



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD  
AT MOSSLEY MILL ON TUESDAY 30 MAY AT 9.15 PM**

- In the Chair** : Mayor (Councillor M Cooper)
- Members Present (In Person)** : Aldermen – L Boyle, P Bradley, T Campbell, L Clarke, M Cosgrove, P Michael, M Magill, J McGrath and S Ross
- Councillors – J Archibald-Brown, A Bennington, M Brady, S Cosgrove, H Cushinan, P Dunlop, R Foster, J Gilmour, M Goodman, N Kelly, R Kinnear, A Logue, R Lynch, A McAuley, T McGrann, E McLaughlin, V McWilliam, H Magill, B Mallon, M Ní Chonghaile, A O'Lone, L Smyth, M Stewart, S Ward, B Webb and S Wilson
- Officers Present** : Chief Executive - J Dixon  
Director of Economic Development and Planning - M McAlister  
Director of Operations – G Girvan  
Director of Finance and Governance – S Cole  
Director of Community Planning - U Fay  
Director of Waste Operations – M Lavery  
Director of Parks and Leisure Operations – M McDowell  
Director of Corporate Strategy – H Hall  
Head of HR – J Close  
Deputy Director of Governance – L Johnston  
Borough Lawyer and Head of Legal Services – P Casey  
Council Lawyer – A McDowell  
ICT Systems Support Officer – C Bell  
ICT Helpdesk Officer – D Mason  
Member Services Manager – A Duffy  
PA to Mayor – S Fisher  
Member Services Officer – E Skillen

## **APOLOGIES**

Alderman - J Smyth  
Councillors - S Flanagan, L O'Hagan

### **1 DECLARATIONS OF INTEREST**

Item 6.2 – Councillors Cooper and Dunlop

### **2 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Alderman Cosgrove  
Seconded by Councillor Logue and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 24 April 2023 be taken as read and signed as correct.**

### **3 MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1**

Moved by Councillor Archibald-Brown  
Seconded by Councillor Webb and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 15 May 2023 Part 1 be taken as read and signed as correct.**

### **4 ITEMS FOR DECISION**

#### **4.1 CE/OA/005 NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION (NILGA)**

Members were reminded that Council supported the annual running costs of NILGA for the period to March 2023 at an annual cost of £44,000 per year.

Correspondence had been received (circulated) in relation to the continued delivery of NILGA work and the annual core subscription for council for the period 2023/2024 at a cost of £56,008. The most recent population estimates have moved Antrim and Newtownabbey Council to a higher band which accounts for the higher subscription level.

Members were also advised that work was currently being collated on NILGA Corporate Plan for the 2023-2027 mandate and formal consultation was expected to commence shortly for this mandate.

Following a request from a Member, the Chief Executive confirmed a breakdown of the costs would be provided.

Moved by Councillor Logue  
Seconded by Alderman Cosgrove

**RESOLVED - that the Council supports the annual costs of NILGA's core services at a cost of approximately £56,008 per annum for the term of the Council commencing 2023.**

*ACTION BY: Denise Lynn, PA to Director of Finance and Governance*

#### **4.2 ED/ED/021 INTERNATIONAL LINKAGES GENERAL**

Members were advised that an invitation had been received from the Mayor of Rybnik, Mr Piotr Kuczera, to participate in an outward visit to take part in the Meeting of Partner Cities of Rybnik 2023 from the 15 to 18 June 2023. A copy of the letter was circulated.

The invitation had been extended to two or three representatives from the Council and accommodation and hospitality would be provided by the City of Rybnik during the visit.

Moved by Councillor Logue  
Seconded by Alderman Cosgrove

**RESOLVED - that the Mayor or their nominee attend the Meeting of Partner Cities of Rybnik from 15 to 18 June 2023 along with relevant officers from Economic Development.**

*ACTION BY: Chris Doyle, Investment Officer*

#### **4.3 EL/209 APPLICATION FOR THE GRANT OF AN ENTERTAINMENTS LICENCE ANTRIM FESTIVAL GROUP - OUTDOOR CONCERT AT MUCKAMORE CRICKET CLUB, TECHNOLOGY PARK, 5A NURSERY PARK, ANTRIM BT41 1QS**

An application had been received for the grant of an Entertainments Licence for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Where entertainment will be held</b>	<b>Type(s)and hours of entertainment</b>
<b>David Pettard of Antrim Festival Group</b>	Outdoor Event Space, Muckamore Cricket Club, Technology Park, 5a Nursery Park, Antrim, BT41 1QA	Outdoors	<p>Theatrical Performance &amp; Singing, Music, Dancing or entertainment of a like kind</p> <p>Licence for not more than 14 particular days within 12 month period following grant of the licence</p> <p>Sunday 11<sup>th</sup> June 10am – 7pm</p> <p>Occupancy to be agreed in conjunction with NIFRS</p>

In line with the Council's Entertainments Licensing Policy, the application must be considered at a full meeting of the Council.

The Council can decide the following:

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

If the Council makes a decision against an Officer's recommendation, then members must state their reasons for doing so. In such circumstances a recorded vote will be taken.

Moved by Councillor Logue  
Seconded by Alderman Cosgrove

**RESOLVED - that an Entertainments Licence be granted to the applicant, David Pettard, Antrim Festival Group, re an outdoor event at Muckamore Cricket Club Outdoor, Technology Park, 5a Nursery Park, Antrim BT41 1QS with the following conditions;**

- **That all relevant licensing requirements are met**
- **That statutory consultees have no objections to approval**

#### **OPERATING HOURS**

Sunday 11<sup>th</sup> June  
10am – 7pm

*ACTION BY: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)*

#### **4.4 CE/CS/026 LOCAL GOVERNMENT ASSOCIATION (LGA) ANNUAL CONFERENCE**

Members were advised that the Local Government Association (LGA) Annual Conference would be held in Bournemouth from 4<sup>th</sup> – 6<sup>th</sup> July 2023.

The LGA annual conference would host a range of expert speakers to discuss the latest issues affecting local government, plus an inspiring Innovation Zone and exhibitors.

The Innovation Zone enables Councils to showcase their new ideas and solutions to some of the biggest challenges facing local government.

The Council submitted an application and has been selected to showcase the leisure transformation best practice case study as part of Innovation Zone.

*"With over 200 bids received for a limited number of Innovation Zone sessions, this was a highly competitive process, and we were incredibly impressed with your application."*

An agenda for the Conference can be found on the LGA website:  
<https://lgaevents.local.gov.uk/lga/frontend/reg/thome.csp?pageID=540419&eventID=1563&traceRedir=2>

The cost to attend is £712.98 + VAT, plus flights and accommodation.

Moved by Councillor Logue  
Seconded by Alderman Cosgrove

**RESOLVED - that the Mayor (or nominated representative) and appropriate Officers attend the LGA Conference as an approved duty.**

*ACTION BY: Lesley Millar, Performance and Transformation Manager*

#### **4.5 PK/GEN/032 REQUEST TO USE JORDANSTOWN LOUGH SHORE PARK – CIRCUS**

Members were advised that a request had been received from Duffy's Circus to hold a circus event at Jordanstown Lough Shore Park. As per a previous Council approval, any application to hold a circus on Council owned land requires consideration by Council on an individual basis.

Access to the site was requested from midnight on 08 June to midnight on 11 June. It had also been confirmed by the organisers that no animals were included in the event. As with previous events, a bond of £1,000 was payable in lieu of any damage to the site.

Moved by Councillor Logue  
Seconded by Alderman Cosgrove

**RESOLVED - that permission be granted to Tom Duffy's Circus to hold a circus event in Jordanstown Lough Shore Park, between 08 June and 11 June 2023.**

*ACTION BY: Glenda James, Parks Administration Supervisor*

### **5 ITEMS FOR NOTING**

#### **5.1 CCS/EDP/14 RURAL NEEDS ACT (NI) 2016 ANNUAL MONITORING REPORT**

Members were reminded that on 1 June 2017, the Rural Needs Act became operational for district councils and government departments.

The Rural Needs Act places a duty on public authorities and local councils, to have due regard to rural needs when developing, adopting, implementing or revising policies, strategies, plans and when designing and delivering public services. It also requires public authorities to provide information to Department of Agriculture, Environment and Rural Affairs (DAERA) on how they have fulfilled this duty on an annual basis and to collate this information in their annual report.

The Rural Needs Annual Monitoring report for 2022 to 2023 was circulated at Appendix 1 for Members' information.

Moved by Councillor Logue  
Seconded by Alderman Cosgrove

**RESOLVED - that the Rural Monitoring return report be noted.**

NO ACTION

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

Moved by Alderman Cosgrove  
Seconded by Councillor Goodman

**RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.**

The audio recording cease at this point.

## **6 ITEMS IN CONFIDENCE**

### **6.1 IN CONFIDENCE FI/PRO/TEN/506 SUPPLY OF GREEN ELECTRICITY TO COUNCIL BUILDINGS**

Members were advised that the Council's new electricity contract provided two options for electricity supply:

- Brown electricity – 60% of which is generated from renewable resources
- Green electricity – 100% of which is generated from renewable resources

The cost of green electricity, based on current costs and usage levels was around 5% higher than brown electricity which equated to an estimated [REDACTED] over a year. However, this varied in line with market rates.

Moved by Councillor Goodman  
Seconded by Councillor Foster

**RESOLVED: that the option of green electricity – 100% of which is generated from renewable resources is selected.**

*ACTION BY: Melissa Kenning, Principal Procurement Officer*

*Having declared an interest in item 6.2 Councillor Cooper left the Chamber and the Chief Executive took the Chair. Councillor Dunlop also declared an interest in the item.*

## 6.2 **IN CONFIDENCE** CP/TD/002 AREAS AT RISK FUNDING 2023/24

Members were reminded that the Areas at Risk Programme for 2023/24 was approved at the February 2023 Community Planning Committee subject to the confirmation of anticipated funding from the Department for Communities (DfC). This programme was circulated.

The 2023-24 Budget for Northern Ireland was announced by the Secretary of State on 27 April 2023. The 2023-24 budget allocations result in a non-ring fenced resource funding gap of £111.2m (15.5%) and a £59m (27.3%) shortfall in Capital required for 2023-24 for DfC.

DfC opened an Equality and Impact Assessment (EQIA) consultation on 2023-2024 budget allocations on 10 May 2023, closing on 2 August 2023. The EQIA consultation and further information on this is available on the website; <https://www.communities-ni.gov.uk/consultations/consultation-department-communities-budget-2023-24-allocations>. The Councils response to the EQIA would be brought to a future meeting.

The EQIA consultation details DfC's proposed 2023-2024 budget allocations and how they will impact the Department's ability to deliver services.

The Areas at Risk Programme has not been identified as a potential programme that will be impacted through this budget allocation process, however this will be dependent on outcome of the EQIA.

Members were reminded the Areas at Risk programme is delivered across six Super Output Areas in Antrim and Newtownabbey. Historically the Newtownabbey AAR programme is part funded £66,750 by DfC and £60,170 by Council, whilst the Antrim AAR programme is fully funded £111,210 by Council.

Members were advised Areas at Risk organisations have not received any payments under this funding programme for the 2023-2024 financial year. As the Areas at Risk Programme has not been identified as a potential Programme that will be impacted through this budget allocation process it is recommended that the Council proceeds to deliver the Areas at Risk Programme, at risk, pending confirmation of DfC funding.

Moved by Councillor Goodman  
Seconded by Councillor Lynch

### **RESOLVED - that**

- (a) the Councils response to the Department for Communities Equality and Impact Assessment be reported to a future meeting.**
- (b) the delivery of the Areas at Risk Programme for 2023/2024, at risk, pending confirmation of £66,750 funding from the Department for Communities be approved.**

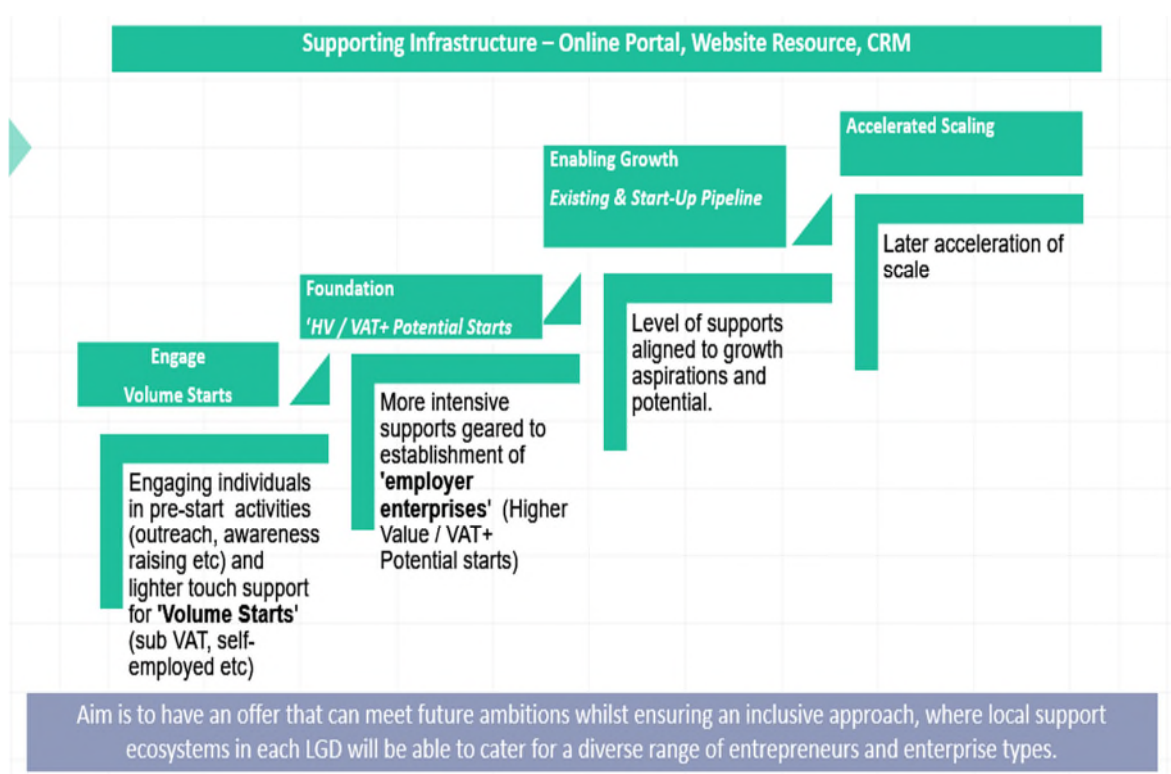
ACTION BY: Stefanie Buchanan, Community Development Manager

### 6.3 IN CONFIDENCE ED/ED/162 FUTURE BUSINESS START PROVISION UPDATE

#### Background

Members were reminded that all 11 Councils worked together to develop a new Entrepreneurship Support Service which would provide business start-up support comprising a set of connected enterprise support activities, where clients can utilise support elements at varying stages on their enterprise journey. As previously reported, the 4 proposed pillars of the Entrepreneurship Support Service (ESS) are:

- 1) Engage
- 2) Foundation
- 3) Enabling Growth
- 4) Accelerated Scaling



The UK Shared Prosperity Fund Investment Plan includes provision for £17m of funding for the new ESS, including £5m for grants to enterprises. An application has been submitted to the UK Shared Prosperity Fund by Belfast City Council on behalf of all 11 Councils with a decision anticipated in June 2023.

Procurement for delivery of two stages of the ESS business support pathway, Engage/Foundation and Growth/Scaling, took place between 31 March 2023 and 9 May 2023, led by Belfast City Council on behalf of all 11 NI-Councils.

The procurement exercise was split into a Framework of ten 'Lots' for the two stages based on 5 geographical areas in line with the Invest NI regional offices. As set out in a previous report to Members, this links Antrim and



Newtownabbey with Mid and East Antrim Borough Council area, with delivery from October 2023 for the 2-year period 2023-25.

On 9 May, Council Chief Officers and Elected Members received communication (circulated) from Enterprise Northern Ireland (the current delivery agent for Go For it) confirming their decision not to tender for any of the Lots (relating to Lots 1-5 Engage and Foundation) and outlining the rationale for their decision. As the procurement process was still live, it was agreed that the SOLACE Economic Development Group should draft a coordinated response on behalf of the Councils following procurement and legal advice (copy circulated).

A verbal update was provided to the meeting by the Director of Economic Development and Planning. A further update would be provided in due course on the outcome of the procurement process.

Moved by Alderman Cosgrove  
Seconded by Councillor Goodman

**RESOLVED - that Members note the latest position regarding procurement of the new Entrepreneurship Support Service.**

*NO ACTION*

#### **6.4 IN CONFIDENCE FI/PRO/TEN/476 TENDER FOR PROVISION OF CONTRACTOR TO DELIVER THE OFFICES/WORKSPACE PROJECT**

At the Council meeting on 30 January 2023, Members agreed to proceed with the Antrim Offices/Workspace development, as part of Levelling Up Fund (LuF) opportunities outlined for Antrim. The current budget approved for the project is [REDACTED]. The LuF funding contribution is [REDACTED] with a Council contribution of [REDACTED].

The report presented the outcome of the recent tender exercise to appoint the contractor for the works contract and update the project budget.

#### **PROJECT SCOPE**

The scheme would provide a Grade A suburban flexible business workspace hub, to create a contemporary flexible office environment at first floor level. The completed works involve the following:

- First floor internal fit-out (1,500m<sup>2</sup>) including individual desk booths and open areas, casual meeting areas, large and small private offices and, breakout areas
- Provision of 8 no. person lift
- Ancillary mechanical & electrical works will create a direct access off the High Street
- Furniture fit-out (via a separate contract)

#### **PROCUREMENT**

This tender opportunity for the works contract was made available on eSourcingNI on 14 March 2023. Six completed Pre-Qualification Questionnaires (PQQs) were evaluated by random selection on 8 November 2022 using the criteria of past performance, economic and financial standing, professional conduct, health and safety and technical & professional ability. One contractor failed at PQQ stage, and a seventh contractor was randomly selected and evaluated. Six contractors were selected for Invitation to Tender (ITT).

Four contractors submitted tenders

## TENDER ANALYSIS

Tenders were evaluated on the basis of tender assessment total price only.

The four tenders returned were all arithmetically checked. No errors were found.

The two lowest tender returns highlighted concerns regarding contractor's ability to deliver the works to meet requirements of the works information (specification). Following clarification interviews on their submitted tenders, the two lowest tenderers withdrew from the tender competition.

The third lowest tender was received from JPM Contracts Ltd, as listed below.

Contractor	Total of the Prices*	Model Compensation Event Total**	Tender Assessment Total Price***
JPM Contracts Ltd			

*\*The Total of the Prices is the Contractor's price to carry out the commission.*

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

*\*\*\*The Tender Assessment Total Price is the Total of the Prices + the Model Compensation Event Total and is used solely for tender comparison purposes*

The tender assessment total, price from JPM Contracts Ltd in the sum of [REDACTED] is 5% above the pre-tender works estimate of [REDACTED]. Representatives from JPM Contracts Ltd had been interviewed. They confirmed they could deliver the works to meet the Works Information and the challenging programme completion date for the prices submitted.

## COST SUMMARY

Based on the tender submitted from JPM Contracts Ltd, the anticipated revised budget for the project is as follows:

Total of the Prices		
Model Compensation Event		
Tender Assessment Total Price(Works)		
IT equipment		
Professional Fees, Statutory Fees and Surveys		
Additional Contingency		
<b>Estimated Total Project Budget</b>		
LuF Funding		
Council Contribution		

An additional contingency sum had been included in the revised budget to cover a range of items which were not able to be fully closed out at tender stage and included within the tender documents. These include NIW requirements, minor design development, an on-line booking system and signage. A sum of £[REDACTED] had been included to cover these range of items.

The delivery of the high-quality furniture contract will be procured via a separate furniture contract and is due to be tendered shortly. A separate report will be presented in due course.

The current estimated total contribution from the Council was therefore [REDACTED]

## PROGRAMME

Following the appointment of the Contractor, works are planned to commence in July 2023 with a 28-week completion programme. A detailed programme of works and detailed expenditure profile would be developed post award.

Following questions from Members, the Chief Executive advised that a further report would be brought to Council.

Moved by Alderman Cosgrove  
Seconded by Councillor Lynch

## RESOLVED – that:

- **For the works contract the tendered total of the prices in the sum of [REDACTED] (excl. VAT) from JPM Contracts Ltd be approved giving a tendered assessment total price of [REDACTED] (excl. VAT)**

- **Based on the current scope and specification of the works the total project budget of [REDACTED] with a Council contribution of [REDACTED] be approved**

*ACTION BY: Claire Minnis, Projects Development Manager*

## **6.5 IN CONFIDENCE ED/LMP/002 LABOUR MARKET PARTNERSHIP (LMP) – 2023/24 BUDGET UPDATE**

### Budget Update

Members would be aware of the Labour Market Partnership (LMP), the aim of which is to improve labour market conditions by working on a collaborative basis with a range of partners to improve labour market conditions.

In March of this year the Council approved the LMP Action Plan for 2023/24 which had been developed by the Partnership in line with the Strategic Priorities provided by the Department for Communities (DfC).

Following this approval the Department advised that it had made provision of 25% (c.£98,000) of the 2023/24 budget for use within the current year. This funding can be utilised towards salary or programme costs as determined at a local level.

On 9<sup>th</sup> May 2023 the Council received correspondence (circulated) from the Department for Communities outlining that following the recent budget allocation announced by Secretary of State for Northern Ireland, the Department for Communities would be **pausing all funding for the LMP Programme from 30 June 2023.**

### Next Steps

Members would be aware that skills and employability comprise a key priority within the Council's Economic Development Strategy. Given the ongoing high levels of economic inactivity in some parts of the Borough and recent major investments announced that will require an appropriately skilled local labour market, Members may wish to continue delivery of the action plan in the absence of further LMP funding from the Department at this time.

The LMP Action Plan for 2023/24 sets out a number of targeted employability and skills activities that were prepared following data analysis, consultation and a 'turning the curve' exercise. The following themes were adopted as local priorities:

- Youth Unemployment: people aged 18 – 24 in receipt of an unemployment benefit.
- Economic Inactivity: those not in employment and who have not been seeking work within the last 4 weeks and/or not able to work within the next 2 weeks.
- Skilled Labour Supply: resident working age population with no or low qualifications / are under employed.

These themes are consistent with the aims and objectives of the Borough's Community Plan, Economic Strategy and the Programme for Government NI (PfG).

A summary of key activities from the approved 2023/24 LMP Action Plan is set-out in Table 1, excluding staffing costs of circa £100,000. These are the activities proposed to be delivered over a 12-month period.

Table 1

Theme	Total Cost
SP1.1 LMP Delivery and Development	£ 2,400.00
SP1.2 LMP Sub Groups	£ 1,100.00
SP1.3 Strategic Planning	£ 20,000.00
SP2.1 Pathway Programme - Youth Unemployment	£ 49,000.00
SP2.2 Inspo Programme - Youth Unemployment	£ 25,750.00
SP2.3 Employability Grant Fund - Youth Unemployment	£ 30,000.00
SP2.4 Academy Programmes - Economically inactive	£ 120,000.00
SP2.5 Entrepreneurship Programme - Skilled Labour Supply	£ 28,125.00
SP2.6 Upskilling Academies - Skilled Labour Supply	£ 65,000.00
SP3.1 PR Campaign	£ 9,198.00
SP3.2 Employability Events	£ 15,000.00
SP3.3 Engagement and Outreach Officer (July 2023 -March 2023)	£ 37,500.00
	<b>£ 403,073.00</b>

Members were advised that approval has been sought and obtained from DfC to continue the delivery of last year's programmes up to and including September 2023. As a result of circa £226,000 of last year's budget being accrued, activity is ongoing relating to the following:

- Evaluation of the delivery of the 2022/23 LMP Action Plan
- Delivery of the Entrepreneurship Programme
- Delivery of the Community Employability Animation Fund
- Delivery of employability academies

£75,000 of the above figure has been expended to date with the remaining £150,000 committed for the period up to end of September 2023.

Members may therefore wish to consider the following options:

#### Option 1

Members may wish to provide the full budget required for delivery of the action plan in 2023/24 from revenue savings and/or the Council's reserves.

On the basis that the salary costs have been provided for within the 23/24 economic development budget and DfC has allocated £98,000 towards implementation, the remaining budget required is £305,073 which would enable the full programme to be delivered.

## **Option 2**

Alternatively, Members may wish to consider a phased delivery of the action plan.

Provision had been made in the estimates for the salaries related to LMP. Members may therefore wish to utilise the £98,000 available from DfC towards new programme delivery aligned with the 2023/24 action plan. The LMP at their next meeting could be asked to consider how the £98,000 should be prioritised.

Officers would keep the budget position under review in light of the decision to pause this year's allocation and update Members on a regular basis.

Moved by Councillor Goodman  
Seconded by Alderman Ross

**RESOLVED: that Option 2 to deliver the action plan on a phased basis be adopted.**

*ACTION BY: Michael McKenna, Head of Investment and Business Development*

## **MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Councillor Foster  
Seconded by Councillor Logue

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

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

The Mayor thanked everyone for attending and the meeting concluded at 9.43 pm

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**MAYOR**