



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING AND  
REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON MONDAY 12 NOVEMBER 2018  
AT 6.30 PM**

- In the Chair** : Councillor S Ross
- Committee Members Present** : Aldermen – P Barr, M Cosgrove, M Girvan and T Burns  
Councillors - P Brett, L Clarke, J Greer, A Logue, R Lynch,  
M Maguire, J Montgomery, S McCarthy, J McGrath and  
V McWilliam
- Non-Committee Members Present** : Councillors – D Arthurs, N McClelland and D Ritchie
- Officers Present** : Director of Community Planning – N Harkness  
Head of Property & Building Services – B Doonan  
Head of Community Planning – L Moore  
Head of Arts & Culture – U Fay  
Head of Capital Development – R Hillen  
IT Systems Support – A Cole  
Media and Marketing Officer – J McIntyre  
Members Services Manager – V Lisk  
Members Services – S Boyd  
Members Services – S Fisher

**CHAIRPERSON'S REMARKS**

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

**1 APOLOGIES**

None

**2 DECLARATIONS OF INTEREST**

None

### **3. REPORT ON BUSINESS TO BE CONSIDERED**

#### **3.1 CP/P4/017/VOL2 PEACE IV PARTNERSHIP MINUTES AUGUST 2018**

Members were reminded that the PEACE IV Partnership operates as a Working Group of Council. As such the minutes of the PEACE IV Partnership meeting held on 14 August 2018 were circulated for consideration.

Proposed by Councillor Maguire

Seconded by Councillor Brett and agreed that

**the minutes of the PEACE IV Partnership held on 14 August 2018 be approved.**

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

#### **3.2 CP/PCSP/076 MALE VICTIMS OF DOMESTIC VIOLENCE PILOT PROJECT**

Members were reminded that Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) continue to address domestic violence by raising awareness and assisting victims within Antrim and Newtownabbey Borough as agreed in the PCSP 2018-2019 Action Plan.

Police statistics indicate that in 2016/17, 31% of domestic violence crime victims regionally were male. Antrim and Newtownabbey PCSP have been liaising with the Men's Advisory Project to develop an outreach counselling service within Antrim and Newtownabbey Borough to support male victims of domestic violence. This service is normally only available within Belfast and male victims from Antrim and Newtownabbey Borough, travel to Belfast to avail of the service.

The 26 September Partnership Meeting proposed to initially locate the service within Antrim Town due to the presence of public transport links, whilst also promoting the availability of the service in the Belfast area.

The PCSP will fund the cost of a Men's Advisory Project counsellor for half a day per week based within the Borough. Council financial guidelines have been followed in identifying and selecting this service.

To support the delivery of the Males Victims of Domestic Violence Project, Council was requested to consider granting free use of a suitable room at Clotworthy House. Counselling sessions will run every Monday or Tuesday morning from 10am for 3 hours depending on availability of appropriately qualified counsellors.

In response to a query from a Member, the Head of Community Planning confirmed that the wider geographical area was being considered.

Proposed by Alderman Cosgrove

Seconded by Councillor Brett and agreed that

**the Committee approved the free use of a suitable room in Clotworthy House one morning per week from 22 October to 26 March 2019, for the purposes of providing a counselling service to male victims of domestic violence within the Borough.**

ACTION BY: Andrew Irwin, Community Safety and Good Relation Manager

### **3.3 PBS/BC/003 STREET NAMING**

An application was received on 23 October 2018 from Justin McClay on behalf of Viewpoint Developments, regarding the naming of a commercial development at Antrim road, Newtownabbey. The development names and the developer's rationale have been submitted as outlined below with a site location map circulated.

1 – Ballymartin Business Park

2 – Roughfort Business Park

3 – Craigarogan Business Park

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

Proposed by Councillor Maguire

Seconded by Councillor McGrath and agreed that

**the name Craigarogan Business Park be selected for this development.**

ACTION BY: Liam McFadden, Principal Building Control Surveyor

### **3.4 CP/GEN/021 CITIZENS ADVICE ANTRIM AND NEWTOWNABBAY MONITORING/PROGRESS REPORT**

Members were advised that the most recent meeting of the Monitoring Committee for Citizen's Advice Antrim and Newtownabbey (CAAN) took place in September with Elected Members and Officers from the Council and representatives from CAAN in attendance. A copy of the Quarter 1 Progress Report for 2018/19 was circulated for Members' information.

The agenda for discussion included a review of the financial performance in the fourth quarter of 2017/18 (1 January - 31 March 2018) regarding virement requests and a discussion on the financial performance in the first quarter of 2018/19 (1 April - 30 June 2018).

With respect to the expenditure incurred for the period January – March 2018 by Citizen's Advice Antrim and Newtownabbey (CAAN), the total vouched spend was £79,525.62. Therefore if members approve the virement requests

listed below the full annual allocation of £311, 990.00 will have been expended and vouched with an under spend of £1,415.07 in direct expenditure.

- £137.52 from Postage, £36.88 from Human Resources and £35.58 from Insurance into Printing/Photocopying
- £759.25 from Human Resources and £92.06 from ADS Insurance into Telephone
- £341.92 from Interpretation Costs, £145.60 from ADS Insurance, £69.39 from PR Literature and Brochures and £38.06 from Bank Fees to Stationery/Petty Cash
- £318.15 from Interpretation Costs to Membership Fees RO/Audit
- £279.77 from Computer Maintenance & £215.23 from Interpretation Costs to Accountants Fees
- £249.74 from Computer Maintenance and £197.87 from Gas to Rent/Rates
- £360.27 from Gas to Electricity
- £128.36 from Gas to Maintenance

Spend has also been altered in quarter three in direct expenditure as there was an overspend in Salaried Staff Travel Expenses resulting in an amount of £76,443.67 being vouched as opposed to £76,997.19.

With respect to the expenditure incurred in quarter one 2018/9 by Citizen's Advice Antrim and Newtownabbey, the total vouched spend was £78,934.24. A copy of the Quarterly Progress Report for this period was circulated for members' information.

Members commended the work carried out over the years by the Citizens Advice Bureau which had been vital to the local community.

Proposed by Councillor Brett  
Seconded by Councillor Logue and agreed that

- I. the budget requirements requested for the period January - March 2018 be approved.**
- II. the vouched expenditure for the period April - June 2018 for Citizens Advice Antrim and Newtownabbey be approved.**

ACTION BY: Kerry Brady, Community Support Officer

### **3.5 AC/GEN/010 SIR IAN MCKELLEN**

Members were advised that star of screen and stage, Sir Ian McKellen is to tour across the UK next year in a new production entitled 80 Stages. The tour will start at the National Theatre, London, in March 2019 in a bid to promote UK touring and regional theatre and theatre going in general. It is Sir Ian's 80<sup>th</sup> birthday year and Theatre at the Mill has been selected to take up to two nights of the 80 Stages tour.

The Company are looking for a fixed fee of £1,500 per night, which will be used to cover the travel, accommodation and production costs of those travelling with the production. This is a reduced fee which is offered on the

basis that Sir Ian would like to see the surplus of Box Office income invested directly in each theatre, rather than absorbed as income to fund organisational costs. He has stipulated that he should like to receive confirmation before each performance is contracted. Given the profile of Sir Ian, it is anticipated that both performances would achieve very healthy audiences and in turn surplus income.

His producer has advised by way of explanation, that 'Ian's motivation for doing this tour is to give something back to theatres around the country which have played an important part in his career. He's very aware of the challenges theatres face and would like to make a positive impact.'

A proposal to upgrade the theatres sound equipment is currently being considered as part of the 2019/20 capital programme and Members are asked to consider utilising the surplus gained from the two performances to help fund this equipment. It is projected that the surplus after tax on two sold out performances of 80 Stages with tickets priced at £20 full and £18 concession would achieve in the region of £10,000.

Proposed by Councillor McCarthy  
Seconded by Alderman Cosgrove and agreed that

**two performances of 80 Stages starring Sir Ian McKellen, in Theatre at The Mill, be approved, with income surplus to the £1,500 fee being utilised to fund theatre equipment, and a letter of thanks be sent to Sir Ian McKellen to commend him for supporting Arts in our Borough.**

ACTION BY: Bernard Clarkson, Arts Service Manager

### **3.6 PBS/PS/015 DDA ACCESS AUDITS**

Members were reminded that Antrim and Newtownabbey Borough Council has a duty both as an employer and a provider of services to comply with Part 2 of the Disability Discrimination Act 1995 and the Disability Discrimination Order (NI) 2006 and Equality Act 2010. The Council needs to ensure it makes all reasonable provisions to provide access to our buildings and services. The Council's Corporate vision highlights the ambition to provide "access to high quality Council services and facilities".

In 2017/2018, the Council through the Building Control Service completed 89 access audits on Council assets across the Borough. The aim of the audits was to assess the physical accessibility of the facilities and the works required to ensure compliance with Disability Discrimination Act.

The recommendations were graded in the audit from what was highest priority A to lowest priority D, with the presumption that priority A works to be completed within 12 months. The recommendations have been considered by both Property Services and relevant Heads of Service, consideration was given to the use of the asset, medium term plans for the asset, works already planned as part of a larger project or works which will be completed during routine maintenance, these are not included within this proposal.

An Economic Appraisal was circulated for Members' information, which evaluates the 2 options for the implementation of the prioritised works resulting from the 89 access audits which were also circulated.

The preferred option was Option 1, which is that the works are prioritised as follows:

- Year 1 (up to 31 March 2019) Priority A works, indicative costs £21,750 – funded from revenue
- Year 2 and Year 3 all Priority B, C and D works to an indicative value of £210,000 – Capital funding

This would offer economies of scale, as similar work would be completed across a number of sites and ensure that works are completed expeditiously.

Proposed by Alderman Girvan

Seconded by Councillor McGrath and agreed that

- (i) the Economic Appraisal be approved.**
- (ii) Option 1 be approved, with works to progress as follows:-**
  - **Year 1 (up to 31 March 2019) Priority A works, indicative costs £21,750 – funded from revenue**
  - **Year 2 and Year 3 all Priority B, C and D works to an indicative value of £210,000 – Capital funding**

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

### **3.7 AC/EV/18 ECONOMIC VALUE OF EVENTS SURVEY**

Correspondence had been received from Bournemouth University on behalf of the Events Industry Forum and the University seeking support toward gaining valuable information on the contribution of outdoor events in the UK.

The Value of Events project aims to establish the economic and socio-cultural value of outdoor events and the University is seeking the support of all local authorities, which they feel is necessary to ensure that all UK regions have the opportunity of being part of the research. The project findings will provide both event organisers and local authorities with greater knowledge of the contribution of outdoor events, which can be used when making decisions on supporting and staging events.

The University requested the input of all sections of the Council involved in delivery of events and have asked for a list of the outdoor events held between 1 September 2017 and 31 August 2018, along with the relevant contact. It is proposed to provide this information and agree to participation in the survey, which has no cost. Once the project is finalised in 2019 a copy of the report will be provided and can be brought to a future meeting of the Committee.

Proposed by Councillor Maguire  
Seconded by Alderman Cosgrove and agreed that

**participation in the Value of Events survey being carried out by Bournemouth University be approved with the report brought back to a future meeting.**

ACTION BY: Ursula Fay, Head of Arts and Culture

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

Members were reminded that it was agreed at the October 2017 Council meeting to accept an offer of £122,640 from the Arts Council of Northern Ireland (ACNI), following a successful application to their Arts Challenge Fund, for the delivery of the Love Living Here Through the Arts Project Plan for arts development across the Borough in 2018/19. A copy was circulated for Members' reference. It was agreed within the overall DEA Funding Plan that the required match funding of £122,640 to be provided in equal contributions from each of the seven DEAs.

It was reported to the Operations Committee in June 2018 that the project was officially launched by the then Mayor Councillor Paul Hamill in Museum at The Mill on 23 May 2018 when lead artists for each of the five project strands were announced. Members were advised that each Lead Artist would be working closely with the Community Planning Manager and the Arts Service Manager to identify suitable locations and to set up groups in line with the outcomes determined in Community Plan and in order to ensure an even spread of activity across the seven DEA's.

Work on each of the five strands of the project has commenced and a second quarterly update on the project is set out below with further updates to be brought to future meetings:

**Love Living Here:** Of the twenty-five schools participating ten will have finished their project by December with a further eleven scheduled for spring 2019. Another four schools have yet to confirm their start date.

**Arts Apprenticeship Scheme:** At present there are three apprentices attached to the scheme with capacity for a further, thirteen apprentices. The Lead Artist is working with local agencies and Community Planning to identify and recruit the remaining candidates.

**Older People's Project:** Weekly classes are being delivered in eleven different areas with capacity remaining in the groups in Monkstown, Mossley, Ballyduff and Glengormley where numbers remain low and work is being carried out to publicise and advertise these opportunities.

**Village Artist in Residence:** Work is underway with representatives from the local community organisations in the ten villages identified, which are Burnside, Straid, Ballynure, Ballyrobert, Templepatrick, Monkstown, Killead, Creggan, Moneyglass and Doagh. Permission has been sought from the Department of Infrastructure for proposed art installations in Straid and

Ballynure. Two additional installations are being proposed for Council land at Burnside Riverside Walk and on green space adjacent to Templepatrick school with visuals circulated for Members' information. The Head of Parks has been consulted and advised that both projects should be possible subject to Council approval. A question of planning consent was raised around the Templepatrick project and planning has advised that this would not attract the need for planning details circulated.

**Issue Based Theatre Project:** One project is being devised with the involvement of Autism NI and the project will be delivered in Mossley Pavilion. Three other locations have been identified for delivery of the project and these include: Antrim, Glengormley, and Macedon.

Proposed by Alderman Girvan  
Seconded by Councillor Greer and agreed that

**the update on the Arts Challenge Fund be noted and the installation of the art works in Burnside Riverside Walk and adjacent to Templepatrick school be approved.**

ACTION BY: Bernard Clarkson Arts Service Manager

### **3.9 ED/TOU/021 REVIEW OF CANCELLATION POLICY FOR CARAVAN PARKS**

Members were reminded that Antrim and Newtownabbey Borough Council has two caravan parks, one at Jordanstown and the other Sixmilewater Caravan Park at Antrim Loughshore.

These two five star facilities are very popular with visitors and during the peak season it is often difficult to secure a booking unless it is completed significantly in advance. As part of our ongoing review of working practices, the cancellation policy was identified as an area that needs to be reviewed. All caravan site bookings are required to pay for the full cost of their stay at the time of booking but can cancel with a full refund (less a £5 administration fee) if done so at more than 24 hours' notice.

Council often suffered a loss of income as a result of short notice cancellations which are not rebooked by other customers. In order to compare Antrim and Newtownabbey Borough Council's cancellation policy against other caravan park operators a bench marking exercise was carried out. It was clear from this that Antrim and Newtownabbey Borough Council is overly generous in relation to cancellation refunds

It was proposed to introduce a new cancellation policy with effect from 1 January 2019 in line with most commercial parks. This would mean that cancellations would receive no refund. Should bookers wish to avail of alternative dates as opposed to cancelling the booking this will incur the £5 administration fee. Only one change will be permitted per booking and it must be made at least 72 hours in advance of the date of arrival.



It was hoped that by introducing this change to the cancellation policy Council would avoid current cases of lost income.

Proposed by Alderman Cosgrove  
Seconded by Councillor Brett and agreed that

**the caravan park cancellation policy be approved, with effect from 1 January 2019 as follows:**

- I. No refunds are offered on cancelled bookings**
- II. Changes to booking date will incur a £5 administration charge**
- III. Only one change is allowed per booking; and**
- IV. Changes to dates must be made at least 72 hours in advance of the date of arrival or the booking will be considered cancelled.**

ACTION BY: Colin Meneely, Business Support Manager

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

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

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members are advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2018/19 financial year.

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

During the months of September and October, four applications totalling £1,701.30 were received and were assessed by Officers as outlined below.

<b>Group Name/Project Promoter</b>	<b>Project Description/Title</b>	<b>Scored Percentage</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>	<b>Notes</b>
Mossgrove PTA	Small Activity Grant for facilitation, materials & refreshments for an Explore Your Creativity – Family Event	80%	£500.00	<b>£500.00</b>	-
Muck and More Allotment Association	Small Activity Grant for Public Liability insurance	53%	£351.30	<b>£351.30</b>	-

CORE New Mossley	Small Activity Grant for insurance, hall hire, telephone & internet & stationery	40%	£500.00	<b>£0.00</b>	Failed to meet scoring criteria
Silver Threads	Small Activity Grant for insurance & hire of bus	0%	£350.00	<b>£0.00</b>	Failed to score on Question 1 so application disqualified as per scoring criteria

The total budget available for Small Grants for the 2018/19 financial year is £8,129.50. The total amount of financial assistance awarded to date, including the above successful applications, is £5,671.30 leaving a balance of £2,458.20 to fund future applications that may be submitted to the Council during the remainder of the year.

Proposed by Councillor Logue  
Seconded by Councillor Clarke and agreed that

**the Small Grant award recommendation be approved and that Officers provide feedback to the two groups that did not meet the threshold.**

ACTION BY: Kerry Brady, Community Support & Governance Officer

*Councillor Montgomery joined the meeting at this point.*

### 3.11 **CP/CD/201 COMMUNITY CENTRES REVIEW - EXPRESSION OF INTEREST FOR MANAGEMENT TRANSFER**

Members were reminded that following the review of the Council's Community Centres, by Deidre Fitzpatrick and Associates in 2017, it was approved by the Council in May 2018 to initiate an Expression of Interest (EOI) process across the Borough to determine interest in a Service Management Agreement for the operation of Community Centres. Two public workshops were held in August 2018 where groups were given an overview of Council's Community Centres and the details of a Service Management Agreement.

Members were reminded that out of 10 groups who had initially expressed an interest the following 8 groups had remained engaged in the process. Oasis withdrew their interest in October 2018 and Farranshane Community Trust were eliminated from the process as they had submitted an incomplete EOI form and failed to provide further information in spite of numerous requests from Officers.

Centre of Interest	Organisation Submitting EOI
Ballyduff	A Safe Space to be me

Parkhall	Steeple Community Association
Muckamore	A Safe Space to be me Muckamore Parish Development Association Muckamore Pre School/Playgroup
Stiles	Globe Afterschools
Rathenraw	Rathenraw Youth Scheme
Greystone	Heat Martial Arts

Officers met with interested groups on 22 October 2018 at Antrim Civic Centre to outline the next stage of the process and complete a needs analysis proforma regarding training and mentoring requirements. It is proposed that the process should consist of the following stages:

1. Expression of Interest (completed)
2. Training and mentoring
3. Business Plan
4. Formal Application

Further detail on the process was circulated for Members' consideration. Members would also be provided with regular updates throughout the process and may wish to consider the Chair and Vice Chair of Community Planning and Regeneration Committee to assess formal applications in the final stage.

Proposed by Alderman Cosgrove  
Seconded by Alderman Barr and agreed that

- i. **The four stage Expression of Interest Process be approved.**
- ii. **The relevant DEA Councillors be invited to participate in the assessment of the formal applications with Officers.**

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

### **3.12 CP/CD/021 ADVICE SERVICE PROVISION**

Members were reminded of correspondence received from the Department for Communities (DFC) circulated and also Citizens Advice Northern Ireland (CANI) circulated in February 2018 advising the Council of concerns within Citizens Advice regarding future funding from the Department. At that stage the Department stated its ongoing support to the Citizens Advice Network and the delivery of frontline advice services.

Further correspondence was received from DFC circulated in May 2018 stating that the Department no longer provided funding to CANI to support frontline advice services through local Citizens Advice Bureaux (CABx) across Northern Ireland. At that stage the Department was liaising with local CAB Managers and representatives from Citizens Advice England and Wales, commissioned by DFC to ensure that the Citizens Advice Brand was maintained in Northern Ireland and to assist in immediate contingency support.

Subsequently CANI went into administration in June 2018 leaving local offices with no regional support and no access to ICT systems. In response DFC, in conjunction with Advice NI, rolled out an alternative ICT package operated by Advice NI members to local bureaux, with training for frontline staff.

Negotiations continued with Citizens Advice England and Wales throughout the summer regarding support arrangements for the 13 local CABx in Northern Ireland. However correspondence was received from DFC on 15 October 2018 a copy of which was circulated advising the Council that Citizens Advice England and Wales was unable to support the brand in Northern Ireland from 1 January 2019, therefore the Citizens Advice brand cannot be used by existing bureaux from this date and local bureaux will not have membership of a regional advice body.

DFC is currently considering options to ensure delivery of advice services is not affected. At a meeting with CAB Managers on 24 October 2018 DFC stated that membership of AdviceNI will be a condition of DfC funding for all CAB frontline advice services from 1 January 2019.

Advice NI, a registered charity founded in 1995, exists to provide support and services to 62 member organisations outside of the CAB network and to ensure accessible advice services across Northern Ireland from a range of providers.

The Trustee Board of Citizens Advice Antrim & Newtownabbey (CAAN) is agreeable to this affiliation, in principle, but acknowledges the crucial partnership with the Council. The Board is required to inform DFC by 5 November, if CAAN will proceed to secure membership of Advice NI and that the current contract with the Council, which ends on 31 March 2019, will not be affected on the basis that there will be no disruption to the delivery of frontline advice services in the Borough.

The Council has a live procurement exercise underway at the minute to secure a Generalist Advice Service provider for 3 years from 1 April 2019. The total budget for this contract is just over £312,000 per annum of which DFC provides up to £81,000 per annum. It is apparent that future DFC Funding will be dependent on the new service provider being registered with Advice NI.

Officers have informed DFC Officials that the Council will not be in a position to make a decision until after the 5 November deadline. It is proposed however that Officers can inform DFC of the recommendations of the Community Planning and Regeneration Committee on 12 November 2018 in advance of the November full Council meeting.

A further update on the situation would be reported at the Council meeting in November.

In summary therefore Members were asked to consider the following key issues:

- The provision of an effective general advice service in the Antrim and Newtownabbey Borough remains an important priority for the Council.
- DFC financial support is important in making this service affordable to the Council.
- DFC future financial support will be conditional on Advice NI membership for service delivery organisations.
- Council initiated a procurement exercise for advice services from 1 April 2019 prior to this membership requirement becoming apparent.

Proposed by Councillor Logue

Seconded by Alderman Cosgrove and agreed that

- **the recent development with CANI and DfC regarding advice services in NI be noted.**
- **the procurement of General Advice Services from 1 April 2019 continues.**
- **the Council issues a clarification to the procurement exercise via the eTenders portal to require all eligible bidders to have current membership of Advice NI.**

Officers to explore any opportunity for dual branding in the interim to avoid confusion for the general public.

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

### 3.13 AC/GEN/8 FREE USE OF BALLYCLARE TOWN HALL

Members were reminded that a policy for considering requests for free use of arts and cultural facilities was approved in March 2016 in order to deal with the regular requests being received from various groups, organisations and occasionally individuals for free facility hire. The pricing policy was amended to include provision for dealing with such requests on the following basis:

- **Requests For Free Use**

*Should requests for free use be made the Head of Service can consider as follows:*

- *For an event or activity which does not have an admission fee/tickets sold or a fund raising purpose requests to be considered only from community or charitable organisations based in or operating in the Borough which can be shown to contribute to the Corporate Plan – free use can be considered.*
- *For an event or activity which has an admission charge and/or fundraising purpose but is not for profit requests to be considered only from individuals (fundraising for a charity), community or charitable organisations based in or operating in the Borough, who can be shown to contribute to the Corporate Plan – with a maximum discount of 75% available for consideration.*

This policy was subsequently amended at the Operations Committee in September 2017 as follows:

- Only one request per organisation/group within any one year period can be considered under the policy.
- Hire of a theatre for routine performing arts purposes not related to a specific fund raising or other 'special one off' occasion cannot be considered under this policy and normal community hire rates will apply to all such bookings.

At the Council meeting in October it was agreed that the fee for the NI Hospice's Jingle all the Way 2018 event, taking place on 22 November 2018 in Theatre at The Mill, be waived and that the current policy be reviewed.

This policy review has commenced with proposals to be brought to a future meeting however a further request has been received from the NI Children's Hospice to consider waiving the fee for a forthcoming event they are holding in Ballyclare Town Hall on 1 December 2018 as part of the Jungle All The Way campaign.

They are planning a children's event throughout the day for which there is a £10 admission charge and an evening of cinema for adults at a cost of £15 per adult. The usual hire charges for this booking would be £360 with staff costs to resource the event estimated to be £200.

Proposed by Alderman Cosgrove  
Seconded by Councillor Lynch and agreed that

**the request for free use of Ballyclare Town Hall by the NI Children's Hospice for the Jingle All The Way campaign on 1 December 2018 be approved.**

ACTION BY: Ursula Fay, Head of Arts and Culture

### **3.14 CD/PM/092 & ED/ED/064 ANTICIPATED PUBLIC REALM PROJECTS, POTENTIAL DFC FUNDING AND PROJECT DEVELOPMENT INVESTMENTS**

Officers met with representatives of Department for Communities (DfC) to discuss potential upcoming public realm schemes and opportunities for DfC investment. These discussions led to the inclusion of a range of projects in the Potential New Projects section of the capital presentation at the recent 2018 Member's Workshop.

The discussions with DfC were summarised in the table below. The DfC contributions are still subject to an internal DfC budget setting exercise profiling decisions and approved Economic Appraisals. No design work has been undertaken on these schemes to date so all costs and spend profiles should be treated as indicative.

SCHEME	SCOPE	BUDGET	SPEND			Council Dev Costs to Economic Appraisal stage
			19/20	20/21	21/22	
<b><u>Glengormley – Antrim &amp; Ballyclare Roads</u></b>	Purchase of land and realignment of kerbing to create additional paving and carriageway, 6,123m <sup>2</sup> granite paving, 9,467m <sup>2</sup> carriageway resurfacing, street lighting and street furniture. Includes allowance for land purchase. £30k traffic study currently underway.	£4.5m	£62.5k	£152.5k	£3.5075m  (£777.5k in 22/23)	
<b>Possible DfC funding:</b>			£0	£125k	£1.875m	
<b>Council funding required:</b>			£62.5k	£27.5k	£1.6325m	
<b>Likely development costs to secure DfC investment decision:</b>						£90k
<b><u>Glengormley – Glenwell Road</u></b>	925m <sup>2</sup> façade & 160m canopy to retail units.	£505k	£52.5k	£452.5k		
	7,750m <sup>2</sup> paving/carriageway resurfacing, street lighting and street furniture.	£485k	£42.5k	£442.5k		
<b>Possible DfC funding:</b>			£75k	£75k		
<b>Council funding required:</b>			£20k	£820k		
<b>Likely development costs to secure DfC investment decision:</b>						£20k
<b><u>Shopfronts @ Antrim Fountain area</u></b>		£450k	£300k	£150k		
<b>Possible DfC funding:</b>			£50k	£50k		
<b>Council funding required:</b>			£250k	£100k		
<b>Likely development costs to secure DfC investment decision:</b>						£10k
<b><u>Antrim Boardwalk</u></b>	150m of timber boardwalk from Bridge St to Riverside	£700k	£414k	£286k		
<b>Possible DfC funding:</b>			£400k	£0		
<b>Possible Antrim Town Dev. Co</b>			£0	£200k		
<b>Council funding required:</b>			£14k	£86k		
<b>Likely development costs to secure DfC investment decision:</b>						£14k
<b><u>Whiteabbey</u></b>	2,937m <sup>2</sup> paving, 5,995m <sup>2</sup> carriageway resurfacing, street	£1.156m	£71.25k	£1.08475m		

	lighting and street furniture, linked to tourism promotion					
<b>Possible DfC funding:</b>			£0	£1m		
<b>Council funding required:</b>			£71.25k	£84.75k		
<b>Likely development costs to secure DfC investment decision:</b>						£25k
<b>Total new development costs to Council:</b>						<b>£159k</b>

March 2022 sees the end of the current Comprehensive Spending Review (CSR) period and as a result DfC officials are very unlikely to commit capital budgets for expenditure beyond this date. This creates a spend pressure on both the Department and the organisations they fund. Some of the projects proposed above are both large and technically complex capital schemes requiring extensive consultation.

To stand any chance of securing DfC investment and hitting the required spend profiles, Council must commission initial design work, site investigations, surveys and NIGEAE compliant economic appraisals. This requires Council to invest at revenue expenditure which, for all the schemes in the table above, equates to around £159k. This investment has the potential to release up to £3.85m of partnership funding for the physical improvement of the Borough.

In March 2017 Council approved a £104k at capital development fund and since that time £37k has been committed to project development costs. This leaves a remaining fund of £67k and a need for an additional £92k at fund in order to develop the above mentioned schemes.

Proposed by Councillor Brett  
Seconded by Alderman Cosgrove and agreed that

**Members approve the commitment of an additional £92,000 for the development of the following schemes to economic appraisal stage:**

- **Glengormley, Antrim & Ballyclare Roads, realignment, resurfacing, lighting and street furniture**
- **Glengormley, Glenwell Road, facades and resurfacing**
- **Antrim Boardwalk**
- **Antrim Fountain Street shopfronts**
- **Whiteabbey, resurfacing, lighting and street furniture**

ACTION BY: Reggie Hillen, Head of Capital Development

### **ITEMS FOR INFORMATION**

#### **3.15 CP/P4/003/VOL2 PEACE IV - PARTNERSHIP MEMBER UPDATE**

Members were reminded that as part of the process to agree a PEACE IV Local Action Plan, Council was required to establish a Partnership comprised of elected members, relevant statutory agency representatives and appropriately skilled social partners. It was agreed that the partnership would



have 21 members in total (11 elected members, 6 social partners and 4 statutory partners).

At the Community Planning and Regeneration Committee held on 13 June 2016, 11 elected members were nominated for the Partnership via D'Hondt +1. This approach resulted in the following party nominations:

- 4 DUP
- 3 UUP
- 1 SF
- 1 SDLP
- 1 Alliance
- 1 TUV

Each political party nominated representatives and the list of names was submitted to SEUPB and approved as part of the Stage 1 application.

The resignation of Cllr Nigel Kells (Democratic Unionist Party) from Antrim and Newtownabbey Borough Council, effective from 30 September 2018, resulted in a vacant elected member position on the PEACE IV Partnership. It was agreed at the PEACE IV Partnership meeting on 9 October 2018 that Cllr Nigel Kells would be replaced by Cllr Paul Dunlop (Democratic Unionist Party) with immediate effect.

Members were also advised that Northern Ireland Housing Executive representation on the PEACE IV Partnership is also changing with Mr John Read being replaced by Ms Bronagh Spackman.

Proposed by Councillor Clarke  
Seconded by Alderman Barr and agreed that

**the report be noted.**

NO ACTION

### **3.16 CP/PCSP/068 ANTRIM AND NEWTOWNABBEY BOROUGH TEXT ALERT SCHEME**

Members were reminded that Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) launched a new Text Alert Scheme in September 2018. The scheme is a free SMS text message based safety information service, aimed at improving community safety across the Borough.

Community safety information is sent by the PSNI or the PCSP to registered members of the scheme via a text message to their mobile phone, meaning that registered members receive information instantly. The Text Alert information may be useful to a range of people for a variety of reasons, for example:

- Residents of towns and villages may like to receive quick and up-to-date information if there has been a spate of break-ins or thefts in their locality,

or if there are known bogus callers in the area, or if a traffic collision has caused a road closure.

- Farmers may benefit from receiving up-to-date information if there has been a surge of farm machinery or livestock thefts. The Text Alert message will allow them to take appropriate safety measures.
- Anyone who does not check social media updates or emails regularly and would benefit from receiving community safety information.

The Text Alert Scheme is a 'receive only' information service, meaning that registered members cannot reply to text messages. Local people can sign up on the Council website or by completing a hard copy registration form as circulated.

Proposed by Councillor Logue

Seconded by Councillor Greer and agreed that

**the report be noted.**

NO ACTION

### **3.17 CP/GR/088 HOLOCAUST MEMORIAL DAY 2019**

Members were reminded of the work through the District Council Good Relations Programme to commemorate Holocaust Memorial Day (HMD) on 27 January each year. The theme for HMD 2019 is 'Torn from Home'. Members were advised the report to Community Planning and Regeneration Committee on 8 October 2018 in respect of the activities already undertaken in the lead up to HMD 2019. These events included a presentation from Eric Eugene Murangwa MBE, a survivor of the genocide in Rwanda, at the Theatre at the Mill as well as groups from the Borough attending events at the Synagogue in Belfast as well as the Holocaust display at HMP Magilligan.

Preparations are underway to commemorate HMD within Antrim and Newtownabbey Borough in January 2019, these include:

- **15 January 2019 – Community visit to HMP Magilligan Holocaust Display**

Community event as part of the 'Who Do You Think We Are?' programme, where participants can visit the visit the Holocaust display, which has been developed on-site at HMP Magilligan. Further detail on the display was circulated.

- **22 January 2019 – Schools Film Programme**

The 'UK Jewish Film' group will oversee the delivery of a series of short films and discussion tasks to groups from schools invited to attend. Two screenings will take place on 22 January 2019 in the Theatre at the Mill and Old Courthouse Theatre. Detail of the programme to be delivered was circulated.

- **24 & 25 January 2019 – Film Screening**

Two Holocaust themed films screenings will take place as follows:

24 January 2017, Sarah's Key, Old Courthouse, Antrim

25 January 2017, Denial, Courtyard Theatre, Newtownabbey

A synopsis of the films was circulated.

Proposed by Alderman Barr

Seconded by Councillor Clarke and agreed that

**the report be noted.**

NO ACTION

### **3.18 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-31 AUGUST 2018**

#### **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 – 56

Building Notices – 118

Regularisation Certificates – 52

#### **Full Plans**

Approvals – 33

Rejected applications requiring resubmissions – 61

#### **Commencements & Completions**

Commencements – 250

Completions - 228

**Inspections** - A total of 802 Site Inspections were carried out.

**Regularisation Certificate** - 47 Regularisation Certificates issued.

**Building Notice**- 104 Completion Certificates issued

**Property Certificates** Received – 265

#### **Energy Performance of Building Regulations**

Energy Performance Certificate's checked – 1 & 100% compliance

Display Energy Certificate's checked – 60 & 76% compliance

Air Conditioning Units Checked – 17 checked & 88% compliance

#### **Income**

Plan Fees Received for Month £14128.25

Inspection Fees Invoiced for Month £24344.07

Building Notice Fees Received for Month £8858.00

Regularisation Fees Received for Month £6295.20

Property Certificate Fees Received for Month	£16140.00
<b>TOTAL</b>	<b>£69765.52</b>
<b>Projected Annual Income</b>	<b>Year to Date Actual Income</b>
<b>£401,431.00</b>	<b>£447,170.00</b>

#### **Postal Numbering & Development Naming**

Numbers of official postal numbers issued –86

Number of new developments named - 2

#### **LPS Partnership**

Commercial Vacancies – 60 (Commercial vacancy tranche received on September 2018).

Property details surveys completed 23

Proposed by Councillor Maguire

Seconded by Councillor Greer and agreed that

**the report be noted.**

NO ACTION

### **3.19 CP/PCSP/077 ANTRIM AND NEWTOWNABBEY PCSP STRATEGIC PLAN CONSULTATION**

Members were reminded that an annual PCSP Action Plan is submitted to the Department of Justice (DoJ) in order to secure funds to deliver a breadth of key activities that will help to tackle crime, fear of crime and anti-social behaviour across the Borough. The purpose of this document is to assist Policing & Community Safety Partnerships (PCSPs) to set out the priority areas for action by the PCSP.

Following on from a number of place shaping forum meetings some Members requested to be involved in the process twinned with receiving an update on the activities delivered within the current action plan.

The Member's consultation will take place on Monday 17 December 2018, 4:30pm- 5:30pm, Linen Suite, Mossley Mill.

Proposed by Councillor Montgomery

Seconded by Councillor Lynch and agreed that

**the report be noted.**

NO ACTION

### **3.20 CP/CP/074 MULTI AGENCY SUPPORT HUB UPDATE**

Members will reminded about the update and associated Operating Protocols for the Antrim and Newtownabbey Multi-Agency Support Hub (MASH) that was reported to the Community Planning and Regeneration

Committee on 10 September 2018. Subsequently Members requested additional information in relation to the performance of the MASH.

Since its inception in July 2017 the MASH has received 60 referrals, of these 48 were accepted. The Antrim and Newtownabbey MASH currently has 19 live cases, where service users are receiving continuing support and 5 review cases (service users who have already benefitted but are monitored for a period of time). There have been 24 service users removed from the MASH (3 were self-removal, 19 were removed following agreement by MASH partners and 2 service users moved to another area). The MASH has generated a total of 304 Actions for service users since its inception in July 2017.

The Antrim and Newtownabbey MASH in particular has delivered some very positive results and feedback includes:

- PSNI - "PSNI have seen a 58% reduction in calls for service from service users involved in the Antrim and Newtownabbey MASH, these calls include concern for safety, high risk and substance/alcohol misuse. The reduction highlights the need for collaborative working and signposting persons to more appropriate services that in turn reduce vulnerability"
- Northern Ireland Ambulance Service (NIAS)– "Through collaborative working in the Hub NIAS have been able to connect with key partners on behalf of clients and work together to establish a care pathway which provides tailored support for vulnerable individuals"
- ANBC Environmental Health – "There have been a number of householders who have had significant assistance through the support hub with numerous agencies working collaboratively to find the best outcome at that time for that household."
- MASH Cohort - "You did more in one visit organising stuff than anyone did in a year of visits"
- MASH Cohort Relative - "Thank you for helping me get the right help for my husband, I didn't know who else to turn to."

Proposed by Councillor Montgomery

Seconded by Councillor Brett and agreed that

**the report be noted.**

NO ACTION

### **3.21 CP/P4/003/VOL2 PEACE IV PARTNERSHIP CHAIRPERSON AND VICE CHAIRPERSON**

Members were reminded that the PEACE IV Partnership operates as a working group of Council and that the PEACE IV Partnership Agreement requires the nomination of the following Office Bearers at the Annual General Meeting (AGM):

- Chairperson
- Vice Chairperson

The PEACE IV Partnership AGM was held on 9<sup>th</sup> October 2018, where it was agreed that Cllr Linda Clarke (Democratic Unionist Party) would hold the position of Chairperson and Mr Mark Glover (Social Partner) would hold the position of Vice Chairperson for one year or until the next AGM.

Proposed by Alderman Cosgrove  
Seconded by Councillor Montgomery and agreed that

**that the report be noted.**

NO ACTION

### **3.22 CP/P4/029 & CP/P4/024 PEACE IV – SERVICE LEVEL AGREEMENT ACCEPTANCE**

Following on from PEACE IV Service Level Agreement update in October 2018, the 3 Service Level Agreements listed below have been accepted and returned signed to the PEACE IV Secretariat:-

#### **i. Shared Spaces and Services Programme 2 – Shared Space Engagement Programme**

- Community Centres Engagement Project (£10,000);

#### **ii. Shared Spaces and Services Programme 2 – Shared Space Engagement Programme**

- Theatres Engagement Project (£10,000);

#### **iii. Building Positive Relations Programme 3 - Cross Border Programme (Sligo and Louth £44,400).**

Officers are currently agreeing final implementation plans for each project and will move to deliver the above programme content.

Proposed by Councillor Maguire  
Seconded by Councillor Lynch and agreed that

**the report be noted.**

NO ACTION

*Councillor McGrath left the meeting at this point.*

### **3.23 AC/EV/7 ENCHANTED WINTER GARDEN 2018**

Members were reminded that it was agreed at the Council meeting in May to deliver Enchanted Winter Garden 2018 from Friday 7 December until Tuesday 18 December 4pm until 9pm daily with similar arrangements including event layout to the 2017 event.

As a result of the event being ticketed, as well as for safety and security considerations, there is a requirement to erect a secure perimeter around the event area as shown on the circulated map as a shaded area. The area has been extended slightly in the vicinity of the overflow car park along the river to accommodate the new Enchanted Express train ride. This area as shown will not be accessible to general visitors throughout the duration of the event. However, in order to ensure maximum access to the Gardens outside of the event and disrupt use of the Gardens by general visitors as little as possible, it is planned to open the perimeter fence at various points from first thing each morning before commencing a sweep of the event area at 3pm daily after which the event perimeter will be reinstalled at all access points in preparation for commencement of the event at 4pm.

Members were advised that there are two discreet areas of the gardens which will be closed to the general public throughout the duration of the event - the Parterre Gardens and Her Ladyships Pleasure Garden – which are both marked on the map. These areas will be hosting some key attractions and full closure is necessary to ensure both the safety of visitors and security of the attractions. Closure of these discreet areas is not considered to be very detrimental to daytime visitors to the Gardens particularly given the time of the year.

The set up for the event is planned to commence from Monday 3 December and there may be some temporary closures of discreet areas necessary to facilitate visitor safety throughout the week long set up but these will be kept to a minimum and clearly signed and communicated to all visitors.

An extensive marketing and communications plan for the event is currently being developed, which will use a variety of channels to communicate all aspects of event plans widely and will include clear information for all visitors wishing to access the Gardens outside of the event.

Proposed by Councillor Montgomery  
Seconded by Councillor Brett and agreed that

**the report be noted.**

NO ACTION

### **3.24 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members were advised that the second quarterly meeting of the Borough Arts and Cultural Advisory Panel of 2018/19 was held in Theatre at the Mill on Tuesday 23 October 2018 and the minutes were circulated for Members' information.

At this meeting the spring 2019 performing arts programmes for Theatre at The Mill, The Old Courthouse and The Courtyard Theatre were presented and agreed by the Panel and were circulated for Members' information.

Proposed by Councillor Montgomery

Seconded by Councillor Greer and agreed that

**the minutes of the meeting of 23 October 2018, including Spring programmes for the three theatres, be noted.**

NO ACTION

### **3.25 PRO/QUO/321 MOYLINNEY HOUSE FEASIBILITY STUDY**

Members were reminded of the decision at the Council meeting in March 2018 to commission a feasibility study into the potential future use of Moylinney House. Following a procurement exercise Lorraine McCourt Consulting was appointed for this study, the cost of which was met through funding of £5,354 included in the DEA programme for Threemilewater.

Members are reminded that the Northern Health and Social Care Trust, (NHSCT), declared the asset surplus and a public sector trawl process was issued in response to which Council expressed an interest in Moylinney House in May 2018. Members are aware that correspondence was received 7 September 2018 from the NHSCT, advising that a decision had been made not to offer Moylinney House to Antrim and Newtownabbey Borough Council.

The feasibility study has now been completed and was circulated for Members consideration. Members may wish to note that the key findings concluded that the preferred option is the development of supported independent living accommodation for older people and/or those living with disabilities. The study also concluded that there is little support for the location of social enterprise or entrepreneurship at this site and that more suitable locations such as Abbeytown Square should be considered for this use.

Proposed by Alderman Barr  
Seconded by Councillor Brett and agreed that

**the report be noted.**

NO ACTION

There being no further committee business the Chairperson thanked everyone for their attendance. The meeting concluded at 7.10 pm.

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**MAYOR**