



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD  
AT MOSSLEY MILL ON MONDAY 28 MARCH 2022 AT 6.30 PM**

- In the Chair** : Mayor (Councillor W J Webb MBE JP)
- Members Present** : Aldermen – F Agnew, P Brett, T Burns, T Campbell, L Clarke  
M Cosgrove, M Girvan, P Michael and J Smyth
- Councillors – J Archibald-Brown, A Bennington, M Brady,  
M Cooper, H Cushinan, P Dunlop, S Flanagan,  
R Foster, J Gilmour, M Goodman, N Kelly, R Kinnear, AM Logue,  
R Lynch, A McAuley, N McClelland, T McGrann, V McWilliam,  
M Magill, B Mallon, J Montgomery, N Ramsay, V Robinson,  
S Ross, L Smyth, M Stewart, R Swann and R Wilson
- Officers Present** : Chief Executive - J Dixon  
Deputy Chief Executive of Operations – G Girvan  
Deputy Chief Executive of Finance and Governance – S Cole  
Deputy Chief Executive of Economic Growth – M McAlister  
Director of Community Planning - U Fay  
Director of Organisation Development – D Rogers  
ICT Change Officer – A Cole  
ICT Help Desk Officer – J Wilson  
Member Services Manager – V Lisk
- In Attendance** : Dr Steve Blockwell, Head of Investment Management, NI  
Water  
Mr David McCullough, Head of Wastewater Services, NI  
Water

Although the COVID restrictions had been relaxed, to manage numbers and minimise risk, members of the public and press could continue to access those parts of the Council meetings which they are entitled to attend through the livestream on the Council's website.

**1 BIBLE READING, PRAYER AND WELCOME**

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

The meeting opened with a Bible reading and prayer by Alderman Agnew  
Councillors Cushinan, Kelly, Kinnear Logue and McGrann joined the meeting.

## **2 APOLOGIES**

Alderman McGrath  
Councillor Goodman

## **3 DECLARATIONS OF INTEREST**

Item 12.6 – Alderman Smyth

## **4 MINUTES OF THE SPECIAL COUNCIL MEETING OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Councillor Montgomery  
Seconded by Alderman Smyth and

**RESOLVED – that the Minutes of the proceedings of the Special Council Meeting of Antrim and Newtownabbey Borough Council of Monday 28 February 2022 be taken as read and signed as correct.**

## **5 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Councillor Montgomery  
Seconded by Councillor Kelly and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 28 February 2022 be taken as read and signed as correct.**

## **6 MINUTES OF THE OPERATIONS COMMITTEE MEETING**

Moved by Alderman Girvan  
Seconded by Alderman Clarke and

**RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 7 March 2022 be approved and adopted.**

## **7 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING**

Moved by Alderman Michael  
Seconded by Councillor McGrann and

**RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday 8 March 2022 be approved and adopted.**

## **8 MINUTES OF THE COMMUNITY PLANNING COMMITTEE MEETING**

Moved by Councillor Lynch  
Seconded by Councillor Stewart and

**RESOLVED - that the Minutes of the proceedings of the Community Planning Committee Meeting of Monday 14 March 2022 be approved and adopted.**

## **9(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1**

Moved by Councillor Flanagan  
Seconded by Alderman Agnew and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 21 March 2022 Part 1 be taken as read and signed as correct.**

## **9(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2**

Moved by Councillor Flanagan  
Seconded by Alderman Agnew and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 21 March 2022 Part 2 be approved and adopted.**

## **10 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**

Moved by Councillor McAuley  
Seconded by Councillor Bennington and

**RESOLVED – that the Minutes of the proceedings of the Audit and Risk Committee Meeting of Tuesday 22 March 2022 be approved and adopted.**

*Alderman Michael left the meeting during the next item.*

## **11 G/MSMO/007 VOL 5 PRESENTATION BY NORTHERN IRELAND WATER**

As agreed at the January Council Meeting representatives from Northern Ireland Water were in attendance to update Members on the outcome of Price Control 21 (2021-2027) Final Determination agreed with the NI Utility Regulator, outline development constraints within the Council area and advise how they are addressing this challenge.

The Mayor welcomed Dr Stephen Blockwell, Head of Investment Management, and Mr David McCullough, Head of Wastewater Services, to the meeting via Zoom. Dr Blockwell and Mr McCullough updated Members, responded to Members' queries and agreed to respond to individual Members in relation to specific requests.

The Mayor and Members thanked Dr Blockwell and Mr McCullough for their presentation and they left the meeting.

## 12 ITEMS FOR DECISION

### 12.1 G/MSMO/008 VOL 3 CONSULTATION ON MINIMUM UNIT PRICING FOR ALCOHOL IN NI

Correspondence (circulated) had been received from the Department of Health advising of the launch of a public consultation on the introduction of Minimum Unit Pricing for Alcohol in Northern Ireland.

Full details of the consultation and a link to the response questionnaire are available at : [www.health-ni.gov.uk/MUP-consultation](http://www.health-ni.gov.uk/MUP-consultation). The questionnaire would be open until 17 May 2022.

Contacts in relation to the consultation are: [HDPB@health-ni.gov.uk](mailto:HDPB@health-ni.gov.uk)

Health Development Policy Branch  
Department of Health  
Room C4.22  
Castle Buildings  
Stormont Estate  
BELFAST  
BT4 3SQ

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Moved by Alderman Brett  
Seconded by Councillor Kelly and

**RESOLVED – that Members respond on an individual or party political basis.**

*NO ACTION*

### 12.2 G/MSMO/007/VOL 3 NORTHERN IRELAND HOUSING EXECUTIVE – REQUEST FOR PRESENTATION

Members were advised that a request has been received from the Northern Ireland Housing Executive (copy circulated) requesting the opportunity to present the Housing Investment Plan for the area at a future Council Meeting between August to October 2022. This had been provisionally arranged for the September Council meeting.

Moved by Alderman Brett  
Seconded by Councillor Robinson and

**RESOLVED – that the Northern Ireland Housing Executive Representatives be invited to address a future Council Meeting.**

*ACTION BY: Member Services*

### 12.3 ED/ED/102 ESF MATCH FUNDING REQUESTS (APRIL 2022 – MARCH 2023)

Members recalled that in January 2022, the Council was advised that ten organisations had requested match funding for 2022-23 under the European Social Fund Programme. This Programme funds activities to enhance and extend employment opportunities, in particular for those groups at a disadvantage in the labour market who are unemployed or economically inactive or aged 16-24 and not in employment, education or training (NEETS). Since then four of these organisations had secured funding from DfE and no longer required Council support.

The Programme is core funded by European Social Fund (50%) and the Department for the Economy (15%), with the successful organisations expected to source the remaining 35% of match funding. Typically, this has been through a combination of additional funding from the Department for the Economy, the Department for Communities, local Councils and the organisation's own funding sources. The Department for the Economy had written to the Chief Executive to determine what funds would be available from the Council for projects operating in the Borough. A summary of the projects and their current funding status was noted below. The first 4 organisations had previously been supported by the Council in the 2018 – 2022 period, with £67,528 committed to them collectively in 2021. Between April 2018–December 2021, 159 residents of Antrim and Newtownabbey had been supported into new jobs as a result of participating in ESF funded programmes supported by Council. The final 2 projects, The Bytes project and Access Centre NI had requested match funding from the Council for the first time in 2022-23.

Project	Project Promoter	Theme	Total Project Cost	CORE Funding: ESF and DfE Funding (65%)	Match funding Required (35%)	Outstanding Balance of Funds to be Secured as at 24.2.22	Total Match Funding Requested from ANBC 2022/23	Total Match Funding provided by Council in 2021/22
1	Ulster Supported Employment Limited (Usel)	Persons with a Disability	1,002,338	651,519	350,818	112,500	12,500	12,500
2	The Prince's Trust NI Project 1	NEETS	1,988,249	1,292,362	695,887	76,771	35,497	36,313
3	The Prince's Trust NI Project 2	UE / EI*	789,817	513,381	276,436	138,218	13,910	Included in above
4	Enterprise Northern Ireland	UE / EI	459,892	298,930	160,962	143,413	22,741	6,215
5	NOW Group	Persons with a Disability	1,301,526	845,992	455,534	162,767	25,000	12,500
	<b>SUBTOTAL</b>							
6	The Bytes Project	NEETS	355,271	230,926	124,345	104,345	10,595	0
7	Access Centre NI	UE / EI	145,737	94,729	51,008	51,008	14,574	0

	<b>SUBTOTAL</b>							
	<b>TOTAL</b>		<b>6,042,830</b>	<b>3,927,839</b>	<b>2,114,990</b>	<b>789,022</b>	<b>134,817</b>	<b>67,528</b>

Moved by Alderman Brett  
 Seconded by Alderman Smyth and

**RESOLVED – that the Council approves the match funding requested of £134,817.**

*ACTION BY: Emma Stubbs, Business Development Manager*

#### **12.4 ED/ED/001 INVESTMENT STRATEGY FOR NORTHERN IRELAND CONSULTATION**

The Strategic Investment Board (SIB) had developed a new draft Investment Strategy for Northern Ireland (ISNI) on behalf of The Executive Office which was currently open for consultation until 20 April 2022. A copy of the draft Strategy was circulated.

The Department for the Economy has highlighted that this is a critical strategy for Northern Ireland which recognises the need to transition to a Circular Economy as part of its objective to 'Decarbonise our economy and society'. Consultation responses were invited by the closing date of 20 April 2022. Officers had drafted a response for Members' consideration (circulated).

Moved by Alderman Brett  
 Seconded by Councillor Lynch and

**RESOLVED – that the draft response be approved.**

*ACTION BY: Majella McAlister, Deputy Chief Executive of Economic Growth*

#### **12.5 P/PLAN/083 DEPARTMENT FOR INFRASTRUCTURE – PUBLIC CONSULTATION ON WATER, FLOODING AND SUSTAINABLE DRAINAGE**

The Department for Infrastructure had issued a consultation on policies relating to water, flooding and sustainable drainage. These policies were being considered for future amendments to primary legislation (circulated).

There are nine topics included within the consultation covering a range of proposed new or amended powers for the Department and NI Water. In summary topics being consulted upon were:

- (i) Powers for NI Water to implement wider water shortage measures;
- (ii) Powers for NI Water to enter onto private land to carry out works, for flood risk management purposes including construction of sustainable drainage systems (SuDS);
- (iii) Provision of an enabling power for the Department to introduce arrangements to encourage developers to use sustainable drainage systems (SuDs) as the preferred drainage solution in new developments;

- (iv) Powers for NI Water to adopt certain drainage infrastructure, which is in private ownership and was constructed prior to 1st October 1973;
- (v) Enhanced powers for NI Water to deal with drain and sewer misconnections;
- (vi) Power for NI Water to register Article 161 Agreements in the Statutory Charges Register;
- (vii) Powers for the Department to grant fund Homeowner Flood Protection measures;
- (viii) Powers to provide for easements and additional compensation arrangements for affected landowners to facilitate flood storage; and
- (ix) Technical amendments to enable future amendment of subordinate legislation - Powers for the Department to amend, update or revoke the Drainage (Environmental Impact Assessment) Regulations Northern Ireland) 2017 and the Water Environment (Floods Directive) Regulations (Northern Ireland) 2009.

The consultation started on 11 March 2022 for a period of 12 weeks ending on 3 June 2022.

Details on how to respond is available at <https://www.infrastructure-ni.gov.uk/consultations/water-flooding-and-sustainable-drainage-consultation>.

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Moved by Councillor Montgomery  
Seconded by Councillor Kelly and

**RESOLVED – that Members respond on an individual or party political basis.**

*NO ACTION*

*Having declared an interest in the next item, Alderman Smyth left the meeting.*

## **12.6 ED/GEN/017 CCTV GRANT PROGRAMME FOR BUSINESS OPERATORS**

Members were reminded that approval was previously granted to progress arrangements for a CCTV programme for business operators.

Following an invitation for Expressions of Interest (EOIs) in the Programme, 286 responses were received from across the Borough. As a first phase, Officers had prioritised the EOIs received from businesses located in town centres as summarised in the table below:

<b>Town Centre</b>	<b>Number of EOIs</b>
Ballyclare	20
Crumlin	15
Randalstown	29
Antrim	33

Glengormley	27
<b>TOTAL</b>	<b>124</b>

As the objective of the programme is to improve security for town centre businesses and make the areas more welcoming and attractive, it was proposed that these businesses now be invited to proceed to the application stage under Phase 1 of the CCTV Grant Programme.

A specification had been developed for the CCTV equipment with an estimated cost of £2,500 per business. It was suggested that the Council supports the programme at a funding rate of 75% with the remaining 25% contributed by the businesses themselves.

Moved by Councillor Ramsay  
 Seconded by Councillor Dunlop and

**RESOLVED – that Phase 1 of the CCTV Grant Programme be progressed.**

*ACTION BY: Majella McAlister, Deputy Chief Executive of Economic Growth*

*Alderman Smyth returned to the meeting.*

**12.7 G/MSMO/007/VOL 3 HUB AND SPOKE – CONSULTATION**

Correspondence (circulated) had been received from the Department of Health advising that a consultation had opened on the option for all community pharmacies to use a 'hub and spoke' dispensing model.

Full details of the consultation and a link to the survey are available at <https://www.gov.uk/government/consultations/hub-and-spoke-dispensing>

The survey would be open until 8 June 2022.

The contact in relation to the consultation was Cathy Foster at [pharmacyconsultations@health-ni.gov.uk](mailto:pharmacyconsultations@health-ni.gov.uk)

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Moved by Councillor Kelly  
 Seconded by Councillor Robinson and

**RESOLVED – that Members respond on an individual or party political basis.**

*NO ACTION*

**12.8 CP/CP/200 UKRAINIAN REFUGEE SCHEME**

Members were advised that The Executive Office is leading an emergency response process in Northern Ireland working in partnership with Councils and



other statutory agencies in relation to responding to the needs of Ukrainian refugees entering Northern Ireland.

This was anticipated to be a significant exercise requiring partnership across government central and local and with other sectors.

An initial meeting was held on 14 March 2022 when key actions were discussed. At this meeting Councils were asked to design and deliver Welcome Centres in their local areas in partnership with public sector organisations and the community and voluntary sector. This will include orientation centres as well as centres with short stay accommodation.

It was recognised that there may be financial and resource implications related to such a request. This would be discussed further with local and central government as actions are costed.

All existing Council assets were fully occupied. It was proposed that the Chief Executive be given delegated authority to identify a suitable asset to be used as a Welcome Centre for the Borough in line with TEO guidance as the situation develops in real time.

It was anticipated that an asset in close proximity to International Airport with least disruption to customers would be most suitable.

Moved by Councillor Lynch  
Seconded by Councillor Foster and

**RESOLVED – that the Chief Executive be granted delegated authority to identify a Council asset for use as a Welcome Centre as part of the co-ordinated emergency response to the Ukrainian Refugee crisis.**

*ACTION BY: Ursula Fay, Director of Community Planning*

## **12.9 CP/CD/441 BYE-LAWS FOR CONSUMPTION OF ALCOHOL IN DESIGNATED PLACES**

Members were reminded of the bye-laws that prohibit the consumption of alcohol in designated places throughout the Borough, including Council Parks.

Two requests from Community Groups wishing to host events, which will include alcohol, in Council facilities covered by such bye-laws had been received as follows:

- Rathcoole Sons of Kai Band - 50<sup>th</sup> Anniversary Family Fun Day at Sir James Craig Park on 21 May 2022 from 1pm - 7pm.
- Newtownabbey Arts and Culture Network (NACN)- V-Fest at V36 on Saturday 25 June 2022 from 6pm - 11pm.

Rathcoole Sons of Kai Band would not be selling alcohol as part of their event, but would be serving alcohol free of charge to event guests. NACN wished to

include alcohol sales as part of their event and they would require Council permission to obtain an appropriate licence.

In the first instance, both groups required Council permission to set aside the bye-laws prohibiting consumption of alcohol at both venues on the date of the events.

Pending Members' approval, Officers would inform local PSNI to make them aware of the suspended bye-laws.

Moved by Councillor Foster  
Seconded by Alderman Cosgrove and

**RESOLVED – that the bye-laws prohibiting the consumption of alcohol are set aside at Sir James Craig Play Park and V36 at The Valley on 21 May and 25 June respectively and NACN be permitted to apply for an alcohol licence for their event.**

*ACTION BY: Ronan McKenna, Head of Community Planning*

#### **12.10 WM/WM/040 KEEP NORTHERN IRELAND BEAUTIFUL – CORRESPONDENCE**

Members were reminded that during the Extended Producer Responsibility (EPR) consultation, the UK Government and devolved administrations had proposed that producers would be responsible for full net costs of managing packaging waste, including litter management costs.

In recently received correspondence from Keep Northern Ireland Beautiful (KNIB), circulated, concern was expressed regarding pressure from the packaging producers on the UK Government and other devolved administrations to exclude litter payments entirely from the EPR scheme. This letter set out that this is based on the packaging producers' belief that the blame for litter lies solely with the individuals who drop it. While there is clear responsibility on the individual who drops the litter, the composition of littered waste indicates that the majority of it is packaging waste.

The removal of litter payments entirely from the EPR scheme would have a significant adverse financial impact on Council's budgets and Officers were of the opinion that it would be a missed opportunity for the packaging producers to take their share of the cost of collecting and disposing of their products.

KNIB had jointly written with Keep Britain Tidy, Keep Wales Tidy, and Keep Scotland Beautiful to the relevant environment Ministers in the UK and devolved administrations urging the Governments to include litter payments in the EPR scheme and had requested that Northern Ireland Councils endorse this letter.

While timing did not allow for the request to be considered in Council's governance process, Members considered forwarding a copy of suggested joint KNIB letter (circulated) to the Ministers.

Moved by Councillor Robinson  
Seconded by Councillor Kelly and

**RESOLVED – that the joint letter, as provided by Keep Northern Ireland Beautiful, be approved and submitted.**

*ACTION BY: Lynsey Daly, Head of Waste Strategy and Contracts*

### **13 ITEMS FOR NOTING**

#### **13.1 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL**

As agreed at the August 2019 meeting of the Council, the Northern Ireland Housing Council's March 2022 monthly bulletin was circulated for Members' information. A copy of the minutes of the Housing Council meeting in February was also circulated.

Moved by Alderman Brett  
Seconded by Councillor Foster and

**RESOLVED – that the report be noted.**

*NO ACTION*

#### **13.2 P/PLAN/083 END OF EMERGENCY PERIOD - PLANNING (DEVELOPMENT MANAGEMENT) (TEMPORARY MODIFICATIONS) (CORONAVIRUS) REGULATIONS (NORTHERN IRELAND) 2020**

Members were aware that the Planning (Development Management) (Temporary Modifications) (Coronavirus) Regulations (Northern Ireland) 2020 temporarily removed the requirement for a public event (and its associated advertising) as part of the pre-application community consultation process associated with planning applications for major developments. This applied where a proposal of application notice, which triggers the pre-application community consultation process is given to a council/the Department before, or during, the defined emergency period. This was introduced from 1 May 2020 to 30 September 2020, but had been subsequently extended three times, initially to 31 March 2021, then to 30 September 2021 and finally to 31 March 2022.

Correspondence, a copy of which was circulated, had now been received from the Chief Planner (Department for Infrastructure) advising that there will be no further extension and the current arrangements would end on 31 March 2022.

Following the recently published review of the Implementation of the Planning Act (NI) 2011, consideration would be given to how innovative solutions may be applied in the future to areas such as community consultation.

Moved by Alderman Brett  
Seconded by Councillor Foster and

**RESOLVED – that the report be noted.**

*NO ACTION*

The Mayor advised that the Motion would be taken at this point of the meeting.

**15 MOTION**

Moved by Councillor Roisin Lynch  
Seconded by Councillor Ryan Wilson

This Council notes:

1. That the Real Living Wage is a level of pay based on the principle that full-time work should guarantee a decent standard of living.
2. That even in difficult financial circumstances, more and more Councils are now paying or have committed to pay the Real Living Wage.
3. That the Real Living Wage is set annually and independently.
4. That the current level is £9.90 an hour.

Therefore this Council:

1. Supports the introduction of a Real Living Wage to all directly engaged, contracted and sub-contracted staff.
2. Will undertake investigations into the cost of fully implementing the Real Living Wage including the number of staff currently paid below the Living Wage, by how much and in what roles they work.
3. Will adopt a policy of supporting the Real Living Wage in procurement on a case by case basis.
4. Will seek accreditation as a Real Living Wage employer through the Living Wage Foundation.

AMENDMENT

Moved by Alderman Brett  
Seconded by Alderman Cosgrove that this Council notes:

1. That the Real Living Wage is a level of pay based on the principle that full-time work should guarantee a decent standard of living.
2. That even in difficult financial circumstances, more and more Councils are now paying or have committed to pay the Real Living Wage.
3. That the Real Living Wage is set annually and independently.

4. That the current level is £9.90 an hour.

Therefore this Council will undertake investigations into the costs and implications of fully implementing the Real Living Wage for all our staff.

On the Amendment being put to the meeting, 32 Members voted in favour, 4 against and 0 abstentions. The Amendment was declared carried and on being put to the meeting as the Substantive Motion, 32 Members voted in favour, 4 against and 0 abstentions and it was

**RESOLVED – that this Council notes:**

- 1. That the Real Living Wage is a level of pay based on the principle that full-time work should guarantee a decent standard of living;**
- 2. That even in difficult financial circumstances, more and more Councils are now paying or have committed to pay the Real Living Wage;**
- 3. That the Real Living Wage is set annually and independently;**
- 4. That the current level is £9.90 an hour,**

**Therefore this Council will undertake investigations into the costs and implications of fully implementing the Real Living Wage for all our staff.**

*ACTION BY: Jacqui Dixon, Chief Executive*

**MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Alderman Smyth  
Seconded by Councillor Foster and

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

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

## **14 ITEMS IN COMMITTEE**

### **14.1 IN CONFIDENCE P/FP/LDP/4 SCHEME OF DELEGATION: LOCAL DEVELOPMENT PLAN**

The Independent Examination (IE) into the Council's Draft Plan Strategy (DPS) Local Development Plan (LDP) by the Planning Appeals Commission (PAC) is due to commence the first week of May 2022. The purpose of the IE in respect of the DPS is to determine whether the preparation of the DPS has been conducted in accordance with legislative requirements, and whether it

is sound in regard to the 12 tests of Soundness that will be applied by the PAC at IE.

Since the formation of the Council and assumed responsibility for planning, the Council had been operating a 'Scheme of Delegation: Delegation of Planning Applications, Enforcement and other Planning Matters' (Revised December 2020). This had been supported by a 'Protocol for the Operation of the Antrim and Newtownabbey Planning Committee' (June 2019) and the Council's Standing Orders (June 2015). However, to date there had been no parallel scheme of delegation in regard to LDP matters.

There were likely to be a not insignificant number of minor changes to the LPD proposed or discussed during the IE and if Members input is to be required into each and every one of these changes, it would place a considerable administrative burden on all those involved in the process, and on Members too. Therefore there was a need for flexibility in relation to the forthcoming IE and its operation.

The external Barrister appointed in relation to the forthcoming IE had given advice in relation to the Council's current Scheme of Delegation. He had recommended that Delegated Authority be granted in relation to minor changes, for example, typographical, clarificatory, or factual modifications which do not, in the judgement of the Appointed Officers, materially alter the operation or substance of the LDP document, or relevant policies within it. For non-minor modifications the external Barrister recommended that a process be put in place whereby the input of Members is required.

It was proposed that non-minor changes will be dealt with by the Planning Committee and there may have to be special Planning Committee meetings to deal with these matters. It was anticipated that there will be a need for timely responses during the IE process and it was considered this mechanism would be the most suitable.

In practice the following process was proposed. Before proposing or agreeing to "non-minor modifications", the Appointed Officers must first bring the matter to the Planning Committee for decision. Where there is not enough time to wait for a Planning Committee meeting or to schedule a special meeting of the Planning Committee, Officers would consult with Members of the Planning Committee and having done so, may only propose or agree to the non-minor modifications in question if a majority of those Members had indicated in writing that they consent to the Appointed Officers doing so.

Any major changes would be required to come before Council. At this time officers had not identified any major changes and it was likely that if a requirement did occur, that the PAC would direct this in its report at the end of the IE.

Officers would take the advice of the external Barrister as to what matters will have to be referred to the Planning Committee and what matters will have to be referred to the Council.

The proposed amendment to the Scheme of Delegation in relation to the Council's LDP was circulated.

Moved by Councillor Montgomery  
Seconded by Alderman Smyth and

**RESOLVED - that the proposed amendment to the Scheme of Delegation in relation to the Council's Local Development Plan and staff structure changes be approved.**

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

**14.2 IN CONFIDENCE LEG-14 LEASE OF FORESHORE AT NEWTOWNABBAY, CO ANTRIM**

Officers received correspondence from a representative of The Crown Estates regarding renewing the lease for the Foreshore at Newtownabbey, County Antrim.

The current lease is between The Crown Estate Commissioners and Newtownabbey Borough Council for 15 years at £■■■■ per annum which increased to £■■■■ per annum following a rent review in 2019. The new term being proposed by The Crown Estates was a further 15 years at £■■■■ per annum on the same terms and conditions as the current lease.

The circulated map showed the area of the Foreshore which the Council leases.

Officers recommended that the lease for the Foreshore at Newtownabbey, County Antrim be renewed for 15 years at £■■■■ per annum.

Moved by Councillor Robinson  
Seconded by Councillor Foster and

**RESOLVED - that the lease for the Foreshore at Newtownabbey, County Antrim be renewed for 15 years at £■■■■ per annum.**

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

**14.3 IN CONFIDENCE ED/ED/213 ANTRIM LEVELLING UP FUND LEASE AGREEMENT**

Members were reminded that approval was granted in January to progress a lease for the first floor of 55-59 High Street, Antrim as part of the Levelling Up Fund. This report provides an update following engagement with the private sector owners and the Levelling Up Fund Team.

The bid to the Levelling Up Fund was a package bid based on 3 key elements, the capital costs of which were summarised below;

	Funder Contribution	First Floor Redevelopment for Office/Workspace	Riverfront scheme – Opening Up Rear of Building	Boardwalk extension
Levelling Up	██████████	██████████	██████████	██████████
Council	██████████	██████████	██████████	██████████
DFC	██████████			██████████
Owner - Karl	██████████		██████████	
Antrim Towns Company	██████████			██████████
<b>TOTAL</b>	██████████	██████████	██████████	██████████

The core element of the scheme is the redevelopment of the first floor at 55-59 High Street to create high quality, modern and fit for purpose offices and workspace for start-up and grow on businesses and this element was being funded in the majority by the Levelling Up Fund. The Levelling Up Fund is a maximum award of £██████████ and this figure will not increase even if the cost of the scheme increases post tender.

The Council bid sought public funding for the project in light of market failure i.e. the scheme would not be viable for the private sector acting alone. Over the life of the project there is therefore an annual subvention/contribution required from the Council alongside the income generated through hire of the offices/workspace to meet the full operational costs.

The operational costs of the project as per the bid submitted were projected over a 30-year period and were summarised in the table below.

MRP & Lifecycle costs etc	██████████
Lease	██████████
External & Internal Maintenance	██████████
Centre Mgr	██████████
Receptionist	██████████
Cleaner and General support	██████████
Utilities	██████████
Rates	██████████
Premises Costs	██████████
Supplies & Services	██████████
<b>TOTAL</b>	██████████

NB – Lease annual increase currently based on 2% inflationary increase



The cost shown for the lease of the First Floor from the private sector is £ [REDACTED] based on an independent valuation which valued the first floor in its current condition at £ [REDACTED] (£ [REDACTED] per square foot with one year's free rental provided by the owner. An annual inflationary increase would then be applied over the 30 years. The net lettable space for offices/workspace was estimated to be 12,160 square foot (24% allowed for circulation and common facilities).

The business plan for the project had incorporated this information. It was important to note that the configuration of the space and the pricing shown below was intended to support start up and growth businesses and not to directly compete with the private sector and was less than the market rate.

Nature of space	% of total	Square Feet
Office	45%	7,200
Collaborative Space which includes dedicated desks, hotdesks	23%	3,680
Informal Workspace	8%	1,280
Circulation	11%	1,760
General Facilities	13%	2,080
Total	100%	16,000

Office	[REDACTED]
Shared Space (co-working)	[REDACTED]
Virtual Office	[REDACTED]
Hot Desks	[REDACTED]
Dedicated Desks	[REDACTED]

A conservative rate for projected occupancy had also been applied to the project commencing at 35% in Year 1 and rising to 80% in Year 5, remaining at this level thereafter. Based on these assumptions an income of £ [REDACTED] was projected over the 30-year period which includes an annual inflationary increase of 2%.

Based on an income of £ [REDACTED] and assuming that the staff resources are provided by the Council and only 50% of the rates bill is factored in the total operating costs were estimated to be £ [REDACTED]

Therefore, the contribution from the Council to operating costs over 30 years would be £ [REDACTED] or an average of £ [REDACTED] per annum.

### **Lease – Heads of Terms**

Following discussions with the private owner the following Heads of Terms had been proposed for the Antrim lease

- 30 year lease
- No break clause
- Free lease year to be split across 2 years rather than 1
- Annual increase will be Retail Price Index linked (upward only)

Moved by Councillor Montgomery  
 Seconded by Alderman Smyth and

**RESOLVED - that**

- (i) the lease details as outlined be approved; and**
- (ii) the income and operating cost assumptions and projections be approved.**

*ACTION BY: Majella McAlister, Deputy Chief Executive of Economic Growth*

**14.4 IN CONFIDENCE HR/ER/018 PARKS RESOURCING**

In February 2022, it was agreed to put in place a contract for seasonal basic grass cutting each year instead of Agency contracts, subject to consultation with staff and Trade Unions.

Feedback from the Trade Unions had been received and was detailed as follows, together with Management responses.

<b>Joint Trade Union Feedback</b>	<b>Proposed Management Response</b>
1. If Council proceed with their action in regard to outsourcing this service, it would be appropriate that the new employer's staff were on the same pay rates/overtime rates and as such cannot be used to undermine A&NBC staff terms & conditions, standards of living by being the cheap option, including overtime.	The tender was for grass cutting services only and was not comparable work to the wider duties of the Parks Teams.
2. Clearly defined demarcation on who does what role was given to JTUS in writing so as the boundaries were set and the potential for race to the bottom slippage did not occur.	TU side would be provided with written details of the requirements for basic grass cutting across the Borough which would be provided through the new contract, rather than through an agency contract.
3. Voluntary severance needs to be done in a fair & transparent manner. However, this comes with certain caveats, a full rationale must be provided to explain the necessitation for making such offers and that it must be clearly demonstrated how the surplus work would be covered without overloading the current staffing	Council remained committed that any such matters were carried out in line with relevant agreed policy and procedure.  Councils Redundancy procedure guides our approach to Voluntary severance and other relevant matters. This

<p>compliment. Also it would be beneficial to review the severance / redundancy policy as we believe the circumstances warrant this at present.</p>	<p>would be subject to review and consultation in April 2022.</p> <p>Any further considerations should be taken in line with any newly agreed policy.</p>
<p>4. A review in one year`s time should be inbuilt to the process to review if this option was any better than the problems highlighted by management in their decision to outsource this problem.</p>	<p>Agreed</p>
<p>5. Regards to making four assistant team leader posts permanent, would a full recruitment exercise be carried out or by what other method was it proposed that these were filled.</p>	<p>The temporary posts referred to are to become permanent posts in the new Parks structure. Any appointment to these posts would be subject to Councils normal full recruitment processes which include internal trawls in the first instance.</p>
<p>6. On the seasonal recurring staff it was anticipated that permanent positions would be offered to five people in this area who were currently employed through a recruitment agency. As there was now an identified requirement for additional staff in this area, was this not a corporate governance issue as the posts were not being advertised or following any apparent formal process for filling. There could be perceived issues of fairness particularly for existing workers who have had to go through a recruitment process. Why were the agency staff given preferential treatment and was there a precedent for doing things this way within the Council?</p>	<p>These employees were seasonal re-occurring staff who were employed directly by the Council.</p> <p>These were not agency workers.</p>
<p>7. Voluntary Severance. While NIPSA was opposed to any measure which would result in staff shortages, we would not stand in any member's way who may choose to explore this option. However, this came with certain caveats, a full rationale must be provided to explain the necessitation for making such offers and that it must be clearly</p>	<p>Any such considerations would be made in line with any newly agreed policy.</p> <p>See point 3, 5 &amp; 6.</p>

demonstrated how the surplus work would be covered without overloading the current staffing compliment. As such, any attempts to replace permanent staff with agency staff, outside a temporary relief measure until vacancies were fill substantively through permanent recruitment, to privatise this area by stealth would be met with resistance TUS	
8. TUS remain opposed to any changes to the working patterns of staff and would request that this was removed from the presentation	Agreed.

Moved by Alderman Smyth  
 Seconded by Councillor Foster and

**RESOLVED - that Council notes the Trade Union feedback and the associated management response and the tender for the provision of grass cutting services be issued.**

*ACTION BY: Debbie Rogers, Director of Organisation Development/Matt McDowell, Deputy Director of Operations (Parks and Leisure)/John Balmer, Deputy Director of Finance and Capital*

*All Officers left the meeting with the exception of the Chief Executive, Member Services and IT.*

**14.5 IN CONFIDENCE CE/PERS/091 STRATEGIC COMMUNICATIONS REVIEW**

A report was tabled at the meeting with the following proposals:-

1. Appointment of a Public Relations Company - From 1 April 2022, following a procurement exercise, a Public Relations Company will be appointed by the Chief Executive for a period of 6 months to secure 1 solid newsworthy story per week and 1 significant broadcast story per month for the Council. PR activity regarding these stories to be shared on the Council's Social Media platforms.

A Media and Marketing Manager to be seconded to the Chief Executive's Department to support this work.

2. Independent Audit - An independent audit of the Council's current strategic communications activities to be completed to inform next steps.
3. Photography Contract - The photography contract which is due to expire at the end of March 2022 to be extended for 3 months and the specification reviewed to ensure added value.

4. Staff Restructure - It was proposed to separate the planning and delivery of Strategic Communications from the day to day marketing, events and customer services function.

A new Director of Strategic Communications was to be appointed and would report to the Chief Executive. The new Director would establish, lead and implement the changes necessary to address Members' concerns.

A dedicated team would be put in place to support the new Director including two Managers using current vacant posts. Initially one Manager would focus on Press/ Broadcast Media and the other would focus on social media.

The existing team would continue to build on their current marketing strengths and events expertise and further develop the customer services experience.

Moved by Councillor Montgomery  
Seconded by Alderman Smyth and

**RESOLVED - that the proposals are implemented subject to consultation with staff and Trade Unions in relation to the staff restructure.**

*ACTION BY: Jacqui Dixon, Chief Executive*

#### **MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Councillor Foster  
Seconded by Alderman Smyth and

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

The Mayor thanked everyone for attending and the meeting concluded at 8.04 pm.

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**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.***