation that funding would be sought from central government to support the work of the Development Trust going forward and officers would suggest that in future years there should be reduced reliance on the Councils to cover core operating costs. To assist the Partnership in its future planning it was suggested that officers engage in discussions regarding a reduced funding profile over the next 2-3 years.

Proposed by Councillor Kells

Seconded by Councillor Lynch and agreed that

- a) **£22,000 be provided to the Lough Neagh Partnership towards its core operating costs in 2017-18 provision for which exists in the tourism budget**
- b) **officers engage with the Partnership regarding a reduced funding profile over the next 2-3 years**

ACTION BY: Paul Kelly, Head of Economic Development

3.4 ED/EUP/2 RURAL DEVELOPMENT PROGRAMME: APPLICATION PROCESS AND MATCH FUNDING REQUESTS

Members were reminded that GROW South Antrim is currently delivering the Northern Ireland Rural Development Programme 2014-2020 across the Borough to include schemes that would support businesses, community organisations and village renewal projects. The Council made provision for £25,000 in the Capital estimates in 2016/17 and 2017/18 for match funding towards projects approved through the GROW programme.

Community Support – Basic Services

GROW is currently open for applications under its Basic Services measure, inviting proposals from the community sector to improve access to services in rural areas. Three potential applicants had requested that the Council consider providing up to 20% match funding to their project, subject to securing funding at a grant rate of 75% from GROW. The remaining 5% of the project costs would be provided by the applicant organisation. The table below summarised the applicants and their project proposals.

Organisation & Proposal	Estimated Total Project cost	Council match
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		funding request
TIDAL, Toomebridge: Extension of community building to provide more lettable space for the dental surgery, and re-organisation of internal community space to facilitate additional community based activities.	£100,000	£20,000
Doagh Cultural Society: Installation of an internal lift (including associated building works) in Doagh Cultural Hall to enable persons with a disability or limited mobility to access the first floor. As the downstairs room is used by a playgroup, the majority of existing and proposed community activity take place in the upper rooms.	£24,000	£4,800
TOTAL	£124,000	£24,800

All of the organisations were also applying for funding to the Northern Ireland Housing Executive, and if successful, the match funding requirement from the Council may reduce.

Village Renewal

Members were also reminded that in September 2016, the Council successfully secured funding from GROW to update existing, and create new village and hamlet plans across the Borough. Village steering groups were subsequently invited to submit their proposals for the delivery of eligible actions identified in their plans, and Officers were currently reviewing these following an eligibility assessment carried out by GROW. As GROW had a budget for village renewal in the current financial year for projects, it was proposed that the Council (which is required under the funding regulations to submit applications directly to GROW on behalf of the villages) commences work on, and prepares funding applications for the first batch of projects as follows:

Village & Proposal	Estimated Total Cost	Council match funding
Templepatrick: Replacement of the toilets at Wallace Park	£80,000	£30,000
Ballyeaston: Improvement works to the Church ruins and graveyard; capital works to install an outdoor power-point for community events and outdoor festive decorations	£30,000	£7,500
Straid: Capital works to improve the entrance into the village	£40,500	£11,375
Ballynure: Outdoor gym equipment at the War Memorial Park	£25,000	£6,250
TOTAL	£175,500	£55,125

The maximum funding available from GROW for each village project is up to £50,000 at a 75% grant rate. Officers would explore the potential to access additional match funding from the Northern Ireland Housing Executive to reduce the Councils match funding requirement.

Officers were reviewing the remaining village proposals and would report back to Committee in due course.

Proposed by Councillor Lynch

Seconded by Councillor Girvan and agreed that

- a) **The Council match fund 2 Basic Services applications up to £24,800, provision for which exists in the capital estimates programme, subject to the projects successfully securing funding from GROW**
- b) **The Council submit funding applications to GROW and to the Northern Ireland Housing Executive for 4 village renewal projects, and to provide match funding of £55,125 if required, provision for which exists in the Capital Estimate Programme**
- c) **Officers report back to the Committee on additional village projects following review.**

ACTION BY: Paul Kelly, Head of Economic Development

3.5 ED/ED/80 CORPORATE EVENTS SPONSORSHIP PROGRAMME –SECOND CALL FOR APPLICATIONS

Members were reminded that a second call for applications under the Council's Corporate Events Sponsorship Programme was released in April 2017. 3 applications were received by the deadline of Monday 19 April and Members agreed to provide funding for one of these (the May Day Steam Rally) at the Council meeting on 24 May as the event was being run before the May meeting of the Community Planning and Regeneration Committee.

The other two applications received were from Kaleidoscope seeking funding for a performance of My Fair Lady over 5 days in November at Theatre at the Mill; and from the Top of the Town for a 2 day Country Music Festival in Antrim town centre from 17-18 June coincides with the Antrim Summer Festival. Officers recommended that the application from Kaleidoscope be considered ineligible for funding as it is part of the Council's theatre performance programme.

Officers had assessed the application from the Top of the Town and the outcome was indicated below. Members were reminded that the Council had already agreed to provide a total of £15,000 to the Antrim Festival Group for its festival from 9-17 June and was also funding the Street Velodrome from 16-18 June, which included a market adjacent to the Old Courthouse in Market Square.

APPLICANT	EVENT NAME	LOCATION/DATE	SCORE (PASS RATE = 50%)	AWARD RECOMMENDED
Top of the Town	Country Music Festival	Antrim Town Centre – Market Square, 17-18 June 2017	25%	Nil

Proposed by Councillor Lynch
 Seconded by Councillor Kelly and agreed that

the requests for Corporate Events Sponsorship funding from Kaleidoscope and from the Top of the Town be declined and that a debrief be carried out with the Top of the Town.

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

3.6 ED/ED/20 SOCIAL ENTERPRISE HUBS

Members were reminded that support for social enterprises was a function that transferred from Invest Northern Ireland to the 11 Councils from April 2015. In 2014, the Northern Ireland Executive agreed to fund the operation of 9 Social Enterprise Hubs covering 11 areas throughout Northern Ireland as part of its Delivering Social Change framework through the Social Investment Fund. The Hub serving Antrim and Newtownabbey was based at the ECOS Centre with additional premises in Bridge Street in Ballymena managed by LEDCOM.

Officers had considered the proposal from LEDCOM and recommended that the Council declined as there were staff already employed in the Community Planning and Regeneration Department who could provide support to those considering setting up or expanding a social enterprise. Causeway Coast and Glens had already declined the offer and Mid and East Antrim was still to decide. Members were also advised that officers would be engaging with Antrim Enterprise Agency and Mallusk Business Park, both social enterprises themselves, to scope out their capacity for service delivery within the Council area.

Proposed by Councillor Lynch
 Seconded by Councillor McWilliam and agreed that

the Council declines the proposal from LEDCOM for a temporary Social Enterprise Hub service.

ACTION BY: Paul Kelly, Head of Economic Development

3.7 ED/ED/7 NOW GROUP: MATCH FUNDING FOR YEAR 4

The NOW Group is a social enterprise that supports young people and adults facing obstacles to employment and learning. In 2015, NOW secured funding at a rate of 65% by the Department of Education and Learning through the European Social Fund to provide young people (16-24) and adults up to 65 with learning difficulties access to training, volunteering and employment opportunities using a mix of mentoring, workshops, and tailored advice services over a three year period. The project aims to recruit 580 trainees across the Council areas of Antrim and Newtownabbey, Ards and North Down, Belfast, and Lisburn and Castlereagh creating 126 jobs over three years.

Members were reminded that in June 2015, the Council agreed to provide match funding to the Now Group in the sum of up to £17,500 per annum for three years (2015-16, 2016-17 and 2017-18) subject to an annual review of performance with the following key outputs; identified for the overall programme;

- 15 paid jobs to be created
- 15 voluntary jobs to be created
- 15 work experience placements
- 90 QCF accreditations
- 75 individual learner plans prepared

An overview and review of the project was circulated and a summary of outputs for year 2 were set out below:

Year 2016/2017	Progress
Paid jobs to be created	15
Voluntary jobs to be created	5
Work experience placements	13
QCF accreditations	31
Individual learner plans prepared	23

The target outputs for year 3 were:

- 6 paid jobs to be created
- 6 voluntary jobs to be created
- 6 work experience placements
- 35 QCF accreditations
- 30 individual learner plans prepared

Provision had been made in the 2017-18 Economic Development budget to match fund this project. Progress reports from the project promoter indicated that to date, the jobs target had been exceeded (31 against an overall target of 30); and the target for work experience has also been exceeded (23 against a target of 15).

Proposed by Councillor Kelly

Seconded by Councillor Lynch and agreed that

the Council reaffirms match funding to the NOW Group for year 3 of its programme in the sum of up to £17,500 provision for which exists in the Economic Development budget.

ACTION BY: Michelle Pearson, Economic Development Project Officer

3.8 ED/REG/5 ANTRIM TOWN TEAM: PROPOSED ACTION PLAN 2017/18

Members were reminded that proposals for the Antrim Town Team Action Plan for 2017-18 were agreed at the Antrim Town Team meeting on 20 March. The proposed action plan was set out below and included proposals for extending the town centre Wi-Fi to other key gateway streets, annual business awards and a range of complimentary activities.

ANTRIM TOWN TEAM ACTION PLAN 2017-18 BUDGET ALLOCATION £22,000

PROJECT IDEAS	INDICATIVE BUDGET
Marketing campaign to promote Antrim town brand as an independent shopping destination	£4,000
Extend Wi-Fi coverage to Fountain Street and Bridge Street (subject to performance of Phase 1)	£6,000
Complimentary events in the town when large events are taking place in nearby attractions	£4,000
Development of the loyalty scheme	£5,000
Business Awards	£3,000
Total	£22,000

Proposed by Councillor Kells

Seconded by Councillor Lynch and agreed that

the Antrim Town Team action plan for 2017-18 be approved at a total cost to the Council of £22,000, provision for which exists in the Economic Development budget.

ACTION BY: Karen Uprichard, Tourism, Town Centre & Regeneration Officer

3.9 PBS/BC/3 STREET NAMING

Correspondence was received on 25th and 27th April 2017 from Fermac Properties Ltd, regarding the naming of a residential development at Randalstown Road, Antrim. The development at present is for 242 residential units. The developer intends to make an amended planning application for change of house types and to reduce the number of units to approximately 190. The developer wishes to have an overall development name approved with the intention of using appropriate suffixes as and when the final site layout

is agreed. Three overall development names proposed were outlined below with a site location map circulated.

- 1 Castletown
- 2 Castlewater
- 3 Castle Tower

The Committee were made aware that there were already many street names in the Borough area which have utilised "Castle" in the name. There is a development in Templepatrick with the name Castleton and there are two addresses in Ballynure with the names Castletown Road and Castletown Park

Should the Committee not wish to select one of the above names, the matter would be referred back to the developer via the Building Control section for further consideration.

Proposed by Councillor Kells
Seconded by Councillor Kelly and agreed that

the Committee selects the name Castlewater for the development.

ACTION BY: William Richmond, Principal Building Control Surveyor

3.10 PBS/BC/3 STREET NAMING

Correspondence was received on 10th April 2017 from Gary Hunter (Philip Tweedie Estate Agents) on behalf of Cultra Developments, regarding the naming of a residential development at Bernice Road, Newtownabbey. The development is for five dwellings, a mixture of detached and semi-detached. The three development names and the developer's rationale had been submitted as outlined below with a site location map and site layout plan circulated.

- 1 Bernice Mews
- 2 Bernice Manor
- 3 Craigarogan Mews

Should the Committee not wish to select one of the above names, the matter would be referred back to the developer via the Building Control section for further consideration.

Proposed by Councillor Kelly
Seconded by Councillor Ball and agreed that

the Committee selects the name Bernice Manor for this development.

ACTION BY: Liam McFadden, Principal Building Control Surveyor

3.11 CP/GEN/17 DFC INTERIM LETTER OF OFFER-COMMUNITY FESTIVALS FUND 2017/18

Members were advised that correspondence had been received from the Department for Communities (DFC) indicating that financial assistance of up to £7,375 was to be made available to the Council to deliver its annual Community Festivals Programme for the period 1 April-30 June 2017.

This amount remained at the same level pro rata as the previous year with the same requirement for match funding from the Council.

Members were reminded of the decision taken at the Council meeting in March 2017 to support a number of programmes on an 'at risk' basis including Community Festivals for up to 6 months subject to a review in July 2017.

Following this decision by the Council to continue programme delivery 'at risk' it was anticipated that letters of offer would be issued to service providers for a six month period from 1 April to 30 September 2017. In light of the aforementioned letter of offer from DFC regarding the Community Festivals Fund the 'at risk' element for the Council for the period 1 April-30 June was no longer applicable, however the 1 July to 30 September period remained relevant.

Proposed by Councillor Kells

Seconded by Councillor Lynch and agreed that

the Interim Letter of Offer for financial assistance received from the Department for Communities for the sum of £7,375 towards the Community Festivals Fund for the period 1 April to 30 June 2017 be accepted.

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

3.12 CP/CD/135 BONFIRE MANAGEMENT PROGRAMME 2017

Members were reminded that a review of the Bonfire Management Programme was undertaken in September 2016 and that the new Programme for 2017 was approved by the Council in October 2016, with a budget of £48,000, a copy of which was circulated for members' information.

Subsequently two information sessions, detailing the proposed new agreement, were held with the relevant groups in Antrim and Newtownabbey in January 2017. The purpose of these meetings was to receive feedback from the groups and compile a list of potential participants for the programme in 2017.

An initial site inspection of all potential bonfire sites took place at the end of March 2017 following which Council Officers accompanied by representatives from the PSNI, NIFRS and the NIHE met with community group representatives for each bonfire site on an individual basis in Antrim and Newtownabbey in

April 2017. All necessary documentation was signed enabling the groups to participate in the 2017 programme.

In total 17 sites across the Borough have signed up; 4 sites in Antrim and 13 in Newtownabbey which are detailed as follows:

Antrim

Neillsbrook - Bonfire
Newpark and Caulside – No Bonfire or Beacon
Parkhall (Kilgreel) – Beacon
Steeple (Oaktree Drive) – No Bonfire or Beacon

Newtownabbey

Burnside (Kelburn Park) - Beacon
Doagh (Anderson Park) – Beacon
New Mossley – Beacon
Old Mossley - Beacon
Mallusk (Parkmount) – No Bonfire or beacon
Grange (Grange Drive) - Bonfire
Ballyduff (Forthill Drive) - Bonfire
Monkstown (Abbeytown Square) - Bonfire
Monkstown (Devenish Drive) - Bonfire
Queenspark - Bonfire
Rathcoole (Foyle Hill) – Bonfire
Rathcoole (Dunanney) – Bonfire
Rathfern (Knockenagh Avenue) – Bonfire

Over the last number of years Doagh Cultural Society had requested some modifications to the beacon for Anderson Park. The proposed modified structure had been discussed and approved by the NIFRS.

Requests had also been received from CORE the newly constituted community group in New Mossley and the Inter-estate Partnership in Antrim, for the Parkhall Kilgreel Road site. These groups were keen to trial beacons for the first time. As the Council is currently in possession of four beacons an additional beacon would need to be purchased at a cost of £3,500 to facilitate these requests provision for which exists in the capital estimates

For groups holding bonfires the agreed collection start date for this year's programme is 16 May 2017. Inter-agency inspection dates had been set to coincide with this on 15 May, 12 June and 10 July 2017.

At present groups are developing their 11 July festival programmes and completing their event pro-formas all of which would be funded and administered by the Council up to a maximum of £2,700 per group. It is expected that the procurement of all goods and services in relation to each site would be completed by the end of May 2017.

Information detailing the dates, times and venues of these festivals would be reported to the Community Planning and Regeneration Committee in June 2017.

Proposed by Alderman Ball
Seconded by Councillor McWilliam that

- a) The 17 sites listed be approved for the inclusion in the 2017 Bonfire Management Programme.**
- b) A new beacon be purchased at a cost of £3,500 to enable the 5 sites which have requested beacons to proceed.**
- c) The modifications to the Doagh beacon be made at a cost of approximately £2,000.**

On the proposal being put to the meeting, 9 Members voted in favour, 4 Members voted against and there were no abstentions.

The proposal was accordingly declared carried

Councillor Blair asked that it be noted that he recognised the progress made, but remained opposed to the funding of bonfires and festivals unless or until the issue burning images of individuals or national emblems is on the table and therefore cannot support this recommendation.

ACTION BY: Jonathan Henderson, Community Services Officer

3.13 CP/GR/56, CP/GR/57 CP/GR/59, CP/GR/62 GOOD RELATIONS SUMMER INTERVENTION GRANT AID PROGRAMME 2017

Members were reminded that the annual Good Relations Action Plan submitted to the Office of the First Minister and Deputy First Minister included a budget of £18,000 for the Summer Intervention Grant Aid Programme to support diversionary activities and good relations projects for young people living in areas affected by sectarian conflict.

The funding stream which closed on Friday 21 April invited applications for projects which would help to reduce potential sectarian clashes and promote positive community relations during July and August 2017.

A total of 4 applications were received, 3 applications successfully scored above the 50% threshold requesting a total amount of £7,500. A summary of all the applications received and the proposed award recommendations and an overview of the assessment and funding details were circulated for members' consideration. As there was a remaining budget of £10,500 available and due to the tight turnaround time, the funding was reopened on Monday 24 April at 4pm with a closing date of 4pm on Friday 19 May.

The Director reminded Members at this point of a previous decision to move to 75% and 25% payments to groups. She explained that a recent internal audit

report recommended that no advance payment should be made however in the case of grants up to £5000 officers had agreed that the current 50% and 50% payments remain.

Proposed by Councillor Lynch
Seconded by Councillor Ball and agreed that

the proposed funding awards totaling £7,500 be approved and that the 50/50 payment arrangement remains in place.

ACTION BY: V Crozier-Nicholl, Good Relations Officer

3.14 CP/GR/56, CP/GR/57, CP/GR/59, CP/GR/62 GOOD RELATIONS GRANT AID PROGRAMME 2017

Members were reminded that the annual Good Relations Action Plan submitted to The Executive Office contained a budget of £25,000 for the implementation of a Good Relations Grant Aid Programme to support community and race relations locally. This is a rolling programme open until November 2017 subject to budget availability.

A summary of the Good Relations applications received for April and an overview of the assessment and funding details was circulated for information. Members were aware that a pass threshold of 50% for Good Relations Grant Aid applications was agreed at the Community Planning and Regeneration Committee in November 2014. Three applications had been received in April with two being successful requesting a total amount of £5,000 leaving a current remaining budget of £20,000.

Proposed by Councillor Girvan
Seconded by Councillor Clarke and agreed that

the proposed funding awards totaling £5,000 be approved.

ACTION BY: V Crozier-Nicholl, Good Relations Officer

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

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

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

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

In April 5 applications were received requesting a total of £2,491.86 and were assessed by Officers as outlined below:

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded
Creggan Local Heritage Group	Small Activity Grant for a family fun day including light refreshments, fun activities for children & musical entertainment	80%	£500.00	£500.00
Templepatrick Action Community Association	Small Activity Grant for the Big Lunch community event	73%	£500.00	£500.00
Doagh Preschool Playgroup	Small Seeding Grant for a new community run playgroup including insurance and other start up items	60%	£500.00	£500.00
Mid Antrim Animal Sanctuary	Small Activity Grant for entertainment for Summer Open Day	53%	£500.00	£500.00
Silver Threads	Small Activity Grant for insurance and an outing	40%	£491.86	£0

The total budget available for Small Grants for the 2017/18 financial year was £6,570.93. The total amount of financial assistance awarded to date, including the above successful applications, was £5,667.07 leaving a balance of £903.86 to fund future applications that may be submitted to the Council during the remainder of the financial year.

Proposed by Councillor Girvan
Seconded by Councillor Kells and agreed that

the Small Grant award recommendations be approved.

ACTION BY: Kerry Brady, Community Support Officer

3.16 CP/CP/5 LOVE LIVING HERE – COMMUNITY PLAN FOR ANTRIM AND NEWTOWNABBEY 2017-2030

Members were reminded of the draft community plan framework which was published for consultation on 18th January for a 12 week period ending 12th April.

The plan had now been finalised, taking into account the consultation responses and was circulated for members' consideration. The final draft was considered and approved by the Community Planning Partnership at its meeting on Tuesday 2nd May. Each of the partner organisations, including the Council would now formally approve the plan through their respective governance structures.

Proposed by Councillor Blair

Seconded by Councillor Lynch and agreed that

the plan be approved and submitted to the Department for Communities.

ACTION BY: Alison Keenan, Community Planning Manager

3.17 CP/CD/144 IPB INSURANCE PRIDE OF PLACE 2017 IN ASSOCIATION WITH CO-OPERATION IRELAND

Members were advised of The IPB Insurance, Co-operation Ireland Pride of Place Competition the purpose of which was to acknowledge the work carried out by communities throughout the entire island of Ireland. Entry to the competition was by way of Council nomination.

The competition recognised the work being done to create communities for tomorrow whilst respecting the heritage and culture of the past. It also pays recognition to the efforts being made to create viable, vibrant and visible communities which impact and make a difference in peoples' lives.

This year there were 11 categories in total made up of 5 population categories, 3 single issue categories with designated themes and 3 non-population specific categories; Housing Estates, Islands and Coastal Communities and Urban Neighbourhoods.

The Council may nominate groups in up to a maximum of 5 categories with one entry only in any individual category. A list of all the categories was outlined below:

Population

1. 0-300
2. 300 -1000
3. 1000-2000
4. 2000-5,000
5. Over 5,000

Theme

6. Community Based Youth Initiative (voluntary aspect important)
7. Creative Place Initiative (capturing the cultural creativity of a community)

8. Communities Reaching Out Initiative (reaching out to new residents/communities in the area)

Non Population

9. Housing Estates
10. Islands and Coastal Communities
11. Urban Neighbourhoods.

*An urban neighbourhood is a defined area of a city, town or suburban place

To nominate a group, a short application form must be completed by the Council and submitted along with a short resume of the groups work and how it meets the entry criteria. Following assessment successful entrants will receive a large trophy and a cash prize of €1,000. Runners-up will also receive a trophy and a cash prize of €500.

The entry fee per Council is £500 per group, provision for which has been made in the Community Services budget. The closing date for applications is 5 May 2017. The awards ceremony will take place in November 2017, details of which have still to be confirmed.

Members were aware that the Council had made submissions annually to this competition for a number of years. With the current programme of both capital and revenue schemes underway it was felt that these would come to fruition in 18-24 months and that it would be appropriate to consider applying at that time.

Proposed by Councillor Kells

Seconded by Councillor Lynch and agreed that

consideration be given to submissions for this competition in 18-24 months.

ACTION BY: Kerry Brady, Community Support Officer

3.18 ED/REG/3 GLENGORMLEY TOWN TEAM

Members were reminded that the Midsummer Magic event would take place in Lilian Bland Park, Glengormley on 10 and 11 June 2017. The event was being organised in conjunction with the Community Relations Forum which received funding from the Council's Community Festival Fund, with match funding being provided through the Town Team's Action Plan.

The event would build on the success of the 2016 Christmas market and would feature an artisan market, family fun activities, amusements, entertainment and music and dance performances from local groups. Businesses in Glengormley would be providing the food and drink stalls and a local bar had agreed to apply for an alcohol licence for the event.

In accordance with the relevant byelaw, the consumption of alcohol is prohibited in the park. It was therefore proposed to suspend the byelaw for the duration of the event (12-8pm on Saturday 10 June and Sunday 11 June).

Rebel Legion had offered to provide Star Wars and science fiction characters at the event free of charge, in return for carrying out a charity bucket collection. The collection would be in aid of Hope House (Ireland), a registered charity which provides accommodation to support the recuperation of patients undergoing cancer treatment.

Proposed by Councillor Blair

Seconded by Councillor Ball and agreed that

- a) a notice advising of the suspension of the byelaw be placed in the local press.**
- b) Rebel Legion be granted permission to carry out a charity collection on behalf of Hope House (Ireland) during the event**

ACTION BY: Paul Kelly, Head of Economic Development

3.19 CD/PM/107 THREEMILEWATER PARK LANDSCAPE PROPOSALS

Members were advised that provision exists within the Capital estimates for an improvement scheme at Threemilewater Park, to include upgrading the entrances and path network, landscaping and enhanced site facilities and signage. The total current funding available was approximately £341,000 from the allocated Threemilewater Park (£100,000) and Parks and Allotments (£241,000) Capital budgets.

The proposals had identified three areas within the park with separate characteristics. Schemes for each area have produced and presented to the Threemilewater DEA Members on 26th April 2017. The options with indicative costs were detailed below and refer to the enclosed park layout drawing.

AREA 1 Woodland

Proposals:

- i. Improve park boundary security, drainage to paths, reduce erosion and enhance 2no. entrances at Doagh Road and the railway bridge.
- ii. Site furniture, signage and artwork.
- iii. Park landscaping and planting works generally.
- iv. High level path (provisional and not costed at this stage)

Estimated cost: £[REDACTED]

AREA 2 Parkland

Proposals:

- i. Create a loop path network with trim trail and upgrade existing paths
- ii. Site furniture, signage and artwork.
- iii. Park landscaping and planting works generally.

Estimated cost: £[REDACTED]

AREA 3 Primary Entrance and Wetland scrub

Proposals:

- i. Improve park boundary security, and enhance 2no. entrances at Doagh Road and Hawthorne Road.
- ii. Upgrade existing paths leading to a refurbished bridge and newly landscaped central park hub
- iii. Site furniture including picnic tables and play zone for under 6 age group, signage and artwork.
- iv. Park landscaping and planting works generally.
- v. Boardwalk

Estimated cost: £[REDACTED]

The total estimated cost for areas 1, 2 and 3 is £[REDACTED] (excluding the high level woodland path in Area 1)

All costs presented above are subject to further detailed site investigations.

At the meeting on 26 April 2017, Members requested Officers to progress with the appointment of a consultant to prepare a scheme design to bring back to Committee for approval. At that time an accurate cost could be provided, and a decision taken regarding the phasing of the scheme.

Proposed by Alderman Ball

Seconded by Councillor Ball and agreed that

- a) **The concept for areas 1, 2 and 3 be approved in principle**
- b) **A consultant be appointed to develop designs and cost plans and a further detailed report be brought back to Members for consideration**

The Chairman asked that a concern raised by Councillor Ross around the Hawthorn Road entrance and drainage/flooding be investigated by the relevant officers.

ACTION BY: Claire Minnis, Projects Development Manager

3.20 ED/REG/9 CRUMLIN TOWN TEAM: PROPOSED ACTION PLAN 2017/18

Members were reminded that proposals for the Crumlin Town Team Action Plan for 2017-18 were agreed at the Crumlin Town Team meeting on 12 April 2017. The proposed action plan was set out below and included projects aimed at making vacant units more attractive to prospective tenants, improving public safety, marketing support, and some environmental improvements.

PROJECT PROPOSALS	INDICATIVE BUDGET
Develop appropriate forms of social media channels; development of the new brand for the town centre	£2,000
Help bring forward sustainable parking options for the town centre	Nil cost

Networking events to help build business engagement, targeting the local business community and featuring relevant guest speakers	£1,000
Provide a contribution to the installation costs of a CCTV provision in the town centre (subject to outcome of the Council's current audit and consultation process of CCTV across the Borough).	£8,000
Ongoing technical assistance from external specialists to establish and develop the Town Team and assist with the development/implementation of the plan	£1,500
Environmental improvements to help improve the appearance of some vacant units and surrounding areas	£4,000
Improve town centre signage	£5,500
Total	£22,000

Proposed by Councillor Michael
 Seconded by Councillor Logue and agreed that

the Crumlin Town Team action plan for 2017-18 be approved at a total cost to the Council of £22,000, provision for which exists in the Economic Development budget.

ACTION BY: Karen Uprichard, Tourism, Town Centre & Regeneration Officer

3.21 COMMUNITY PLANNING AND REGENERATION COMMITTEE TERMS OF REFERENCE

Antrim and Newtownabbey Borough Council conducts its business through a traditional committee system, where business is initially considered by one of its Committees forming a key component of Antrim and Newtownabbey Borough Council's corporate governance framework.

In line with good governance arrangements Terms of Reference (TOR) are required for each Committee. These TOR would build on the previously agreed Committee remits and outline each Committee's core functions and define authority limits using a standardised format. It was proposed that each Committee's TOR would be taken to the associated Committee for approval prior to publication on the Council website. A copy of the new draft Community Planning and Regeneration Committee Terms of Reference was circulated for consideration by Members.

Proposed by Councillor Lynch
 Seconded by Councillor Kells and agreed that

Members approve the Community Planning and Regeneration Committee Terms of Reference.

ACTION BY: Liz Johnston, Head of Governance

3.22 ED/ED/59 – BUILD YOUR OWN WEBSITE

ED/ED/60 – STAR 3

ED/ED/61 – BRICKS & CLICKS

COUNCIL BUSINESS SUPPORT PROGRAMMES 2016-17 – PRELIMINARY FINDINGS

Members were reminded that three of the Council's business support programmes concluded at the end of March 2017. Officers had carried out a preliminary assessment of the impact of these programmes and would bring a more detailed evaluation to Committee in due course.

1. The **Build Your Own Website** programme was originally intended as a pilot programme for a maximum of 10 local businesses, however given the high level of initial interest, the Council agreed to increase the number of places to 22. As a result, 22 local businesses now have fully functioning websites operating to help them promote and sell their goods and services. The business owners also have the skills required to sustain and develop their websites. Feedback from the participants had been very positive, reinforcing the need to repeat the programme in 2017-18.
2. The **Bricks & Clicks** programme provided early business support for 10 local businesses, involving 3.25 days of individually tailored mentoring, the development of an action plan for each participant, a £500 product development bursary, interactive workshops, test trading and the opportunity to engage in World Host Training. The programme results and feedback to date at this early stage had been very encouraging, with many of the programme objectives already or almost achieved well in advance of the 6 month post-programme evaluation timeframe. These included the creation of 5 new retail businesses (target is 6), 5 new jobs (target is 6, although it was expected that this may rise to 15 within 12 months) and 3 retail businesses occupying premises (target is 2).
3. **STAR 3:** this programme offered customised, focused and specialist support for individual retailers, and those businesses in the hospitality, tourism and professional sectors to implement practical business solutions to help enhance business competitiveness. The programme consisted of;
 - One-to-one mentoring;
 - Specialist mentoring;
 - 4 interactive Workshops;
 - Two mystery shop exercises;
 - World Host accreditation; and
 - Development of business development action plans.

20 businesses were recruited and 19 completed the programme (one withdrew). The initial findings indicated an average of 25% increase in turnover per business, with a cumulative increase in turnover of potentially over £700,000, and an increase in projected employment of 14 full-time jobs.

In summary, all three programmes ran for approximately 6 months, and 51 local businesses had benefitted. As agreed by the Council in March, an enhanced suite of business support programmes were currently being rolled out for 2017-18.

Proposed by Councillor Kells

Seconded by Councillor Lynch and agreed that

the report be noted and that officers present a more detailed evaluation of the programmes in due course.

ACTION BY: Alastair Law, Innovation & Funding Officer

3.23 ED/ED/16 NEWTOWNABBEY MENS SHED

Members were reminded that the Council had supported the establishment and development of Newtownabbey Men's Shed, a social enterprise that works with isolated men to provide opportunities to socialise and develop practical skills. In 2015, the Council provided £5,000 to assist the group in opening up new premises at Merville House, where men were recruited to learn skills in woodcraft. The group had also received funding through the Council's Premises and Community Outreach grant schemes in 2017 totalling £3,500 (Premises) and £1,900 (Community Outreach).

Newtownabbey Men's Shed recently had to vacate Merville House and had moved to temporary premises in Valley Business Park but a long term solution to their accommodation requirements needed to be identified. The Council's premises grant was expected to cover space rental costs at Valley Business Park to the end of August (£600 per month) plus electricity costs (estimated at £100 per month).

Members were advised that an 'in confidence' report on this matter was presented to the Operations Committee in April. It was agreed that the matter be deferred pending a further more detailed report.

Given the potential of projects such as the Men's Shed to contribute to the Council's Corporate goals and community planning approach officers had considered how the group might best be supported to secure premises and continue delivery of their services.

As has been the case with other community facilities that the Council had been asked to support a business plan had been requested, which outlined the need for the facility and projects the income and expenditure over a 3-5 year period. It was considered that the production of such a plan would help both the group and the council to come to a decision about the appropriate way forward. The Plan should consider:

1. The current operation of the Men's Shed project i.e., what the group does, who it supports and how and what it hopes to do in the longer term.

2. 2 It should produce income and expenditure projections for 3-5 years as appropriate
3. Review Governance arrangements and consider 'best practice' in other similar projects across Northern Ireland. Assess if there is a social enterprise opportunity through the production and sale of goods e.g. craft works.
4. Consider suitable options for the future location of the project including the proposed Hazelbank option.

Should members wish to proceed on this basis it was estimated that the cost of the business plan would be circa £3,000, provision for which could be found in the Departmental budget. In the first instance however Officers would pursue support through the ASK programme provided via Economic Development which could provide 10 hours free mentoring to the group. Should the mentoring support be sufficient to aid the production of a business plan the £3,000 would not be required.

Members considered additional funding from the DEA programme to cover the group's rental costs at the Valley Business Park until 31 March 2018 to enable the Plan to be completed and capacity building work undertaken.

Proposed by Alderman Ball

Seconded by Councillor Logue and agreed that

- a) **The group be supported through the ASK programme in the first instance**
- b) **A Business Plan be completed at a maximum cost of £3,000 (if required)**
- c) **Members consider covering the rental costs and electricity of up to £4,900 at the Valley Business Park for the period 1 September to 31 March 2018 from the relevant DEA budget/s.**
- d) **Future applicants would be directed to existing grants funding schemes and fledgling groups might also be encouraged to link with existing groups where this is practical and beneficial.**

ACTION BY: Paul Kelly, Head of Economic Development/ Elaine Manson

3.24 ED/ED/39 RYBNIK DAYS 2017

Members were reminded that in April 2017, the Council agreed to send a delegation of 10 to take part in the Rybnik Days cultural event in June, including a debate on the 'Future of Europe' which was being funded through the European Citizens Programme. The delegation was due to consist of 4 young people, 5 Council Members, nominated at the Committee in April, and 1 Council officer.

A public call for applications for young people was open from 19 April – 3 May 2017 and was widely promoted through the Council's website, social media, and through the community database which includes youth groups, uniformed groups and other youth organisations such as Young Farmers Clubs. However, only 3 applications were received by the closing date for the 4 available places.

There was now 1 place remaining in the delegation of 10 agreed with Rybnik. It was therefore proposed that the outgoing Mayor attends the event in this place.

Members were reminded that all of the accommodation costs for the Antrim and Newtownabbey delegation would be covered by the Rybnik hosts through the European Citizens Programme funding and travel expenses would be met by the Council at an approximate cost of £200 per person attending.

Proposed by Councillor McWilliam
Seconded by Alderman Ball and agreed that

the outgoing Mayor attends the Rybnik Days cultural event in June 2017, with the 5 Members already nominated, 1 Officer and 3 young people.

ACTION BY: Carol Shane, Economic Development Project Officer

3.25 ED/ED/76 PROPOSED BUSINESS MENTORING PROGRAMME

Members were reminded that the Council was currently able to access EU grant aid for eligible business support initiatives through the Jobs and Growth Programme funded through the European Regional Development Fund (ERDF) and Invest Northern Ireland. Officers had submitted an application for funding for a business mentoring programme which, if successful, would provide up to 200 local companies with a mentor to help them prepare and implement growth strategies that would result in the creation of up to 165 jobs over 3 years. The jobs target was a condition of the EU funding which required jobs, to be produced directly linked to the grant aid received.

Grant aid of 80% is available towards eligible costs, including 20% funding from Invest NI with the Council providing 20% (approximately £51,000 over 3 years). The application process is estimated to take up to 4 months and officers would bring back a more detailed report once the outcome is known. If the application is successful, the programme would start from January 2018 and is expected to complete by December 2020.

Proposed by Councillor Blair
Seconded by Councillor Clarke and agreed that

the report be noted.

ACTION BY: Paul Kelly, Head of Economic Development

3.26 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 31 MARCH 2017

BUILDING REGULATIONS

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

Applications Received

Full Plans – 60 applications and 91 subsites

Building Notices – 149

Regularisation Certificates – 47

Full Plans

Approvals – 26

Rejected applications requiring resubmissions – 66

Commencements & Completions

Commencements – 293

Completions - 235

Inspections

A total of 828 Site Inspections were carried out

Regularisation Certificate

53 Regularisation Certificates issued

Building Notice

120 Completion Certificates issued

Property Certificates

Received – 267

Completed – 245 & 26% completed within timescale

EPB

EPC's checked – 2 & 100% compliance

DEC's checked – 9 & 89% compliance

Air Conditioning checked – 0 & 0 % compliance – (Building Control are currently liaising with Junction One to finalise compliance).

Income

Plan Fees Received for Month	£15450.13
Inspection Fees Invoiced for Month	£15856.68
Building Notice Fees Received for Month	£27154.00
Regularisation Fees Received for Month	£4574.40
Property Certificate Fees Received for Month	<u>£17150.00</u>
TOTAL	£80185.21

Proposed by Councillor Kells
Seconded by Councillor Blair and agreed that

the report be noted.

ACTION BY: *Louise McManus, Business Support*

**3.27 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1 JANUARY TO
31 MARCH 2017**

LPS PARTNERSHIP

Commercial Vacancies – None received from Land and Property Services
No. Completed – 0
(LPS had advised that new tranches were under review, currently no decision
had been made).

Property Details Surveys Completed - 51

Proposed by Councillor Kells
Seconded by Councillor Kelly and agreed that

the report be noted.

ACTION BY: *Louise McManus, Business Support*

**3.28 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1 JANUARY TO
31 MARCH 2017**

POSTAL NUMBERING

Numbers of official Postal Numbers Issued – 39
Numbers of New Developments named – 3

Proposed by Councillor McWilliam
Seconded by Councillor Blair and agreed that

the report be noted.

ACTION BY: *Louise McManus, Business Support*

**3.29 CP/GEN/19 COMMUNITY PLANNING & REGENERATION SECTION –
PARTNERSHIP MINUTES**

Members were advised that the quarterly update Partnership Minutes as listed below could be viewed in the new electronic folder called "**Partnership Minutes for Members Information**" on your iPads.

Community Development		
File Ref	Date of Meeting	Name of Partnership
D/Gen/91	01/11/17	Joint Citizens Advice Bureau
D/CSP/48	25/01/17	PCSP Private Meeting
D/DP/67	11/10/16 14/02/17	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	25/01/17	Grange Neighbourhood Renewal Partnership
CP/P4/3	11/04/17	Peace IV Partnership
	14/03/17	Joint Cohesion Group
CP/GR/43	27/01/17	Traveller Issues Local Government Partnership

Economic Development		
File Ref	Date of Meeting	Name of Partnership
ED/MI/250	16/12/16 10/02/17 10/03/17	GROW Local Action Group Meeting

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/TC/5	11/01/17	Glengormley Town Teams
ED/REG/5	16/01/17	Antrim Town Team
ED/ED/56	16/01/17	Antrim Linkages

Proposed by Councillor Blair
Seconded by Councillor Lynch and agreed that

the Partnership Minutes be noted.

ACTION BY: Dawn Leonard/Wendy Donaldson

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Kells
Seconded by Councillor Lynch and agreed that

the following Committee business be taken 'In Confidence'.

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

FORUM MINOR HALL – FLOOR REPLACEMENT

At the Operations Committee in February 2016, Members approved the replacement of the existing flooring system in the Minor Hall at an estimated cost of £88,000 including professional fees.

PROCUREMENT

Previously, two completed Pre-Qualification Questionnaires (PQQs) for the replacement of the existing flooring system in the Minor Hall at the Antrim Forum were opened via e-SourcingNI on 11 July 2016 and referred to the evaluation panel. The completed PQQs were evaluated on a Pass/Fail basis using a criteria of general information, past performance, economic and financial standing and professional conduct, Health and Safety and Declarations. One of the tenderers did not meet the economic and financial standing requirement and therefore did not proceed to the next stage of the competition. The remaining tender met all the requirements and was scored on the basis of technical ability. They did not achieve a pass rating in the technical/professional ability and therefore the tender did not proceed.

A further tender competition was undertaken in early 2017 and two tenders were opened via e-SourcingNI on 13 March 2017 and referred to the evaluation panel for assessment.

Stage 1

The tenders were evaluated on a Pass/Fail basis using a criteria of general information, past performance, economic and financial standing and professional conduct, Health and Safety, technical/professional ability and Declarations. Both tenders met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2

[REDACTED] confirmed their withdrawal from the tender competition as they had made an error in their pricing.

The remaining tender was evaluated on the basis of quality (30%) and cost (70%). Details are as follows:

<i>Tenderer</i>	<i>Total Cost (£) (excl. VAT)</i>	<i>Total Score %</i>
[REDACTED] [REDACTED]	TENDER WITHDRAWN	
JJ Hennebry & Sons Ltd	£85,620.00	82.00

TENDER ANALYSIS

The tender from JJ Hennebry at £85,620.00 is £2,620.00 (3.2%) above the pre-tender construction estimate of £83,000.00

A meeting was held between Council's consultants WDR&RT Taggart, Council Officers and JJ Hennebry & Sons Ltd. to clarify their tender and to make sure they fully understood the requirements of the scheme and had priced accordingly. JJ Hennebry & Sons Ltd. advised they had priced appropriately and confirmed they could fulfil the obligations of the contract for their tender sum.

PROGRAMME

Works are due to commence on site mid-June with completion by end of August 2017.

COST SUMMARY

Total of the Prices	£85,620.00 (including £5,000 contingency)
Statutory/Professional Fees	<u>£ 4,212.50</u>
Total Budget	£89,832.50

Budget approved: £88,000.00 (approved February 2016)

Proposed by Councillor Kells
Seconded by Councillor Kelly and agreed that

- a) **The offered Total of the Prices submitted by JJ Hennebry & Sons Ltd in the sum of £85,620.00 be approved.**
- b) **The total budget of £89,832.50 for the works and fees be approved.**

ACTION BY: David Traynor, Projects Development Officer

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Kells
Seconded by Councillor Ball and agreed that

any remaining Committee business be taken in Open Session.

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

4.0 Any Other Business

The Chairman thanked everyone for their attendance over the 2 years of his Chairmanship and thanked the Directors and staff for their hard work.

Various Members thanked the Chairman and Vice Chairman for their conduct in their roles over the past year

There being no further business the meeting ended at 6.54pm.

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