



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD
AT MOSSLEY MILL ON MONDAY 29 JULY 2024 AT 6.30 PM**

- In the Chair** : Mayor (Councillor N Kelly)
- Members Present** : Aldermen – L Boyle, P Bradley, T Campbell, L Clarke, M Magill, P Michael, S Ross and J Smyth
- Councillors – J Archibald-Brown, A Bennington, M Brady, J Burbank, M Cooper, S Cosgrove, H Cushinan, P Dunlop, S Flanagan, R Foster, J Gilmour, M Goodman, R Kinnear, R Lynch, H Magill, B Mallon, A McAuley, V McWilliam, L O'Hagan, L Smyth, M Stewart, S Ward, S Wilson and B Webb
- Officers Present** : Chief Executive, R Baker
Director of Economic Development and Planning – M McAlister
Director of Community Planning – U Fay
Director of Sustainability, Operations – M Laverty
Director of Parks and Leisure, Operations M McDowell
Director of Finance and Governance – S Cole
Director of Corporate Strategy – H Hall
Deputy Director of Governance – L Johnston
Head of Waste Strategy and Sustainability, Operations – L Daly
Borough Lawyer and Head of Legal Services – P Casey
Head of Corporate Affairs – J McIntyre
ICT Systems Support Officer – C Bell
ICT Helpdesk Officer– J Wilson
Member Services Manager – A Duffy

1 BIBLE READING, PRAYER AND WELCOME

The Deputy 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 Councillor Foster.

The Mayor, Alderman Boyle and Councillors Burbank, Cushinan, Goodman, Kinnear, McAuley and O'Hagan joined the meeting at this point.

MAYOR'S REMARKS

The Mayor took to the Chair and welcomed all present to the meeting. He congratulated Councillor Bennington on becoming President of NILGA.

2 APOLOGIES

Aldermen – M Cosgrove and J McGrath
Councillors – AM Logue, T McGrann, E McLaughlin, M Ní Chonghaile, and A O'Lone,

3 DECLARATIONS OF INTEREST

Items 9.5 and 9.9 – Councillor Mallon

4 MINUTES OF THE ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL MEETING

Moved by Alderman Smyth
Seconded by Councillor Foster and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 24 June 2024 be taken as read and signed as correct.

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

Moved by Councillor Cosgrove
Seconded by Councillor Archibald-Brown and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 22 July 2024 Part 1 be taken as read and signed as correct.

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

Moved by Councillor Cosgrove
Seconded by Councillor Archibald-Brown and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 22 July 2024 Part 2 be approved and adopted.

Councillor Mallon left and returned to the Chamber during Item 6.

6 NOTICE OF MOTION

Proposed by Councillor Goodman
Seconded by Councillor Burbank

'This Council recognises the significance of inclusivity and diversity within our community. This motion seeks to demonstrate our Council's dedication to creating an inclusive environment for all residents, regardless of sexual orientation, gender identity or expression.

We propose that the Antrim and Newtownabbey Borough Council:

1. Reiterates its commitment through the work of the Council and partnership working with stakeholders to support the prevention of all forms of discrimination based on sexual orientation, gender identity, or expression, advocating for policies that safeguard LGBTQ+ rights.
2. Confirms its commitments to enhancing awareness and understanding of LGBTQ+ issues among Council Members, staff, and the wider community through education and awareness.
3. Continues to collaborate with LGBTQ+ organisations and/or support groups to better comprehend their needs and explore joint projects that celebrate diversity and inclusivity.

By adopting this motion, we reaffirm our Council's dedication to promoting equality and inclusivity, with the aim of nurturing a more cohesive community that values its diverse members'.

AMENDMENT

Moved by Alderman Magill
Seconded by Councillor Bennington

'This Council recognises the significance of inclusivity and diversity within our community. This motion seeks to demonstrate our Council's dedication to creating an inclusive environment for all resident *regardless of sexual orientation, background or identity.*

We reiterate our commitment, through the work of council and in partnership, working with stakeholders, to support the prevention of all forms of discrimination, advocating for policies that safeguard the rights of all.

We further commit to working with all minority communities, their representatives, groups and bodies, to ensure that our Borough is a safe, inclusive and welcoming place for everyone.

On the Amendment being put to the meeting, 20 Members voted in favour, 13 against and 0 abstentions.

The Amendment was then put to the meeting as the Substantive Motion, 20 Members voted in favour 13 against and 0 abstentions.

RESOLVED: that the amendment be accepted and agreed as the Substantive Motion and was declared carried.

ACTION BY: Richard Baker, Chief Executive

7 ITEMS FOR DECISION

7.1 G-LEG-38-118 GOVERNANCE REVIEW

1. Purpose

At the Council meetings in April and May Members agreed the recommendations following a review by Officers in relation to the purpose, structure and Terms of Reference of the Council's Committees, Sub-committees and Working Groups, aligned to the organisational structure and services of the Council.

The purpose of this report was to provide Members with recommendations for consideration in relation to the Terms of Reference for the Council's Committees.

The recommendations in this report followed on from the main purpose of the above mentioned review to ensure that the Council's Governance arrangements help to deliver the best services for our citizens by seeking to improve and refine decision-making processes.

2. Legal position

The legal basis for the review and the recommendations in this report was to ensure that the functions of the Council were being discharged in accordance with Parts 4 and 5 of the Local Government Act (Northern Ireland) 2014 which provides Council's with the power to discharge some of their functions via a committee structure.

3. Review areas

The circulated Terms of Reference documents for each of the following Council's Committees had been updated to reflect the structure and alignment with the Council's organisational structure and services:

- Audit & Risk Committee
- Operations Committee
- Policy & Governance Committee
- Community Development Committee
- Economic Development Committee

The Terms of Reference for the Planning Committee had not been included in this review as it operates under the Protocol for the Operation of the Planning Committee which was reviewed and updated in April 2023.

Moved by Councillor Webb
Seconded by Councillor Goodman and

RESOLVED - that the enclosed updated Terms of Reference for each of the referred to Council Committees be approved.

ACTION BY: Paul Casey, Borough Lawyer & Head of Legal Services

7.2 L/LEI/002/VOL4 LEISURE GRANT AID PROGRAMME

1. Purpose

The purpose of this report was to seek approval for the recommendations set within the first call of the Leisure Grant Aid Programme.

2. Introduction

For the period April - May, a total of 39 applications were submitted. All 39 applications had been scored with a table setting out details and recommendations circulated for Member's reference. Upon approval of the listed grants, the remaining balances in each funding category were outlined below:

Category	No. of apps	Budget	Approved spend to date 24/25	No. of apps.	Grants proposed (£)	Funding Balance remaining (subject to approval of application)
Capital Grants	0	£40,000	£0	0	£0	£40,000
Grants to Clubs	0	£50,000	£0	2	£10,750	£39,250
Grants to Athletes	0	£30,000	£0	19	£21,433	£8,567
Grants to Coaches and Officials	0	£5,000	£0	4	£1,790	£3,210
Sports Event Grant	0	£40,000	£0	5	£7,582	£32,418
Defibrillator Grant	0	£5,000	£0	2	£2,700	£2,300
Allocation total	0	£170,000	£23,773	32	£44,255	£101,972
Fitness suite Gold Card	0	20 Applications	0 application	7	7 eligible	18 applications
Total approved spend to date including this call, if approved £68,028						

3. Financial Position/Implication

The approved budget for the 2023/24 programme was £170,000. However, since the programme was rolling, £23,773 worth of grants approved in the previous year had not yet been claimed by the applicants. This unclaimed amount had been carried forward into 2024/25 and was reflected in the totals.

Moved by Councillor Lynch
Seconded by Councillor Goodman and

RESOLVED - that approval be granted for the Leisure Grant Aid Programme, covering the period from April to May 2024.

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

*Councillor Ward left and returned to the Chamber during Item 7.3
Alderman Boyle left and returned to the Chamber during Item 7.3.*

7.3 G-LEG-462-6 THE LOCAL GOVERNMENT (REMOTE MEETINGS) REGULATIONS (NORTHERN IRELAND) 2024

1. Purpose

The purpose of this report was to provide Members with an update regarding the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 which allowed Councils to have remote/hybrid meetings.

2. Introduction/Background

The circulated letter from the Department for Communities states that the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 had now been made and became operational from 25 June 2024.

The Regulations allowed remote/hybrid meetings to take place and a council must put in place standing orders governing remote attendance at meetings of that council.

3. Key Issues

The Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 provided Councils with the option to hold remote/hybrid meetings.

Any reference to a Member, or a member of the public, attending a meeting or being in attendance included that person attending by remote access.

There was no difference between a Councillor attending remotely and a Councillor attending in person in relation to, for example, being deemed to be present, being able to participate, and being able to vote at a Council meeting.

For the purposes of the Regulations a Councillor who was in attendance remotely was deemed to be in attendance at the meeting if all of the following conditions were satisfied:

1. The member in remote attendance was able at that time to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance;

2. To hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public in attendance in order to exercise a right to speak at the meeting; and
3. To be so heard and, where practicable, be seen by any other members of the public in attendance.

There was no mandatory requirement for a Member to be able to be seen, i.e., to have their camera turned on at meetings.

4. Legal position

The Borough Lawyer was content that the draft Regulations were fit for purpose.

The Regulations were not mandatory and it was a matter for Councils to decide if and how they would implement the Regulations.

The Borough Lawyer was of the opinion that in order to comply with equality laws the Regulations should be implemented by the Council.

In order to implement and comply with the Regulations the Council's Protocol for Remote Meetings (circulated), which form part of the Council's Standing Orders, would have to be reinstated and amended to reflect the name of the new Regulations, i.e. from the Local Government (Coronavirus) (Flexibility of District Council meetings) Regulations (Northern Ireland) 2020 to the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024. The remaining Protocol was in compliance with the Regulations.

Moved by Councillor Webb
Seconded by Alderman Campbell and

RESOLVED - that

- a) The Council implements the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 to allow for remote attendance at all Council meetings.**
- b) The Council's Protocol for Remote Meetings be reinstated and amended to reflect the name of the new regulations, i.e. the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024.**

AMENDMENT

Moved by Councillor Cooper
Seconded by Councillor Bennington that the recommendation includes the removal of the wording in part (a) "to allow for remote attendance at all Council meetings" and replace with the following wording "to allow for remote attendance with the exception of the Planning Committee and Full Council business".

Following a debate it was

Moved by Councillor Cooper

Seconded by Councillor Bennington that the amendment be as follows “with the exception of the Planning Committee”.

On the request of a Member it was agreed that Members seek advice from the Borough Lawyer In Committee.

MOTION TO PROCEED ‘IN COMMITTEE’

Moved by Alderman Magill

Seconded by Councillor Goodman 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.

MOTION TO PROCEED ‘OUT OF COMMITTEE’

Moved by Councillor Foster

Seconded by Councillor Smyth 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.

Having sought legal advice from the Borough Lawyer it was

Moved by Councillor Cooper

Seconded by Councillor Bennington that the amendment be withdrawn and that Councillor Cooper's objection to the recommendation a) and b) was noted.

RESOLVED - that

- a) The Council implements the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 to allow for remote attendance at all Council meetings.**
- b) The Council’s Protocol for Remote Meetings be reinstated and amended to reflect the name of the new regulations, i.e. the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024.**

ACTION BY: Paul Casey, Borough Lawyer & Head of Legal Services

*Councillor Archibald-Brown left and returned to the Chamber during Item 7.4.
Alderman Magill left the Chamber during Item 7.4.*

7.4 PK/GEN/032 REQUEST TO USE JORDANSTOWN LOUGH SHORE PARK – CIRCUS

1. Purpose

The purpose of this report was to seek approval for a booking for Duffy's Circus at Jordanstown Loughshore from 19 to 25 August 2024.

2. Background

Duffy's Circus had requested to book a section of Jordanstown Loughshore Park for its annual circus event. The company had been using Jordanstown Park for several years, specifically the grass area adjacent to the car park.

3. Previous Decision of Council

The Council had previously approved the annual booking request for several years, except for the years when events were disrupted by the COVID-19 pandemic.

4. Key Issues

According to a previous Council decision, any applications to hold a circus on Council-owned land required individual consideration by Council. The organisers had confirmed that no animals would be included in their event, ensuring compliance with current regulations and standards, and reflecting a commitment to ethical entertainment practices.

As an external major event, not delivered or managed by Council, but occurring on Council lands, the organisers needed to satisfy a number of conditions to allow the request to be considered by Council including:

- Evidence of Public Liability Insurance
- Site and Event Specific Risk Assessment
- Event Plan

5. Financial Implication

As with previous events, the approved booking fee and a surety payment of £1,000, payable in lieu of any potential damage to the site, are applicable.

Moved by Councillor Foster
Seconded by Alderman Campbell and

RESOLVED - that approval be granted to Duffy's Circus to hold a circus event in Jordanstown Lough Shore Park, between 19 and 25 August 2024. It was further agreed that a report would be brought back to Members at the August Council Meeting with details of any financial implications incurred by hosting this event.

ACTION BY: Matt McDowell, Director of Parks and Leisure, Operations Paul Mawhinney, Head of Parks, Operations

7.5 ED/ED/276 REVITALISATION PROGRAMME – DEVELOPMENT AND DESIGN PHASE

1. Purpose

Having identified the preferred option for the Small Areas Revitalisation Programme at an estimated gross CAPEX of £398,000. The purpose of this report was to seek Members approval to progress the project to Stage 2 of the Council's Capital Programme.

2. Introduction/Background

Each year the Council undertook a range of projects across the Borough to support the development of towns and villages, built heritage and other assets. Officers liaised with DfC officials to identify funding opportunities for such schemes and, when agreed, submitted funding bids for consideration.

Following Members' approval to submit applications to DfC in April 2024, Officers proceeded to submit a funding application for capital funding towards a Small Areas Revitalisation Programme. A Letter of Offer had now been received for £398,000 to support the implementation of this scheme with operational delivery over the next two financial years.

The business case that had been developed (circulated) outlined the main objectives of this scheme and the anticipated benefits it would have for the town centres.

3. Previous Decision of Council

In April 2024, Elected Members agreed to approve 'Gateway Point 1' - to place the project on the Council's Capital Programme, subject to securing funding.

4. Project Overview

The Small Areas Revitalisation Scheme aimed to deliver small-scale, revitalisation interventions and enhancements concentrating on discreet geographical areas that would strengthen and enhance the town centres in terms of their physical, environmental, social and economic capacities. The proposed scheme included seven key sites:

- a. Halls Entry and Lough Road Car Park (Antrim)
- b. Pogue's Entry (Antrim)
- c. Harrier Way Entry (Ballyclare)
- d. North End (Ballyclare)
- e. Cashell's Lane (Randalstown)
- f. Community Garden and Lane (Crumlin)

A Letter of Offer was now in place with the Department of Communities for a total of £398,000 for the capital works elements.

As per the new guidance in relation to the prioritisation of new capital projects, this project aligned with the strategic themes of the Community Plan. Funding had been secured through the Department for Communities for 90% grant funding towards total project costs.

A detailed application and business case had been prepared and reviewed by Departmental Economists and Central Procurement Directorate (CPD).

In April 2024, Elected Members agreed to approve 'Gateway Point 1' - to place the project on the Council's Capital Programme, subject to securing funding.

Approval was now sought to progress this project to the next stage of development. Stage 2 would involve the procurement and appointment of an Integrated Consultancy Team to draw up detailed designs, complete any technical reports, prepare information for planning (if required) and provide an informed estimate cost for completing the capital works. This detailed information would form the basis of the Outline Business Case, the detail of which would be brought back to the Economic Development Committee and Full Council in due course.

£45,000 had been allocated within the 2024-25 Economic Development budget to support this work. The Department had agreed that this could be used as the Councils' contribution to the scheme; therefore, the capital works would be completely funded by the Department.

The appointment of the Integrated Consultancy Team would result in the development of the Outline Business Case. In the course of the next phase of work, Council Officers supported by the appointed consultancy team, would undertake further engagement and consultation with DEA Members, Business Chambers and residents.

5. Financial Position/Implication

There were no new financial implications for the Council at this stage.

Funder	Total Grant Award
Department for Communities	£358,000 (90%)
Antrim and Newtownabbey Borough Council	£40,000 (10%)
Total	£398,000

The Council's contribution would be used to support the revenue costs in Year 1 i.e. the appointment of the Integrated Consultancy Team and the completion of the Outline Business Case.

DfC funding would be used to support the capital elements of the project once the investment decision had been taken by the Council.

6. Governance

The project would now be taken forward by Economic Development and Capital Development, working collaboratively on the detailed specification of works and the procurement of an Integrated Consultancy Team. Economic Development would lead this project, and the Senior Responsible Officer would be Steven Norris, Deputy Director of Regeneration and Infrastructure.

As the scheme was funded by a central government department, there would be strict governance processes in place to monitor the delivery and implementation of the programme and the success in achieving its objectives and targets. Procurement would be conducted in line with the NIPPP.

The team had significant experience of managing and delivering schemes collaboratively with the Department for Communities.

A Member's comments were noted regarding welcoming ideas that would enhance Pogue's Entry in Antrim.

Moved by Councillor Lynch
Seconded by Councillor Webb and

RESOLVED - that following completion of the Outline Business Case process, the preferred option for the Small Areas Revitalisation Programme had been identified to include seven key sites at an estimated gross CAPEX of £398,000. Progress to the project to Stage 2 of the Council's Capital Programme, to commence and complete the final business case including detailed design, procurement and planning be approved.

The approval included authorisation for the appointment of an ICT and other associated costs at £40,000 from the Economic Development Budget.

ACTION BY: Natasha Donald, Regeneration Officer

Alderman Magill returned to the Chamber at Item 7.6.

7.6 **CP/CD/476 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME SMALL GRANTS FUNDING RECOMMENDATIONS 2024/25**

1. Purpose

The purpose of this report was to seek Member's approval in relation to the Community Development Small Grants Funding Programme awards.

2. Background

The Small Grants Programme provided financial assistance of up to £1,000 towards seeding costs, public and employer's liability insurance, small items of equipment or an activity to groups within the Borough.

3. Previous Decision of Council

The Small Grants Programme was approved by the Council in October 2014 as part of the Council's new Community Development Grant Aid Programme. Members were advised that groups who had applied for a small grant were not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2024/25 financial year.

In December 2019 Members agreed that from 1 April 2020 all Small Grants would be assessed on the basis of Pass/Fail against eligibility criteria and not subjected to a scored assessment process. All proposed awards were subject to a signed disclosure from the group confirming that all appropriate supporting documentation were in place and could be provided on request or the offer of funding would be withdrawn.

4. Financial Implication

Members were advised provision of £15,000 financial support for the Small Grants Programme had been provided for in the 2024/25 Community Development budgets. Following previous awards there was a budget of £8,181.45 remaining.

During the month of June 6 applications were received and assessed by Officers. 4 applications were deemed ineligible with 2 applications totalling £1,707.04 recommended for approval, details were circulated for Members' information.

5. Summary

It was proposed to award 2 Small Grant funding awards to the successful applicants as outlined. If the awards were approved, there would be a budget of £6,474.41 remaining for Small Grant awards in 2024/25.

Community Development Small Grants would remain open as a rolling programme with applications reported to the Community Planning Committee on a monthly basis until the allocated budget was maximised.

Moved by Councillor Brady
Seconded by Councillor Lynch and

RESOLVED - that the 2 Small Grant applications requesting a total of £1,707.04 be approved.

ACTION BY: Jonathan Henderson, Community Services Co-ordinator

8 ITEMS FOR NOTING

8.1 G-LEG-56 CONSULTATION – THE LOCAL GOVERNMENT (CREMATION) REGULATIONS (NORTHERN IRELAND) 2024

1. Purpose

The purpose of this report was to update Members in relation to the draft Local Government (Cremation) Regulations (Northern Ireland) 2024.

2. Introduction/Background

The Department for Communities (DfC) had initiated a consultation on the draft Local Government (Cremation) Regulations (NI) 2024, which were circulated for Members' review.

Subject to the consultation's outcome, the draft regulations would align with similar legislation in England and Wales. These proposed regulations aimed to update and replace the Cremation (Belfast) Regulations (NI) 1961, which currently applied only to Belfast. The new regulations would clarify that all Councils in Northern Ireland were authorised to establish and maintain crematoria.

3. Current Legal Position

Prior to the opening of the Council's Crematorium in June 2023, the Department confirmed the legality of the Council operating a crematorium under existing legislation. Once the new regulations were enacted, they would also apply to the Council's Crematorium.

The Borough Lawyer and Head of Legal Services had reviewed the draft regulations and would provide a response confirming that the Council had found them fit for purpose.

Moved by Councillor Webb
Seconded by Councillor Lynch and

RESOLVED - that the report be noted.

NO ACTION

8.2 **CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATION UPDATE**

1. Purpose

The purpose of this report was to recommend that the Dual Language Street Sign applications update be noted.

Members were reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022 (circulated), the following update outlined the current status of applications received.

2. Application Status

STAGE 1: PETITION VERIFICATION

There were currently no applications at Stage 1.
STAGE 2: RESIDENTS CANVASS

Four applications had progressed to Stage 2:

1. BAWNMORE DRIVE, NEWTOWNABBEY, BT36 7GD
2. LONGLANDS COURT, NEWTOWNABBEY, BT36 7LY
3. HOLLYBROOK ROAD, NEWTOWNABBEY, BT36 4ZT
4. ST JOSEPH'S COURT, CRUMLIN, BT29 4WG

Canvass letters were issued to residents for response. The canvass outcome would be reported to Council in August 2024.

STAGE 3: STREET SIGN INSTALLATION

There were currently no applications at Stage 3.

Moved by Councillor Webb
Seconded by Councillor Lynch

RESOLVED - that the Dual Language Street Sign application update be noted.

NO ACTION

8.3 AC/GEN/085 COMMUNITY FESTIVAL FUND GRANT AID

1. Purpose

The purpose of this report was to update Members on an offer of Community Festival Funding from the Department for Communities.

2. Background

As part of the Council's Community Development Grant Aid Programme, community and voluntary organisations could apply for community festival funding.

A budget of £80,000 was included in the 2024/25 Arts and Culture budgets with an additional £27,700 anticipated from the Department for Communities (DfC) Community Festival Fund.

3. Previous Decision of Council

Members were reminded that it was reported to the Community Development Committee in June that the anticipated Community Festival Funding of £27,700 had not yet been confirmed.

4. Letter of Offer

Members were advised that correspondence had been received from DfC confirming that the Council was being offered community festival funding of

£27,700 for 2024/25.

Members were advised that this offer of funding had been accepted by the Department's deadline of 22 July 2024.

Moved by Councillor Webb
Seconded by Councillor Lynch and

RESOLVED - that the report be noted.

NO ACTION

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Brady
Seconded by Councillor Smyth 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.

Councillors Cooper and Webb left the Chamber at this point of the meeting.

9 ITEMS IN CONFIDENCE

9.1 IN CONFIDENCE FI/PRO/TEN/564 PROVISION OF VIDEOGRAPHY SERVICES

CONTRACT PERIOD 5 AUGUST 2024 – 31 AUGUST 2026 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)

1. Purpose

The purpose of this report was to obtain approval for the appointment of suitably qualified and experienced organisations to provide videography services for the contract period.

2. Introduction/Background

Videos were used to promote various Council initiatives, programmes, venues, attractions and events. They were included in corporate presentations, digital publications, on the Council website and used on social media. The approximate contract spend was ██████████ per annum. In the past, the videos had been used to document and advertise events such as Enchanted Winter Garden and highlight campaigns such as the iRecycleRight or the Oil Stamp Saving Scheme.

This tender was comprised of three lots as detailed below.

Lot 1 – Videos to include drone footage

Lot 2 – Videos without drone footage

Lot 3 – Animated Videos

The highest scoring tenderers for each lot, up to a maximum of 3, would be appointed to the framework. Where there was a tie for third place, then all the tenderers ranked third would be appointed to the framework.

This tender opportunity was made available on eSourcingNI on 7 June 2024. Eight tender responses were opened via the eSourcingNI Portal on 28 June 2024 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 tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, General Data Protection Regulations, and declarations and form of tender. All tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Technical Assessment

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

Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of experience of the videographer/videography team (30%), service delivery (30%), and cost (40%). The recommendation was as follows:

LOT 1 – Videos to include Drone Footage

Supplier	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Total Rates Cost for Filming, Drone Filming and Editing (£) (excl. VAT)
Speed Motion Films	██████	██████	██████	██████
Mayhem Digital Ltd	██████	██████	██████	██████
Shanweb	██████	██████	██████	██████

LOT 2 – Videos without Drone Footage

Supplier	Quality Assessment (out of 60%)		Cost Assessment (out of 40%)	Total % Score	Total Rates Cost for Filming and Editing (£) (excl. VAT)
Speed Motion Films	██████		██████	██████	██████
Design Ethos	██████		██████	██████	██████
Mayhem Digital	██████		██████	██████	██████
Neil Whiteside	██████		██████	██████	██████

Mayhem Digital Ltd and Neil Whiteside achieved the same score for this lot and ranked joint 3rd. Therefore, both will be appointed to the framework.

LOT 3 – Animated Videos

Supplier	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Total Rates Cost for Animations and Editing (£) (excl. VAT)
Design Ethos	██████	██████	██████	██████
Speed Motion Films	██████	██████	██████	██████
Mayhem Digital Ltd	██████	██████	██████	██████

Moved by Councillor Bennington
Seconded by Alderman Smyth and

RESOLVED - that, having achieved the highest scores, the service providers detailed above be appointed to the framework for their respective lots, to provide videography services at the tendered rates for the period of 5 August 2024 – 31 August 2026, with an option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

9.2 IN CONFIDENCE FI/PRO/TEN/562 SUPPLY AND DELIVERY OF HORTICULTURAL MATERIALS

CONTRACT PERIOD 2 AUGUST 2024 – 31 JULY 2026 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)

1. Purpose

The purpose of this report was to obtain approval for the appointment of suitably qualified and experienced organisations to supply various horticultural materials to the Council for the contract period.

2. Introduction/Background

The Council purchased a variety of horticultural materials such as topsoil, sand, fertiliser, and grass seed to be used to maintain its pitches, golf courses, and other green spaces. The approximate spend for goods under this contract was ██████ per annum.

This tender opportunity was made available on eSourcingNI on 31 May 2024. Five tender responses were opened via the eSourcingNI Portal on 25 June 2024 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 tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, and declarations and form of tender. All the tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Technical Assessment

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

Sub-Stage 2 – Commercial Assessment

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

Item	Description	Recommendation	Total Cost (Each) (excl. VAT)
1	Topsoil – not screened (per Tonne)	M Large Tree Services Limited	██████
2	Topsoil – screened (per Tonne)	M Large Tree Services Limited	██████
3	Summer Parkland/Outfielder Fertiliser 9.7.7 (per 25kg)	Irish Turfcare Ltd	██████
4	Autumn Parkland/Outfielder Fertiliser 3.12.12 (per 25kg)	Irish Turfcare Ltd	██████
5	Summer Fine Turf Granular Fertiliser (per 25kg)	Irish Turfcare Ltd	██████

6	Autumn Fine Turf Granular Fertiliser (per 25kg)	Irish Turfcare Ltd	██████
7	Slow Release 28.5.5 with Iron (per 25kg)	Lindsay Turfcare	██████
8	Liquid Iron (per 5Ltr)	Irish Turfcare Ltd	██████
9	Clean Run for Winter (per 25kg)	Lindsay Turfcare	██████
10	Clean Run for Summer (per 25kg)	Lindsay Turfcare	██████
11	8.0.0 Fertiliser (per 20kg)	Irish Turfcare Ltd	██████
12	Autumn Dressing for Fine Turf (per 25kg)	Lindsay Turfcare	██████
13	Forest Bark Ornamental Grade (per cubic metre)	M Large Tree Services Limited	██████
14	Forest Bark Ornamental Grade (per 1 Tonne bag)	M Large Tree Services Limited	██████
15	Forest Bark Playground Grade (per cubic metre)	NO BIDS	
16	Forest Bark Playground Grade (per 1 Tonne bag)	NO BIDS	
17	Multi-purpose Compost (with Osmocote for Hanging Baskets (per 80Ltr bag)	NO BIDS	
18	Multi-purpose Compost (per 80Ltr bag)	NO BIDS	
19	Dedicate Fungicide (or equivalent) (each)	Irish Turfcare Ltd	██████
20	Instrata Elite MAPP 17976 (or equivalent) (3Ltr)	Lindsay Turfcare	██████
21	Roundup (or equivalent) (per 5Ltrs)	Nomix Enviro Limited	██████
22	Pistol Herbicide (or equivalent) (each)	Nomix Enviro Limited	██████
23	Kiln Dried Coarse Sand for Fairway Maintenance (per Tonne)	NO BIDS	
24	Kiln Dried Fine Sand for Golf Greens (per Tonne)	NO BIDS	
25	Bunker Sand/Wicklow White (or equivalent) (per Tonne)	NO BIDS	
26	Topdressing Sand - Football Pitch (or equivalent) (per Tonne)	M Large Tree Services Limited	██████
27	Irwins Zone 4C Sand (or equivalent) (per Tonne)	NO BIDS	
28	Irwins Zone 3C Sand (or equivalent) (per Tonne)	NO BIDS	
29	Enforcer (or equivalent) (per 5Ltrs)	Irish Turfcare Ltd	██████

30	Slow Release Fertiliser 18-3.5-8 for fairways (25kg)	Irish Turfcare Ltd	██████
31	Slow Release Fertiliser 18-3.5-8 for tees and approaches (25kg)	Lindsay Turfcare	██████
32	Iron (Highly Soluble) (per 25kg)	Lindsay Turfcare	██████
33	50% Barswing 50% Barcrown Slender Creeping Red Fescue (or equivalent) (per 25kg)	Lindsay Turfcare	██████
34	Spraying Aid – Green Dye (per 1Ltr)	Irish Turfcare Ltd	██████
35	70% Sand 30% Soil Mix Topdressing (per Tonne)	M Large Tree Services Limited	██████

Where no bids had been received for an item, the Officers would undertake a further procurement process when they required that item.

In response to a Member's query the Director of Parks and Leisure, Operations confirmed that he had no concerns where no bids had been received for the supply of materials.

Moved by Councillor Foster
Seconded by Councillor Bennington and

RESOLVED - that having tendered the lowest cost, the suppliers detailed above be appointed to supply and deliver their respective horticultural materials at the tendered rates for the period of 2 August 2024 – 31 July 2026 with the option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

Councillor Burbank left the Chamber at Item 9.3.

9.3 IN CONFIDENCE FI/PRO/TEN/545 PROVISION OF ENTERTAINMENT SERVICES AT EVENTS

CONTRACT PERIOD 13 AUGUST 2024 – 31 AUGUST 2026 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)

1. Purpose

The purpose of this report was to obtain approval for the appointment of suitably qualified and experienced organisations to provide entertainment services at events for the contract period.

2. Introduction/Background

The Council organised and/or funded a large number of public outdoor events and celebrations which vary in nature, scale and scope such as the Sixmile Festival and Brighter Nights and Good Relations events. The entertainment provided could include services like face painting, petting zoos, and walkabout characters as well as intercultural entertainment which demonstrates music, arts and drama from around the world. The approximate contract spend was [REDACTED] per annum.

This tender was comprised of 46 items across three categories:

Category 1 – Children's Entertainment (e.g. face painting, bubble bikes)

Category 2 – Specialist Entertainment (e.g. for Good Relations events)

Category 3 – Children's Characters

For each item, the highest scoring tenderer would be appointed as the principal service provider and where there was more than one tenderer, the second ranked tenderer would be appointed as the reserve supplier.

This tender opportunity was made available on eSourcingNI on 24 May 2024. Eleven tender responses were opened via the eSourcingNI Portal on 25 June 2024 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 tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, character costumes/outfits (Cat. 3 only), and declarations and form of tender. One tenderer failed to meet the requirements of this stage and did not proceed further in the evaluation. The remaining tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Technical Assessment

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

Sub-Stage 2 – Quality & Commercial Assessment

Category 1 – Children's Entertainment

Eight tenders were evaluated on the basis of Christmas family event (20%), capacity of the organization (10%), social value (10%), and cost (60%). The recommendation was as follows:

Item	Suppliers	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Rates Cost for half day and full day Events (£) (excl. VAT)
Item 1 Face Painting	Friendly Faces Entertainment Limited	■	■	■	■
Item 2 Balloon Modelling	Friendly Faces Entertainment Limited	■	■	■	■
Item 3 Themed Craft Activities	Friendly Faces Entertainment Limited	■	■	■	■
Item 4 Glitter Tattoos	Friendly Faces Entertainment Limited	■	■	■	■
Item 5 Mobile Petting Farm	Jigsaw Farm	■	■	■	■
	Reserve Service Provider - Kidz Farm	■	■	■	■
Item 6 Carnival / Game Stalls	Friendly Faces Entertainment Limited	■	■	■	■
Item 7 Punch & Judy Show	Carnival Promotions	■	■	■	■
Item 8 Puppet Show	Carnival Promotions	■	■	■	■
Item 9 Magic Show	Carnival Promotions	■	■	■	■
	Reserve Service Provider – Event Tech Productions NI Ltd	■	■	■	■
Item 10 Science / Nature Show	No Bids	Spend is not expected to exceed £3,000 therefore, officers will ensure value for money			
Item 11 Clay/Slime Workshop	Friendly Faces Entertainment Limited	■	■	■	■
Item 12 Bubble Balls / Zorbs	No Bids	Spend is not expected to exceed £3,000 therefore, officers will ensure value for money			
Item 13 Paint Ball Trailer	No Bids	Spend is not expected to exceed £3,000 therefore, officers will ensure value for money			
Item 14 Crazy Golf (9 holes)	Carnival Promotions	■	■	■	■

	Reserve Service Provider - Friendly Faces Entertainment Limited				
Item 15 Crazy Golf (18 holes)	Carnival Promotions				
Item 15 Mobile Playground	No Bids	Spend is not expected to exceed £3,000 therefore, officers will ensure value for money			
Item 17 Party Funhouse	No Bids	Spend is not expected to exceed £3,000 therefore, officers will ensure value for money			
Item 18 Bubble Bike	Carnival Promotions				
Item 19 Arts / Craft Caravan	Friendly Faces Entertainment Limited				
Item 20 Mindfulness Workshop	I Am Zen				
	Reserve Service Provider - Mini Explorers NI				
Item 21 Story Dome	No Bids	Spend is not expected to exceed £3,000 therefore, officers will ensure value for money			
Item 22 Dance/Movement Activity	Wiggle It				
Item 23 Baby Disco/Baby Dance	Mini Explorers NI				
Item 24 Marine Touch Pool Experience	Jigsaw Farm				

Category 2 – Specialist Entertainment

Two tenders were evaluated on the basis of Good Relations event (40%), capacity of the organization (10%), social value (10%), and cost (40%). One tenderer failed to meet the quality threshold and did not proceed to the commercial assessment. The recommendation was as follows:

Item	Supplier	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Total Rates Cost for 2, 4, 6 Hour Events (£) (excl. VAT)
Item 1 Intercultural Arts & Crafts	Arts Ekta Limited				
Item 2 Drumming Circle	Arts Ekta Limited				
Item 3 Sports	Arts Ekta Limited				

Item 4 Drama	Arts Ekta Limited	■	■	■	■
Item 5 Dance	Arts Ekta Limited	■	■	■	■
Item 6 Music	Arts Ekta Limited	■	■	■	■
Item 7 Food from Around the World	No Bids	Spend is not expected to exceed £3,000 therefore, officers will ensure value for money			

Category 3 – Children's Characters

Two tenders were evaluated on the basis of Christmas family event (20%), capacity of the organization (10%), social value (10%), and cost (60%). The recommendation was as follows:

Item	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Rates Cost for 2, 4, 6 Hour Events (£) (excl. VAT)
Item 1 The Grinch	No Bids	Officers will undertake a further procurement process to ensure value for money			
Item 2 Santa Claus	Friendly Faces Entertainment Limited	■	■	■	■
	Reserve Service Provider Inspire Me Entertainment	■	■	■	■
Item 3 Elves x 2	Friendly Faces Entertainment Limited	■	■	■	■
	Reserve Service Provider Inspire Me Entertainment	■	■	■	■
Item 4 Disney Frozen Characters	Friendly Faces Entertainment Limited	■	■	■	■
	Reserve Service Provider Inspire Me Entertainment	■	■	■	■
Item 5 Fairies x 2	No Bids	Officers will undertake a further procurement process to ensure value for money			
Item 6 Flowerpot Walkabouts	Friendly Faces Entertainment Limited	■	■	■	■
Item 7 General Walkabout Characters	Friendly Faces Entertainment Limited	■	■	■	■

	Reserve Service Provider Inspire Me Entertainment	■	■	■	■
Item 8 Fire Performer	No Bids	Officers will undertake a further procurement process to ensure value for money			
Item 9 Stilt Walkers	No Bids	Officers will undertake a further procurement process to ensure value for money			
Item 10 Storyteller	Inspire Me Entertainment	■	■	■	■
Item 11 Buddy the Elf	Friendly Faces Entertainment Limited	■	■	■	■
Item 12 General Princesses	Friendly Faces Entertainment Limited	■	■	■	■
Item 13 Spiderman	Inspire Me Entertainment	■	■	■	■
Item 14 Rapunzel	Inspire Me Entertainment	■	■	■	■
Item 15 The Sanderson Sisters	Inspire Me Entertainment	■	■	■	■

Where there was only one tenderer for an item in the categories detailed above, the prices were in line with market rates and the officers were content that they represent value for money.

Moved by Councillor Lynch
 Seconded by Alderman Smyth and

RESOLVED - that, having achieved the highest scores, the service providers detailed in the 3 categories above be appointed to the framework for their respective items, to provide entertainment services at the tendered rates for the period of 13 August 2024 – 31 August 2026, with an option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

*Councillor Webb returned to the Chamber at Item 9.4.
 Councillor Cooper returned to the Chamber during Item 9.4.
 Alderman Bradley left the Chamber during Item 9.4.*

9.4 IN CONFIDENCE FI/PRO/TEN/ PROVISION OF CATERING SERVICES AT ALLEN PARK AND THE ANTRIM FORUM

CONTRACT PERIOD 5 AUGUST 2024 – 31 AUGUST 2027 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)

1. Purpose

The purpose of this report was to obtain approval for the appointment of suitably qualified and experienced organisations to provide catering services at Allen Park and the Antrim Forum for the contract period.

2. Introduction/Background

Allen Park and the Antrim Forum were busy facilities which hosted a variety of indoor and outdoor sporting and leisure activities as well as a range of special events throughout the year. Both sites had restaurants to provide leisure members and visitors to the Borough with refreshments, catering for birthday parties and special events. The level of annual income for the Council from Restaurant Franchisees was approximately ██████████ for the Antrim Forum and ██████████ for Allen Park. The menu provision would include a range of catered options including hot food, sandwiches, tea & coffee, biscuits, and snacks and would include vegetarian, vegan and healthy eating options.

This tender was comprised of two lots as detailed below.

Lot 1 – Allen Park

Lot 2 – Antrim Form

This tender opportunity was made available on eSourcingNI on 30 May 2024. Two tender responses, one for each facility, were opened via the eSourcingNI Portal on 21 June 2024 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 tenderer's 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

Sub-Stage 1 – Technical Assessment

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

Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of implementation plan (25%), quality of service (25%), contract management and performance monitoring (10%) and cost (40%). The recommendation was as follows:

LOT 1 – Allen Park

Supplier	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Total Income Over 5 Years (£) (excl. VAT)
Wayne Projects Ltd	■	■	■	■

LOT 2 – Antrim Forum

Supplier	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Total Income Over 5 Years (£) (excl. VAT)
Parkgate Farm Country Catering	■	■	■	■

While there was only one tender for each facility, the income for each is in line with market rates and officers were satisfied that the income represented value for money.

The Director of Parks and Leisure Operations responded to a Member's query regarding facilities provided to the supplier for Antrim Forum. He confirmed that the supplier would receive support and guidance via monthly meetings and would consider previous tenants monthly payments. The Director also confirmed that he would approach suppliers for both sites with the opportunity to provide a kiosk to service tea and coffee out of hours.

Moved by Councillor Smyth
Seconded by Councillor Dunlop and

RESOLVED - that

- a) For Allen Park, having achieved a score of ■ Wayne Projects Ltd be appointed to provide catering services for the period of 5 August 2024 – 31 August 2027, with an option to extend for up to a further 24 months at the tendered rates.
- b) For the Antrim Forum, having achieved a score of ■ Parkgate Farm Country Catering be appointed to provide catering services for the period of 5 August 2024 –31 August 2027, with an option to extend for up to a further 24 months at the tendered rates.

ACTION BY: Matt McDowell, Director of Parks and Leisure, Operations and Melissa Kenning, Procurement Manager

9.5 IN CONFIDENCE FI/PRO/TEN/563 PROVISION OF CAR PARK MANAGEMENT SERVICES

CONTRACT PERIOD 2 AUGUST 2024 – 31 JULY 2026 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)

1. Purpose

The purpose of this report was to obtain approval for the appointment of a suitably qualified and experienced organisation to manage Council car parks for the contract period.

2. Introduction/Background

The Council currently had 3 pay and display car parks in the Borough. This contract included the collection of cash from the car parks, providing wardens to monitor the car parks and issue Penalty Charge Notices, where appropriate, as well as providing engineers to maintain and repair the machines at each site. The level of annual spend on this contract was approximately [REDACTED] per annum.

This tender opportunity was made available on eSourcingNI on 18 June 2024. Three tender responses were opened via the eSourcingNI Portal on 9 July 2024 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 tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, car parking app, General Data Protection Regulations and declarations and form of tender. All tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Technical Assessment

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

Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of implementation (10%), quality of service (15%), contract management and performance monitoring (15%) and cost (60%). One tenderer failed to meet the quality threshold and did not proceed further in the evaluation. The recommendation was as follows:

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Total Cost per
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				Annum (£) (excl. VAT)
Car Park Services Ltd	40%	60%	100%	██████████

Moved by Alderman Smyth
 Seconded by Councillor Lynch and

RESOLVED - that, having achieved a score of 100%, Car Park Services Ltd be appointed to provide car park management services for the period of 2 August 2024 – 31 July 2026, with an option to extend for up to a further 24 months at the tendered rates.

ACTION BY: Melissa Kenning, Procurement Manager

9.6 IN CONFIDENCE FI/PRO/TEN/539 PROVISION OF INFRASTRUCTURE AT EVENTS

CONTRACT PERIOD 13 AUGUST 2024 – 31 AUGUST 2026 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)

1. Purpose

The purpose of this report was to obtain approval for the appointment of suitably qualified and experienced organisations to provide infrastructure at events for the contract period.

2. Introduction/Background

The Council organised a large number of public outdoor events and celebrations which require various types of infrastructure to support the event and the public who attend. The infrastructure could include items such as chemical toilets, fencing generators and ground protection. The approximate contract spend was ██████████ per annum.

This tender was comprised of three lots as detailed below:

Lot 1 – Barriers, Booths and Toilets

Lot 2 – Light and Power

Lot 3 – Ground Protection

For each lot, the highest scoring tenderer would be appointed as the principal service provider and where there was more than one tenderer, the second ranked tenderer would be appointed as the reserve supplier.

This tender opportunity was made available on eSourcingNI on 29 April 2024. Two tender responses were opened via the eSourcingNI Portal on 29 May

2024 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 tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, waste carriers' licence (Lot 1 only), 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

Sub-Stage 1 – 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.

Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of quality of services and goods (20%), contract management and performance monitoring (20%), and cost (60%). The recommendation was as follows:

LOT 1 - Barriers, Booths and Toilets

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Cost Per Annum (£) (excl. VAT)
Balloo Hire Ltd	████	████	████	████

While there was only one tenderer for Lot 1, the prices were in line with market rates and the officers are content that they represent value for money.

LOT 2 – Light and Power

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Cost Per Annum (£) (excl. VAT)
Balloo Hire Ltd	████	████	████	████
Sunbelt Rentals Ltd	████	████	████	████

LOT 3 - Ground Protection

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Cost Per Annum (£) (excl. VAT)
Balloo Hire Ltd	████	████	████	████

Sunbelt Rentals Ltd	■	■	■	■
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Moved by Councillor Foster
 Seconded by Councillor Smyth and

RESOLVED - that having achieved the scores detailed above, Balloo Hire Ltd be appointed as the Principal Provider for Lots 1, 2 and 3 and Sunbelt Rentals Ltd be appointed as the Reserve Provider for Lots 2 and 3 at the tendered rates for the period of 13 August 2024 – 31 August 2026, with an option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

9.7 IN CONFIDENCE FI/PRO/TEN/568 SUPPLY AND DELIVERY OF SWEEPER BRUSHES

CONTRACT PERIOD 2 AUGUST 2024 – 31 JULY 2026 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)

1. Purpose

The purpose of this report was to obtain approval for the appointment of suitably qualified and experienced organisations to supply various sweeper brushes for the contract period.

2. Introduction/Background

The Council purchased a variety of brushes for its sweepers and other street cleansing vehicles. The approximate spend for goods under this contract was ■■■■■ per annum.

This tender opportunity was made available on eSourcingNI on 20 June 2024. One tender response was opened via the eSourcingNI Portal on 9 July 2024 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 tenderer's professional conduct, economic and financial standing, management systems and practices, and declarations and form of tender. The tender met the requirements of Stage 1 of the evaluation process 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 specification and verification of quality. 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 was as follows:

Where there was only one tenderer, the costs were in line with market rates and officers were content that they represent value for money. Where no bids had been received for an item, the officers would undertake a further procurement process to verify value for money.

In response to a Member's query the Director of Sustainability, Operations confirmed he had no concerns regarding no bids for the supply of brushes causing operational issues and confirmed that a separate purchase exercise for smaller items could be undertaken.

Moved by Councillor Cooper
 Seconded by Councillor Foster and

RESOLVED - that having tendered the lowest cost, RD Mechanical Services Ltd be appointed to supply and deliver the sweeper brushes detailed above at the tendered rates for the period of 2 August 2024 – 31 July 2026 with the option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

Alderman Bradley and Councillor Burbank returned to the Chamber at Item 9.8.

9.8 IN CONFIDENCE PBS/PS/012 STRATEGIC ASSET MANAGEMENT –SALE OF LAND AT NURSERY PARK, ANTRIM

[REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Moved by Alderman Smyth
Seconded by Councillor Lynch and

RESOLVED - that this Item be deferred and brought back to August full Council meeting with an updated map provided.

ACTION BY: Liz Johnston, Deputy Director of Governance

Alderman Boyle and Councillor Ward left and returned to the Chamber during Item 9.9.

9.9 IN CONFIDENCE WM/WM/037 HARMONISATION OF WASTE COLLECTION SERVICES IN THE BOROUGH – LETTER OF OFFER

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Alderman Ross
Seconded by Councillor McAuley and

RESOLVED - [REDACTED]

ACTION BY: Lynsey Daly, Head of Waste Strategy and Sustainability

9.10 IN CONFIDENCE WM/CON/005 INTERIM RESIDUAL WASTE TREATMENT CONTRACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Councillor Lynch
Seconded by Councillor Goodman and

RESOLVED - [REDACTED]

ACTION BY: Lynsey Daly, Head of Waste Strategy & Sustainability

Councillor Gilmour left and returned to the Chamber during Item 9.11.

9.11 IN CONFIDENCE P/FP/LDP/96 UPDATE ON LOCAL DEVELOPMENT PLAN 2030, DRAFT PLAN STRATEGY ADOPTION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Councillor Cushinan
Seconded by Councillor Foster and

RESOLVED - that Members approve the following:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ACTION BY: Sharon Mossman, Deputy Director of Planning and Building Control

9.12 **IN CONFIDENCE** CE/GEN/101 SUPPLY AND DEMAND ANALYSIS

Establishing levels of supply, demand, and, thus, the need for council facilities across the Borough of Antrim and Newtownabbey

1. Purpose

The purpose of the report was to appoint Fathom Consultancy Solutions to undertake and complete the work and establish objective evidence of the levels of supply and demand, and, thus, the need for Council facilities across the Borough of Antrim and Newtownabbey.

2. General Requirement

Specifically, the Council required a quantitative and spatial audit of the provision, measured against the Borough's current and future demographics.

Using best practice guidance on the scale and distribution of facility provision from relevant bodies (as appropriate) and demographic data/projections (including seasonal population variations and the distribution of young people), report on the adequacy of the scale of the provision for the Borough and map where the scale of provision was:

- Inadequate (Under-supply)
- Adequate.
- Over Provided (Oversupply).

3. Partnership Working Providing Shared Services / Facilities

This report should include the availability of facilities not owned and operated by the Council but available for community use, such as those provided by other local authorities, the education sector, sports organisations and bodies representing the community sector, such as NICVA.

4. Geographical Analysis

The analysis was to be calculated at a Super Output Area level in order to provide the necessary 'granular' level of detail.

Since Council boundaries were only an administrative delineation between Councils, the analysis must be conscious of facilities in neighbouring Boroughs that the Council's ratepayers may use.

5. Facility Type

The facility types which are to be assessed and mapped are:

- Pitches, to include:
 - Football / Soccer
 - GAA
 - Rugby
 - Hockey
 - Multi-use Artificial Surfaces
- Major Leisure Centres (including a major hall, gym and 25m swimming pool)
- Minor Leisure Centres (including a minor hall and gym).
- Playparks
- Community Centres

6. Sector Criteria

The relevant bodies/guidance that may be appropriate to consult to establish the criteria for need include:

- PlayBoard NI
- Mae Murray Foundation
- Disability Sport NI
- Relevant Sporting NGBs (I.F.A./ G.A.A./ Ulster Rugby/Ulster Hockey)
- Sport NI
- Education Authority
- Sport England
- Shaping Neighbourhoods: A Guide for Health, Sustainability and Vitality

7. Outputs

- Establish the definition for each facility type
- Set the standards necessary to be an eligible facility type
- The identification and classification of the relevant facilities:
 - Council owned
 - Third-party facilities are available for community / public use
 - Neighbouring facilities outside of the borough available for community / public use
- Establish criteria for scale and distribution of facility provision to illustrate inadequate (undersupply), adequate and over-provided (oversupply)
- Map by Super Output Area using appropriate colour representation

8. Fathom Consulting

The proposal document from Fathom Consultancy Solutions was circulated.

9. Financial Implications

The Total Cost would be [REDACTED] Ex VAT (including an allowance for expenses of [REDACTED]). The cost of the work would be sourced from the in-year budget shared by the relevant directorates, i.e., Parks and Leisure and Community Development.

10. Procurement

With the agreement of Council, the intention was to engage Fathom Consulting via a Procurement Framework. These frameworks enable appointments to be made which were fully compliant with the Public Contracts Regulations 2015 (PCR 2015). These had been applied in Northern Ireland.

There were a number of benefits associated with this procurement route, including:

- The framework provider had held an open competition to award a place on the framework
- The framework provider had carried out its own due diligence to satisfy itself that suppliers have the professional qualifications and experience to carry out the services to be provided
- References and case studies had been verified
- The daily rates charged through frameworks had been market-tested and are generally lower than we would charge in a tender event

11. Business Case to Appoint Fathom

The appointment of Fathom was based upon the following experience and expertise:

- Fathom had undertaken similar work to with Belfast City Council, Causeway Coast and Glens BC, Armagh, Banbridge and Craigavon BC, Ards and North Down BC, Derry City and Strabane DC, and Lisburn and Castlereagh CC
- The team supported Sports Northern Ireland (SNI) to deliver the last Regional Facilities Strategy for Northern Ireland including the analysis of the supply / demand balance
- The partner, 4Global, hold the datasets needed to analyse demand for specific types of facilities across the UK, including Northern Ireland. Having access to this data is essential for this project
- Fathom has team members located in Northern Ireland
- The Fathom team includes former Council and Commercial employees familiar with the subject matter, i.e. sport, leisure, and community services, with experience in projects as developer/operator for £100m investment in new leisure facilities

Moved by Alderman Smyth
Seconded Councillor Goodman by and

RESOLVED - that Fathom Consultancy Solutions be appointed to undertake and complete the work and establish objective evidence of the levels of

supply and demand, and, thus, the need for Council facilities across the Borough of Antrim and Newtownabbey.

ACTION BY: Richard Baker, Chief Executive

Aldermen Clarke and Michael left and returned to the Chamber during Item 9.13.

Councillors Kinnear and Magill left and returned to the Chamber during Item 9.13.

9.13 IN CONFIDENCE ED/ED/287 INTERNATIONAL RELATIONS UPDATE

1. Purpose

The purpose of this report was for Members to:

- **Note the success of the ongoing relationship with Gilbert and specifically the most recent visit in May 24.**
- **Consider the correspondence with Leshan, China, regarding future relations with the Council.**
- **Invite the Director Designate of the NI Executive in China, to discuss the context and opportunities of establishing a sister city relationship with Leshan, China.**

2. Introduction/Background

Members would be aware that the Council had a number of established international relationships that help to leverage investment, knowledge exchange, skills and training opportunities, and organisational development. They are:

- Gilbert – Sister City Relationship
- Leshan - Friendship Relationship
- Dorsten, Germany – Twinning
- Rybnik, Poland – Twinning

Note that Council (through Officers and Members), had informal relationships established with:

- Japan - In October 2019, an approach was made to the Council by Keith and Yukari Norris to discuss a potential future opportunity with Yasu City. Officers would follow up with the Yasu International Friendship Association and would provide further updates in due course.
- France - During repeated visits to the Somme region and specifically the Amiens area, a relationship had been established between Councillors and Officers of the Amiens Metropolis. Opportunities had been identified to develop opportunities aligned to the established aviation / aerospace industry and 2028 European Capital of Culture –

Candidate City. Officers would follow up with the Amiens / Somme Tourism Director and would provide further updates in due course.

This report would only make further reference to the relationships with Gilbert and Leshan.

3. Gilbert - Background

There was a long-standing relationship with the Council's Sister City in Gilbert, Arizona, following the signing of a Twinning Agreement on 17th November 1998. This was further strengthened by the signing of a further proclamation on 15th November 2022.

The relationship was built on strategic economic and social connections including:

- The reorganisation of planning and economic development services.
- The reorganisation of leisure services
- Potential for strategic relationship between the Advanced Manufacturing Innovation Centre and Arizona State University
- Skills, Apprenticeships and Student Exchange.
- Organisational development including Officer and Member Exchanges
- Waste Management and recycling rates
- Strategic links between businesses
- Strategic links between charities e.g. NI Children's Hospice and Phoenix Children's Hospice

The Council had benefited from the relationship with Gilbert based upon the following:

- A new, strategic approach for ANBC leisure operations including the introduction of the family-oriented 'MORE' membership
- A more joined up approach to Planning and Economic Development
- An open door policy for investors which seeks to maximise opportunity for the Borough in accordance with planning policy
- Renewed focus on advanced manufacturing, workspace and skills development
- Regeneration of town centres informed by Gilbert plans for the downtown Heritage district
- Significant USA investment in local businesses as a direct result of the relationship with Gilbert

In December 2023, Members agreed that the former Mayor, Councillor Mark Cooper, the Chief Executive and relevant officers travel to Gilbert in early 2024 to undertake a short familiarisation visit to further build relations and to develop key strands of activity following the Gilbert delegation visit to ANBC in September.

4. May 24 Visit to Gilbert

During the May visit, a successful programme of events were completed with the delegation covering aspects of economic development, parks and organisational development. Some key features of the itinerary were as follows:

- Tour of East Valley Institute of Technology (EVIT) which is a career training facility whose mission is to serve communities with a career and college preparatory training experience that produces a qualified workforce, meeting the market-driven needs of business and industry
- Driving tour of Gilbert with the Economic Development team, with a focus on redevelopment areas, commercial corridors and the Heritage District
- Tour of public works and recycling centre
- Presentations on key business areas such as Elected Officials onboarding, performance management programme, victim advocacy centre, AI strategies initiative, sustainability initiatives, parks and recreation autism programmes, employee exchange programme, ongoing sister city relationship opportunities
- Tour of Gilbert Public Safety Training facility
- Tour of Volterra, fully electric fire truck
- Tour of Arizona State University Advanced Manufacturing campus

A copy of all presentations from the visit were circulated.

A number of actions were raised as a result of this delegation visit. These had been added to the Gilbert actions list which had been developed following previous delegation visits. A copy of all ongoing actions were circulated with new actions highlighted.

Some key actions agreed were as follows:

- Consider departments which may gain suitable value from future staff exchange opportunities, including economic development, IT/Digital, performance management, media.
- Link with organisational development to discuss inclusivity charter and autism/dementia schemes.
- Sharing of information around food waste collections.
- Collaboration between Arizona State University Advanced Manufacturing Dept and AMIC/QUB to be developed.
- Potential collaboration between EVIT and Northern Regional College to be explored.
- Continue the student exchange programme and explore how this can be developed and enriched.
- Consideration of a joint visit to Leshan, China in partnership with Gilbert, to explore a 'triangle' friendship model (subject to Member's agreement).

Officers were currently working to develop the above actions and would report further to Members in due course.

5. China

The relationship with Leshan, China was a friendly working relationship facilitated by Mme Zhang, Consul General of China in Belfast.

Members were reminded that in June 2018, January 2019 and July 2019, Members' agreement was sought to initiate and further pursue a relationship with Leshan, China.

During the Gilbert delegation visit in September 2023, Mme Zhang kindly hosted an evening reception to acknowledge the links between the three communities,

Subsequently, correspondence was received from Mayor Chen of Leshan inviting a delegation from Antrim and Newtownabbey to visit China in mid-November 2023 as part of the Buddha UNESCO World Heritage Site Festival, which Cllr Roisin Lynch attended. During the visit Councillor Lynch met with Mayor Chen and delivered a speech on behalf of the Council.

An open invitation remained extended from Mayor Chen to the Mayor on behalf of the Council to visit China.

On 20 June 2024, correspondence was received from the Mayor of Leshan. This referred to the signing of the Letter of Intent in 2019 establishing Friendship Ties, and had requested that this relationship be progressed to sister city status, as held between Leshan and Gilbert.

The Chief Executive had acknowledged this correspondence from Leshan (circulated), stating that following consideration by the Council, a response would be conveyed in the Autumn 2024.

Members were advised that the NI Executive had established an NI base in Beijing, which would be led by Kerry Curran, Director Designate of the NI Executive in China. Ms Curran would be responsible for promoting awareness of NI in China and building on the opportunities for growth in educational, cultural, economic and tourism cooperation and growth with Chinese government officials in Beijing. Members may therefore find it beneficial to engage with Kerry to consider the request from Leshan.

The correspondence from Leshan was circulated.

6. Summary

Gilbert - Officers would continue to work towards the actions agreed with Gilbert and would keep Members updated on progress.

Leshan – Based upon the requirement to understand the view of the Council, it was proposed that Members agree to engage with Kerry Curran, Director Designate of the NI Executive in China, to discuss the opportunities of progressing to a sister city relationship with Leshan, China.

Moved by Alderman Campbell

Seconded by Alderman Ross and proposed that Members agree to recommendation (a) only.

- a) **Note the success of the ongoing relationship with Gilbert and specifically the most recent visit in May 24 and do not agree to the recommendation (b);**
- b) **Note the correspondence with Leshan, China, regarding future relations with the Council and invite Kerry Curran, Director Designate of the NI Executive in China, to discuss the context and opportunities of establishing a sister city relationship with Leshan, China.**

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

In favour of the Amendment Members viz 19	Against the Amendment Members viz 14	Abstentions Members viz 0
Aldermen: Boyle, Bradley, Campbell, Clarke, Magill Ross, and Smyth Councillors: Archibald-Brown, Bennington, Brady, Burbank, Dunlop, Gilmour, Kelly, McAuley, Magill, Stewart, Ward and Wilson	Alderman Michael Councillors: Cooper, Cosgrove, Cushinan, Flanagan, Foster, Goodman, Kinnear, Lynch, McWilliam, Mallon, O'Hagan, Smyth and Webb	

The amendment was declared carried and it was

RESOLVED – that Members note the success of the ongoing relationship with Gilbert and specifically the most recent visit in May 24.

ACTION BY: Jill Murray, Executive Officer, Economic Development

9.14 IN CONFIDENCE ED/ED/292 RURAL TRPSI FUNDING

1. Purpose

The purpose of this report was to seek approval for the Council’s participation in the Rural Business Development Grant Scheme in 2024-25, subject to the award of funding from the Department of Agriculture, Environment and Rural Affairs through the Tackling Rural Poverty and Social Isolation Programme.

2. Introduction/Background

During financial years 2019-20, 2020-21, 2021-22 and 2022-23, the Council had administered a Rural Business Development Grant on behalf of the Department for Agriculture, Environment and Rural Affairs (DAERA) through the Tackling Rural Poverty and Social Isolation Programme (TRPSI).

The key aim of the Scheme was to provide small capital grants of up to £4,999 to support micro-businesses located in rural areas with a population under

5,000 to invest in new equipment or capital items. The objective of the fund was to enable them to remain sustainable or to grow. The maximum grant-funding rate was 50%, with 50% match-funding provided by participating businesses.

Following the success of previous TRPSI schemes, DAERA had written to the Councils (circulated) to administer a further iteration of the RBDGS in week commencing 2 September 2024. This was subject to approval of the Scheme Business Case and Ministerial Approval.

In 2022-23, the Council received funding allocation of £62,000. It was anticipated that the funding allocation per Council would be as in previous scheme years, a straight percentage share based on the number of micro businesses in the Council area as a percentage of the overall number of micro businesses in Northern Ireland. Each Council would have an administration budget of 10% of the Letter of Offer award issued by their respective area.

3. Previous Decision of Council

Approved for delivery of TRPSI programme in years 2019-20, 2020-21, 2021-2022 and 2022-23.

4. Key Issues

The Department was awaiting final approval of the Scheme Business Case and Ministerial Approval. The Council would be unable to undertake formal work on the project until the Letter of Offer was received.

5. Financial Position/Implication

There was no direct financial contribution required from the Council. DAERA would provide 10% of the funds awarded through Letters of Offer (for administration purposes) to promote and deliver the programme, which would be managed by the Economic Development Team.

Moved by Councillor Wilson
Seconded by Councillor Lynch and

RESOLVED - that participation in the Rural Business Development Grant Scheme in 2024-25 be approved, subject to the award of funding from the Department of Agriculture, Environment and Rural Affairs through the Tackling Rural Poverty and Social Isolation Programme.

ACTION BY: Matthew Mulligan, Business Development Project Officer

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Alderman Smyth
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 9.03 pm.

MAYOR

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