



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
COMMUNITY PLANNING AND REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON
MONDAY 11 SEPTEMBER 2017 AT 6.30 PM**

- In the Chair** : Councillor A Logue
- Committee Members Present** : Aldermen – P Barr and T Burns
Councillors – P Brett, L Clarke, J Greer, R Lynch, M Maguire, P Michael, J Montgomery, S Ross
- Non-Committee Members Present** : Alderman J Smyth
Councillors – D Hollis, N McClelland, D Ritchie and V McWilliam
- 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
Community Services and Tackling Deprivation Manager – E Manson
Media and Marketing Officer – A Doherty
ICT Officer – P Allan
Governance Support Officer – D Conlan

CHAIRPERSON'S REMARKS

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

1. APOLOGIES

N/A

2. DECLARATIONS OF INTEREST

N/A

3. WELCOME TO COUNCILLOR GREER

The Chairperson took the opportunity to welcome Councillor Greer to the Committee.

4. REPORT ON BUSINESS TO BE CONSIDERED

4.1 ED/EUP/2 RURAL DEVELOPMENT PROGRAMME: MATCH FUNDING REQUEST

Members were reminded that GROW South Antrim Local Action Group (LAG) is currently delivering the Northern Ireland Rural Development Programme 2014-2020 across the Borough which includes providing direct grant aid to businesses and community organisations and in support of village renewal schemes.

The Rural Development Programme also includes a Co-operation measure which enables GROW to collaborate with other LAGs on joint initiatives within Northern Ireland and across Europe. GROW is currently working with Mid Ulster Rural Development Partnership and SOAR (Armagh Banbridge and Craigavon) to explore feasible options that can improve accessibility to Lough Neagh for tourism purposes.

GROW has identified a potential project that focuses on constructing a new jetty at Antrim Boat Club which will attract boats from around Lough Neagh. The new jetty will also allow the Club to host more and larger events, such as the Atlantic Challenge which will attract 300 competitors from 15 countries in July 2018 and future regional, national and international events. It is anticipated that completion of this project will have a positive economic impact on the Borough.

The first stage of the application process is to carry out a feasibility study to determine the best type of jetty to suit the site, undertake a topographical study and prepare outline drawings and costings. The anticipated cost of this element of the project is £9,800. Up to £5,000 can be made available for this project through GROW South Antrim's budget, and the Council is requested to provide match funding in the sum of £2,400, with the remaining £2,400 to be funded by Antrim Boat Club. Subject to the feasibility study recommendations, the Club may have an opportunity to benefit from 75% capital funding from GROW to construct the jetty.

Proposed by Councillor Lynch

Seconded by Councillor Greer and agreed

that the Council agrees to provide to GROW South Antrim up to £2,400 match funding to carry out a feasibility assessment for a visitor jetty at Antrim Boat Club, provision for which exists in the economic development budget.

ACTION BY: Paul Kelly, Head of Economic Development

4.2 ED/TOU/39 HALLOWEEN SPOOKTACULAR AT THE JUNCTION 2017

Members were reminded that a Halloween Spooktacular event takes place annually at The Junction in Antrim attracting an estimated 10,000 spectators. The Halloween Spooktacular is organised in partnership with The Junction who have agreed to contribute £8,500 towards the costs of children's entertainment and the fireworks display. The Junction also sponsor the fireworks display at £5,000 and spend an additional £20,000 to market the event. The net cost of the event to the Council is £18,000 for which there is provision in the Economic Development budget

It is proposed to hold the Halloween Spooktacular at The Junction on Thursday 26 October, as part of the Council's Halloween programme of activities and events. The event format will be similar to last year and will feature a range of family entertainment, Halloween themed attractions, Halloween grotto, radio roadshow and finishing with a fireworks display.

This event will complement the Borough's other large scale family event, 'Spooked Out', which will take place at V36 on Tuesday 31 October 2017.

Proposed by Councillor Montgomery
Seconded by Councillor Lynch and agreed

that the Halloween Spooktacular event at The Junction on 27 October 2017 be approved, at a cost of up to £18,000 for which there is provision in the Economic Development budget.

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

4.3 CP/CD/106 QUEEN'S AWARD FOR VOLUNTARY SERVICE 2017/18

Members were reminded that last year the Council agreed to nominate three local organisations for the 2017 awards. These were Antrim Festival Group, Breakaways and TIDAL. When applications were being prepared it was noted that any organisation being nominated needed to be in existence for 3 years or more. At that time Antrim Festival Group had not been in existence for this length of time and therefore could not be entered for the 2017 awards. Therefore, only 2 organisations were entered.

Members were aware that TIDAL's nomination was successful but Breakaways was not. Members had recommended that a further application be made for Breakaways. Award rules state that it is not possible to make a further nomination for Breakaways for three years.

Officers had received one further suggestion for a nomination for Antrim Rovers Football Club. Therefore, it is proposed that two nominations will be submitted for 2018, these being Antrim Festival Group and Antrim Rovers Football Club.

Proposed by Councillor Montgomery
Seconded by Councillor Lynch and agreed

that the two nominations be approved.

ACTION BY: Kerry Brady, Community Support Officer

4.4 CP/CD/198 COMMUNITY CAPACITY BUILDING PROGRAMME 2017/2018

Members were reminded that provision was made in the estimates for a Community Capacity Building Programme to be delivered in 2017/2018. The purpose of this programme is to develop the capacity and skills of individuals and groups within the Borough, to enable 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.

Following an audit of community/voluntary groups and feedback from other community development practitioners, a Community Capacity Building Programme has been developed for 2017/18. This will include sessions in Child Protection, Emergency (First) Aid, Risk Assessment, Food Safety in Catering, An Evening with The Lottery and an OCN Level II Award in Community Development.

Courses will be delivered from October 2017 to the end of March 2018. The new programme will be advertised and promoted through the Council's website and through an electronic and direct marketing campaign to all community and voluntary groups within the Borough. Places will be allocated on a first come first served basis and a non-refundable deposit of £5.00 will be required to secure a place.

COMMUNITY CAPACITY BUILDING PROGRAMME, 1 OCTOBER 2017 – 31 MARCH 2018

COURSE	Estimated Costs	Participant Numbers
1. OCN Level II Award in Community	£1,820	16
2. Emergency (First) Aid x 2	£1,000	24
3. Food Safety in Catering	£600	24
4. Child Protection	£480	20

5.	Risk Assessments X 2	£0	40
6.	An Evening with the Lottery	£0	90
7.	Hospitality	£600	-
Total Costs		£4,500	-

The total budget for the Community Capacity Building Programme for 2017/2018 is -£5,000 and will cover any other training identified before the end of the financial year.

Proposed by Councillor Lynch
Seconded by Alderman Barr and agreed

the Community Capacity Building Programme for 2017/18 be approved at a cost of £4,500.

ACTION BY: Kerry Brady, Community Support Officer

4.5 ED/ED/92 BUSINESS AWARDS

Members were reminded that the Council agreed to host a Business Awards event for the Borough in 2017-18 as part of the corporate awards cycle. It is proposed to launch the awards in October 2017 and to hold an awards ceremony on Friday 23 February 2018 for up to 150 guests in Theatre at the Mill. The proposed award categories are:

- Excellence in Customer Service
- Best Tourism & Hospitality Provider
- Best New Business (*trading less than 2 years*)
- Best Small Business (*less than 50 FTE employees*)
- Best Growth Business
- Young Entrepreneur of the Year
- Involvement in the Community
- Exporter of the Year
- Business Person of the Year
- Employer of the Year
- Best Large Company of the Year

The suggested criteria for each category was circulated. Businesses from across the Borough will be invited to submit nominations for the award, and these will be assessed to create a shortlist of 3 under each category, with one winner identified by the same panel. It is proposed that the panel includes representatives from the business community, the Local Enterprise Agencies, Invest NI, Northern Regional College and Ulster University. The costs of the event are estimated at £16,000 including hospitality and entertainment, provision for which exists in the economic development budget, and it is proposed to offset these by charging a ticket price of £40 per business attending (no charge to winning businesses) and by seeking sponsorship.

Proposed by Councillor Maguire
Seconded by Councillor Lynch and agreed

that:

- i. **The Council agrees to hold a Business Awards ceremony on 23 February 2018 at an estimated cost of approximately £16,000 and**
- ii. **the suggested awards criteria under each category be approved.**

(Amended by Council on 25.9.17)

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

4.6 CE/GEN/17 DISPOSAL OF LAND AT MAIN STREET TOOME

Members were reminded that a report was brought to the June meeting indicating the disposal of surplus land at Main Street in Toome by NI Water. The site has become an eyesore and the TIDAL group in Toome has asked the Council to consider its acquisition for redevelopment. The Council agreed to submit an expression of interest and it has since been ascertained that the land is valued at £2,500. Members may wish to note that NI Water will not consider this under the Community Asset Transfer process as its operating licence requires it to obtain best value in disposal of any of its assets.

The TIDAL group in Toome has suggested that the site could be redeveloped into a public space with seating and planting and has asked that the Council considers acquiring the land and undertaking future maintenance and upkeep. Following the recent restoration of the Lockkeeper's Cottage and the allotments in Toome, TIDAL has indicated that it does not currently have the resources to acquire the site.

Proposed by Councillor Clarke
Seconded by Councillor Greer and agreed

that:

- i. **The Council acquires the land at a cost of £2,500 and that Dunsilly DEA Members be asked to consider covering the redevelopment costs in 2018-19.**
- ii. **Following redevelopment, the Council maintains the site.**

ACTION BY: Paul Kelly, Head of Economic Development

4.7 CD/PM/49 & G/LEG/14-38 ENVIRONMENTAL IMPROVEMENT WORKS AT KNOCKENAGH AVENUE, RATHFERN

In September 2014 Newtownabbey Borough Council approved the original development concept of land at Knockenagh Avenue, Rathfern (outlined in green in the circulated map). The plan is to complete a new multifunctional community space and community allotments on the site. The land was transferred by The Education Authority and the Northern Ireland Housing Executive (NIHE) to the Council at nil cost.

In order to better access the site and provide a carpark, the Council requires a strip of adjacent land at Knockane Way (shaded yellow in the circulated map) which is owned by the NIHE. The NIHE informed Officers that they are willing to transfer this land to the Council at a cost of £2,000 as recommended by Land and Property Services.

If Members approve the recommendation the acquisition of this land will be undertaken by the Council's Legal Services Manager to ensure there are no additional costs to the Council.

Proposed by Councillor Ross
Seconded by Alderman Barr and agreed

that Members approve the acquisition of the strip of land as identified in the circulated map in yellow at Knockane Way at a cost of £2,000, subject to the necessary legal requirements being completed.

ACTION BY: Paul Casey, Legal Services Manager

4.8 PBS/BC/1 ENERGY PERFORMANCE OF BUILDINGS REGULATIONS (NORTHERN IRELAND) 2008 (AS AMENDED 2009, 2013) – ENFORCEMENT PROTOCOL AND SERVICE LEVEL AGREEMENT

Correspondence had been received from Belfast City Council which acts as the facilitating authority for the above legislation on behalf of the other 10 Councils. The Enforcement Protocol between the Department of Finance (DoF) and Belfast City Council sets out the role of Belfast in co-ordinating and supporting enforcement with the other 10 Councils and reporting back to the DoF on the enforcement activities of all the other Councils. The DoF advises that Northern Ireland has been able to demonstrate effective enforcement of the above legislation through the protocol and the Service Level Agreement (SLA) which will exclude it from the potential EU infraction proceedings in the remainder of the United Kingdom.

The Service Level Agreement (SLA) between Belfast City Council (as the facilitating authority) and the other Councils clarifies the roles and

responsibilities of the Enforcement of Building Regulations (EPB) team and the Councils in meeting the requirements of the EPB regulations. The SLA is a means of supporting and sustaining the enforcement of EPB regulations across all Councils and a copy was circulated for Members' consideration. Officers have considered the SLA as presented and consider it will act as a good framework for the working arrangements between Antrim and Newtownabbey Borough Council and Belfast City Council for the enforcement of EPB throughout the Borough.

Proposed by Councillor Lynch
Seconded by Councillor Brett and agreed

that the Council supports the Energy Performance of Buildings Regulations (Northern Ireland) 2008 (as amended 2009, 2013) – Enforcement Protocol & Service Level Agreement as a means of enforcing the required legislation and promoting consistency of approach across all 11 Councils.

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

4.9 PBS/PS/1 AMENDMENTS TO ACCESSIBLE TOILET SIGNAGE

The Council had received a request from the Crohns and Colitis NI network group to support their current campaign in relation to signage at accessible toilets. A meeting was held with representatives from the local NI network on the UK wide charity. The request is to support the charity's current campaign encouraging businesses, retailers and public sector buildings to adopt additional accessible toilet signage raising awareness that "*not every disability is visible*".

People living with Inflammatory Bowel Diseases (IBD) such as Crohns and Colitis can be disadvantaged by the impact of their condition. They may not look unwell but are often profoundly affected by debilitating and unseen symptoms that affect all aspects of their lives. When using accessible toilets many people with these conditions have been unfairly criticised and judged because others perceive them to be well and therefore not entitled to use these facilities. The wheelchair symbol has given the public the false impression that those using an accessible toilet should be a wheelchair-user or at least show some form of physical disability. The charity, Crohn's and Colitis UK, have campaigned for a change of signage at accessible toilets throughout the UK to reflect the invisible nature of conditions such as IBD.

An example of the type of signage proposed is shown below and could be easily provided at no additional cost within the currently approved capital schemes at Sixmile Park, Ballyclare, Antrim Lough Shore and Wallace Park (all of which include public conveniences) as well as within any future schemes.



There are a significant number of accessible units in our other public conveniences as well as within Council's civic buildings, leisure centres, community centres and pavilions. The indicative costs to purchase new signage on a phased basis across those buildings should not exceed £6,500 and can be accommodated within existing budgets.

Proposed by Alderman Barr
Seconded by Councillor Lynch and agreed

that amended signage is provided for accessible toilets across the Council's building stock on a phased basis.

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

4.10 RATHCOOLE COMMUNITY CONSULTATION

Members were reminded that provision was made within the capital estimates for two schemes within the Rathcoole area subject to community consultation namely an allotments scheme and the redevelopment of the playpark in upper Rathcoole.

The agreed community consultation was recently completed and a copy of the results were circulated for Members' information. 115 residents responded to the survey and some of the key findings are highlighted below:

Playpark

- 41% of respondents said they did use Rathcoole Leisure Park with 27% using it daily
- 60% were either dissatisfied or very dissatisfied with the quality of the play equipment

- 64% were either dissatisfied or very dissatisfied with the suitability of the play equipment for children with a disability
- 89% felt that there was a need for a play park in its current location

Allotments

- 43% of respondents said they would be interested in renting an allotment
- 74% would be willing to pay approximately £30 per annum
- 77% agreed that the rear of Rathcoole Primary School would be a suitable location

Informed by this feedback, which has demonstrated a need for both schemes, officers are now in a position, with Members' approval, to progress the initiatives to economic appraisal stage which will be presented to the Operations Committee for consideration.

Both schemes demonstrate a direct link to the Council's recently published Community Plan 'Love Living Here' which outlined a number of key outcomes that the Council aims to achieve through implementation of the Plan one of which is that 'Our Citizens Enjoy Good Health and Wellbeing'. In order to achieve this outcome two of the key actions identified were:

- Improve access to and provision of play and recreational facilities;
- Development of new allotment sites.

Proposed by Councillor Brett

Seconded by Councillor Greer and agreed

that economic appraisal for a new allotments project and the redevelopment of play park provision in Rathcoole (upper) be approved.

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

4.11 TOURISM STRATEGY

Members were reminded that the draft tourism strategy circulated was deferred at the July meeting of the Council so that a further Members' workshop could be held to review the proposed action plan. The workshop took place on 30 August and Members considered a revised action plan focusing on the proposed actions for Year 1. A summary of this plan was provided in Table 1.

Members considered the five primary themes within the strategy and action plan and prioritised the initiatives which could deliver the greatest impact within Year 1. It was discussed and agreed that key areas of product development should relate directly to planned capital investments by the Council, namely The Gateway Centre at Antrim Lough Shore Park and the

Greater Steeple Development Plans (including Antrim Round Tower) hence the Vikings and Ancient Celtic and Medieval history were prioritised.

Linked directly to the 'Its in Our Nature' tourism brand and Visitor Guide developed in 2016, it was also proposed that unique assets of the Borough including our Parks and Gardens and our Lough to Lough geography should also be maximised. An exciting marketing campaign, directional and interpretative signage improvements, training and development for the tourism sector and facilitation of the Tourism Team and Forum also feature within Year 1 activity.

Table 1: Revised Year 1 Tourism Action Plan and Budget 2017/18

ORGANISATION AND MANAGEMENT	BUDGET
1. Inter-departmental Working Group	£NIL
2. Tourism Team and Tourism Forum Facilitation	£1,000
3. Visit Belfast Service Level Agreement	£NIL
4. Lough Neagh Partnership: core funding contribution	£NIL
5. Establish other Strategic Partnerships	£NIL
6. Monitoring and Evaluation	£NIL
<u>SUB TOTAL</u>	<u>£1,000</u>
VISITOR EXPERIENCE AND PRODUCT DEVELOPMENT	
7. Ancient Celtic and Medieval Product Development: research project	£3,500
8. Vikings: research project	£3,000
9. Parks and Gardens: cluster the offer around Antrim Castle Gardens and develop Coach Packages	£1,500
10. Development of themed Lough To Lough Trails	£5,000
11. Crumlin Glen: design of family friendly trail	£5,000
12. Develop Waterways Working Group	£NIL
13. Enhance Sustainable Tourism: scoping study	£2,000
14. Business Tourism: scoping study	£4,000
15. Bespoke conference centre: scoping study	£5,500
16. Identify zones for non-traditional types of visitor accommodation	£3,000
17. Extension of caravan facilities	£NIL
18. Evening Economy	£NIL
<u>SUB TOTAL</u>	<u>£32,500</u>
ACCESS AND INFRASTRUCTURE	
19. Directional/Interpretative signage	£3,000
<u>SUB TOTAL</u>	<u>£3,000</u>
MARKETING CAMPAIGN: YEAR 1 ELEMENTS	
20. Targeted Marketing Campaigns	£5,000
21. Digital Toolkit for multi-media channels	£3,000
22. Editorial	£1,000
23. Tourism e-newsletter	£NIL
24. Social Media marketing plan	£1,500

25. Translink iLink Card	£NIL
26. Air Traffic Control Centre – Belfast International Airport	
27. Develop Ulster Scots marketing collateral	£NIL
28. Suite of videos promoting tourism events	£1,000
29. Promote uniform use of tourism brand	£NIL
30. Promote Borough as tourism destination to media	£NIL
31. Design taxi wrap - airport pickups (pilot)	£2,500
32. Belfast Cruise Ships - one pager passenger itinerary	£NIL
33. Event Tagging	£Nil
34. Promote local Wet Weather Offering	£1,000

SUB TOTAL £15,000

PEOPLE SKILLS AND DEVELOPMENT

35. Establish a suite of tourism education and training programmes	£5,000
36. Undertake Tourism Awareness Programme	£2,000
37. Study/Familiarisation Trips for the local industry	£1,500
38. Recruit and train 'mobile ambassador's	£NIL

SUB TOTAL £8,500

YEAR ONE ACTION PLAN TOTAL £60,000

Members were also reminded that the 5 year strategy projects an increase in visitor numbers, overnight stays, the value of tourist spend and the number of people employed in the sector over 10 years as set out in Table 2 below. The Council's Tourism Team, which is made up of representatives from the local tourism industry has also been involved in the preparation of the strategy during the consultation process.

Table 2: Tourism Strategy: Projected Outcomes (10 years)

Period	Visits		Nights		Spend		Additional Jobs
Current 2016 Figures ⁽¹⁾	217,829		672,929		£38.4m		4,197 (2015 baseline)
	+ % PA	Value 000	+ % PA	Nights 000	+ % PA	£m	
Initial Phase (Years 1 to 3)	5	252,164	5	779	5	£44.4m	799
Rapid Growth Phase (years 4 to 7)	8	343,067	8	1,059,820	8	£61m	1,098
Consolidated Phase – Years (years 8 to 10)	7	420,272	7	1,298,325	7	£74m	1,332

⁽¹⁾ The most up-to-date figures available for visits, nights and spend. The trend has illustrated a decrease since 2013 across all 3 areas. The percentage of overnight visitors to the area has decreased from 6% in 2013, to 5% in 2016. The average number of nights spent decreased from 3.9 in 2013, to 3.3 in 2015. Visitor spend has decreased from £43m (6% of NI) in 2013, to £38.4m (5% of NI in 2016).

Performance against the strategy and action plan would be reviewed by the Council annually. It was therefore proposed that Members approve the action plan for year 1 with a total budget of up to £60,000 as set out in Table 2 below, and that a further Members' workshop be held in early 2018 to consider Year 2 actions.

Members recalled that approval was granted at the February meeting of the Committee to increase the budget for the development of a dedicated tourism 'micro website' (a microsite which is a sub-section of the Council's corporate website) from £8,000 to £12,000. Work on this micro website could not be completed in 2016/17 given the requirement to procure a new corporate website for the Council in line with the Council's digital strategy to improve functionality and customer engagement. Members were asked to consider reaffirming a budget of £12,000 in the current financial year so that the tourism micro website can be procured at the same time.

Proposed by Councillor Lynch

Seconded by Councillor Michael and agreed that

the Council:

- a) approves the draft Tourism Strategy and the proposed Year One Action Plan with a budget of up to £60,000 provision for which exists in the current economic development budget and;**
- b) agrees to proceed with the development of the tourism micro website at a cost of approximately £12,000, provision for which exists in the current economic development budget**

(Amended by Council on 25.9.17)

ACTION BY: Paul Kelly, Head of Economic Development

4.12 CP/GR/50 GOOD RELATIONS ACTION PLAN 2017 / 2018

Members were reminded that an application was made to The Executive Office in March 2017 for support to deliver the 2017/18 District Council Good Relations Action Plan in Antrim and Newtownabbey from 1 April 2017 to 31 March 2018. A letter of offer was received from The Executive Office in July 2017 for £145,230.30 with match funding of £48,410.10 (25%) committed by Antrim and Newtownabbey Borough Council.

Members were aware that the Executive Office require a quarterly progress report for the 2017/18 Good Relations Programme to accompany the financial claim at the end of each reporting period. At the Good Relations Action Plan review meeting in January 2017, Members agreed that the quarterly progress reports would be reported to Community Planning and Regeneration Committee.

The Good Relations Action Plan 2017/18 Quarter 1 Progress Report (April to June 2017) was circulated for noting.

Proposed by Councillor Brett
Seconded by Councillor Lynch and agreed

that the report be noted.

ACTION BY: Valerie Crozier-Nicholl, Good Relations Officer

4.13 CP/GEN/19 COMMUNITY PLANNING & REGENERATION SECTION - PARTNERSHIP MINUTES

Members were advised that the quarterly update Partnership Minutes as listed below can 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	-	Joint Citizens Advice Bureau
D/CSP/48	-	PCSP Partnership
	29 March 2017 31 May 2017	PCSP Private Meeting
D/DP/67	11 April 2017	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	29 March 2017	Grange Neighbourhood Renewal Partnership
CP/GEN/5	6 December 2016 2 May 2017	Community Planning Partnership
CP/P4/3	2 May 2017 13 June 2017 4 July 2017	Peace IV Partnership
	17 May 2017 19 July 2017	Joint Cohesion Group
CP/GR/43	-	Traveller Issues Local Government Partnership

Economic Development		
File Ref	Date of Meeting	Name of Partnership
ED/MI/250	7 April 2017 12 May 2017 23 June 2017	GROW Local Action Group Meeting

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/TC/5	15 March 2017	Glengormley Town Teams

ED/TC/5	-	Ballyclare Town Teams
ED/REG/5	20 March 2017	Antrim Town Team
ED/ED/56	-	Antrim Linkages

Proposed by Councillor Lynch
Seconded by Councillor Clarke and agreed

that the Partnership Minutes be noted.

NO ACTION

4.14 ED/ED/39 RYBNIK DAYS 2017

Members were reminded that the Council agreed that a delegation would visit Rybnik, Poland from the 15-17 June 2017 to take part in a programme of Rybnik Days cultural events. The visit included a debate on the 'Future of Europe' which was funded through the European Citizens Programme.

A report on the visit was circulated.

Proposed by Councillor Clarke
Seconded by Councillor Lynch and agreed

that the report be noted.

ACTION BY: Carol Shane, Economic Development Project Officer

4.15 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 31 JULY 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 – 43 applications and 34 subsites

Building Notices – 101

Regularisation Certificates – 54

Full Plans

Approvals – 29

Rejected applications requiring resubmissions – 38

Commencements & Completions

Commencements – 197

Completions - 185

Inspections

A total of 522 Site Inspections were carried out

Regularisation Certificate

39 Regularisation Certificates issued

Building Notice

95 Completion Certificates issued

Property Certificates

Received – 210

Completed – 200 & 22.5% completed within timescale

EPB

EPC's checked – 5 & 80% compliance

DEC's checked – 0 & N/A% compliance

Air Conditioning checked – 18 & 33.33% compliance –

Income

Plan Fees Received for Month	£11363.00
Inspection Fees Invoiced for Month	£21591.44
Building Notice Fees Received for Month	£11273.30
Regularisation Fees Received for Month	£2745.60
Property Certificate Fees Received for Month	<u>£10800.00</u>
TOTAL	£57773.34

Proposed by Councillor Lynch

Seconded by Councillor Montgomery and agreed

that the report be noted.

ACTION BY: Louise McManus, Business Support

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Brett

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.

4.16 IN CONFIDENCE CD/PM/50 PROPOSED CREMATORIUM DEVELOPMENT, DOAGH ROAD, NEWTOWNABBEY

Background

Members recalled that outline planning permission for a crematorium and ancillary services at a council owned site on the Doagh Road was secured on the 3rd February 2015. It had initially been proposed to deliver this scheme as a public-private partnership however at the Council meeting on 23rd March 2017, [REDACTED]

[REDACTED]

In March 2017 it was also agreed that the design of the new crematorium be progressed with a view to a Reserved Matters application being made by February 2018. Members were reminded that the capital construction cost was estimated to be in the order of £[REDACTED]. The proposal included the following:

- (a) a facility which would seat a minimum of 150 people with space for a further 50 standing.
- (b) one cremator was initially planned with sufficient space for further additions with a view to making the process of increasing capacity as easy as possible

It was proposed that the Council should proceed to develop the crematorium on the Doagh Road site, operated by ANBC or in partnership with other councils. Under this option the council would require the Department to put in place the necessary Regulations during the period of delivery (18 to 24 months).

The procurement process seeking a private sector partner to develop a crematorium would now end.

Way Forward

It was proposed to appoint a consultant design team via the SCAPE Group Ltd framework. SCAPE Group Ltd is a public sector owned built environment specialist company based in England acting as a Contracting and Central Purchasing Body as defined in the EU Procurement Directives. This framework

is currently utilised by a number of Councils in Northern Ireland and PERFECT CIRCLE JV LTD. is the locally appointed Consultant.

Fee Proposal

PERFECT CIRCLE JV LTD.'s fee proposal was based on the tendered rates from the SCAPE Group Ltd public procurement tendering exercise and was built up assuming an indicative £■■■■ capital construction cost (excluding fees). The fee proposal had been developed for the two separate stages of delivery and a number professional services elements as described below and summarised in table 1.

Stages 0 – 3	Current outline design to submission for Reserved Matters
Stages 4 – 7	Reserved Matters to Project Completion
Essential Core Services:	Project Manager, Architect / Principal Designer, Quantity Surveyor, Mechanical Engineer, Electrical Engineer, Structural Engineer, Civil Engineer
Potential Specialist Services:	CDM Advisor, Planning Consultant, BREEAM, Traffic Consultant, Acoustic Consultant, Landscape, Ecology Fluid Dynamics Modelling, Topographic survey, Ground Investigations
Statutory fees:	Building Control
Site Supervision Services:	Clerk of Works, Landscape, NEC Supervisor

Table 1:

	Stage 0-3 Fees	Stage 4-7 Fees	Total Fees
Essential Core Services	■■■■■	■■■■■	■■■■■
Potential Specialist Services	■■■■■	■■■■■	■■■■■
Statutory Requirements: Planning and Building Control	■■■■■	■■■■■	■■■■■
Site Supervision Services: NEC, Landscape, COW	■	■■■■■	■■■■■
Other (contingency)	■■■■■	■■■■■	■■■■■
Total	■■■■■	■■■■■	■■■■■

Note. Fees were based on an indicative construction cost of £■■■■ and would be adjusted depending on the final construction cost.

*Costs for utility requirements(ie: NIW and NIE)had not been included as these were not available. These would be presented in the works cost plan to be developed.

The essential core services fee of £[REDACTED] to project completion, (Stages 0 – 7) equates to a percentage fee of 7.29%.

As a benchmarking exercise, fees to carry out the same scope of services were obtained from two alternative consultants not on the framework. They returned fee proposals of £[REDACTED] (8%) and £[REDACTED] (6.74%). This demonstrates that the framework fee is in an acceptable range.

In addition it would be necessary to undertake most of the potential specialist services. This would be dependent on the specific project requirements to address design, planning and statutory approvals. For budgetary requirements the full scope of specialist services had been assumed.

Statutory and site supervision services had been included.

Procedure

It was proposed to appoint PERFECT CIRCLE JV LTD for the full scope of core and specialist services for stages 0-7 with a contractual breakpoint at the end of stage 3 if required.

To appoint PERFECT CIRCLE JV LTD the following was required:

- Council enters into a new Access Agreement with SCAPE Group Ltd. This allows Council to use a range of the SCAPE Group Ltd framework services. (The former Antrim Borough Council signed up to the Access Agreement)
- Council enters into a Delivery Agreement with the SCAPE Group Ltd local representative PERFECT CIRCLE JV LTD. to provide the professional services required

Legal Opinion

Council had procured goods and services from framework agreements in the past. No procurement challenge is envisaged in following the strategy proposed.

Programme

Subject to Council's approval, PERFECT CIRCLE JV LTD would be appointed in September 2017 and Reserved Matters applied for before Outline Approval expires in February 2018.

Capital Construction Cost

For this report, a capital construction cost of £[REDACTED] had been assumed. Following progression of the design services, a more detailed cost would be developed and this could adjust [REDACTED]%. The final consultant fee would be adjusted in line with the capital construction cost.

Proposed by Councillor Lynch

Seconded by Councillor Maguire and agreed that

the Council:

- i. Approves progressing the crematorium scheme to Reserved Matters Planning Application stage, based on a preliminary capital construction cost (excluding fees) of £[REDACTED]
- ii. Enters into an Access Agreement with SCAPE Group Ltd.
- iii. Enters into a Delivery Agreement with PERFECT CIRCLE JV LTD. to undertake the Core Services up to stage 7 for the total estimated fee of £[REDACTED] with a break point at stage 3.
- iv. Enters into a Delivery Agreement with PERFECT CIRCLE JV LTD. or alternatively other consultants, to undertake the Specialist Services up to stage 7 for the total estimated fee of £[REDACTED] with a break point at stage 3.
- v. Enters into a Delivery Agreement with PERFECT CIRCLE JV LTD. or alternatively other consultants, to undertake Site Supervision Services during stages 4-7 for the total estimated fee of £[REDACTED]
- vi. Approves the total estimated professional fee budget in the sum of £[REDACTED] to include core, specialist, statutory, site supervision and contingency fees as detailed.

Councillor Maguire asked that if and when the Department for Communities puts in place the legislation creating the opportunity to operate as a Private Public Partnership, that this option be reported to the Committee for consideration.

ACTION BY: Reggie Hillen, Head of Capital Development
and
Majella McAlister, Director of Community Planning & Regeneration

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Lynch
Seconded by Councillor Maguire and agreed that

any remaining Committee business be taken in Open Session.

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

4.17 SUPPLEMENTARY REPORT CP/CP/3 DEA FUNDING PROGRAMME 2017/18

Members are reminded of the initial schedules of projects to be supported through the 2017/18 DEA Funding programme which were approved by Council in June and July. Following a workshop on 7th September a further list of projects to be funded through the DEA programme has been agreed and is enclosed.

A number of additional project ideas were raised at the workshop for which further development and costings are required. A report on these projects will be brought to a future meeting of the Committee.

Funding allocated to the new projects is summarised below: DEA	Funding allocated	Remaining 2017/18 balance
Airport	£30,800	£5,800
Antrim Town	£38,620	Nil
Ballyclare	£3,700	£12,474.98
Dunsilly	£31,000	Nil
Glengormley Urban	£65,370	£19,827.30
Macedon	£53,203	£16,350
Threemilewater	£33,700	£63,277.50

Proposed by Councillor Brett
Seconded by Councillor Greer and agreed

that the schedule of new DEA projects be approved.

(Amended by Council on 25.9.17)

ACTION BY: Alison Keenan, Community Planning Manager

ANY OTHER RELEVANT BUSINESS

1. Councillor Montgomery expressed his concerns around the worrying level of anti-social behaviour amongst, though not exclusively, younger members of the community. Following his request, it was

Agreed:

- i. that an audit of services for young people offered by the Education Authority Youth Service, the Council and the PCSP be completed.
- ii. That officers speak to the Education Authority to clarify the reason for the closure of New Mossley Community Centre.
- iii. That the Education Authority Youth Service be invited to speak to the Committee regarding their provision across the borough. It was further suggested that the PCSP Chair and / or Officer be invited to discuss provision of PCSP programmes with the Committee.

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

There being no further committee business the Chairperson thanked everyone for their attendance. The meeting concluded at 7.06pm.

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