



21 September 2022

**To: Each Member of the Council**

Dear Member

**MEETING OF ANTRIM AND NEWTOWNABBIEY BOROUGH COUNCIL**

A meeting of Antrim and Newtownabbey Borough Council will be held on **Monday 26 September 2022 at 6.30 pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Dixon".

Jacqui Dixon, BSc MBA  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**For any queries please contact Member Services:**

Tel: 028 9034 0048/028 9448 1301 [memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

## AGENDA

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies
- 3 Declarations of Interest
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of Antrim and Newtownabbey Borough Council held on Tuesday 30 August 2022, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operation Committee Meeting of Monday 5 September, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance of Tuesday 6 September, a copy of which is **enclosed**.
- 7 To take as read and confirm the minutes of the proceedings of the Special Council Meeting of Antrim and Newtownabbey Borough Council held on Monday 12 September, a copy of which is **enclosed**.
- 8 To approve the minutes of the proceedings of the Audit and Risk Committee of Tuesday 20 September, a copy of which is **enclosed**.
- 9(a) To take as read and confirm the Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Wednesday 21 September 2022, a copy of which is **enclosed**.
- 9(b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Wednesday 21 September 2022, a copy of which is **enclosed**.
- 10 To approve the minutes of the proceedings of the Community Planning Committee Meeting of Thursday 22 September, a copy of which is **enclosed**.
- 11 ITEMS FOR DECISION
  - 11.1 Application for Grant of an Entertainments Licence (Annual Licence) 5 Corners, 249 Rashee Road, Ballyclare, BT39 9JN
  - 11.2 Application for Grant of an Entertainments Licence (Annual Licence) T Tumbledown Inn, 2 Taylorstown Road, Toomebridge, BT41 3TN
  - 11.3 Amendment to the Footway (Prohibition of Waiting) Order
  - 11.4 Future Business Start Up
  - 11.5 Irish League of Credit Unions

11.6 2021-22 Annual Self-Assessment Report On Performance

12 ITEMS FOR NOTING

12.1 Letter of Condolence Her Majesty Queen Elizabeth II

12.2 Grow South Antrim Local Action Group Minutes

13 ITEMS IN COMMITTEE

13.1 3G Training Pitch, Cloyne Crescent, Monkstown

13.2 Minutes of the Governance Meetings of the Levelling Up Fund Project Board held on 21 July and 15 September 2022

13.3 Advanced Notice of Listing – 20 Metres East of 360 Ballyclare Road, Newtownabbey

13.4 Business CCTV Scheme Update

13.5 Trade Union Negotiations Update

13.6 Organisational Structure Update

14. NOTICE OF MOTION

Proposed by Councillor Flanagan  
Seconded by Councillor Bradley

*“This Council acknowledges, with sadness, the recent passing of our Late Sovereign Lady, Queen Elizabeth II. Pays tribute to the exemplary dignity, wisdom and diligence with which Her Late Majesty served our Nation and the Commonwealth. Further acknowledges the tremendous debt of gratitude owed for the personal sacrifice and unwavering loyal devotion over her glorious 70 year reign.*

*This Council commits thus to honour and enshrine her memory in tangible commemoration across the Borough and invites council officers to present an options paper to the relevant committee for consideration in due course.*

*This Council shall also establish a sub-committee to commence preparation for the coronation of His Majesty, King Charles III”.*

## 11 ITEMS FOR DECISION

### 11.1 EL/202 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE (ANNUAL LICENCE) 5 CORNERS, 249 RASHEE ROAD, BALLYCLARE, BT39 9JN

An application has been received for the grant of an Entertainments Licence (annual licence) for the following area.

Licensee	Location of Premises	Type(s)and hours of entertainment	File Number	New Application or Renewal
Matthew Armstrong	249 Rashee Road, Ballyclare, BT39 9JN	Singing, Music, dancing or entertainment of a like kind  Monday to Sunday 12:00hours to 01:00  Number of persons No greater than 200 in total within the proposed licensable areas.	EL202	New

In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application must be considered at a full meeting of the Council.

The Council can decide the following:

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

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

**Recommendation: that an Entertainments Licence (Annual licence) is granted to the applicant, Matthew Armstrong, 5 Corners, 249 Rashee Road, Ballyclare, BT39 9JN, with the following conditions;**

- That all relevant licensing requirements are met
- That statutory consultees have no objections to approval
- That a satisfactory electrical report is submitted

**OPERATING HOURS:**

**Monday to Sunday  
12:00hours to 01:00hours**

Prepared by: Clifford Todd, Deputy Director Operations (Environmental Health, Property and Building Services)

Agreed and approved by: Geraldine Girvan, Director of Operations

**11.2 EL/199 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE (ANNUAL LICENCE) TUMBLEDOWN INN, 2 TAYLORSTOWN ROAD, TOOMEBRIDGE, BT41 3TN**

An application has been received for the grant of an Entertainments Licence (annual licence) for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Type(s)and hours of entertainment</b>	<b>File Number</b>	<b>New Application or Renewal</b>
Anne-Marie McCoy	2 Taylorstown Road, Toomebridge, BT41 3TN	Singing, Music, dancing or entertainment of a like kind  Monday to Thursday 16:00hours to 22:30hours  Friday to Sunday 16:00hours to 00:00hours  Number of persons no greater than 160, to be determined	EL199	New

In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application must be considered at a full meeting of the council.

The Council can decide the following:

- v. Grant the licence
- vi. Grant the licence with specific additional terms, conditions and restrictions
- vii. Refuse the licence
- viii. Defer an application for further consideration or to obtain further information.

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

**Recommendation: that an Entertainments Licence (Annual licence) is granted to the applicant, Anne Marie McCoy, Tumbledown Inn, 2 Taylorstown Road, Toomebridge with the following conditions;**

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

**OPERATING HOURS:**

**Monday to Thursday**  
**16:00hours to 22:30hours**

**Friday to Sunday**  
**16:00hours to 00:00hours**

Prepared by: Clifford Todd, Deputy Director Operations (Environmental Health, Property and Building Services)

Agreed and approved by: Geraldine Girvan, Director of Operations

### 11.3 G/LEG/321/20 Amendment to the Footway (Prohibition of Waiting) Order

Members are advised that correspondence has been received from the Department for Infrastructure (DfI) regarding a proposal to amend the Footway (Prohibition of Waiting) Order. A copy of the correspondence is enclosed for Members' information.

The proposed amendment is to address ongoing issues around vehicles parking on the footpath next to a bus stand, which causes problems for persons wishing to alight the bus, as well as for pedestrians. The proposed amendment would therefore prohibit vehicles waiting on a footway adjacent to a bus stand. A further amendment is proposed to prohibit vehicles parking on a footway adjacent to a mandatory cycle lane or school keep clear markings.

DfI have requested comments from the Council in respect of this proposal.

**RECOMMENDATION: Members' instructions are requested.**

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Elaine Keenan, Legal Services Officer (Solicitor)

Approved by: Jacqui Dixon, Chief Executive



## 11.4 ED/ED/162 FUTURE BUSINESS START UP

Members are reminded that the Council has responsibility for supporting entrepreneurship and a statutory target for business start-up in the Borough which is currently 80 jobs per annum. The main vehicle through which the Council seeks to achieve this job target is the Go For It, Regional Business Start Programme. This programme offers support to entrepreneurs wishing to start their own business including mentoring assistance to develop a business plan. Over the last three years, the Council has delivered against the statutory target, creating 106 jobs in 2019/20, 84 in 2020/21 and 97 in 2021/22. In the current year to date 48 jobs have been created.

The programme has been running since September 2017 across all Council areas, and the current programme is due to end March 2023. The Programme is managed by Lisburn and Castlereagh City Council on behalf of all Councils and is delivered by Enterprise NI through their network of Local Enterprise Agencies locally Mallusk Enterprise Agency and LEDCOM are part of Enterprise NI consortium delivering the programme. Antrim Enterprise Agency is not involved in this programme. The programme has been funded through European Structural funds, Invest NI and all local Councils. In order to enhance the provision at a local level the Council has supported additional pre and post support to participants which has been delivered.

In anticipation of the end of the current contract, all 11 Councils are working together to develop a business case for a new Business Start programme. This new programme seeks to address a number of deficiencies identified in the current model to ensure that any future programme is value for money, flexible and delivering at a local level. The new programme incorporates both pre and post start up support which is not currently included and provides support for accelerated scaling and growth.

Whilst the business case is being finalised, external funding explored and new procurement processes and collaboration agreements are developed, it is proposed to extend the current delivery contract with Enterprise NI and the current Collaboration Agreement between Councils for a period of up to 1 year, to 31 March 2024. This will ensure that business start-up provision is still available consistently across Northern Ireland and that the Council can continue to meet its statutory job target during this transition period. The estimated cost to extend delivery and the supporting infrastructure namely marketing, call-handling, Management Information System and support staff is £75,000 for Antrim and Newtownabbey which will support 145 business plans, which will convert to 87 jobs, mirroring the support available in 2021-22 and 2022-23. Provision for the funding will be made through the Economic Development budget in 2022-23.

A bid to UK Shared Prosperity Fund will be progressed for the new programme.

**RECOMMENDATION: that the Council**

- a) agrees to an extension of the Collaboration Agreement and to the delivery contract for the Northern Ireland Business Start Up Programme to run to March 2024 with all other participating Councils; and
- b) agrees to match-fund the Programme up to a maximum of £75,000 in 2022-23, provision for which will be made in the Economic Development budget.

Prepared by: Emma Stubbs, Business Development Manager

Agreed by: Michael McKenna, Head of Investment and Business Development

Approved by: Majella McAlister, Director of Economic Development and Planning

## 11.5 G/MSMO/017/VOL3 IRISH LEAGUE OF CREDIT UNIONS

Correspondence (enclosed) has been received from Irish League of Credit Unions requesting an opportunity to make a presentation at a future Council meeting to provide information on awareness of important and underreported work on credit union.

**RECOMMENDATION: that the request from Irish League of Credit Unions be invited to present to a future meeting of the Community Planning Committee.**

Prepared by: Member Services

Agreed by: Liz Johnston, Deputy Director of Performance and Governance (Interim)

Approved by: Sandra Cole, Director of Finance and Governance

## 11.6 PT/CI/029 2021-22 ANNUAL SELF-ASSESSMENT REPORT ON PERFORMANCE

Members are reminded that under Part 12 of the Local Government Act (Northern Ireland) 2014, Section 92(2)(b)(i) & (ii) of the Act requires the Council to publish an assessment of its performance for 2021-22.

Members are advised that a final draft of the Annual Self-Assessment Report on Performance 2021-22 was reviewed by the Audit and Risk Committee on 20 September 2022 and is **enclosed** for Members' attention.

This report provides an assessment of the Council's performance for 2021-22 in relation to its statutory performance and self-imposed indicators. In line with the legislation, it includes a comparison of performance against previous financial years and where possible, benchmarked against other Councils.

**RECOMMENDATION: that the 2021-22 Annual Self-Assessment Report on Performance (Final Draft) is approved.**

Prepared by: Lesley Millar, Performance and Transformation Manager

Agreed by: Liz Johnston, Deputy Director of Performance and Governance (Interim)

Approved by: Sandra Cole, Director of Finance and Governance

## 12 ITEMS FOR NOTING

### 12.1 ED/ED/039 LETTER OF CONDOLENCE HER MAJESTY QUEEN ELIZABETH II

Following the sad passing of her Majesty Queen Elizabeth II Council have received the following letters of condolences from

- The Mayor of Rybnik, Piotr Kuczera and his fellow citizens who wish to extend their heartfelt condolences to the Borough of Antrim and Newtownabbey (enclosed)
- The Mayor of Dorsten, Tobias Stockhoff and Chair of the Twinning Association, Elisabeth Cosanne-Schulte-Huxel who wish to extend their deepest sympathy to the Borough of Antrim and Newtownabbey (enclosed)

**RECOMMENDATION: that the report be noted.**

Prepared by: Denise Lynn, PA to the Director of Finance and Governance

Agreed by: Sandra Cole, Director of Finance and Governance

## 12.2 ED/ED/140 GROW SOUTH ANTRIM LOCAL ACTION GROUP MINUTES

Meetings of the GROW South Antrim Local Action Group were held on Thursday 23<sup>rd</sup> June and Friday 9<sup>th</sup> September 2022 and the minutes recorded at that the meetings are enclosed. Members should note that some commercial business details have been redacted in line with operational requirements. These were the final meetings of GROW South Antrim prior to closure, as noted at the Council meeting in June.

**RECOMMENDATION: it is recommended that the minutes of the GROW South Antrim Local Action Group Meetings be noted.**

Prepared by: Emma Stubbs, Business Development Manager

Agreed by: Michael McKenna, Head of Investment and Business Development

Approved by: Majella McAlister, Deputy Chief Executive of Economic Growth and Planning