



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE  
HELD IN MOSSLEY MILL ON MONDAY 11 JANUARY 2021 AT 6.30 PM**

- In the Chair** : Councillor M Cooper
- Committee Members** : Aldermen – J McGrath and P Michael  
Councillors - P Dunlop, G Finlay, N McClelland,  
V McWilliam, M Magill, N Ramsay, V Robinson, S Ross,  
L Smyth, M Stewart and R Wilson
- Non Committee Members** : Alderman L Clarke  
Councillors – A Bennington, R Lynch, J Montgomery and  
B Webb
- Officers Present** : Director of Community Planning - N Harkness  
Head of Arts & Culture – U Fay  
Head of Capital Development – R Hillen  
Community Planning Manager – R McKenna  
Head of Property & Building Services – B Doonan  
Systems Support Officer ICT – C Bell  
Member Services Officer – S Boyd

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Members to the January meeting of the Community Planning Committee, wished Members a Happy New Year, and reminded all present of the audio recording protocol.

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press can access those parts of the meeting which they are entitled to attend via livestream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

**1 APOLOGIES**

None

**2 DECLARATIONS OF INTEREST**

Item 3.1 - Alderman McGrath and Councillors M Magill and L Smyth

### 3 ITEMS FOR DECISION

#### 3.1 CP/CD/354 COVID-19 COMMUNITY SUPPORT FUND

Members were reminded that the COVID-19 Community Support Fund, funded by the Department for Communities (DfC), delivery plan was approved by the Council in October 2020 at no cost to the Council.

Under the 'Connectivity' theme of the delivery plan, a £35,000 budget was agreed for IT equipment for post primary and special schools to support pupils in digital poverty especially if required to study from home due to COVID-19.

An expression of interest process for schools was opened on 15 October 2020 and closed on 23 October 2020. Ten schools expressed an interest in the programme along with Monkstown Boxing Club who were approved by Council for inclusion in December 2020. Full list circulated.

In total 54 devices had been identified for purchase at a total cost of £25,414.05 leaving the programme under subscribed by £9,585.95 against the allocated budget which is fully funded by DfC and must be spent before 31 March 2021.

Correspondence had been received from Groggan Primary School in Randalstown outlining their interest in this programme.

In their most recent Parent Survey seven families affiliated to the school were identified as struggling with the lack of devices/shared devices with some of the children completing their homework on their parent's phone. During the period of school closures, devices were made available to all such families however this is no longer possible as the devices are needed to support learning in class.

As there is only one Post Primary School in the area, Groggan Primary School, which is located in a rural area, would like to be considered for support under this programme. As with the other recipients, a choice of 5 devices would be offered at a total cost of around £2,500.

Proposed by Councillor Dunlop  
Seconded by Councillor Finlay and agreed that

**the request from Groggan Primary School to be included in the IT Connectivity Programme be approved and that up to 2 additional devices be offered to each of the applicants.**

*ACTION BY: Jonathan Henderson, Community Services Co-ordinator*

#### 3.2 CP/CD/350 AREAS AT RISK PROPOSALS FOR 2021-22

Members were reminded that at the Council Meeting held on Monday 30 November 2020 the proposal to move to a competitive application process

for Areas at Risk 2021-22 was referred back to the Community Planning Committee.

With the impact of COVID-19 creating additional pressure on the community and voluntary sector at this time and with a review of Neighbourhood Renewal and Areas at Risk currently being undertaken by the Department for Communities (DfC), it was proposed to defer the Council's review of Areas at Risk until after the DfC review is completed. This would mean that the 2020/21 programme would run as in previous years with the list of awards and recipients (circulated).

Proposed by Councillor McWilliam  
Seconded by Councillor Robinson and agreed that

**the Council's review of Areas at Risk be deferred until after the DfC review findings are published.**

*ACTION BY: Lara Townsend, Tackling Deprivation Coordinator*

### **3.3 CP/GR/123 & 124 GOOD RELATIONS GRANT AID**

Members were reminded that the 2020/21 Good Relations Action Plan submitted to The Executive Office, includes a budget of £23,000 for the Good Relations Grant Aid Programme. The remaining budget available for the 2020/21 year is £15,600.

The aim of Good Relations Grant Aid Programme is to improve day to day relationships by encouraging everyone to treat others fairly and encouraging a society in which our own cultures and traditions as well as other people's cultures and traditions are understood, respected and accepted.

Members were advised that applications are required to score higher than 50% to be deemed successful. Two applications were received during the period of 11 September 2020 and 14 December 2020, scoring above the 50% threshold requesting a total amount of £5,000.

A summary of the application received and the proposed award recommendations overview of the assessment and funding details were circulated for Members' consideration.

The Applicant will be required to confirm that a suitable COVID-19 risk assessment is in place for the event and to ensure that it complies with the relevant Government guidance in both jurisdictions at the time.

Proposed by Councillor Ross  
Seconded by Councillor McClelland and agreed that

- **a total of £2,500 be approved for Monkstown Boxing Club – Boys UTD Programme; and,**

- **a total of £2,500 be approved for Coiste Ghaeloideachais Chromghlinne – Cross Community After Schools Programme.**

*ACTION BY: Jen Cole, Good Relations Officer*

### **3.4 CP/CP/167 NORTHERN IRELAND HOUSING EXECUTIVE RURAL HOUSING STRATEGY 2021-2025**

Members were advised that the Northern Ireland Housing Executive (NIHE) had commenced the preparation of a new Rural Housing Strategy 2021 – 25 and was interested in hearing views, issues and experiences of those living in and representing rural communities.

Members were advised that the NIHE had opened an online questionnaire <https://www.nihe.gov.uk/Documents/Corporate/Rural-Strategy-questionnaire.aspx>

Completed responses should be submitted by 15 January 2021.

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Proposed by Councillor Finlay  
Seconded by Alderman Michael and agreed that

**Members respond on an individual or party political basis.**

*NO ACTION*

### **3.5 CP/CD/381 DEPARTMENT OF HEALTH DRAFT MENTAL HEALTH STRATEGY 2021-2031 – PUBLIC CONSULTATION**

Members were advised that correspondence circulated had been received from the Department of Health (DoH) to advise of the launch of a public consultation on the draft Mental Health Strategy 2021-2031.

The draft Strategy and supporting consultation documentation, including information on how to respond, was available on the Department of Health website via the following link: <https://www.health-ni.gov.uk/mentalhealthstrategy>

Members were advised that the consultation will run from 21 December 2020 until 5pm on 26 March 2021 and they may wish to respond on a corporate, individual or party political basis.

Proposed by Councillor Finlay  
Seconded by Alderman Michael and agreed that

**Members respond on an individual or party political basis**

*NO ACTION*

**3.6 CP/CD/375 CORRESPONDENCE FROM DEPARTMENT FOR INFRASTRUCTURE RE PROPOSED SPEED LIMIT REDUCTION – RANDALSTOWN ROAD, ANTRIM**

Members were advised that correspondence had been received from the Department for Infrastructure dated 10 December 2020 (a copy of which was circulated), in relation to proposed speed limit reduction at Randalstown Road, Antrim.

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Proposed by Councillor Finlay  
Seconded by Alderman Michael and agreed that

**the Council responds to the Department for Infrastructure in support of the speed limit reduction.**

*ACTION BY: Deirdre Nelson, Paralegal*

**3.7 CP/CD/379 PROCEEDS OF CRIME ACT 2002 CODES OF PRACTICE**

Members were advised that correspondence had been received (circulated) from the Department of Justice on 1 December 2020 seeking views on updates to Codes of Practice issued under the Proceeds of Crime Act 2002 (POCA)

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Proposed by Councillor Finlay  
Seconded by Alderman Michael and agreed that

**Members respond on an individual or party political basis.**

*NO ACTION*

**3.8 AC/GEN/066 CENTENARY OF NORTHERN IRELAND**

Members were reminded that the NI Centenary Working Group continues to meet regularly, with the minutes of the 21 October 2020 workshop and meeting of 4 November 2020 approved at the December meeting of the Community Planning Committee.

A further meeting of the Working Group was held on Wednesday 25 November 2020 via Zoom. The minutes of this meeting were approved by the Group at its next meeting on 16 December 2020 and were circulated for Members' information.

A Section 75 screening form for the flying of flags to mark the Northern Ireland Centenary in 2021 was circulated for Members' information.

The Chairperson and some Members congratulated the Head of Arts and Culture on the design of the corporate flag and her work on the Northern Ireland Centenary.

Proposed by Councillor Dunlop  
Seconded by Councillor Ross and agreed that

**the minutes of the NI Centenary Working Group meeting on 25 November 2020 and the Section 75 Screening Form be approved.**

*ACTION BY: Ursula Fay, Head of Arts and Culture*

### **3.9 PBS/PS/006 TOWN CENTRE ILLUMINATIONS**

Members were aware of a planned project to illuminate key assets and built attractions across the Borough's five main Town Centres with funding anticipated from the Department for Communities. The project was currently on Department for Communities' indicative 5 year funding plan at an estimated cost of approx £500,000. Subject to funding and programme the capital delivery of the scheme was forecast to commence in the first quarter of 2022. Some of the features proposed for illumination include the Randalstown Viaduct, Crumlin Clock Tower, Ballyclare Town Hall and surrounding trees, the Antrim under-pass and Court House and Lilian Bland Park in Glengormley.

Given the timescale to implement this project along with the aspiration to animate and illuminate town centres as part of the Council's post-Covid economic recovery, Officers had identified some current festive lighting features that were not Christmas specific which can remain in place for an extended period in 2021.

In addition, Officers would develop a modest lighting plan in addition to the features that can be retained and bring a further report to the Committee in due course.

The Director confirmed that due to COVID restrictions there may be a delay in removing Christmas lights.

Proposed by Councillor McWilliam  
Seconded by Councillor Finlay and agreed that

**some festive lighting remain in place in Town Centres during 2021 and a plan be brought to Committee to supplement this in due course.**

*ACTION BY: Graham Reid, Senior Assets Officer*

#### 4 ITEMS FOR INFORMATION

##### 4.1 CP/CD/352 COMMUNITY CAPACITY BUILDING PROGRAMME 2020/21 UPDATE

Members were reminded that provision was made in the estimates for a Community Capacity Building Programme to be delivered in 2020/2021. The purpose of this programme is to develop the capacity and skills of individuals and groups within the Borough, to equip them to participate more fully in society and have a positive impact on the number and quality of successful community development projects delivered across the Borough.

Members were aware that the Community Capacity Building Programme (circulated) was approved by the Council in August 2020. To date three online courses had been successfully delivered via Zoom in October and November with very positive feedback, these were:

- Getting the Most Out Of Zoom,
- Covid Safe Training for Volunteer Managers and
- Risk Assessment & Planning for the Future.

Due to the ongoing government restrictions in relation to COVID-19, it would not be possible to deliver face to face courses from January–March 2021 as had been planned. Therefore, two online courses which are part of the Mental Health Programme would be delivered in January and February as detailed below and a further enhanced Zoom session will be delivered in March to develop skills and knowledge learned from the first course held in October.

Course Title	Date & Time	Maximum Numbers
First Response to Mental Health	Monday 4 <sup>th</sup> January – Thursday 7 <sup>th</sup> January from 10am – 11.30am	16
Connections – Link Life Course – Mental Health & Suicide Awareness	Thursday 4 <sup>th</sup> February from 10am – 12.30pm	12

Proposed by Councillor Wilson

Seconded by Councillor Magill and agreed that

**the report be noted.**

*NO ACTION*

##### 4.2 CP/CP/165 CORRESPONDENCE RECEIVED FROM DEPARTMENT OF HEALTH (DOH) ADVANCE CARE PLANNING POLICY EARLY STAKEHOLDER ENGAGEMENT

Correspondence had been received from DOH Advance Care Planning Policy Early Stakeholder Engagement (circulated). Senior Officers and Members had been invited to an engagement session on Thursday 28 January 2021 at 9am via Zoom. Members were asked to confirm if they plan

to attend by emailing [Saika.Akram@hscni.net](mailto:Saika.Akram@hscni.net) before Friday 15 January 2021. Zoom link and Papers would follow.

Proposed by Councillor Ramsay  
Seconded by Councillor Finlay and agreed that

**the correspondence be noted and Members respond accordingly to HSCNI.**

*ACTION BY: Ronan McKenna, Community Planning Manager*

#### **4.3 CP/CP/143 ELECTED MEMBERS MEMBERSHIP COMMUNITY PLANNING OUTCOME DELIVERY GROUP CHAIRS**

Members were reminded that it was approved by the Community Planning Committee on 9 November 2020 that the nominations for the Chairs of the People and Place Outcome Delivery Groups be passed to the Director through the Group Leaders.

The Outcome Delivery Group Chairs were confirmed as follows:-

<b>Outcome Delivery Group</b>	<b>Lead Director</b>	<b>Chairperson</b>
Our People	Nick Harkness	Cllr Ryan Wilson
Our Place	Geraldine Girvan	Cllr Glenn Finlay
Our Prosperity	Majella McAlister	Ald Mark Cosgrove

Proposed by Councillor Wilson  
Seconded by Councillor Robinson and agreed that

**the report be noted.**

*ACTION BY: Ronan McKenna, Community Planning Manager/Member Services*

#### **4.4 CP/CD/354 DEPARTMENT FOR COMMUNITIES (DfC) FOOD PALLET SCHEME**

Members were advised that correspondence (circulated) had been received from the Department for Communities (DfC) regarding the potential impact of Brexit to exacerbate food poverty and insecurity as a result of a reduction in food supply and/or an increase in prices.

An initial information session was hosted by DfC and Council Officers via Zoom on 16 December 2020 and information had been circulated to community and voluntary groups to create awareness of the scheme.

Proposed by Councillor Wilson  
Seconded by Councillor Robinson and agreed that

**the report be noted.**

*NO ACTION*



#### 4.5 CP/CP/166 NEIGHBOURHOOD RENEWAL FUNDING 2021/22

Members were advised that correspondence (circulated) had been received from the Department for Communities (DfC) regarding the process for securing Neighbourhood Renewal funding for the 2021/2022 year.

With societal challenges and the continuing impact of COVID restrictions a new simplified grant application process would be issued early in 2021.

Proposed by Councillor Wilson  
Seconded by Councillor Robinson and agreed that

**the report be noted.**

NO ACTION

#### 4.6 CP/CP/113 ELECTED MEMBER REPRESENTATION ON THE THRIVE PROJECT BOARD

Members were reminded that it was approved by the Community Planning Committee on 9 November 2020 that the nominees from Macedon and Threemilewater DEA representatives to contribute to THRiVE Project Board were passed to the Director through the Group Leaders.

The THRiVE nominated Project Board Members were confirmed as follows:-

DEA	THRiVE nominated Project Board Member
Macedon	Cllr Linda Irwin
Threemilewater	Cllr Julie Gilmour

Proposed by Councillor Wilson  
Seconded by Councillor Robinson and agreed that

**the report be noted.**

*ACTION BY: Ronan McKenna, Community Planning Manager/Member Services*

#### 4.7 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD OCTOBER & NOVEMBER 2020

##### **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**

	OCTOBER	NOVEMBER
<b>Full Plans</b>	48	41
<b>Building Notices</b>	180	157
<b>Regularisation Certificates</b>	63	188

## Full Plans

	OCTOBER	NOVEMBER
Approvals	22	29
Rejected applications requiring resubmissions	41	36

## Commencements, Completions & Inspections

	OCTOBER	NOVEMBER
Commencements	214	254
Completions	226	219

## Inspections

	OCTOBER	NOVEMBER
Total Site Inspections were carried out	857	896

## Regularisation Certificate

	OCTOBER	NOVEMBER
Regularisation Certificates issued	39	44

## Building Notice

	OCTOBER	NOVEMBER
Completion Certificates issued	75	91

## Property Certificates

	OCTOBER	NOVEMBER
Number Received	276	297
Number Issued	348	180

## Income

	OCTOBER	NOVEMBER
Plan Fees Received for Month	£14655.50	£7263.25
Inspection Fees Invoiced for Month	£21339.63	£33664.28
Building Notice Fees Received for Month	£11570.00	£11758.00
Regularisation Fees Received for Month	£5261.60	£21672.80
Property Certificate Fees Received for Month	£19320.00	£20580.00
<b>TOTAL</b>	<b>£72146.73</b>	<b>£94938.33</b>

	Projected Income To Date	Year to Date Actual Income
OCTOBER	£509,577	£370,280
NOVEMBER	£565,150	£473,633

## **Postal Numbering & Development Naming**

	<b>OCTOBER</b>	<b>NOVEMBER</b>
<b>Numbers of official postal numbers issued</b>	29	116
<b>Number of new developments named</b>	1	None required

## **LPS Partnership**

	<b>OCTOBER</b>	<b>NOVEMBER</b>
<b>Property details surveys completed</b>	19	38

Proposed by Councillor Wilson

Seconded by Councillor Robinson and agreed that

**the report be noted.**

*NO ACTION*

### **4.8 PBS/PS/013 CCTV CAMERA STATUS**

At the September 2020 Policy and Governance Committee Members requested a report be brought back to the relevant Committee in relation to CCTV Camera coverage. Copy of the minute circulated.

The Council has a significant level of CCTV installed across the Borough. At Council owned facilities there are 415 cameras installed along with 11 public facing cameras located in the wider Glengormley area and towards the Abbey Centre.

Independent audits coupled with feedback from system users including Property owners, information governance teams, the maintenance contractor and the PSNI had highlighted the following issues with the Council's CCTV provision:

- Poor quality of images - images not being suitable for evidential purposes in any legal action
- Poor or no images at night time
- The vast majority of cameras are analogue with a limited number of Internet Protocol (IP) cameras; this is old technology with limited support
- Inability to achieve a 30-day recording cycle across all locations
- Frequent breakdown of cameras, meaning these are unavailable until repaired
- Replacement parts are obsolete and becoming impossible to maintain
- Potential for hacking of images
- No common software platform to support the operation of the cameras – leads to difficulties and delays accessing images
- Not fully compliant with GDPR
  - Concerns regarding the limited extent of greying out/pixilation on the cameras (used to block out images of private properties) – audit completed suggests cameras at a number of locations are not fully compliant with GDPR

- o Lack of appropriate signage at all locations, this is being addressed.

An audit in 2017/2018 graded the cameras from A-D with A being good, B being satisfactory, C being Poor and D being very poor. The details were listed below in Table 1 for each location. This audit would be fully reviewed in January 2021 to assist with the preparation of an economic appraisal looking at Council's CCTV systems.

A routine planned maintenance report received by Property Services in December 2020 had highlighted three Council Property cameras were not functioning and two public facing Town Centre cameras were not functioning. These issues were being investigated with a view to repair.

In addition to this, more fundamental issues across a number of the Council's aging CCTV systems were impairing the quality and functionality of these systems. In some instances, consideration needed to be given to the age and condition of the existing system before committing further expenditure on repairs, as expected lifespan and obsolescence of parts will be factors. This would be fully explored in the economic appraisal.

**Table 1: condition of CCTV systems at each location**

Location	Audit grade of cameras
Public Facing CCTV, wider Glengormley area	
Mossley Mill monitoring suite	
Mossley Mill	
TATM	
Antrim CC	
CSD ( not relevant going forward)	
ESD*	
Sixmile LC	
Ballyearl LC	
Valley LC	
V36	
Antrim Forum	
Bruslee	
O'Neills Road HRC	
Newpark HRC	
Craigmore HRC	
Crumlin HRC	
Antrim Loughshore Caravan Park	
Jordanstown Caravan Park	
Mossley Pavilion	
Allen Park	
Sentry Hill	
Old Courthouse Antrim	
Crumlin LC	
Liland Bland Pavilion	
Clotworthy/ACG	
Gateway Centre**	

\*At ESD there may be an opportunity to utilise an enhanced CCTV system with remote interactive monitoring, rather than the current manned guarding.

\*\*Gateway Centre was not part of the original audit

In terms of the ongoing monitoring, maintenance and replacement costs associated with improving the CCTV infrastructure the costs have to date been met by Council budgets. Discussions with PSNI regarding sharing the financial burden for the public facing cameras had not been successful to date.

As reported above, a full economic appraisal was currently being undertaken by Property Services Officers and would be brought to the Committee in due course.

Proposed by Councillor Wilson  
Seconded by Councillor Robinson and agreed that

**the report on CCTV be noted.**

*NO ACTION*

*The Chairperson took the Supplementary report at this point of the meeting.*

#### **4.9 CP/CD/382 VOLUNTARY, COMMUNITY & SOCIAL ECONOMY (VCSE) COVID RECOVERY FUND – REOPENING FOR APPLICATIONS JANUARY 2021**

Members were advised that correspondence had been received from the Department for Communities (DfC) (circulated) advising that the VCSE Covid Recovery Fund will reopen for applications under Theme 3 (Future PPE and Sundry Equipment needs) for a period of two weeks from 18 January 2021 to 29 January 2021.

The maximum award from this part of the fund was previously capped at £2,000 will rise to £5,000. Previously successful applications could reapply to receive up to £5,000.

As previously, the Fund would be distributed by Co-operation Ireland in partnership with Rural Community Network. Officers would distribute this information to Community & Voluntary groups on our mailing list.

Proposed by Councillor Wilson  
Seconded by Alderman Michael and agreed that

**the report be noted.**

*NO ACTION*

#### **5. ANY OTHER BUSINESS**

Members commended and thanked all Community Groups and Officers who had been involved in the organisation of Christmas dinners and events which had taken place in the Borough during December 2020.

The Mayor and some Members sought clarity on the position of the currently derelict Ulster Bar Corner in Antrim and requested that correspondence be sent to the relevant Department.

Proposed by Councillor Dunlop  
Seconded by Alderman Michael and agreed that

**the Director of Community Planning write to the Department seeking clarity on the development of Ulster Bar Corner.**

*ACTION BY: Nick Harkness, Director of Community Planning*

There being no further committee business the Chairperson thanked everyone for their attendance and for adhering to the social distancing restrictions.

The meeting concluded at 6.59 pm.

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**MAYOR**

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