



8 January 2020

Chairman: Councillor V McWilliam

Vice Chairman: Alderman L Clarke

Committee Members: Aldermen - M Girvan, D Kinahan and J McGrath  
Councillors - P Dunlop, G Finlay, R Kinnear, D McCullough,  
T McGrann, P Michael, S Ross, M Stewart, L Smyth and  
R Wilson

Dear Member

**MEETING OF THE COMMUNITY PLANNING COMMITTEE**

A meeting of the Community Planning Committee will be held in the **Council Chamber, Mossley Mill on Monday 13 January 2020 at 6.30pm**

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**

**PLEASE NOTE: a fork buffet will be available in the Members Room from 5:30pm**

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

Tel: 028 9448 1301 or Email: [memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

## **AGENDA**

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 ITEMS FOR DECISION**

- 3.1 Street Naming – Hydepark Road, Glengormley
- 3.2 Street Naming – Glenkeen Avenue, Jordanstown
- 3.3 Commission on Merchandise Sales – Theatres
- 3.4 Herstory 2020 Light Festival
- 3.5 Equality and Diversity Working Group Minutes
- 3.6 Non Statutory Charges Associated with Building Regulatory Function
- 3.7 Arts and Wellbeing Northern Area Network
- 3.8 Garden Show Ireland 2020
- 3.9 Community Development Grant Aid Programme
- 3.10 Good Relations Grant Aid Programme

### **4 ITEMS FOR INFORMATION**

- 4.1 Land And Property Services Statistics
- 4.2 Building Control Matters
- 4.3 Borough Arts and Cultural Advisory Panel
- 4.4 National Confidential Inquiry Report Into Suicide & Safety In Mental Health
- 4.5 Local Government Good Relations Programme
- 4.6 Quarterly Update - Capital Programme

### **5. ITEMS IN CONFIDENCE**

- 5.1 Freehold Interest
- 5.2 Strategic Asset Management

### **6 ANY OTHER RELEVANT BUSINESS**

## REPORT ON BUSINESS TO BE CONSIDERED AT THE COMMUNITY PLANNING COMMITTEE MEETING ON MONDAY 13 JANUARY 2020

### 3 ITEMS FOR DECISION

#### 3.1 PBS/BC/003 STREET NAMING – HYDEPARK ROAD, GLENGORMLEY

An application was received on 3<sup>rd</sup> December 2019 from Steven Stewart, Valleyside Construction regarding the naming of a residential development at Hydepark Road, Glengormley. The overall development consists of approx. 43 units, these being a mixture of detached and semi-detached dwellings. The development names along with the developer's rationale have been submitted as outlined below, with the developer's application, location map and site plan **enclosed**.

1 – Mill Bridge. Access will be via a new bridge being built and new dwellings on former site of a Bleachworks Mill

2 – Bridgewater Mill. An alternative to the above but for the same reasons

3 – Waters Edge Mill. The previous use of the old mill Bleachworks and the proximity of the dwellings to the waters edge

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

**RECOMMENDATION: that Committee approves a name for the above development.**

Prepared by: William Richmond, Principal Building Control Surveyor

Agreed by: Bronagh Doonan, Building and Property Services

Approved by: Nick Harkness, Director of Community Planning

### 3.2 PBS/BC/003 STREET NAMING – GLENKEEN AVENUE, JORDANSTOWN

An application was received on 11<sup>th</sup> December 2019 from Justin McClay on behalf of Viewpoint Developments regarding the naming of a residential development at Glenkeen Avenue, Jordanstown. The development consists of 5 detached dwellings. The development names along with the developer's rationale have been submitted as outlined below, with the developer's application, location map and site plan **enclosed**.

1 – Scholars Hollow – We feel this is an appropriate name as it is in proximity to Ulster University and therefore in keeping with the area. Also suitable as it is a cul de sac

2 – Scholars Lane – We feel this is an appropriate name as it is in proximity to Ulster University and the site is off a private lane.

3 – Glenkeen Lane – We feel this is an appropriate lane as it is off Glenkeen Avenue and the site is off a private laneway.

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

**RECOMMENDATION: that Committee approves a name for the above development.**

Prepared by: Liam McFadden, Principal Building Control Surveyor

Agreed by: Bronagh Doonan, Building and Property Services

Approved by: Nick Harkness, Director of Community Planning

### 3.3 AC/GEN/021 COMMISSION ON MERCHANDISE SALES – THEATRES

Members are reminded that promoters hiring any of the 3 Theatres are subject to a commission charge of 25% relating to all merchandise sold in the Theatre foyers before, during and after each performance. The charge for commission is detailed in the **enclosed** Theatre Contract.

It is proving increasingly challenging to police the amount of merchandise sold, particularly where an event has more than one artist in a show and with 2 or 3 people selling merchandise. The challenge arises with some merchandisers potentially under reporting the amount of sales achieved. To combat this and to make it a fairer and more equitable process it is proposed to charge promoters a facility fee of £100. It is extremely rare that commissions on merchandise exceeds this amount.

**RECOMMENDATION: that the 25% commission fee on sales of merchandise in the Council's 3 Theatres be replaced with a £100 facility fee and that this fee be written into Theatre contracts.**

Prepared by: Bernard Clarkson, Arts Services Manager

Agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

### **3.4 AC/GEN/069 INVITATION TO PARTICIPATE IN HERSTORY 2020 LIGHT FESTIVAL**

Correspondence has been received from the Herstory project requesting that the Council consider participating in the Herstory Light Festival which is being held from 31 January to 3 February 2020. Festival organisers have suggested that the Council might wish to consider light projections of significant females from the Borough such as Lilian Bland within some of our facilities.

The 2020 Herstory Light Festival will feature a special celebration of Northern Ireland's Women's Movement and the peace heroines. Herstory has partnered with RTÉ, Underground Films and EPIC The Emigration Museum to bring the Herstory 20/20 Project. This is a major women's storytelling project, uncovering forgotten but fascinating women's stories from history, mythology and contemporary culture.

Herstory 20/20 commenced in September 2019 for 6 months across RTÉ TV and Digital, with interactive projects for adults and school children across the island of Ireland and internationally. This all-island project features a TV documentary series and podcast series produced by award-winning production company Underground Films, the International Herstory Light Festival, children's TV series, school's workshops, an interactive online hub, and a few surprises. Herstory 20/20 is a legacy project and a permanent digital educational resource that will give the public awe-inspiring female role models for generations to come.

Herstory 20/20 launched in September when school children across Northern Ireland and the Republic were invited to participate in a treasure hunt workshop to discover lost women's stories in their families and local communities and create portrait art of their heroines. Over the first 3 years, Northern Ireland has lead the light with the strongest participation in Herstory projects.

It is proposed to participate in this project by projecting an image of Lilian Bland on the curved restaurant wall in Mossley Mill, and an image of Jean Massereene onto the white wall of the Antrim Castle Gardens Exhibition Space between 31 January and 3 February 2020. Both can be achieved within existing resources at no additional cost.

**RECOMMENDATION: that participation in the Herstory Light Festival from 31 January to 3 February 2020 in the form of projecting images of Lilian Bland and Jean Massereene within Mossley Mill Restaurant and the Exhibition Space within Antrim Castle Gardens respectively, be approved.**

Prepared by: Ursula Fay Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

### **3.5 CP/GR/055 EQUALITY AND DIVERSITY WORKING GROUP MINUTES**

A copy of the minutes of the Equality and Diversity Working Group meeting held on 9 September 2019 are enclosed for Members' consideration.

**RECOMMENDATION: that the minutes of the Equality and Diversity Working Group on 9 September 2019 be approved.**

Approved by: Nick Harkness, Director of Community Planning

### 3.6 PBS/BC/001 NON STATUTORY CHARGES ASSOCIATED WITH BUILDING REGULATORY FUNCTION

Members will be aware that most of the fees which are chargeable for the Building Regulatory function are statutorily set by the Department of Finance and Personnel through the Building (Prescribed Fees) (Amendment) Regulations (Northern Ireland) 2013 and apply to all Councils in Northern Ireland. Other fees termed 'non statutory charges' are not included in this legislation, these were approved by Council in 2015 and have now been reviewed by Building Control Northern Ireland (BCNI).

Table 1 outlines the current charges applied by Antrim and Newtownabbey Borough Council and the recommendations that have been developed regionally through Building Control NI (BCNI). It is Officers understanding that all Councils are moving to introduce the same increase in charging from 1 April 2020. Table 2 is the agreed Property Certificate charges resulting from a series of meetings with the Northern Ireland Law Society as presented to and agreed by SOLACE, which is to commence from 1 April 2020.

The decision has been screened under Section 75 and it has been determined that an equality impact assessment is not required. A copy of the Screening document is enclosed.

**Table 1 – Comparison of non-statutory charges**

	<b>Current charges Antrim and Newtownabbey BC (£)</b>	<b>Charge as proposed regionally from 1<sup>st</sup> April 2020 (£)</b>
Copy of Approval notice	25	30
Copy of Completion certificate	25	30
Confirmation of Postal address/Postal Numbering Certificate	25	30
Copy of Plans (Each Plan)	5	5 A1/A0
Withdrawn Application (After validation and before a Plan of No Effect Notice)	25	30
Additional stamped drawings or minor amendments	25	30
Confirmation of Exemption	25	30
Affirmation of completion – pre 1994	25	30
Archive Application Search	25	30
Application searches to provide details of work Stages	25	30

**Table 2 – Current Property Certificate charges and the charges from April 2020 as agreed with the NI Law Society and approved by SOLACE.**

	<b>Current charge across all Northern Ireland Councils (£)</b>	<b>Charge agreed with Northern Ireland Law Society from 1<sup>st</sup> April 2020 (£)</b>
Property Search (Standard 10 yr)	60	
Full search back to 1973	85	95
Search of any 10 yr to full search	60	70
Upgrade of 10 yr to full search	25	30



**RECOMMENDATION: that**

- i. that the increased non-statutory charges as per Table 1 are approved and**
- ii. the revised Property Certificate charges as agreed with the NI Law Society and approved by SOLACE as detailed in Table 2 are noted.**
- iii. the screening document be approved.**

Prepared & Approved by: Bronagh Doonan, Head of Property & Building Services

Approved: Nick Harkness, Director of Community Planning

### **3.7 AC/GEN/070 ARTS AND WELLBEING NORTHERN AREA NETWORK**

Correspondence has been received from the Northern Health and Social Care Trust (NHSCT) advising that they would welcome engagement with the Council in relation to the arts and wellbeing. The Head of Arts and Culture will follow this up.

In addition, the Trust has invited the Head of Arts and Culture to join the Arts and Wellbeing Northern Area Network which is chaired by NHSCT Chief Executive and which includes representation from the other 3 Councils in the Northern Area. The Network recently held four workshops, one for each Council area, where Trust staff and local community and voluntary groups came together to discuss local needs and potential. The Trust is in the process of developing an Arts and Wellbeing Strategy for the northern area and for each locality based around the workshops and the Councils input into this is welcomed.

A copy of the NHSCT Annual Report is **enclosed** for Members' information and provides an indication of some Arts and Wellbeing activities, including those within Antrim and Newtownabbey.

**RECOMMENDATION: that Members approve the Head of Arts & Culture to sit on the Arts & Wellbeing Northern Ireland Network.**

Prepared by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

### 3.8 AC/EV/019 GARDEN SHOW IRELAND 2020

Members are reminded it was agreed at the Council meeting in November 2019 that Council take on the ownership of Garden Show Ireland and deliver the show in Antrim Castle Gardens from 1 to 3 May 2020. Members are also reminded that it was agreed by the Community Planning Committee in June 2019 that Council deliver a VE Day 75 programme of activity and events in the Borough over the weekend of 8, 9 and 10 May including a street party event in Antrim Castle Gardens on 10 May 2020. In addition, it was agreed at the Community Planning Committee in December 2019 that elements of Antrim Live be held alongside Garden Show Ireland over this first weekend in May to animate the town centre and enhance the visitor offering.

Tourism NI have recently launched their new brand for Northern Ireland which is 'Embrace the Giant Spirit' and Officers in developing the Garden Show Ireland 2020 brand are keen to incorporate this 'Giant' theme and spirit.

To this end it is proposed to hire a number of large scale attractions for Antrim Castle Gardens from 1 May until 10 May 2020 including a Giant Ferris Wheel and possibly a Helter Skelter and Vintage High Swings, in keeping with the giant theme as well as the vintage theme of VE Day 75.

The attractions will be available as part of Garden Show Ireland and VE Day 75 and will be located at the town side of the Gardens. They will also remain open throughout the 1 May to 10 May period from early afternoon to dusk at approximately 10pm.

The estimated cost of hire for a 10 day period will be around £30,000 however, the Giant Wheel at Shoreline Festival in 2019 generated £17,000 in income over the festival weekend. An estimate of £20,000 for the hire of a Giant Ferris Wheel was included in the outline Garden Show budget reported to the November Council meeting. Detailed operational arrangements including admission charges will be reported to a future meeting of the Committee.

**RECOMMENDATION: that the hire of a Ferris Wheel and other large scale vintage attractions from 1 May to 10 May 2020 in Antrim Castle Gardens as part of Garden Show Ireland and VE day 75 at an approximate cost of £30,000 be approved with detailed operational arrangements to be reported to a future meeting of the Community Planning Committee.**

Prepared by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

### 3.9 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2019/20 – SMALL GRANTS FUNDING RECOMMENDATIONS

Members are reminded of the Small Grants Programme which was agreed by the Council in October 2014 as part of the new Antrim and Newtownabbey Borough Council Community Development Grant Aid Programme.

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members are advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2019/20 financial year.

While Members have agreed changes to the programme for next year, the current scheme requires successful applicant groups to score a minimum of 50%. All proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

During the month of December, one application totalling £351.30 was received and assessed by Officers as outlined below.

Group Promoter	Name/Project	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded
Muck and More Allotment Association		Small Activity Grant for Insurance Costs	53%	£351.30	<b>£351.30</b>

The total budget available for Small Grants for the 2019/20 financial year is £14,812.34. The total amount of financial assistance awarded to date is £9,801.30 leaving a balance of £5,011.04 to fund future applications that may be submitted to the Council during the remainder of the year. Officers would subsequently ask that delegated authority be granted to the Director to authorise any further successful application received in February and March 2020.

This approval would help facilitate late applications being processed in time to facilitate expenditure of the grant in advance of the year end.

#### **RECOMMENDATION: that**

- i. the Small Grant award recommendation as detailed in the report be approved.**
- ii delegated authority be granted to the Director to authorise successful applications received in February and March 2020.**

Prepared by: Kerry Brady, Community Support & Governance Officer

Agreed by: Diane Clarke, Community Planning Lead

Approved by: Nick Harkness, Director of Community Planning

### **3.10 CP/GR/111, CP/GR/112, CP/GR/113 CP/GR/114 GOOD RELATIONS GRANT AID PROGRAMME 2019/20**

Members are reminded that the 2019/20 Good Relations Action Plan submitted to The Executive Office, includes a budget of £20,000 for the Good Relations Grant Aid Programme. The remaining budget available for the 2019/20 year is £11,830.

The aim of Good Relations Grant Aid Programme is to improve day to day relationships by encouraging everyone to treat others fairly and encouraging a society in which our own cultures and traditions as well as other people's cultures and traditions are understood, respected and accepted.

Members are advised that applications are required to score higher than 50% to be deemed successful. A total of four applications were received during the period of 25 November to 23 December 2019, scoring above the 50% threshold requesting a total amount of £8,950.

A summary of the applications received and the proposed award recommendations overview of the assessment and funding details are **enclosed** for Members' consideration.

#### **RECOMMENDATION: that**

- i A total of £2,500 be approved for Monkstown Boxing Club – NewTown Good Relations Project**
- ii A total of £1,450 be approved for Coiste Ghaeloideachais Chromghlinne – Cross-Community Spring Project**
- iii A total of £2,500 be approved for Ballyclare Counselling – Inclusivity Classes**
- iv A total of £2,500 be approved for NACN – Get it Right Project**

Prepared by: Jen Cole, Good Relations Officer

Agreed by: Diane Clarke, Community Planning Lead

Approved by: Nick Harkness, Director of Community Planning

## **4 ITEMS FOR INFORMATION**

### **4.1 CPR/PBS/BC/005 LAND AND PROPERTY SERVICES STATISTICS FOR HOUSING COMMENCEMENTS AND COMPLETIONS**

The Building Control Section sends a range of monthly statistical reports to Land and Property Services relating to a range of building regulations activity, including commencement and completion of applications received. On a quarterly basis LPS publishes their analysis of these reports relating to new housing and the latest version for July – Sept 2019 can be found on the following link

<https://www.finance-ni.gov.uk/topics/statistics-and-research/new-dwelling-statistics>

The tables highlighting the numbers of new dwelling commencements and completions under the Building Regulations for each of the 11 Council areas are **enclosed** for Member's information.

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

Prepared & Agreed by: Bronagh Doonan, Head of Property & Building Services

Approved by: Nick Harkness, Director of Community Planning

## 4.2 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-31 OCTOBER 2019

### **BUILDING REGULATIONS**

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

#### **Applications Received**

Full Plans – 54  
Building Notices – 162  
Regularisation Certificates – 90

#### **Full Plans**

Approvals – 43  
Rejected applications requiring resubmissions – 47

#### **Commencements & Completions**

Commencements – 300  
Completions - 247

**Inspections** - A total of 936 Site Inspections were carried out.

**Regularisation Certificate** - 47 Regularisation Certificates issued.

**Building Notice**- 117 Completion Certificates issued

**Property Certificates** Received – 242

#### **Energy Performance of Building Regulations**

Energy Performance Certificate's checked – 4 & 50% compliance  
Display Energy Certificate's checked – 14 & 75% compliance  
Air Conditioning Units Checked – 4 checked & 75% compliance

#### **Income**

Plan Fees Received for Month	£14646.01
Inspection Fees Invoiced for Month	£30065.79
Building Notice Fees Received for Month	£11882.00
Regularisation Fees Received for Month	£6667.20
Property Certificate Fees Received for Month	£15025.00
<b>TOTAL</b>	<b>£78286.00</b>

#### **Projected Income To Date**

**£616,368**

#### **Year to Date Actual Income**

**£620,995**

#### **Postal Numbering & Development Naming**

Numbers of official postal numbers issued – 80  
Number of new developments named - 2

**LPS Partnership**

Commercial Vacancies – 60 (Commercial vacancy tranche received Sept 19).

Property details surveys completed 60

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

Prepared by: Vicky Jordan, Business Support Officer

Agreed by: Bronagh Doonan, Head of Property & Building Services

Approved by: Nick Harkness, Director of Community Planning



#### **4.3 AC/GEN/010 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members are advised that the third quarterly meeting of the Borough Arts and Cultural Advisory Panel of 2019/20 was held in Theatre at the Mill on Wednesday 4 December 2019.

At this meeting the Panel approved the minutes of the October 2019 second quarterly meeting which are **enclosed** for Members' information.

**RECOMMENDATION: that the minutes of the meeting of 23 October 2019 be noted.**

Prepared by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

#### **4.4 CP/CP/015 NATIONAL CONFIDENTIAL INQUIRY REPORT INTO SUICIDE & SAFETY IN MENTAL HEALTH**

Members are advised that correspondence has been received from the Department of Health a copy of which is **enclosed** in relation to National Confidential Inquiry report into suicide and safety in mental health.

Information specific to suicide & safety in mental health in Northern Ireland is available on pages 49 to 51 of the report which is available via the link shown below.

<https://www.hqip.org.uk/resource/national-confidential-inquiry-into-suicide-and-safety-in-mental-health-annual-report-2019/#.XfdBxkp2vx8>

**RECOMMENDATION: that the report be noted and Members respond on a Party basis.**

Prepared & Approved by: Nick Harkness, Director of Community Planning

#### **4.5 CP/GR/107 LOCAL GOVERNMENT GOOD RELATIONS PROGRAMME**

Members are advised that a commissioning letter has been received from The Executive Office for the delivery of the 2020/21 Good Relations Action Plan.

Members are reminded that the draft Good Relations Action Plan 2020/21 was approved at Community Planning Committee on 9 December 2019.

The Good Relations Action Plan 2020/21 will be submitted to The Executive Office as a request for funding. Closing date for submission to The Executive Office is 14 February 2020 at 4pm.

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

Prepared by: Jen Cole, Good Relations Officer

Agreed by: Diane Clarke, Community Planning Lead

Approved by: Nick Harkness, Director of Community Planning

#### **4.6 CD/PM/117 QUARTERLY UPDATE - CAPITAL PROGRAMME**

A Capital Projects Status Report for January 2020 is enclosed for Members' information.

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

Prepared by: Claire Minnis, Capital Projects Manager

Approved by: Nick Harkness, Director of Community Planning