



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE
HELD IN MOSSLEY MILL ON MONDAY 9 NOVEMBER 2020 AT 6.30 PM**

- In the Chair** : Councillor M Cooper
- Committee** : Aldermen – J McGrath and P Michael
Councillors - P Dunlop, G Finlay, M Goodman,
N McClelland, V McWilliam, M Magill, N Ramsay,
V Robinson, S Ross, M Stewart and R Wilson
- Non Committee Members** : Aldermen - F Agnew and L Clarke
Councillors – A Bennington, R Lynch, J Montgomery
and B Webb
- In Attendance** : Michael Scott, Managing Director, firmus energy
Paul Stanfield, Director of Sales, Marketing & Customer
Services, firmus energy
- Officers Present** : Director of Community Planning - N Harkness
Head of Arts & Culture – U Fay
Head of Capital Development – R Hillen
Head of Property & Building Services – B Doonan
Community Planning Manager – R McKenna
ICT Helpdesk Officer – J Wilson
Mayor and Member Services Officer – S Fisher

CHAIRPERSON'S REMARKS

The Chairperson welcomed Members to the November meeting of the Community Planning Committee 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 could access those parts of the meeting which they are entitled to attend via live stream (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

Councillor L Smyth

2 DECLARATIONS OF INTEREST

Item 6.2 - Councillor G Finlay

3 PRESENTATION BY FIRMUS ENERGY

Members were advised that, as was agreed at the September 2020 Council meeting, firmus energy were in attendance to brief Members. A copy of the firmus energy Stakeholder Report 2019-2020 was circulated for Members' information.

Michael Scott, Managing Director and Paul Stanfield, Director of Sales, Marketing & Customer Service joined the meeting via Zoom.

The firmus energy team then answered Members' questions and the Chair thanked them for the presentation, following which they left the meeting.

4.1 AC/GEN/065 ACCESS AND INCLUSION PROGRAMME

Members were reminded that applications to the Department for Communities (DfC) Access and Inclusion Programme 2020/2021 for accessible and sensory gardens at Hazelbank Park and Antrim Castle Gardens, replacement doors to Museum at The Mill and accessibility trails at Valley Park, Rea's Wood and Threemilewater Park, to a total value of £150,000, were retrospectively approved at the September Community Planning Meeting.

These applications had been informed by community consultation carried out in August. This funding programme is offering 100% funding in 2020/21 for successful projects with the condition that projects are delivered by end March 2021.

Members were further advised that correspondence had been received from DfC to advise that 5 of the 6 applications had been successful as follows:

- Hazelbank Park Sensory Garden £30,000
- Antrim Castle Gardens Sensory Garden £30,000
- Threemilewater Park Accessibility Trail £30,000
- Valley Park Accessibility Trail £30,000
- Mossley Mill Automatic Doors £8,000

The application for Rea's Wood was unfortunately unsuccessful with DfC advising that they felt the project related to maintenance, repair and operations and therefore was not eligible under this programme.

Letters of Offer for the successful projects would be issued shortly by DfC and it was proposed that once received these Letters of Offer be accepted.

Proposed by Councillor McClelland
Seconded by Alderman Michael and agreed that

- i) the outcome of applications to the DfC's Access and Inclusion Programme 2020/21 be noted and, once Letters of Offer have been**

received, funding offers for Hazelbank Park Sensory Garden, Antrim Castle Gardens Sensory Garden, Accessibility Trails at Valley Park and Threemilewater Park and Museum at The Mill automatic doors to a total value of £128,000 be accepted;

- ii) **Officers to take into consideration comments made in relation to the opposing views regarding the completion of work at Rea’s Wood and the option to explore other funding sources.**

ACTION BY: Ursula Fay, Head of Arts and Culture

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

Members were reminded that at the Council Meeting held on Monday 24 August 2020 it was requested that a review of the method of allocating Areas at Risk (AAR) funding be carried out for the next financial year.

Members were further reminded that the AAR is delivered across six Super Output Areas in Antrim and Newtownabbey. Historically the Newtownabbey AAR Programme is part funded by the Department for Communities (DfC) and Council, whilst the Antrim AAR Programme is fully funded by Council. A summary of the 2019/20 and 2020/21 breakdown of the funding was outlined below:

	DfC contribution	Council Contribution	Totals
Newtownabbey AAR	£66,750	£60,170	£126,920
Antrim AAR	£0	£111,210	£111,210
Totals	£66,750	£171,380	£238,130

Initial discussions had taken place between Council officers and DfC staff, who had indicated that whilst there was no scope for increases to be made to the total amount of funding available from DfC or for changes to be made to the overall aims of the Newtownabbey Programme, they were willing to consider an alternative delivery method, especially if this would prove more beneficial within the area.

Following these discussions, Council officers had put together a proposal, detailed in the circulate document, which would align the allocation of AAR funding into a similar competitive process to that used for other Community funding within Council.

This proposal would allow the fund to become accessible to new organisations and projects operating within, or in close proximity to, the designated areas and would also allow existing organisations to amend their plans to better meet the current needs in the relevant communities, whilst still meeting the requirements of the DfC funding. It was also intended that awards would be for three years with year one a formal Letter of Offer and the next two years indicative awards, subject to DfC confirmation of funding.

Proposed by Alderman McGrath
 Seconded by Councillor Robinson and agreed that

the proposal to move to a competitive application process be approved for 2021-22.

ACTION BY: Lara Townsend, Tackling Deprivation Coordinator

Amended at Council 30.11.2020

4.3 CP/CD/373 BT “ADOPT A KIOSK” SCHEME

Members were advised that British Telecom (BT) had launched an ‘Adopt a Kiosk’ scheme. The growth of the mobile phone industry had inevitably meant phone box usage has dropped dramatically, and nearly half of the phone boxes in the UK had been removed, but there were still around 5,000 red phone boxes which can be adopted.

The ‘Adopt a Kiosk’ scheme enables communities to retain its iconic red kiosk. The cost to adopt a phone box is £4. The scheme is open to the following bodies:

- Recognised local authority (e.g. District/Borough Council)
- Parish/Community/Town Council or equivalent
- Registered charity
- Private land owner. (Anyone who has telephone box on their land)

The ‘Adopt a Kiosk’ scheme had been successful in transforming unused payphone kiosks and preserves the heritage of the red kiosk, particularly in rural locations. Red kiosks could be adopted, subject to certain criteria such as low use and those not required for our own future plans. More than 5,000 communities across the UK had seized the opportunity to do something wonderful with local phone boxes that had little or no usage.

Examples for adapting a box could include, installation of defibrillators, mobile phone charging points, transformation into miniature art galleries, showcasing the work of local artists or youth projects.

The phone boxes in the Borough are:

POSTCODE	POST OFFICE	TOWN
BT41 3AB	P.O. PCO1 MAIN STREET RANDALSTOWN ANTRIM	RANDALSTOWN
BT41 3LD	SUB P.O. PCO1 STAFFORDSTOWN ROAD RANDALSTOWN ANTRIM	RANDALSTOWN
BT41 3PY	CROSSKEYS P.O. CROSSKEYS ROAD, TOOMEBRIDGE, ANTRIM	TOOMEBRIDGE
BT39 9SL	MEHARGS CORNER LOWER BALLYBOLEY ROAD BALLYCLARE	BALLYCLARE

Proposed by Councillor Finlay
Seconded by Councillor Wilson and agreed that

- i) **Council adopts the telephone box in Randalstown to be used as mobile phone charging hub and consults widely with groups to determine their views on how they would like the others to be used. Once this has been determined, Council to consider whether it, or the local community, adopt the remaining boxes.**
- ii) **A further report to include costings where relevant be brought back to a future meeting.**
- iii) **Officers to determine if the Crosskeys box is located within the Borough.**

ACTION BY: Ruthanne Fawcett, Neighbourhood Renewal Officer

4.4 CP/CP/143 ELECTED MEMBERS MEMBERSHIP COMMUNITY PLANNING OUTCOME DELIVERY GROUPS

In 2019 the Antrim and Newtownabbey Community Planning Partnership structure underwent a review and the resulting structure (circulated at A) was approved by the Partnership on 10 December 2019 and by Community Planning Committee on 11 November 2019. This was developed further at the Partnership Workshop in March 2020.

The changes to the Community Planning Partnership Structure included a reduction in the number of Outcome Delivery Groups (ODGs) from six to three ODGs. The three new ODGs are designed to align to the Council's Corporate Plan as follows:-

- Our People
- Our Place
- Our Prosperity

The Outcome Delivery Groups have been further discussed at a series of virtual meetings with the Community Planning Partners to determine membership and ensure the Community Planning actions were aligned with the right ODG. This revised structure was presented at a recent Partnership meeting on 15 September 2020.

In the structural review it was agreed to include Elected Members in the ODGs. On 11 November 2019 Council agreed the following Councillors to be nominated to the Community Planning Partnership:

	PARTY	NOMINATION
1	DUP	Cllr S Ross
2	UUP	Cllr L Smyth
3	Alliance	Ald J McGrath
4	DUP	Cllr M Cooper (Chair)
5	Sinn Fein	Cllr A Logue
6	DUP	Ald M Girvan
7	UUP	Cllr V McWilliam
8	SDLP	Cllr R Wilson
9	Alliance	Cllr G Finlay
10	DUP	Cllr M Magill

It was proposed that Members of the Community Planning Committee be invited to attend each of the ODG meetings.

The Strategic Economic Working Group, chaired by Alderman Mark Cosgrove, would continue to engage with other partners and members of the Community Planning Committee as appropriate.

Members appointed chairs to the Outcome Delivery Groups as follows:

Outcome Delivery Group	Lead Director	Chair
Our People	Nick Harkness	TBC
Our Place	Geraldine Girvan	TBC
Our Prosperity	Majella McAlister	Ald Mark Cosgrove

Proposed by Councillor Magill

Seconded by Councillor Ross and agreed that

the report be noted and

- 1. Members of the Community Planning Committee be invited to attend Outcome Delivery Groups;**
- 2. Any Chair falling outside the Community Planning Partnership be invited to join; and**
- 3. Nominations for the Chairs of the People and Place ODGs are passed to the Director through the Group Leaders**

ACTION BY: Ronan McKenna, Community Planning Manager

4.5 CP/GR/118 GOOD RELATIONS AUDIT & STRATEGY 2020-25 ENGAGEMENT OUTLINE

Members were advised that the Good Relations Action Plan 2020/21 includes a budget of £10,000 to commission the delivery of the Good Relations Audit & Strategy 2020-2025, and associated Action Plan 2020-21.

The strategy developed through this process would reflect the Government's commitment to improving community relations and continuing the journey towards a more united and shared society. It outlines how the Government, community and individuals will work together to build a united community and achieve change against the following key priorities:

- Our children and young people
- Our shared community
- Our safe community
- Our cultural expression

Sector 3 Solutions were appointed through a procurement process and would deliver the commission utilising the following process:

1. Development of a draft survey for circulation- August 2020
2. Desktop research - August/ September 2020
3. Survey distributed (wide online distribution) - October 2020
4. Survey feedback analysed – October/November 2020
5. Facilitation of 7 DEA based events (public event through registration, likely a virtual/online event) - October/ November 2020
6. Engagement with elected representatives and other key stakeholders (direct individual contact via telephone or Zoom) - October/ November 2020
7. Final Good Relations Audit & Strategy 2020-2025, and associated Action Plan 2021-22; to include presentation of findings and recommendations – December 2020.

Engagement with Elected Members from each party was now anticipated and Members were asked to advise on how they would wish this to happen. Options could include cross party or party specific zoom or telephone consultations.

Sector 3 Solutions were proposing that engagement with nominees will take the form of a telephone or zoom interview lasting approx. 30mins. Questions would be provided in advance for Members' consideration and would be focussed on the following key areas:

- Reviewing previous/existing GR activities
- Where we are now? What are the GR needs/ priorities?
- What type of activities would/could work going forward?
- What GR outcomes would they like to see?

Proposed by Councillor Goodman
 Seconded by Councillor Robinson and agreed that

Members be consulted by Sector 3 Solutions on the subject of the Good Relations Audit & Strategy 2020-25 through the structure of the seven DEAs.

ACTION BY: Jen Cole, Good Relations Officer

4.6 CP/CP/074 MULTI AGENCY SUPPORT HUB - FUNDING

Members were reminded that on 14 September 2020 officers reported communications from the Department for Justice (DoJ) reporting an end to the annual funding of £3,600 for the Multi Agency Support Hub.

Members were further advised of the circulated more recent correspondence from DoJ confirming an extension of the funding to the value of £1,800 for the period October 2020 to March 2021 and indicating the likely future direction to subsume the work of the Support Hubs within the overall PCSP Action Plans and budgets.

Proposed by Councillor Ross
 Seconded by Councillor Goodman and agreed that

- i) **the report be noted and officers be authorised to confirm that the Council intends to avail of the extended funding offer for the remainder of the 2020/21 financial year and**
- ii) **that a presentation on the Multi Agency Support Hub be brought to a future Community Planning Committee.**

ACTION BY: Lynda Kennedy, Peace IV Co-ordinator/Member Services

4.7 AC/HE/030 ULSTER SCOTS VIRTUAL TOURS

Correspondence had been received from Virtual Visit Tours advising that they had been commissioned by the Ulster Scots Agency to produce a Virtual Reality (VR) field trip, immersing viewers in the heritage, culture and history of the places in Ulster with an Ulster Scots connection. Mossley Mill, Sentry Hill and Pogues Entry had been identified locations with special Ulster Scots significance in the Borough.

The project involves 360VR photography at each location identified, capturing the real-world surroundings, with a focus on the areas/objects with Ulster Scots relevance. Virtual Visit Tours had requested access to these sites on 19 November to carry out initial filming which will take place across Northern Ireland over the coming months. As well as general views of each site (exterior & interior), the specific areas to be focused for this project had been identified as:

- Mossley Mill
 - Chimney and mill pond
 - Skelton Rainey artwork
 - Entrepreneurs exhibition
 - Wet spinning frame
- Sentry Hill
 - Commemorative Jug, inscribed with James McKinney's name
 - Old image of Crambo Cave in study
 - Four Session Books of Carnmoney Presbyterian Church
- Pogues Entry
 - Memorial garden
 - Lit turf fire
 - Ashes photos (two photographs showing the ashes of Dr Irvine being borne through Antrim)
 - Dresser

The final product will be delivered via a custom built WebVR (Virtual Reality in the browser) application which the Council will be able to use on its digital platforms to promote these facilities and the Ulster Scots tourism offer. There was no cost to the Council for facilitating this project and production of this VR product has benefits for the Council's Arts and Culture and Tourism services.

Proposed by Councillor Ross

Seconded by Councillor Robinson and agreed that

provision of access to Mossley Mill, Sentry Hill and Pogues Entry for filming by Virtual Visit Tours on 19 November 2020 be noted.

NO ACTION

4.8 CP/CP/113 ELECTED MEMBER REPRESENTATION ON THE THRIVE PROJECT BOARD

Members were advised that the vision of the THRiVE project is "To support families living in Rathcoole and Monkstown with the ambition to improve outcomes and life chances for children and young people."

Members were reminded that on 11 November 2019, after a presentation to the Community Planning Committee, the Council decided to invest £15,000 in support of the THRiVE project in 2020/21. Officers were currently working with the project to progress this investment.

More recently the circulated correspondence had been received from the THRiVE Project Officer requesting elected "Members from Macedon and Threemilewater DEA to identify a representative to contribute to THRiVE Project Board... It would be valuable to agree one Councillor from each area if possible".

Proposed by Councillor Ross
Seconded by Councillor Goodman and agreed that

the nominees are passed to the Director through the Group Leaders.

ACTION BY: Ronan McKenna, Community Planning Manager

4.9 AC/HE/027 UDR MEMORIAL, BALLYCLARE

Members were reminded that at the January 2020 Council Meeting the motion that this Council resolves to recognise the 50th Anniversary of the formation of the Ulster Defence Regiment by the hosting of a civic event and placing in Ballyclare Memorial Park a permanent memorial to the UDR was carried.

The following form of words for the memorial has been proposed in consultation with local representatives of the UDR Association and agreed by the Ballyclare DEA Elected Members.

**ULSTER DEFENCE REGIMENT C.G.C.
BALLYCLARE
1970 ————— 1992
IN REMEMBRANCE OF THOSE MEN AND WOMEN WHO SERVED WHEN DANGER
THREATENED
SOME MADE THE SUPREME SACRIFICE
LEST WE FORGET**

An image of the proposed memorial, which will cost £1100, was circulated for Members' Information and the design is intended to be in keeping with the Council's existing War Memorial in Ballyclare War Memorial Park. The memorial will also carry regiment insignia and badges.

It was proposed to conduct a COVID -19 compliant service of dedication at the time of installation of the memorial but to delay the agreed civic event until restrictions on indoor gatherings are sufficiently relaxed.

Members were advised that Section 75 Equality Screening had been carried out, and was circulated for Members' information. An Equality Impact Assessment was not recommended.

Proposed by Councillor Ross

Seconded by Councillor McWilliam and agreed that

- (a) the proposed wording on the UDR Memorial, to be permanently installed in Ballyclare War Memorial Park, be approved with a COVID-19 compliant dedication ceremony to be held at the time of installation and that the guest list reflects those involved in the project;**
- (b) the Civic Event be delayed until restrictions on indoor gatherings are sufficiently relaxed to enable such an event;**
- (c) the outcome of the Section 75 Screening Exercise which recommends that an Equality Impact Assessment is not carried out be approved.**

ACTION BY: Ursula Fay, Head of Arts and Culture

4.10 CP/CD/375 CORRESPONDENCE RECEIVED FROM THE DEPARTMENT FOR INFRASTRUCTURE URBAN CLEARWAY – A2 SHORE ROAD, GREENISLAND/NEWTOWNABBEY

Members were advised that correspondence and a site plan had been received from the Department of Infrastructure dated 12 October 2020 (a copy of which was circulated), in relation to the Urban Clearway times at the A2 Shore Road, Greenisland/Newtownabbey.

Proposed by Councillor Ross

Seconded by Councillor Magill and agreed that

Members respond on an individual or party basis.

ACTION BY: Deirdre Nelson, Paralegal

4.11 AC/GEN/012 ANTRIM CASTLE GARDENS CAR PARKING

Members were aware that Antrim Castle Gardens is a visitor attraction of regional significance with an annual footfall of 450,000, which has grown significantly since formation of the Council in 2015. In 2019 the venue was awarded the prestigious Tourism Northern Ireland (TNI) Best Experience (Site Based) Award and retained the excellent TNI four-star visitor grading in 2020.

The Gardens closed on 18 March 2020 as part of the closure of all non-essential Council services however remained accessible to pedestrians throughout lockdown and proved popular with residents as a destination for daily exercise.

As COVID-19 restrictions started to relax the main car park opened on 27 May 2020. The Coffee Shop then reopened on Friday 3 July and at the July Council meeting the general recovery of additional visitor services was approved including the reopening of overflow parking.

In 2015 there were around 200,000 visitors to the Gardens annually, which has grown to just under half a million. There are however only 98 main car parking spaces with a further 30 available in the overflow parking area on the event field. This parking was intended to support additional events as overflow only but has become in effect an extension of parking in use almost on a daily basis. The popularity of the venue has led to ongoing car park capacity issues however these have been managed over the years through staffing of car parking to ensure visitors park responsibly and when there is no capacity are redirected to the town centre car parks. An ongoing communications plan has supported this and events such as Enchanted Winter Garden by using Town Centre car parking and access to the Gardens through the Barbican Gate has also attempted to educate visitors to the proximity and convenience of town centre car parks to the venue.

The number of visitors coming to the Gardens throughout recovery has grown significantly and to be expected given the ongoing restrictions to normal life due to COVID-19, the outdoor nature of the site and quality of visitor experience offered. However, given parking limits and reduced staff resource due to the emergency financial plan, parking has become more and more problematic with visitors behaving in a more irresponsible manner than previously experienced.

Officers had conducted site meetings to review the situation and had proposed a range of short, medium, and long terms options for Members' consideration with the intention of alleviating some of the issues both in the short term as restrictions and furlough continue but also longer term as the limited capacity of on-site parking will remain challenging beyond COVID-19 restrictions.

The following was a summary of actions proposed, their estimated costs and status. Members noted than many short term actions had been completed and they were asked to approve officers to progress the development of medium and longer terms actions where there is a significant cost associated for more detailed consideration in the future:

Short-term actions

	Action Proposed	Desired Outcome	Status
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1.	Yellow lines to be completed by Road Service free of charge	To prevent dangerous parking along driveway and kerbs	Completed
2.	Coach parking to be lined out for cars	Increase parking capacity	Completed
3.	Mark out zebra crossing and install speed ramps at Parterre Entrance on service road.	Reduce any safety risk to pedestrian from those accessing coach park	Completed
4.	Install speed ramps and caution signs on service road as above.	As above	Completed
5.	Deploy security to car park marshalling until staff return from furlough.	To enforce safe parking, manage visitors and redirect to town centre.	Completed
6.	Prepare a brief and a map for security to give to drivers sending them to Central Car Park when ACG is full	To assist as above.	Completed
7.	Large stones to be placed on grass either side of drive to prevent parking	To prevent dangerous parking along driveway and kerbs	Completed
8.	Apply gravel to existing overflow car park to improve surface and reduce water pooling.	To improve condition of overflow parking	Completed
9.	Obtain cost for drive on matting to extend capacity of overflow car park	To increase capacity of overflow parking	Estimated at £11.5k Per 100m sq Total Cost £30/£57k depending on options

Possible Medium Term Actions

	Possible Action	Desired Outcome	Status
1.	Consider redesign of signage around approach to Gardens in and in town centre to include ACG Car Park 1, 2, 3 etc to various car parks in town	Create more public awareness of access to ACG from various car parks	Estimated Cost to be Obtained
2.	Improve aesthetics of access route to ACG from Stadium Car Park	Utilise a nearby additional overflow option and create a welcoming pedestrian route to ACG from Stadium car park	Estimated Cost to be Obtained
3.	Install a new path to the immediate left of the	Separate pedestrians and vehicle traffic	Estimated Cost of £20K

	drive to encourage pedestrians off the road		
4.	Construct a hard surface access road to and through the overflow car park to prevent cutting up and keep cars on a defined route	To improve overflow parking provision	Estimated Cost of £15K
5.	Construct a second hard surface drive to an extended reinforced overflow parking area	To improve overflow parking provision	Estimated Cost of £15K

Possible Long Term Actions

	Possible Action	Desired Outcome	Status
1.	Convert 'Hospital Field' and access road to a permanent car park. Potential for up to 80/100 parking spaces	This could add significant capacity to the main car park but has the potential to be an expensive option and could have planning issues.	Capital Projects Team to obtain cost estimate.
2.	Electronic live data car park capacity sign at entrance to The Gardens	To achieve proactive management of parking and link to town centre car park redirection strategy.	Property Services Team to obtain cost estimate.

In addition, residents had been reporting on an ongoing basis much increased parking by visitors to Castle gardens in adjacent residential areas in particular Castle Park. This was a significant problem back in 2015 but a number of measures, including use of cones to prohibit parking during events as well as staff management of parking and redirection of visitors to the town centre car parks, had largely resolved the issue. All of the above actions should once again resolve this issue and in addition engagement with local PSNI had been ongoing on the matter with the PSNI posting on their social media channels and also increasing patrols. Customer services had been alerted to advise residents to report any illegal parking to the PSNI at their request.

Proposed by Councillor Dunlop
 Seconded by Alderman Michael and agreed that

- i) **Members note the ongoing actions in relation to improving the management of car parking at Antrim Castle Gardens and approve development of medium and long term actions with an update to be brought to a future meeting of the Committee.**
- ii) **Officers particularly consider measures which could help alleviate the immediate problem to include leaflets, signage, use of the Council's**

social media and further interaction with the PSNI and Department for Infrastructure.

ACTION BY: Ursula Fay Head of Arts and Culture

4.12 CP/CD/374 CORRESPONDENCE FROM DEPARTMENT OF HEALTH – MAKING LIFE BETTER

Members were advised that correspondence had been received from the Department of Health in relation to a consultation on the new strategy “Making Life Better – Preventing Harm and Empowering Recovery: A Strategic Framework to Tackle the Harm from Substance Use”.

Proposed by Alderman Michael
Seconded by Councillor McClelland and agreed that

Members reply on an individual or party basis.

ACTION BY: Nick Harkness, Director of Community Planning

5. ITEMS FOR INFORMATION

5.1 CP/PCSP/070 PCSP MINUTES

The minutes of the PCSP meeting held on 30 September 2020 were circulated for Members to note.

Proposed by Councillor Goodman
Seconded by Councillor Magill and agreed that

the PCSP minutes be noted.

NO ACTION

5.2 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD AUGUST & SEPTEMBER 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

	AUGUST	SEPTEMBER
Full Plans	28	47
Building Notices	121	169
Regularisation Certificates	214	54

Full Plans

	AUGUST	SEPTEMBER
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Approvals	33	26
Rejected applications requiring resubmissions	33	38

Commencements, Completions & Inspections

	AUGUST	SEPTEMBER
Commencements	230	286
Completions	232	230

Inspections

	AUGUST	SEPTEMBER
Total Site Inspections were carried out	839	964

Regularisation Certificate

	AUGUST	SEPTEMBER
Regularisation Certificates issued	60	87

Building Notice

	AUGUST	SEPTEMBER
Completion Certificates issued	80	91

Property Certificates

	AUGUST	SEPTEMBER
Number Received	286	308
Number Issued	254	265

Income

	AUGUST	SEPTEMBER
Plan Fees Received for Month	£8884.50	£10186.13
Inspection Fees Invoiced for Month	£24512.40	£21570.33
Building Notice Fees Received for Month	£8784.00	£11442.00
Regularisation Fees Received for Month	£4564.80	£4992.00
Property Certificate Fees Received for Month	<u>£20020.00</u>	<u>£21445.00</u>
TOTAL	£66765.70	£69635.46

	Projected Income To Date	Year to Date Actual Income
AUGUST	£324,312	£236,124
SEPTEMBER	£408,725	£306,301

Postal Numbering & Development Naming

	AUGUST	SEPTEMBER

Numbers of official postal numbers issued	131	387
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LPS Partnership

	AUGUST	SEPTEMBER
Property details surveys completed	30	28

Proposed by Councillor Magill
 Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

5.3 CP/P4/047 DEVELOPMENT OF THE PEACE PLUS PROGRAMME

Members were advised of the circulated correspondence from The Special EU Programmes Body (SEUPB) updating Councils on the ongoing development of the PEACE PLUS Programme.

Officers develop an approach to design a new Peace Action Pan and would report back to Members in due course.

Proposed by Councillor Robinson
 Seconded by Councillor Dunlop and agreed that

the report be noted.

NO ACTION

5.4 CP/CD/354 CORRESPONDENCE RECEIVED FROM DFC - PARTNERSHIP RESPONSE TO COVID-19 PANDEMIC DURING AUTUMN/WINTER 2020

Members were advised that correspondence had been received from the Department for Communities regarding a continued partnership response to the COVID-19 pandemic (circulated). Officers had a plan in place to respond accordingly.

Proposed by Councillor Wilson
 Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.5 CP/GEN/038 MENTAL HEALTH & WELLBEING PROGRAMME DELIVERY

Members were reminded of the Mental Health and Wellbeing Programme agreed in July 2020 the aim of providing a greater understanding of mental

health issues and suicide within the community and to build confidence amongst community representatives to assist people expressing emotional distress.

Over recent months Council Officers had secured an offer from the NHSCT & PHA to deliver two Mental Health and Suicide Awareness Courses to community and voluntary groups across the Borough free of charge. These courses would help participants to recognise the symptoms of mental health problems, how to provide initial help to someone with a developing mental health problem or in a mental health crisis, and how to signpost a person to appropriate professional help.

Both courses would be delivered via Zoom at no cost to the Council and registration for both courses would be online via the Council website:

Connections - Link Life Programme

Mental Health and Suicide Awareness, had been scheduled for Wednesday 18 November 2020 from 10am until 12 noon (12 places). However, Officers had recently received notification from Fresh Minds Education to say that they need to defer this session due to funding issues. They hope to be able to reschedule for December.

Mental Health First Response Programme

Dealing with someone who is in emotional or mental distress, Monday 4 – Thursday 7 January 2021 from 10am until 11.30am each day (16 places).

Courses would be actively promoted via Council's promotional and social media platforms. Community & Voluntary Groups including sports clubs, churches and special interest groups would be invited to apply for up to a maximum of one place each. Officers would work to encourage a wide geographical spread of participants.

Officers were also working to map out the entire Mental Health & Wellbeing activities of the Council both internal and external facing for Members' information.

Proposed by Councillor Wilson

Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.6 CP/P4/003 VOL 3 AMENDMENT TO ANTRIM AND NEWTOWNABBEY PEACE IV PARTNERSHIP AGREEMENT

Members were advised that at a recent meeting of the Antrim and Newtownabbey Peace IV Partnership, Members approved an amendment to the Partnership Agreement, Addendum No 3, reducing the number of Peace IV Full Partnership meetings from bi-monthly to quarterly, and the number of working group meetings from bi-monthly to quarterly. It was agreed that this

frequency of meetings is sufficient at this advanced stage of the Peace IV Programme.

Members also approved a date for an AGM of 3 November, giving the required 14 days' notice.

Proposed by Councillor Wilson
Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.7 CP/CD/375 CORRESPONDENCE FROM DEPARTMENT FOR INFRASTRUCTURE RE PART-TIME SPEED LIMITS AT SCHOOLS IN ANTRIM AND NEWTOWNABBEY COUNCIL AREA

Members were advised that correspondence had been received from the Department for Infrastructure dated 17 September 2020 (a copy of which was circulated), in relation to part-time speed limits at schools in Antrim and Newtownabbey Council Area.

Proposed by Councillor Wilson
Seconded by Councillor Goodman and agreed that

the report be noted.

ACTION BY: Deirdre Nelson, Paralegal

5.8 CP/GR/120 GOOD RELATIONS REMINISCENCE PROJECT

Members were reminded that the 2020/21 Good Relations Action Plan submitted to The Executive Office, includes a budget of £6,000 for the delivery of Good Relations Events under the T:BUC theme of Our Cultural Expression.

Through the Good Relations Events Programme funding of £1,000 was issued to Century 21 Theatre Company (c21) for the delivery of a Reminiscence Project – 'Through The Glass' with local care homes. This project is supported by the Arts Council NI and Antrim and Newtownabbey Borough Council as part of a regional parent programme, with localised delivery through District Councils.

The 'Reminiscence Project' worked with local care homes throughout September and October 2020, working within COVID-19 guidelines and utilising distance engagement tools and key contacts within the care homes. The project explored a shared past through the creation of bespoke short films based on residents own stories and memoirs from across Northern Ireland. Residents' stories will feature in the films and will be complemented with music, poetry and visuals. The project explores key themes that include: Home, Community, Going Out, School and Work.

Delivery within Antrim and Newtownabbey Borough includes;

- The development of one bespoke film based on local residents' stories and memoirs – filmed at Sentry Hill
- Post-Video Memory Box - objects from yesteryear placed in each participating care home
- Poetry Collection created from residents' stories
- The film launched 23 Nov - Dec 2020

There was an opportunity to build upon the outcomes of the Reminiscence Project through links to the NI Centenary activity within the theme of Reflecting on our past, providing additional content for the following NI Centenary elements;

- Centenary Scripts – a collection of poetry and verse
- Centenary Collection – a collection of centenary items for display
- Centenary Veterans – recognition of residents who turn 100 years old during 2021

Proposed by Councillor Wilson

Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Magill

Seconded by Alderman McGrath and agreed that

the following Committee business be taken In Confidence

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

6. ITEMS IN CONFIDENCE

6.1 IN CONFIDENCE MB/G/023 BALLYCLARE TOWN HALL RENEWAL OF LEASE

Members were reminded that approximately 50% of the ground floor at Ballyclare Town Hall, an area of 114.6 square metres, had been leased as office accommodation for a number of years and a plan of the space was circulated for Members' information. The current tenant is AGE NI who had been renting this space since May 2011. At the Operations Committee meeting in April 2018 the lease was extended to 10 May 2020 at a rent of ██████ per annum with AGE NI responsible for all associated running costs. AGE NI did vacate these premises on 18 March 2020 due to suspension of non-essential services due to COVID-19. They returned to the premises on 3 August 2020 and had requested a further three-year lease.

O'Connor, Kennedy and Turtle (OKT), the Council's agent for lease valuations, were asked to carry out a current lease valuation and have advised that in their opinion a rent of [REDACTED] per annum is the value of this space.

In its current condition the Council had no identified need for the space and as AGE NI would like to remain as tenants it was proposed to renew the lease for a further three-year period to 9 May 2023 at a rent of [REDACTED] per annum as recommended by OKT.

Proposed by Councillor McWilliam
Seconded by Councillor Goodman and agreed that

the lease to AGE NI of the office space in Ballyclare Town Hall be extended for a further three years, to 9 May 2023, at a rent of [REDACTED] per annum.

ACTION BY: Ursula Fay Head of Arts and Culture

6.2 IN CONFIDENCE CD/GEN/003 STRATEGIC ASSET MANAGEMENT, LAND AT CHURCH ROAD, RANDALSTOWN

Members were reminded that the paper (copy circulated) on strategic asset management was approved by the Council in June 2020. This paper reported on 9 areas of land and recommendations agreed for each. Regarding the land at Church Road, Randalstown it was agreed the land be retained in Council ownership pending the new Local Development Plan.

The site is rectangular in shape with an area extending to 4.5 acres. The land is currently designated as open space under the Antrim Area Plan 1984-2001 just outside the settlement limit. There were currently no planning applications on the land.

More recently officers had received a request from a local resident to purchase the land and on foot of this, valuations had been undertaken for a range of potential options as detailed below.

[REDACTED]

[REDACTED]

[REDACTED]

It was not considered suitable to break up the site for the purpose of selling a section to the local resident.

The land has a restrictive covenant which means that it cannot be used for any purpose other than a community recreational area. Legal Services had advised that it may be possible to remove this covenant and would await the

decision of Members regarding the options for land prior to taking this forward.

Proposed by Councillor Goodman
Seconded by Councillor Magill and agreed that

the land be retained pending the new Local Development Plan.

ACTION BY: Reggie Hillen, Head of Capital Development

6.3 IN CONFIDENCE CP/CC/004 COMMUNITY CENTRES – MODERNISING SERVICE PILOT COMMUNITY CENTRE BOOKINGS SYSTEMS

Members were advised that bookings for halls, meeting rooms and outdoor pitches at the Council's Community Centres were staffed on a 'per booking basis'. This results in high levels of administration with the Business Support Team checking staff availability for each booking. Bookings change weekly resulting in a slow and labour intensive booking process. This booking process makes no use of modern technology options.

A 'fixed opening hours' operational model would make it easier for a customer to book as a member of staff would be on duty at fixed opening times. It would also allow staff rotas to be set on a more fixed basis. A fixed opening hours model would primarily focus on evening and Saturday morning operations.

A PILOT APPROACH AT NEILLSBROOK COMMUNITY CENTRE

Members were reminded that Neillsbrook Community Centre has a number of bookable spaces for community activities. This includes a main hall, a meeting room, a 3G pitch at the front of the Centre and a grass football pitch at the back. The Community Centre reopened at the beginning of August and the 3G football pitch in particular had proved very popular with multiple bookings every evening Monday–Friday and also on Saturday mornings. These included long term regular bookings and casual bookings.

The main hall had a number of returning long term bookings where current COVID-19 guidance regulations permit. Some indoor bookings can run simultaneously with outdoor pitch bookings maximising the centre usage and income.

Members were reminded that the centre also houses Randalstown Community Playgroup which operates every weekday morning. On 29 June 2020 the Council approved playgroups to become keyholders in line with the Council's Keyholder Policy. Randalstown Community Playgroup has signed up to this and the arrangement had proved successful in recent months.

Neillsbrook also runs an in-house gymnastics programme which was suspended as a result of COVID-19 and was currently being planned for relaunch, subject to NI Executive Restrictions.

ONLINE BOOKING

Fixed opening hours would make it feasible to offer online booking which was not currently in place for any of the Council's Community Centres. Online bookings would allow the administration, payment and confirmation of bookings to be fast-tracked whilst also improving customer service. Online booking was available at the Council's Leisure Centres, and had proved successful by improving business efficiency and customer service. An online booking system would also improve financial security by reducing cash handling and storage.

It was proposed to trial both fixed opening hours and online bookings at Neillsbrook Community Centre for a 6 month period. A telephone/email service would still be available for those who could not book online.

Prior to any change to the operational model, consultation with staff and Trade Unions would take place and staff contractual arrangements would remain in place.

Proposed by Councillor Goodman

Seconded by Councillor McClelland and agreed that

- (i) fixed opening hours be trialled at Neillsbrook Community Centre for a 6 month period in line with the current level of bookings;**
- (ii) an online booking system be developed at Neillsbrook Community Centre as a pilot to modernise this service and should this require any additional expenditure, a further report be brought to Committee.**

ACTION BY: Paul Townsend, Community Facilities Coordinator

6.4 IN CONFIDENCE CD/PM/154 REPLACEMENT OF DEFECTIVE RENDER BANDS, MOSSLEY MILL, NEWTOWNABBEY

BACKGROUND

Mossley Mill is a 19th century former Linen Mill now used as the Council Offices. The building was listed by the Historic Environment Division (HED) in 2007.

The historic building is of traditional construction with masonry external walls. An external render band runs between the 3rd and 4th floors.

There has been a health and safety concern extending from the visual cracking in the concrete band.

In September 2019 the Council appointed the Structural Engineer (Taylor and Boyd) to inspect the current structural condition of the band to the North and West Blocks of the Mill. The purpose was to ascertain what remedial repair works would be necessary.

A visual inspection established that the condition of the render band was structurally unsound on all elevations of both the North and West Blocks.

It was estimated that up to 70% of the render band had failed and was loose due to a combination of two main factors

- the render band is constantly exposed to wet and dry atmospheric conditions leading to expansion/contraction and the opening of the cracks.
- the render band construction is unable to support its own weight.

In the interim two small sections of the render band had been removed in areas of high risk to address the short term health and safety risk.

COST

As it was estimated up to 70% of the render band requires replacement, it was considered best value to replace 100% of the band under one package of work. A number of options had been considered to replace the band and discussions with HED were ongoing to agree on the final specification and technical design details. The budget cost was estimated to be in the range ████████ to ████████ dependant on the final solution agreed. Until the outcome of the discussions with HED was concluded it was not possible to firm up on the budget required for the repair works.

OTHER ISSUES

Given the medium term health and safety implications it was proposed the project is added to the Capital Programme. In order to mitigate against the issue developing into a high risk and further urgent repairs becoming necessary, it was proposed to now progress with the design solution and tender for the works.

Proposed by Councillor Ross

Seconded by Councillor Robinson and agreed that

- **the repair works of the defective concrete band at Mossley Mill be added to the Capital Programme;**
- **Officers continue to liaise with HED to reach agreement on an acceptable and cost effective solution;**
- **the project is progressed to full design and works tender stage and a further report brought back to Committee before award;**
- **measures be put in place to address the issues posed by pigeons.**

ACTION BY: Reggie Hillen, Head of Capital Development/Bronagh Doonan, Head of Property and Building Services.

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor McWilliam

Seconded by Councillor Magill and agreed that

the remainder of Committee business be taken in Open Session.

The Chairperson advised that audio-recording would recommence at this point.

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 7.54 pm.

MAYOR