



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD
AT MOSSLEY MILL ON MONDAY 31 JULY 2023 AT 6.30 PM**

- In the Chair** : Mayor (Councillor M Cooper)
- Members Present (In Person)** : Aldermen – L Boyle, L Clarke, M Magill, J McGrath
P Michael, S Ross and J Smyth
- Councillors – J Archibald-Brown, M Brady, J Burbank,
H Cushinan, P Dunlop, S Flanagan, R Foster, M Goodman,
N Kelly, R Kinnear, A Logue, R Lynch, B Mallon, A McAuley,
L O'Hagan, A O'Lone, S Ward, B Webb and S Wilson
- Members Present (Remote)** : Aldermen – P Bradley, T Campbell and M Cosgrove
- Councillors – A Bennington, S Cosgrove, H Magill, T McGrann,
L Smyth and M Stewart
- 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 Parks and Leisure Operations – M McDowell
Director of Sustainability – M Lavery
Director of Corporate Strategy – H Hall
Director of Organisation Development – J Close
Deputy Director of Governance – L Johnston
Deputy Director of Investment and Business Development –
M McKenna
Borough Lawyer and Head of Legal Services – P Casey
ICT Systems Support Officer – C Bell
ICT Helpdesk Officer – J Wilson
Member Services Manager – A Duffy
Member Services Officer – E Skillen

1 BIBLE READING, PRAYER AND WELCOME

The Mayor welcomed all present to the meeting, and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by Pastor George McKim.

Alderman Boyle and Councillors Burbank, Cushinan, Goodman, Kelly, Kinnear, Logue, McGrann, O'Hagan and O'Lone joined the meeting.

2 APOLOGIES

Councillor J Gilmour
Councillor E McLaughlin
Councillor V McWilliam
Councillor M Ní Chonghaile

3 DECLARATIONS OF INTEREST

Item 6.7 – Councillor Smyth
Item 6.10 – Councillor Mallon
Item 6.11 – Councillor Bennington
Items 6.11 and 6.14 – Councillor Webb
Item 6.13 – Alderman Smyth
Item 8.9 – Alderman Cosgrove

4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Councillor Bennington
Seconded by Councillor Foster and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 26 June 2023 be taken as read and signed as correct.

5(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1

Moved by Councillor Foster
Seconded by Councillor Cushinan and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 17 July 2023 Part 1 be taken as read and signed as correct.

5(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2

Moved by Councillor Foster
Seconded by Councillor Cushinan and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 17 July 2023 Part 2 be approved and adopted.

6 ITEMS FOR DECISION

6.1 G/MSMO/017 VOL 3 CO-OWNERSHIP UPDATE – PRESENTATION REQUEST

Members were advised that a request (circulated) had been received from Co-Ownership requesting the opportunity to make a presentation at a future Community Planning Committee meeting to provide an update on Co-Ownership.

Moved by Councillor Foster
Seconded by Alderman Smyth and

RESOLVED - that Co-Ownership representatives be invited to present to a future Community Planning Committee meeting.

ACTION BY: Member Services

6.2 HR/HR/034 LAUNCH OF NEW JOBSTART SCHEME 2023

The purpose of this report was to provide an overview of the JobStart Scheme 2023 and outline the Council's participation in the scheme. The JobStart Scheme was an employability initiative for young people aged 16-24, aimed at providing quality job opportunities and reducing long-term unemployment. This report highlights the key details of the scheme, the Council's involvement in the previous phase, and the proposed participation for the upcoming phase.

Background:

The Department for Communities (DfC) had announced the launch of a new JobStart Scheme following the success of the first scheme. The scheme aims to address long-term unemployment among young people in Northern Ireland and offers funding to employers to create new job opportunities.

Objectives:

The JobStart Scheme 2023 aimed to achieve the following objectives:

- a) Provide quality job opportunities for young people aged 16-24,
- b) Support young people at risk of long-term unemployment and those with additional barriers to employment,
- c) Facilitate entry into the job market for participants,
- d) Promote positive outcomes and sustainable employment.

Previous Phase:

The first JobStart Scheme ran from April 2021 to March 2023, engaging over 1,700 young participants. The scheme demonstrated positive outcomes, with 77% of participants who completed their JobStart opportunity remaining in employment. The Council successfully participated in the first scheme, and was able to offer full-time positions to three young people.

Funding:

The Department had allocated £15 million over a two-year period for the second phase of the JobStart Scheme. This funding had been provided by the Northern Ireland Office under the New Deal for Northern Ireland initiative and awarded as part of a joint package with the Department for Economy and Invest NI.

Employer Benefits:

Under the JobStart Scheme 2023, employers in Northern Ireland could receive 100% government funding to create six-month job opportunities for 16-24 year-olds who were not in employment (or nine months for those meeting specific criteria). The funding covers:

- a) 100% of the relevant National Minimum Wage for 25 hours of work per week (additional hours could be funded by the employer).
- b) Associated employer National Insurance contributions.
- c) Employer minimum automatic enrolment contributions.

Council's Proposed Participation:

It was proposed that the Council apply to the JobStart Scheme 2023 for up to 20 participants. Similar positions would be identified within Parks Operations, Waste Operations, Leisure Operations and Administrative roles across the Council, ensuring compliance with the scheme's requirements.

It was important to note that while the Scheme pays the National Living Wage, the Council was committed to paying the Real Living Wage and would top up the wages accordingly at its own cost.

Application Process:

The application process for the JobStart Scheme was estimated to take approximately 4-6 weeks. Once the Council's application was approved, the Department would arrange for the job opportunities to be advertised on JobApplyNI.com. Additionally, the Council would undertake its own recruitment process and promote its participation and available positions on the Council's website and social media channels.

Conclusion:

The JobStart Scheme 2023 presents an opportunity for the Council to support young people in gaining employment and reducing long-term unemployment. By participating in the scheme, the Council could contribute to positive outcomes for young participants and address the challenges they face in entering the job market. The proposed application for up to 20 participants aligns with the Council's commitment to assist, upskill and reskill our residents to make sure they can take advantage of the employment opportunities that we would create.

It was recommended that the Council proceed with the application process for the JobStart Scheme 2023 and actively promote its participation and available positions through appropriate channels. By doing so, the Council could contribute to the success of the scheme and positively impact the lives of young individuals within the community.

Moved by Councillor Goodman

Seconded by Councillor Webb and

RESOLVED - that the Council

- a) applies to participate in the new JobStart Scheme for up to 20 participants across operational and administrative roles,**
- b) pay the participant the Real Living Wage,**
- c) offers participants the option of working additional hours (up to 37 hours).**

ACTION BY: Jennifer Close, Director of Organisation Development

6.3 PBS/BC/003 VOL 2 STREET NAMING – ANTRIM ROAD, NEWTOWNABBEY

Members should recall that this report was deferred at the June Council meeting to enable further discussions with the developer to take place, as none of the three names proposed were selected:

1. Park Lane
2. Park Mews
3. Park Place

The development in question consisted of 14 houses, these being a mixture of detached and semi – detached, on a lane off the Antrim Road. The application (location map and site plan) circulated submitted by Paul Doherty on behalf of the developer lists the following development names for Members consideration:

1 – Bigger Park Lane – Francis Joseph Bigger 1863 – 1926 was a solicitor, author, antiquary, cultural revivalist and patron of the arts and Celtic polymath. He grew up in the area and was buried in Mallusk Cemetery. There is a blue plaque honouring him in the local public house the 'Crown and Shamrock' which he originally saved from ruin. He was also responsible for the restoration of labourer's cottages in the late 1800s which are located adjacent to the Chimney Corner hotel. There was also part of Mallusk known as 'Biggerstown' therefore our proposal is Bigger Park Lane.

2 – Bigger Lane – As above

3 – Bigger Park – As above

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

Moved by Alderman Michael

Seconded by Councillor Dunlop that Council approves the name Park Mews for the above development.

On the proposal being put to the meeting 19 Members voted in favour, 16 against and 0 abstentions, it was

RESOLVED - that Council approves the name Park Mews for the above development.

ACTION BY: Liam McFadden, Principal Building Control Surveyor

6.4 AC/GEN/085 COMMUNITY FESTIVALS FUND GRANT AID RECOMMENDATIONS 2023 – 2026

Members were reminded that the second round of grant aid recommendations for the Community Festivals Fund was approved at the June 2023 Council meeting. These grants were funded through the 2023/24 budget which includes an expected contribution of £27,700 from the Department for Communities (DfC) Community Festival Programme.

Members were advised that officers received the (circulated) notification from DfC on 30 June 2023 and that a grant of £27,700 would be made available to support the Council's Community Festivals Fund.

Moved by Alderman Smyth
Seconded by Alderman McGrath and

RESOLVED - that the acceptance of the offer of £27,700 from the Department of Communities to fund community festivals be approved.

ACTION BY: Simon Goldrick, Head of Arts, Culture, Tourism and Events

6.5 CP/TD/023 THE EXECUTIVE OFFICE (TEO) PUBLIC CONSULTATION ON THE PROVISION OF FREE PERIOD PRODUCTS

Members were advised that The Executive Office (TEO) had launched a consultation on the provision of free period products in Northern Ireland.

Period products are essential items for personal care to address a normal biological need, however period inequality and the experience of those unable to access the basic health essentials of period products was a growing issue particularly in light of the increased cost of living.

To address this gap, the Period Products (Free Provision) Act (NI) was made by the Northern Ireland Assembly in 2022 and requires that period products would be made available from May 2024. The requirements of the Act go beyond seeking to make provision for those in financial difficulty. There was a recognition that period products were necessary and essential items that should be available free of charge and accessible by all persons who need to use them.

TEO was consulting in order to establish what period products should be made available, where these should be available and how people could access them.

The full consultation document was circulated for Members' consideration.

The consultation would run online for 12 weeks from 26 June 2023 – 18 September 2023.
Copies of the consultation document were available from the following link:

<https://consultations.nidirect.gov.uk/teo/provision-of-free-periodproducts-consultation>

Members were asked to consider a response on a corporate, individual, or party political basis.

Moved by the Mayor, Councillor Cooper
Seconded by Councillor Foster and agreed that

Council responds to the consultation on a Corporate basis.

ACTION BY: Amy Lynch, Tackling Deprivation Co-ordinator

6.6 CE/CS/004 APSE AWARDS 2023-24 (ASSOCIATION OF PUBLIC SERVICE EXCELLENCE)

Members were advised that the Council's performance had been recognised having been selected as one of the top finalists in the APSE Service Awards 2023 in the following categories:

- Best Efficiency and Transformation Initiative (All Council Services)
- Best Commercialisation and Entrepreneurship Initiative
- Best Service Team: Sports, Leisure and Cultural Service

"These awards are extremely competitive, with over 300 submissions from across the UK. Only the very best submissions had been shortlisted in each awards" APSE category and you are to be commended for reaching the finals of the 2023

The APSE Service Awards uniquely recognises the profound contribution of local council frontline services to local communities and local people. These awards celebrate those contributions to the delivery of excellence on the frontline and striving to achieve continuous improvement in public service delivery.

The winners would be announced at the APSE Annual Charity Awards Dinner in aid of Parkinson's UK on Thursday 14th September to be held in Titanic Belfast.

The cost of attending the Annual Seminar (day delegate on 13th or 14th September) plus the Awards Ceremony event is £399 plus VAT. At the June meeting it was agreed that the Mayor (or nominated representative) and appropriate officers attend the APSE Annual Seminar and Awards as an approved duty.

An additional option may be available which is to attend the Awards dinner only at a cost of:

- Individual reservation £122 plus VAT
- Table of 10 guests £1,100 plus VAT

The availability of this option would be confirmed by APSE in approximately 4 weeks.

Moved by Alderman Cosgrove
Seconded by Councillor Goodman and

RESOLVED - that:

- 1. The success in being shortlisted for three APSE Service Awards for 2023 be noted.**
- 2. Any Member who wishes to attend the Seminar should do so as an approved duty and should use their Members Development allowance to fund the event.**
- 3. The Mayor and 1 Member from each party should attend the Awards Ceremony as an approved duty together with the appropriate officers.**

ACTION BY: Lesley Millar, Performance and Transformation Manager

6.7 CP/GEN/046 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME RECOMMENDATIONS 2023/2026

Members were reminded that a presentation on the Community Development Grant Aid Programme was made by Officers to the Community Planning Committee in September 2022 and the proposed changes to the Community Development Grant Aid programme approved.

Two funding rounds were established for the 2023/24 Community Development Grant Aid Programme and a second call for applications opened on Monday 3 April 2023 and closed on Friday 12 May 2023. To support applications to this programme, Officers delivered two grant workshops as well as offering one-to-one support to all groups.

Members were reminded that a pass threshold of 50% applies to applications under the Community Development Grant Aid Programme and that groups were not required to demonstrate match funding. Members should also note that proposed awards were subject to the receipt of all relevant supporting documentation, or the offer of funding would be withdrawn.

All applications to the Community Development Grant Aid Programme were assessed by a panel of Officers. The criterion used vary depending upon the grant category. Grant Application Assessment sheets for the Community Facilities and Activities category and the Community Programmes and Activities category were circulated for information.

Applicants must demonstrate how their application meets all the relevant criterion for the specific grant category. Application Assessment sheets for

each application carry Officer comments and scores and were retained for audit purposes.

Members were advised that as part of the revised Community Development Grant Aid Programme approved by the Community Planning Committee in September 2022 Officers carry out monitoring visits to groups and organisations who had been awarded funding and groups were required to submit post project evaluation reports.

Under the second call for applications a total of 12 applications were received and assessed by a panel of Officers, a full list of all the applications were circulated for Members' information.

10 applications successfully achieved the required 50% pass threshold requesting £49,615.36 for the 2023/24 financial year.

All applicants under this call requested financial assistance for a 3-year period and it was estimated that the budget required for years 2 and 3 was currently £49,826.76 and £50,242.50 respectively, payment of which was subject to satisfactory monitoring and evaluation.

A financial summary of all applications received for 2023/26 was provided in the table below:

Summary of Community Development Grant Aid Requests 2023/26					
Grant Stream	Number of Applications	Successful Applications (Scored 50% and above in 2023/24)	Total Requested Year 1 2023/24	Total Requested Year 2 2024/25	Total Requested Year 3 2025/26
Community Facilities and Programmes	9	7	£37,706.36	£37,969.76	£38,257.50
Community Programmes and Activities	3	3	£11,909.00	£11,857.00	£11,985.00
Total	12	10	£49,615.36	£49,826.76	£50,242.50

Members were advised that the total budget available for the 2023/24 Community Development Grant Aid Programme is £440,000 as provided for in the 23/24 estimates, of which £50,428.20 (similar to the amount awarded in 2022/23) was anticipated from the Department for Communities (DFC) under its Community Support Programme for 2023/24. At present, however, DfC cannot

confirm this amount, nor are they in a position to advise when a funding decision would be made.

Under the first call for applications Members approved financial assistance totalling £442,907.84 at the February 2023 Community Planning Committee.

If the Council funds all second round applicants at a total cost of £49,615.36, then the Community Development Grant Aid Programme would be over-subscribed by at least £52,523.20.

Moved by Alderman Cosgrove
Seconded by Councillor Dunlop and

RESOLVED - that the proposed grant awards be approved and that the additional cost be funded through anticipated revenue savings and additional income.

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

6.8 AC/EV/025 BALLYCLARE MAY FAIR – STUDY VISIT TO AUL LAMAS FAIR BALLYCASTLE

Members were reminded that the Ballyclare May Fair is held annually and there was an established Working Group of Elected Members and community representatives who oversee planning and delivery of the event.

The Ballyclare May Fair had a long history and tradition dating back to 1756 with horse trading a big part of the Fair.

The Aul Lammas Fair was described as Ireland's oldest fair and is held annually in Ballycastle on the last Monday and Tuesday in August and includes a horse fair. The Aul Lammas Fair attracts 1,000's of visitors to the town and area and was an established part of the tourism offer for the Causeway Coast and Glens Borough, see circulated images.

As part of the ongoing work to develop the May Fair it was proposed to organise a study visit to the Aul Lammas Fair on Tuesday 29 August for the May Fair Working Group and appropriate Officers.

Moved by Councillor Archibald-Brown
Seconded by Alderman Boyle and

RESOLVED - that a visit to the Aul Lammas Fair, Ballycastle on Tuesday 29 August by the May Fair Working Group be approved. A visit to the Community Fair held in Toome on Easter Monday to also be arranged.

ACTION BY: Ursula Fay, Director of Community Planning

6.9 AC/TOU/003 HOSPITALITY EXCHANGE 2023

Members were advised that Hospitality Exchange 2023 would take place in the Crowne Plaza, Shaw's Bridge, Belfast on 17 and 18 October. It is an

annual event for the hotel and restaurant sector and was attended by representatives of the sector along with those from allied tourism industries and government agencies.

The Council had been invited to be a co-sponsor of the event at a cost of £2,000. This includes five passes to attend the two-day conference as well as inclusion of the Council tourism brand in event literature. The sponsorship proposal was circulated.

It was proposed to sponsor Hospitality Exchange 2023 at a cost of £2,000 with the Mayor, Chair and Vice Chair of Community Planning Committee (or nominees) as well as appropriate Officers to attend as an approved duty.

Moved by Alderman Smyth
Seconded by Councillor Foster and

RESOLVED - that

- (a) the sponsorship of Hospitality Exchange 2023 at a cost of £2,000 be approved;**
- (b) the attendance at Hospitality Exchange 2023 by the Mayor, Chair and Vice Chair of the Community Planning Committee (or nominees) and appropriate Officers be approved.**

ACTION BY: Ursula Fay, Director of Community Planning

6.10 PBS/PS/001 ELECTRIC VEHICLE CHARGING PROVISION – UPDATE

Members were reminded that as part of the commitment to reduce Council's carbon footprint, improved Electric Vehicle (EV) charging infrastructure was being progressed. EV charging was important for both the Council itself, in relation to the Fleet Strategy and Action Plan and, for the Borough.

Currently, Council were involved in a consortium with 8 other local authorities for an On Street Residential Charging Scheme (ORCS) – Phase 1. This scheme, which was 100% funded, includes a total of 14 charge points in the Borough, (circulated). The tender for the scheme was due to be advertised in July.

There were currently electric vehicle chargers on a number of Council properties which could be used by the public. Some of these are operated by ESB and some by Council which when installed, were 7.4kW meaning the average car takes approximately 6-8 hours to charge. New chargers are generally either 22kW or 44kW and charging could complete in around 20 minutes.

Each charger on Council property had a sticker indicating who operates it and who to contact in the event that the charger was not working. A list of locations, chargers and those in working order was circulated. In all cases, currently electricity was currently provided free to the customer at the point of use.

ESB chargers were originally installed by NIE during the latter years of the legacy Councils across Northern Ireland and no formal arrangement were entered into at that point. ESB were currently not carrying out repairs to chargers as they were due to be replaced.

Recently, ESB had initiated a programme of upgrading all its chargers in Northern Ireland and introducing fees for customers. As part of this process, ESB were seeking to formalise arrangements through approvals/leases with the relevant landowners and an approach had been made to Council.

The Council-operated chargers were installed as part of an e-car initiative delivered by the Department for Infrastructure. Council chargers were currently maintained - 3 having been replaced on a like for like basis in the last 18 months at Mossley Mill, Antrim Castle Gardens and Allen Park.

A number of approaches had been made to Officers in recent months from private sector providers interested in working with Council to install charge points on Council land. There were a number of business model options which would be suitable for this type of arrangement – similar to those for the ORCS scheme – including revenue/profit share, landlord model, etc.

Issues which would need to be considered include:

- Maintenance and repair
- Insurance
- Upgrades (hardware and software)

Before entering into any formal arrangement with ESB, it would be prudent to undertake a market engagement exercise to inform a full specification and tender process. It was therefore proposed that ESB were informed that Council intends to tender for provision of EV charge points and would not therefore be entering into any formal arrangements at this stage in relation to existing chargers.

Members were reminded that a report was currently nearing completion in relation to electric vehicle charging for Council's fleet. It was anticipated that this would be brought to the September meeting of the Operations Committee.

Moved by Councillor Foster
Seconded by Councillor Burbank and

RESOLVED - that in relation to provision of electric vehicle charge points on Council premises,

- (i) a market engagement exercise be undertaken in order to inform a specification and tender process**
- (ii) ESB be advised of Council's intention to tender with formal arrangements to be agreed with the successful tenderer.**

ACTION BY: Geraldine Girvan, Director of Operations

Having declared an Interest in Item 6.11 Councillor Webb left the Chamber.

6.11 G/MSMO/21 NATIONAL ASSOCIATION OF COUNCILLORS (NAC) – MEMBERSHIP

Members were reminded that it was agreed at the Annual Meeting to the appointment of 8 Members for the Term of Council to the National Association of Councillors.

Correspondence had been received from the NAC (circulated) for payment of Membership fees at an annual cost of £3,200 per annum.

Moved by Councillor Logue
Seconded by Councillor Lynch and

RESOLVED - that Membership of the National Association of Councillors be approved for the term of Council at a cost of £3,200 per annum.

ACTION BY: Member Services

Councillor Webb returned to the Chamber.

6.12 AC/ACG/003 CORONATION GARDEN – WEDDING PHOTOGRAPHY

Members were advised that a request from a resident to have wedding photography on 25 August taken at the Coronation Garden had been received by the Mayor's Office.

Both the Coronation Garden, Hazelbank Park and the Platinum Jubilee Clockwork Garden in Antrim Castle Gardens lend themselves to be the perfect backdrop for wedding photography.

It was proposed to permit the use of the Coronation Garden on 25 August for wedding photography and use the experience to identify how a policy and procedure covering use of both unique gardens for wedding photography could be developed in the best way to ensure seamless integration with visitor access to both venues.

It was proposed to develop a policy and procedures for such use of both Gardens with a further report to be brought back to a future meeting.

The resident had indicated a desire to make a donation to the Mayor's Charities.

Moved by Councillor Foster
Seconded by Councillor Dunlop and

RESOLVED - that:

- (a) The request to use the Coronation Garden on 25 August for wedding photography be approved with a voluntary donation to be made to the Mayor's Charities.
- (b) A policy on use of both Coronation Garden and Platinum Jubilee Clockwork Garden for wedding photography be developed and brought back to a future meeting.

ACTION BY: Ursula Fay, Director of Community Planning

Having declared an Interest in Item 6.13 Alderman Smyth left the Chamber. Councillor Archibald-Brown also left the Chamber.

6.13 ED/REG/082 PILOT LIVING OVER THE SHOPS (LOTS) SCHEME

Members were reminded that following approval to launch an Expression of Interest (EOI) for a Pilot Living Over the Shops (LOTS) Scheme, a total of 36 EOIs had been received. The table below indicates the distribution of interest in the scheme from the towns in the Borough. A map was also circulated in Annex A.

Town	Number of EOIs Received
Antrim	11
Randalstown	9
Ballyclare	9
Glengormley	4
Crumlin	2
Outside Town Centre	1
Total	36

As this was the first scheme of its kind piloted by a Local Authority in Northern Ireland, Officers had conducted benchmarking research on other similar schemes to understand how they were delivered, and the lessons learned. This had included extensive engagement with the Northern Ireland Housing Executive (NIHE) who were responsible for the delivery of a LOTS scheme and a Town Centre Living Initiative almost a decade ago.

Benefits of the Pilot Scheme

The aim of the LOTS scheme was to generate positive socio-economic benefits for the town centres. The increased town centre population would result in increased footfall, increased business investment and vibrancy in the town. This would create a new urban community and would aid the growth of an evening economy. The scheme would improve the aesthetics of the town centres and would reduce the number of vacant units. This may support reductions in the levels of crime and antisocial behaviour due to the higher levels of neighbourhood surveillance across the town centres. In addition, the creation of new domestic properties in the town centre would create a rates benefit to the Council area.

Details of the Scheme

Based on the research undertaken and taking account of inflation and other economic changes since the NIHE scheme it was proposed that a two tier grant rate should apply.

Single Unit (to be converted) **Tier 1: conversion to a 1-bedroom unit – maximum grant £35,000 (75% rate).** Under this Tier a property owner would be required to spend £46,000 (or more) to be able to draw down the full grant amount.

Tier 2: conversion to a 2-bedroom or more unit – maximum grant £50,000 (75% rate). Under this tier a property owner would need to spend £66,000 (or more) to be able to draw down the full grant amount.

Like other schemes benchmarked, it was proposed that multiple units of living space should be permitted, however the amount of grant assistance available would reduce with each application as shown below. Beyond four units, a flat rate will be applied as set out in the table below.

Unit of Accommodation	Tier 1 – One bed	Tier 2 – 2+beds
1	£35,000 (75% rate)	£50,000 (75% rate)
2	£30,000 (75% rate)	£42,500 (75% rate)
3	£25,000 (75% rate)	£35,000 (75% rate)
4 +	£20,000 (75% rate)	£27,500 (75% rate)

Members were advised that in some cases, an individual/business that has returned an Expression of Interest owns more than one unit in several different buildings. As the purpose of the scheme was to bring back into use vacant space for residential purposes and to maximise the positive impact in town centres, it was proposed that applications from a single owner/business for multiple units in more than one property be permitted.

To protect the Council's investment, a clawback feature would be built into the programme as part of the Terms and Conditions, as follows:

1. If a converted property is sold to a new owner within the first five years, the Council would clawback 100% of the funding provided.
2. If a converted property is sold to a new owner beyond five years, the clawback amount would decrease annually by 20% (i.e. 80% in year 6, 60% in year 7) until 10 years from the date of the Letter of Offer.

Given the scale of grant funding being proposed Members may wish to consider permitting advance payments for this scheme. Officers would propose up to a maximum of 50% be provided as an advance payment on any verified application where the applicant had returned and signed their Letter of Offer and provided all supporting documentation.

Delivery of the Pilot Scheme

It was proposed that this pilot scheme be implemented over the next four-year period through a phased approach, commencing with Antrim town in 2023/24. Randalstown and Ballyclare would then follow, reflective of the number of EOIs received from these towns. This phasing would enable learning from the Antrim rollout to be applied and therefore continually improve delivery over the life of the scheme.

Given the lower level of interest at this time from Glengormley and Crumlin, further awareness-raising and engagement could be scheduled in these towns with delivery then taking place in the latter stage of the four-year period.

Budget

Based on the funding ranges outlined and an estimated 36 properties to be invited to application stage the budget required is £1.45m. The Department for Communities was not currently in a position to fund the scheme due to budgetary pressures however Officers would continue to liaise with the Department to pursue financial support.

Members were advised that the costs included for the scheme could be capitalised.

Budget provision for Year 1 had been made within the Chief Executive's Strategic Projects Budget. Due to the lead-in time required to secure planning and building control approvals it was likely that there would be limited spend in the first 6 months.

Timescales

If approved, Officers would envisage opening the formal application process for Antrim town in the early autumn with Letters of Offer anticipated to issue by the end of October/November 2023.

Review

The programme would be kept under review with regular updates provided to members.

Moved by Alderman Magill
Seconded by Alderman Cosgrove and

RESOLVED - that the Living Over the Shops (LOTS) Pilot Scheme be approved as outlined with a budget of £1.45 million ring-fenced for the four-year period commencing 2023/34, which would be capitalised.

ACTION BY: Steven Norris, Deputy Director of Regeneration and Infrastructure

Alderman Smyth and Councillor Archibald-Brown returned to the Chamber.

Having declared an Interest in Item 6.14 Councillor Webb left the Chamber.

6.14 ED/REG/083 SHOPFRONT IMPROVEMENT PROGRAMME – AREAS OUTSIDE TOWN CENTRES

Following approval to launch an Expression of Interest (EOI) for a Shopfront Improvement Programme in the Threemilewater and Macedon District Electoral Areas (DEAs) in January 2023, a total of 78 EOIs had been received.

The aim of the Shopfront Improvement Programme was to visually enhance commercial areas outside town centres, improving the overall appearance of the street and changing the way residents and visitors view local retail areas. It was envisaged that this would ultimately attract more shoppers and boost local trade.

The programme would cover minor works to include painting, signage, window dressing and other visual improvements. Major structural works would not be covered under this scheme.

The table below shows the level of interest in the scheme from across the eligible areas, demonstrating a very positive response.

Area	EOIs Received
Carnmoney Village	12
Richmond Gardens	1
Beverly Shopping Area	1
Monkstown: Monkstown Village Centre, Jordanstown Road and Jennings Park	15
New Mossley	2
Mossley	1
Abbots Cross	16
Whiteabbey Village	19
Whiteabbey: Inc. Doagh Road and Hillview Avenue.	3
Rathcoole	4
Rushpark	2
Doagh Road	1
Shore Road	1
Total	78

Whiteabbey Village

As illustrated in the table above, there had been strong interest expressed from businesses in Whiteabbey Village. The Village offers a unique opportunity to restore and enhance the shopfronts through a separate bespoke scheme.

The scheme would include the reinstatement of traditional-style shopfronts with a coherent colour scheme to create a vibrant seaside village atmosphere. To ensure buy-in from businesses, an artist would be appointed to work closely with them to produce a design concept for the village. This

would capitalise on the village's coastal location strengthening the sense of quality of the village as a hub for businesses, residents and visitors. The timing of the delivery of such a scheme would be important as typically shopfront improvements tend to follow after other capital works e.g. public realm works to avoid damage to the finished product. Members would be aware that discussions were ongoing with the Department for Communities (DfC) regarding potential funding for a Public Realm Scheme in the village and that a business case would be required to support such a request.

It was proposed that the two elements of a broader Whiteabbey Village Regeneration Project, namely the shopfronts and public realm would be combined within one business case.

Central to this business case would be a decision regarding the extent of the scheme and whether it should or could incorporate a one-way system. A traffic study had been undertaken, the results of which had been shared with the Department for Infrastructure (DfI). The outcome of this discussion would be shared with members in due course following which a meeting with the local traders would be arranged to discuss the proposed Whiteabbey Village Regeneration Project.

Delivery for the Other Priority Areas

Members may wish to deliver the Shopfront Improvement Programme in phases, starting with:

- Abbots Cross (16 shop fronts)
- Monkstown (15 shop fronts); and
- Carnmoney Village (12 shop fronts)

These are the areas most in need of intervention and a scheme in these areas would have the greatest visual impact.

Officers had prepared detailed guidance notes with the intention of establishing a level of uniformity in neighbouring properties and seeking to enhance the character of the building(s) and wider streetscape. Officers would host evening engagement workshops with potential applicants to provide guidance and support on the application process and statutory requirements.

To ensure value for money, the services of a Quantity Surveyor (QS) would be required. The QS would assess the works applied for, produce a conditions report for each of the proposed sites and verify and inspect completed works in relation to the Programme.

Budget

It was proposed that businesses in Abbots Cross, Monkstown and Carnmoney Village be invited to proceed to the application stage under Phase 1 of the Programme, with a maximum award of £5,000, at a grant rate of 80%. Businesses would have to demonstrate a minimum contribution of 20% of the overall project costs.

Assuming all businesses come forward the total budget required to support the programme would be £215,000. In line with the delivery of similar schemes, the Council would also procure the services of a QS at a cost of £35,000 to support the implementation of the programme.

Officers would provide regular reports to members on progress and should all funds not be drawn down under Phase 1, the Council may wish to open a second call for applications from eligible premises in the remaining areas. Members were advised that the costs included in the scheme could be capitalised.

Moved by Councillor Foster
Seconded by and Alderman Ross and

RESOLVED - that

- (i) the Shopfront Improvement Programme Phase 1 in Abbots Cross to include 3 units at Hillview, Monkstown and Carnmoney Village, as outlined, be approved with a budget of £250,000, which could be capitalised. A maximum award of £5,000 would be applied per property, at a grant rate of 80%.**
- (ii) a separate business case be commissioned for a broader Whiteabbey Village Regeneration Project, incorporating both shopfront improvements and public realm elements.**

ACTION BY: Natasha Donald, Regeneration Officer

Councillor Webb returned to the Chamber.

Alderman Magill and Councillor Burbank left the Chamber.

6.15 CE/CS/012 ICMA CONFERENCE – AUSTIN, TEXAS – 30 SEPTEMBER – 4 OCTOBER 2023

Members were advised that the Chief Executive would be delivering 2 keynote presentations at the high profile International City Management Association (ICMA) Conference in October.

ICMA was the leading organisation of local government professionals internationally, it aims to bring authorities together for unparalleled leadership, professional development and networking opportunities.

It is normally attended by over 3000 people and takes place alongside an extensive exhibition centre showcasing the latest products and services in local government.

It would be appropriate for the Mayor to accompany the Chief Executive to this event.

Moved by Alderman Cosgrove
Seconded by Alderman Smyth and

RESOLVED - that The Mayor attends the ICMA Conference.

ACTION BY: Jacqui Dixon, Chief Executive

Alderman Magill and Councillor Burbank returned to the Chamber.

7 ITEMS FOR NOTING

7.1 G-LEG-325/23, 325/24 & 325/25 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENTS AT TEMPLE HALL, TEMPLEPATRICK (STAGE 5), NEILLSBROOK PARK, RANDALSTOWN & DOAGH ROAD, NEWTOWNABBEY

Correspondence had been received from the Department for Infrastructure (DfI) advising that streets at the above developments had now been adopted by DfI Roads (copy maps circulated).

Moved by Alderman Clarke
Seconded by Councillor Wilson and

RESOLVED - that the correspondence be noted.

NO ACTION

7.2 CP/CP/2013 OPENING OF THE CORONATION GARDEN

Members were reminded that the Coronation Garden at Hazelbank Park was officially opened by Their Majesties King Charles III and Queen Camilla on 24 May 2023.

Correspondence had been received by the Lord Lieutenant and the Chief Executive on behalf of Their Majesties in relation to the visit. Copies of both letters were circulated for Members' information.

Moved by Councillor Webb
Seconded by Councillor Foster and

RESOLVED - that the report be noted.

NO ACTION

7.3 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL – ELECTRONIC COPIES OF VALID INSURANCE CERTIFICATES FOR THE PURPOSES OF CAR TAXATION THROUGHOUT NORTHERN IRELAND POST OFFICES

Members were advised that correspondence had been received from Newry, Mourne and Down District Council regarding a Motion agreed by that Council.

A copy of the letter was circulated for Members' information.

Moved by Councillor Webb
Seconded by Councillor Foster and

RESOLVED - that the correspondence from Newry, Mourne and Down District Council be noted.

NO ACTION

Councillor Magill joined the meeting remotely during Item 7.4.

7.4 CP/CP/231 – SPORT NI FUNDING TO DISTRICT COUNCILS

Members were advised that correspondence had been received from Sport Northern Ireland (SNI), one of the Council's statutory Community Planning partners. A copy was circulated for Members' information.

SNI advise that rates of participation in sport and physical activity vary with those most inactive coming from our most deprived and minority communities.

SNI was inviting Expressions of Interest from Councils for funding for sport and physical activity projects which promote increased participation from those who are most inactive which includes:

- Women and girls
- People with disabilities
- Children and young people (especially 11 to 18 years)
- Older people over 65
- Ethnically diverse communities
- People in areas of greatest need
- People in rural areas

Projects must support the delivery of the community plan and delivery of sport and physical activity in each Council area and must be completed by 31 March 2024.

A key outcome of Love Living Here the Council's Community Plan was that Our Citizens enjoy Good Health and Well Being and the Council promotes access to and participation in sport and physical activity in order to achieve this outcome.

SNI are seeking to invest between £30,000 and £50,000 to a maximum of four Council areas in the coming months and as more funds become available this could be expanded upon.

Officers from the Community Planning and Leisure sections had submitted an Expression of Interest to SNI by their deadline of 28 July 2023 indicating desire to participate in this programme. This had been accompanied by a Project Outline for a programme which targets participation in sport and physical activity.

The project would be based within local communities targeting areas of greatest need. It would be cognisant of the Community Planning ethos of co-production, working closely with community planning partners. The project would seek to take advantage of partnership working with local sports clubs with a view to offering participants a pathway to continue their sporting journey well beyond the lifespan of the project. Monitoring and evaluation would be built into the project framework to ensure lessons could be learned for any future investment, as well as celebrating any success.

A report on the outcome of this application would be brought to the August Council meeting as SNI had indicated that they would confirm any funding offer in August.

In response to a Member's question the Chief Executive advised that Officers would bring back a report regarding funding for dance groups and marching bands. It was further agreed that a letter would be sent to Sport NI regarding the exclusion of dance groups to District Council Funding and that dance should be recognised as a sport.

Moved by Councillor Webb
Seconded by Councillor Foster and

RESOLVED - that the report be noted.

ACTION BY: Ursula Fay, Director of Community Planning and Matt McDowell, Director of Parks and Leisure Operations

7.5 CP/CP/144 SOUTH ANTRIM COMMUNITY TRANSPORT

Members were reminded that it was reported to the April Council meeting that the funding position for this organisation was uncertain with the Department for Infrastructure (DfI) having committed only to fund the organisation to the end of June 2023.

It was agreed to engage with DfI to resolve the funding position. It was also agreed to engage with South Antrim Community Transport to scope the existing service provided and identify whether opportunities exist to extend the service to provide access to employment locations which are difficult to reach.

Officers engaged with the Department submitting a response to their consultation exercise in relation to funding of Community Transport. Officers had also been engaging with South Antrim Community Transport on an ongoing basis. They had recently advised that following the consultation exercise DfI had confirmed annual funding of this service of £113,000 to the end of March 2024. This was a reduction of £4,000 on 2022/23 funding and whilst this enables the service to continue for this financial year, the financial circumstances for this organisation would remain challenging.

Officers would continue to engage with the Department, other Councils and South Antrim Community Transport in order to develop a more sustainable

financial position for the organisation and an update would be brought back to a future meeting of the Community Planning Committee.

Moved by Councillor Webb
Seconded by Councillor Foster and

RESOLVED - that the update on funding of South Antrim Community Transport be noted with a further report to be brought back to a future meeting of the Community Planning Committee.

ACTION BY: Ursula Fay, Director of Community Planning

7.6 WM/S/001 INVEST NI INDUSTRIAL DECARBONISATION FUNDING APPLICATION

Invest NI was developing a funding application to Innovate UK funded Local Industrial Decarbonisation Competition (LIDP) to assist local industries to decarbonise their operations. The proposal would provide funding to enable the development of a Local Industrial Decarbonisation Plan which would replicate similar successful projects in the rest of the UK.

While Invest NI required no financial contribution from councils, they did request backing in the form of a letter of support to be submitted by 26 July 2023. As the proposal reflects Council's aim for sustainable economic growth and could be utilised by industries in the Borough, a letter of support had been provided (circulated). Members would be informed if the funding application was successful.

Moved by Councillor Foster
Seconded by Councillor Webb and

RESOLVED - that the report be noted.

NO ACTION

7.7 PK/GEN/057 GREEN FLAG 2023 AWARDS

Members were reminded that the Green Flag Award was an internationally recognised award which demonstrates an agreed standard of management, maintenance and community involvement in parks and open spaces. The scheme in Northern Ireland was overseen by Keep Northern Ireland Beautiful. To achieve Green Flag status, a site management plan must be developed which demonstrates compliance with a range of strict criteria, including; horticultural standards, cleanliness, environmental management, biodiversity, community involvement, and safety standards.

In 2023, in addition to the 18 sites directly managed by Council, one new application was submitted for Monkstown Jubilee Centre, alongside a further 6 submissions for sites managed by community groups within the Borough. All 25 submissions were successful in achieving the Green Flag status, which places Antrim and Newtownabbey Borough Council as the leading Council in

Northern Ireland for Green Flag Awards. The sites achieving the Award were as follows:

Park / Open Space	Green Flag Awarded by Type
Antrim Castle Gardens	Heritage
Sentry Hill Historic House	Heritage
Antrim / Belmont Cemetery	Council - Parks
Ballynure Old Graveyard	Council - Parks
Jordanstown LSP, Hazelbank Park & Gideon's Green	Council – Parks
Kilbride Cemetery	Council – Parks
Lilian Bland Park	Council – Parks
Mallusk Cemetery	Council – Parks
Mill Race Trail	Council – Parks
Newtownabbey Way	Council – Parks
Randalstown Viaduct and Riverside Walk	Council – Parks
Rashee Cemetery	Council – Parks
Valley Park (V36 and Glas-na-Braden Glen)	Council – Parks
Wallace Park	Council – Parks
Antrim Lough Shore Park & Gateway	Council – Parks
Crumlin Glen	Council – Parks
Threemilewater Park	Council – Parks
Whiteabbey Glen	Council – Parks
Monkstown Jubilee Centre* <i>New Submission</i>	Council – Parks
Six Mile Water Park	Council – Parks
Rathfern Activity Centre	Community
Sentry Hill Community Garden	Community
Toome Linear Park	Community
Ballyeaston Church Ruin	Community
Elevation Randalstown	Community
Monkstown Village Community Gardens	Community

Moved by Councillor Kinnear
Seconded by Councillor Foster and

RESOLVED - that the report be noted.

NO ACTION

Aldermen Ross and Michael and Councillors Logue, O'Lone, McAuley and Ward left and returned to the Chamber during discussions on the following Motion.

9 NOTICE OF MOTION

Proposed by Alderman Boyle
Seconded by Councillor Burbank

"The LGBTQ flag flying policy adopted in the July 2019 meeting shall be amended. From 2024 this council shall fly the 'Progress Pride Flag' at Ballyclare

Town Hall, Antrim Civic Centre and Mossley Mill annually. The flags shall be flown on the date of the Belfast Pride Parade."

On the proposal being put to the meeting, and a recorded vote having been requested by Alderman Magill, Members voted as follows:

In favour of the Motion Members viz 14	Against the Motion Members viz 21	Abstentions Members viz 1
<p>Aldermen – Boyle, Campbell and McGrath</p> <p>Councillors – Burbank, Cushinan, Goodman, Kelly, Kinnear, Logue, McAuley, McGrann, O'Hagan, O'Lone and Webb</p>	<p>Aldermen – Bradley, Clarke, Cosgrove, Magill, Michael, Ross and Smyth</p> <p>Councillors – Archibald-Brown, Bennington, Brady, Cooper, Cosgrove, Dunlop, Flanagan, Foster, Magill, Mallon, Smyth, Stewart, Ward and Wilson</p>	<p>Councillor Lynch</p>

RESOLVED - the Motion was declared not carried.

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Foster
Seconded by Councillor Lynch and

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

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

8 ITEMS IN CONFIDENCE

8.1 IN CONFIDENCE ED/ED/195 Vol.3 MINUTES OF THE GOVERNANCE MEETINGS OF THE LEVELLING UP FUND PROJECT BOARD HELD ON 13th APRIL, 16th APRIL, 12th MAY, 8th JUNE 2023

The Levelling Up Fund award required that a governance structure be put in place to oversee the management and implementation of the approved schemes:

- LUF0037 Glengormley Integrated Economic and Physical Regeneration Scheme
- LUF0080 Antrim Integrated Economic and Physical Regeneration Scheme

This included an internal project board made up of relevant Officers involved in delivery: Capital Development; Economic Development; Public Relations & Marketing; Legal Services; Building Control.

The Levelling up Fund Project Board met on the 13 April, 16 April, 12 May 2023 and 8 June 2023 to monitor progress and to provide direction for the schemes.

Copies of the minutes from the meetings were circulated for Members' consideration.

Moved by Councillor Flanagan
Seconded by Councillor Foster and

RESOLVED - that the minutes of the Levelling Up Fund Project Board meetings held on 13 April, 16 April, 12 May and 8 June 2023 be approved.

ACTION BY: Majella McAlister, Director of Economic Development and Planning

8.2 IN CONFIDENCE WM/ARC21/008 RESIDUAL WASTE TREATMENT PROJECT

Members were reminded that following the last Council Meeting Officers sent the circulated letter to the Acting Chief Executive of arc21. arc21 partially responded to this letter (circulated). Officers were waiting for a full response from arc21.

The circulated letter was also sent by the Mayor to the Mayors/Chairs of the arc21 participating Councils and the arc21 Joint Committee. The letter circulated was a response from arc21 to the Mayors letter.

Moved by Councillor Foster
Seconded by Alderman Smyth and

RESOLVED - that the correspondence be noted.

NO ACTION

8.3 IN CONFIDENCE CE/GEN/017 EXPRESSION OF INTEREST: FORMER PARKHALL SENIOR SCHOOL, BIRCH HILL ROAD, ANTRIM

Members were advised that a D1 form (copy circulated), had been received for lands owned by the Education Authority at Birch Hill, Antrim.



[REDACTED]

[REDACTED]

[REDACTED]

A further update would be provided to Members in due course.

Moved by Councillor Dunlop
Seconded by Councillor Lynch and

RESOLVED - that retrospective approval of the Expression of Interest be granted and that the Council explores a strategic partnership with other interested parties.

ACTION BY: Majella McAlister, Director of Economic Development and Planning

8.4 IN CONFIDENCE FI/PRO/TEN/512 TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF COMPACTORS & SKIPS

CONTRACT PERIOD: 24 July 2023 – 31 July 2024 (with an option to extend for up to a maximum of 12 months, subject to review and performance)

This tender has four lots as detailed below:

- Lot 1: Static Compactors
- Lot 2: Compactor Enclosed Skips
- Lot 3: Open Top Skips
- Lot 4: Open Top Skips (low level)

This tender opportunity was made available on eSourcingNI on 05 May 2023. There were no tenders received for Lots 2 - 4. One tender for Lot 1: Static Compactors was opened via eSourcingNI on 25 May 2023 and referred to the evaluation panel for assessment. The tender was evaluated on a two-stage basis as follows:

STAGE 1 – SELECTION STAGE

The tender was evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience and declarations and form of tender. The tender met the requirements of Stage 1 and proceeded to Stage 2. The tender was evaluated as follows:

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Technical Assessment

The tender was evaluated on a pass/fail basis for compliance with the specification, ability to meet the timescales and warranty, servicing and aftersales service provision. The tender met the requirements of this stage and proceeded to the next stage of evaluation.

Sub-Stage 2 – Commercial Assessment

The tender was evaluated on the basis of cost (100%) and the recommendation is as follows:

Lot 1 – Static Compactors

Supplier	Cost Assessment (out of 100%)	Total % Score	Total Cost Per Compactor (£) (Excl. VAT)
Gradeall International Ltd	100.00%	100.00%	£[REDACTED]

While there was only one tenderer for this lot, the costs are in line with current market rates and officers are satisfied that the costs represent value for money.

Moved by Councillor Foster
Seconded by Alderman Clarke and

RESOLVED - that having achieved a score of 100%, Gradeall International Ltd be appointed for Lot 1: Static Compactors for the period of 24 July 2023 – 31 July 2024 (with an option to extend for up to a maximum of 12 months, subject to review and performance) at the tendered rates.

ACTION BY: Melissa Kenning, Principal Procurement Officer

8.5 **IN CONFIDENCE** FI/PRO/TEN/428 TENDER FOR THE SUPPLY, INSTALLATION & SERVICING OF HYGIENE SERVICES PRODUCTS

CONTRACT PERIOD 7 August 2023 – 31 July 2025, with an option to extend for up to a further 24 months, subject to review and performance

This tender opportunity was made available on eSourcingNI on 4 April 2023. Two tenders were opened via the eSourcingNI Portal on 28 April 2023 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, previous relevant experience, management systems and practices, and declarations and form of tender. Both tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Technical Assessment

The tenders were evaluated on a pass/fail basis for compliance with the specification. Both tenders met the requirements of this stage and proceeded to the next stage of evaluation.

Quality/Commercial Assessment (40%/60%)

The tenders were evaluated on the basis of demonstrating operative adherence to service frequencies (10%), management of the contract and customer focus (10%), resilience and continuity of service (10%), reporting (10%), and cost (60%) and the recommendation was as follows:

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Overall Cost for 4 Years (£) (excl. VAT)
Robinson Services Ltd			90.00%	£
			88.81%	£

Moved by Alderman Smyth
Seconded by Councillor McAuley and

RESOLVED - that having achieved the highest score of 90.00%, Robinson Services Ltd be appointed for the supply, installation & servicing of hygiene services products for the period of 7 August 2023 – 31 July 2025, with an option to extend for up to a further 24 months, at the tendered rates.

ACTION BY: Melissa Kenning, Procurement Officer

Councillor Goodman left the Chamber

8.6 **IN CONFIDENCE** FI/PRO/TEN/511 TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION & REMOVAL OF LIGHTING AT THE ENCHANTED WINTER GARDEN EVENT

CONTRACT PERIOD: 1 July 2023 – 30 June 2026 with the option to extend for up to a further 24 months, subject to performance and review

This tender opportunity was made available on eSourcingNI on 12 May 2023. One tender was opened via eSourcingNI on 13 June 2023 and referred to the

evaluation panel for assessment. The tender was evaluated on a two-stage basis as follows:

STAGE 1 – SELECTION STAGE

The tender was evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, professional membership, previous relevant experience, delivery timescales, and declarations and form of tender. The tender met the requirements of Stage 1 and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Technical Assessment

The tender was evaluated on a pass/fail basis for compliance with the requirements. The tender met the requirements of this stage and proceeded to the next stage of evaluation.

Sub-Stage 2 – Commercial Assessment

The tender was evaluated on the basis of implementation and installation plan (25%), management of the contract and customer focus (25%), refreshment of the offering following year 1 (20%), social value (10%) and cost (20%) and the recommendation was as follows:

Rank	Supplier	Quality Assessment (Out of 80%)	Cost Assessment (out of 20%)	Total % Score	Total Estimated Cost Over 3 Years (£) (Excl. VAT)
1	AJCG Limited	80.00%	20.00%	100.00%	£ [REDACTED]

While there was only one tenderer, the estimated costs are in line the available budget and officers are satisfied that the costs represent value for money.

Moved by Councillor Dunlop
Seconded by Alderman Clarke and

RESOLVED - that having achieved a score of 100%, AJCG Limited be appointed for the supply, delivery, installation & removal of lighting at the Enchanted Winter Garden event for the period of 1 July 2023 – 30 June 2026 with the option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Principal Procurement Officer

8.7 IN CONFIDENCE CD/PM/175 AWARD OF INTEGRATED CONSULTANTS DESIGN SERVICES FOR JORDANSTOWN LOUGHSHORE PARK DEVELOPMENT

Purpose

The purpose of this report was to approve the award of the consultancy design services for delivering the Jordanstown Loughshore Park Development.

Background

On 3rd April Council approved the budget for the Jordanstown Loughshore Park Development (PK/Gen/210) in the sum of £[REDACTED].

The scope of the works included the following:

- Full refurbishment of the Caravan Park ancillary facilities
- Refurbishment of existing café (including creation of a 1st floor restaurant)
- Refurbishment of toilet facilities (including provision of Changing Places)
- An increase in car parking provision (from 115 to 144 spaces)

Phasing of Works

The project would be undertaken as a single contract suitably phased to accommodate the operational requirements of the caravan park welfare facilities. It was anticipated a temporary facility would be required for the existing café service; it was still to be evaluated whether to provide temporary welfare facilities to support the caravan park. This would be resolved when the specific ground floor layout was confirmed.

Design Team Services

It was proposed the consultant team who undertook the comprehensive feasibility study for the development be retained for the full consultant team services. This could be achieved through the Scape Consultancy Term Service Delivery Agreement Option G and would offer value.

Perfect Circle JV Ltd were the appointed consultant under the Scape Framework to deliver the services in Northern Ireland, with one of the local agents being Rider Levett Bucknall.

Professional services to be undertaken for the Jordanstown Loughshore Park development include the following:

- Project Manager
- Cost Consultant
- Principal Designer
- Architect
- Mechanical & Electrical Consultant
- Structural/Civil Engineer
- Landscape Architect
- Clerk of Works

Rider Levett Bucknall would undertake the role of Project Manager and Cost Consultant. Relevant sub-consultants (i.e. Architect, M&E Consultant, Structural & Civil Engineer, etc.) would be appointed under Rider Levett Bucknall.

Based on the scope of these works and the phasing requirements the total professional services fee offered from Perfect Circle/Rider Levett Bucknall was £[REDACTED]. This includes Clerk of Works services which may not be required.

In addition to this the following surveys may be required:

- Topographical Survey
- Ground penetrating radar
- Site Investigation & Ground Investigation Report
- Asbestos Survey
- Traffic Assessment Report
- Drainage/Flood Risk Assessment
- Archaeological Potential Report
- Acoustic/Noise Impact Survey
- Odour Potential Report
- Invasive Species Survey
- Arboriculturalists Condition Survey
- Pre-Development Enquiries and Network Capacity Check

These were estimated to cost in the region of £63,000.00.

A small contingency sum of 10% was included to allow for unforeseen works.

Cost Summary for Professional Fees and Surveys

Professional Fees
Surveys
Contingency (10%)
TOTAL

£[REDACTED]
£[REDACTED]
£[REDACTED]
£[REDACTED]

Moved by Councillor Cosgrove
Seconded by Councillor Flanagan and

RESOLVED - that

- **The fees from Perfect Circle JV Ltd to provide integrated consultancy design services to deliver Jordanstown Loughshore Park in the sum of £[REDACTED] be approved.**
- **The total estimated budget of £[REDACTED] for professional fees, surveys and contingency be approved.**

ACTION BY: Alan Boyd, Projects Development Officer

8.8 IN CONFIDENCE FI/PRO/TEN/492 PROVISION OF CLEANING SERVICES AT SITES IN THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL AREA

CONTRACT PERIOD: 1 August 2023 – 31 July 2026 with the option to extend for up to a maximum of 24 months, subject to review and performance

This tender opportunity was made available on eSourcingNI on 26 May 2023. Four tenders were opened via the eSourcingNI Portal on 3 July 2023 and

referred to the evaluation panel for assessment. The tenders were evaluated on a two-stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, management systems and practices, previous relevant experience, and declarations and form of tender. The tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Technical Assessment

The tenders were evaluated on a pass/fail basis for compliance with the specification. The tenders met the requirements of this stage and proceeded to the next stage of evaluation.

Quality/Commercial Assessment (50%/50%)

The tenders were evaluated on the basis of demonstrating operative adherence to arrival/leaving times (10%); management of the contract and customer focus (10%); demonstrating continuity and quality of service (10%); contract management (10%); social value (10%); and cost (50%) and the recommendation was as follows:

Supplier	Quality Assessment (out of 50%)	Cost Assessment (out of 50%)	Total % Score	Total Estimated Annual Cost (£) (excl. VAT)
QCS Contract Cleaning	49	49	98.00%	£1,200,000
Black & Veatch	48	49	97.19%	£1,200,000
Black & Veatch	47	48	94.29%	£1,200,000
Black & Veatch	46	47	93.54%	£1,200,000

Moved by Alderman Cosgrove
Seconded by Councillor McAuley and

RESOLVED - that having achieved the score of 98%, QCS Contract Cleaning be appointed for the provision of cleaning services for the contract period detailed above and at the tendered rates.

ACTION BY: Melissa Kenning, Principal Procurement Officer

Alderman Cosgrove declared an Interest in Item 8.9 and left the meeting at this point.

8.9 **IN CONFIDENCE** ED/ED/241 PILOT LUF OPERATIONAL AGREEMENT WITH ANTRIM ENTERPRISE AGENCY

Members would be aware of the three Enterprise Agencies which operate within the Borough namely Antrim Enterprise Agency (AEA), Mallusk Enterprise Park and LEDCOM (Foundry House, Ballyclare). In addition, these organisations also provide workspace for start-up and grow on businesses in Antrim, Mallusk and Ballyclare. Members would note that LEDCOM's main facilities were in Larne and that it does not operate on the same scale as Antrim Enterprise Agency or Mallusk Enterprise Park in the Borough.

Through the auspices of the Our Prosperity Outcome Delivery Group, discussions had been ongoing for some time now to explore how a new strategic partnership model might be formed between the Council and the Enterprise Agencies to facilitate the provision of professional business advice and support alongside access to existing and new workspace under a common brand.

The Vision for this new strategic partnership model (Council plus Enterprise Agencies) would be to offer businesses and entrepreneurs across the Borough access to professional, high quality advice and support alongside access to modern, flexible, affordable workspace which meets their requirements. The establishment of this new entity would create a multi-million pound asset base with greater financial strength to borrow and in turn build new workspace facilities across the Borough and deliver services to the business sector. In addition, it would bring together the staff and boards of the current bodies creating a significant intellectual resource.

The presentation circulated (Annex A) summarises the rationale and potential benefits explored with the Chief Executives and board members of Antrim Enterprise Agency and Mallusk Enterprise Park at separate meetings in March.

At the meetings, it was recognised by all parties that this innovative model would be the first of its kind in Northern Ireland however significant legal/accountancy support would be required to explore the process and implications prior to any final decision.

Subsequent correspondence from Antrim Enterprise Agency had indicated that their Board considered the matter and agreed unanimously to look favourably at a strategic partnership with the Council. Correspondence from Mallusk Enterprise Park had confirmed that it wishes to decline the Council's proposal of a local consortium model. Members were reminded that LEDCOM also had a presence in the Borough at Foundry House in Ballyclare. The Council had awarded a grant of £200,000 to LEDCOM to redevelop this facility, creating new workspace therefore in the first instance discussions would take place with their Chief Executive and Board members in relation to how the 'joined up' approach outlined could be progressed at this facility.

Next Steps

Given that the Antrim facility supported through the Levelling Up Fund was due to open early in 2024 it was essential that preparatory work in relation to the staffing, marketing and operation of the centre commences as soon as

possible. It was therefore necessary that a parallel process be advanced as outlined below:

(a) Pilot LUF Operational Agreement with Antrim Enterprise Agency

A copy of the proposed agreement between the Council and Antrim Enterprise Agency was circulated. Under this model AEA was providing the services outlined to the Council for the agreed sum, initially for a 3-year period with the option to extend for a further 2 years.

(b) Legal/Accountancy support to inform the new model

The model proposed would require a new governance structure acceptable to the Council and Enterprise Agency which would set out how assets; people, buildings and finances would be treated. As this was the first strategic partnership of its kind in Northern Ireland independent professional advice was required to guide the development of the model informed by intelligence from both organisations.

Moved by Councillor Kelly
Seconded by Councillor Lynch and

RESOLVED - that

(a) approval be granted for the pilot LUF Operational Agreement with Antrim Enterprise Agency as outlined for a period of 3 years, with a year one cost not exceeding [REDACTED].

(b) in parallel with the above independent Legal/Accountancy support be procured to explore how the proposed new model and arrangements could be progressed with Antrim Enterprise Agency.

ACTION BY: Majella McAllister, Director of Economic Development and Planning

Councillor Goodman returned to the Chamber during Item 8.9.

8.10 IN CONFIDENCE PBS/PS/016 ENERGY MANAGEMENT ACTION PLAN – UPDATE ON MOSSLEY MILL

Members were reminded that Council's Property Energy Strategy provides a framework for future strategic management decisions in relation to energy and water use and the reduction of carbon emissions.

The Energy Management Action Plan for 2022-2025, circulated, sets out Council's targets for the three-year period starting with establishing baseline energy use across Council properties through to a programme of energy and water audits and provision of recommendations to reduce both energy and water consumption via the adaptation of assets and the implementation of mitigation actions that would reduce emissions.

A quarterly update report on the wider Energy Action Plan was currently being prepared for the September meeting of the Operations Committee but an update on sustainable options for Mossley Mill was set out below. Members were reminded that there are plans being advanced to rebrand Mossley Mill to 'Mossley Mill Civic, Cultural and Heritage Centre' and to develop the site and services further so that the Mill becomes a higher profile visitor attraction for the Borough.

A key aspect of the development of the Mill site would be incorporating sustainability measures to contribute to reducing its carbon footprint in line with the Energy Strategy and Action Plan.

Members were reminded that two potential alternative energy solutions for the Mill complex had been identified: hydro-electricity and solar.

The potential for a hydro-electricity scheme requires a full year (4 seasons) measurement of the actual flow rates on the Threemilewater River as it passes through the Mill site. The costs for this were estimated to be £[REDACTED] and would involve measuring equipment being installed in the Mill Race.

In relation to the potential for a solar array on the roof of the Mill, there was potential on the West Wing only (the wing closest to the dam). This was the only realistic option for a solar array on the Mill building due to the quantity of units required to give adequate energy generation.

To ensure that an array would be compliant with NIE Network regulations, a G99 licence was required and an application for the licence was submitted speculatively by the Property Services team. Confirmation had recently been received of approval of the G99 licence by NIE Network. This licence permits Council to install an array in accordance with a detailed specification and programme of works.

Initial consultations had also taken place with the Planners, Building Control and the Historic Environment Division of the Department for Communities. No issues had been identified and therefore Officers were proposing that a business case be completed with a view to the installation of a solar array on the roof of the Mill. Initial estimates were that the solar array would cost in the region of £[REDACTED] and that electricity generated would be approximately 5% of the electricity supply for the Mill building with an approximate payback period of 6-7 years.

Following an assessment, Members may wish to note that due to the structure of the Theatre at the Mill, an assessment had been made by a specialist and the roof was not suitable for the installation of solar panels due to the high specification roofing system in place.

Moved by Councillor Kelly
Seconded by Councillor Webb and

RESOLVED - that the flow rates for the Threemilewater River at the Mossley Mill site are monitored for one year at an estimated cost of £[REDACTED] and that Officers complete a business case for consideration in relation to the

installation of a solar array on the west wing of Mossley Mill. It was further agreed that Building C be assessed as suitable for use for solar panels.

ACTION BY: Geraldine Girvan, Director of Operations

8.11 IN CONFIDENCE L/SAP/008/VOL 3 SPORTS AWARDS

Members were reminded that it was agreed that the 2023 Sports Awards Working Group would be made up of one representative from each of the political parties (four), and the same number of community sports representatives.

Following a call for Expression of Interest from the local sporting community, a total of 13 applications were received and assessed by the members of the Working Group at a meeting on 26 July. After assessment, the top four representatives were invited to join the Working Group. The first meeting of the full Sports Awards Working Group would take place in August.

The minutes of the first meeting of the initial working group of Members were circulated.

Moved by Councillor Dunlop
Seconded by Councillor Cosgrove and

RESOLVED - that the minutes of the initial Sports Awards Working Group meeting of 26 July 2023 be approved.

ACTION BY: Anna Boyle, Sport & Physical Activity Manager and Conor McCallion, Leisure Development Manager.

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor Dunlop
Seconded by Councillor Foster and

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 8.07 pm.

MAYOR