



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE  
HELD IN MOSSLEY MILL ON MONDAY 11 NOVEMBER 2019 AT 6.30 PM**

- In the Chair** : Councillor V McWilliam
- Committee** : Aldermen – L Clarke, M Girvan and J McGrath  
Councillors - P Dunlop, G Finlay, R Kinnear,  
D McCullough, P Michael, S Ross, M Stewart and R Wilson
- Non Committee Members** : Councillors A Bennington, M Cooper, N McClelland,  
V Robinson and B Webb
- In attendance** : Maurice Leeson, Transformation Manager, CYPSP  
Maxine Gibson, Children's Services Planning Professional  
Advisor, CYPSP
- Officers Present** : Head of Property & Building Services – B Doonan  
Head of Arts & Culture – U Fay  
Head of Community Planning – L Moore  
Head of Capital Development – R Hillen  
ICT Change Officer – A Cole  
Media and Marketing Officer – J McIntyre  
Mayor and Member Services Officer – S Fisher

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Members to the November meeting of the Community Planning Committee and reminded all present of the audio recording protocol. She also passed on the Committee's good wishes to the Director. Councillor Dunlop expressed sincere condolences, on behalf of the Committee, to Councillor Montgomery on the passing of his mother.

**1 APOLOGIES**

Alderman D Kinahan  
Councillors – T McGrann and L Smyth

## **2 DECLARATIONS OF INTEREST**

Item 6.1 – Councillor P Dunlop

## **3. PRESENTATION**

Members were reminded that it was agreed at the July Council meeting, following the Draft Consultation of the Northern Ireland Children and Young People's Plan 2019-2021, that the Children and Young People's Strategic Partnership be invited to present to the Community Planning Committee.

Maurice Leeson, Transformation Manager, CYPSP and Maxine Gibson, Children's Service Planning Profession Advisor, CYPSP made the presentation following which they answered Members' questions. The Chair thanked them for the presentation and the valuable work that they do.

## **4. ITEMS FOR DECISION**

### **4.1 CPR/PBS/BC/005 LAND AND PROPERTY SERVICES FEEDBACK REPORT ON THE COMMERCIAL VACANCY SURVEY WORK UNDERTAKEN JULY/AUGUST/SEPTEMBER**

Members were reminded of the multiple strands of work the Building Control section undertakes in partnership with Land and Property Services (LPS) section of the Department of Finance. Building Control had recently completed a tranche of commercial vacancy surveys on behalf of LPS and had received favourable feedback for the Council.

LPS advised that the additional rates income due to be received by the Council from this exercise, is £31,478.04.

Proposed by Councillor Ross  
Seconded by Councillor Wilson and agreed that

**this effective example of partnership working with Land and Property Services be continued.**

*ACTION BY: Bronagh Doonan, Head of Property and Building Services*

### **4.2 AC/EV/012 BRIGHTER NIGHTS PROGRAMME 2019/2020**

Members were advised that Brighter Nights is a summer programme of arts and culture activity, delivered since 2012 on Friday evenings throughout July and August in Lilian Bland Community Park, Glengormley.

The programme commenced in 2012 with the award of Peace III funding to deliver it as a pilot over 2 years. Through the delivery of a targeted programme of culture and arts for a family audience from tots and teens through to senior citizens there had been a reduction in incidents of anti-social behaviour and a huge increase in the positive use of a community space.

Members were advised that Brighter Nights 2019 was held for the 8th consecutive year in Lilian Bland Community Park, Glengormley throughout the summer on Friday evenings 6:30pm-8:30pm from 5 July until 30 August 2019 (no event on 12 July). This programme of arts, culture and entertainment once again proved very popular and attracted very healthy numbers with approximate totals listed below:

| <b>Week</b> | <b>Date</b>      | <b>Event Time</b> | <b>Theme</b>                 | <b>Attendance</b> |
|-------------|------------------|-------------------|------------------------------|-------------------|
| 1           | Friday 5 July    | 6.30pm-8.30pm     | Schools Out For Summer       | 892               |
| 2           | Friday 19 July   | 6.30pm-8.30pm     | Superheroes come out to play | 351               |
| 3           | Friday 26 July   | 6.30pm-8.30pm     | Animal Antics                | 585               |
| 4           | Friday 2 August  | 6.30pm-8.30pm     | Dance & Fitness              | 944               |
| 5           | Friday 9 August  | 6.30pm-8.30pm     | Science & Nature             | 78                |
| 6           | Friday 16 August | 6.30pm-8.30pm     | Sports                       | 670               |
| 7           | Friday 23 August | 6.30pm-8.30pm     | Circus                       | 450               |
| 8           | Friday 30 August | 6.30pm-8.30pm     | Final Fling Best Bits Back!  | 250               |

The Arts and Culture team worked with the Good Relations section for the second year with Good Relations providing two additional activities each week. An example of one such activity was Henna painting, which proved very popular and a good addition, as an inclusive intercultural activity. The weather for the majority of the events was good. This had a direct impact upon attendance as the attendance drops significantly when the weather is poor given that most activity is outdoors. In 2018 and in some previous years there was an element of anti-social behaviour in the Park during the programme however there was no evidence of this during the 2019 programme.

The annual budget set for the Brighter Nights programme is £15,000, which has remained unchanged since this programme commenced in 2012. However, over the last number of years it has proved more and more challenging to deliver the same quality programme to growing audiences for this budget, which represents £1,666 each week for the usual 9 week programme. Brighter Nights in 2019 was delivered within budget however, Members were asked to consider an increased budget for 2020 as the 2019 programme was delivered over 8 weeks and not the usual 9 due to the 12 July falling on a Friday. A £3,600 increase would provide an additional £400 for each weekly session of the programme.

It was proposed to continue to deliver Brighter Nights Programme in 2020 using a similar format but with an increased budget of £18,600. Officers will also explore means of adding value to the event through sourcing of additional funding or development of additional partnerships such as that with the Good Relations team, which added positively to the event.

In response to a query from Members, the Head of Service agreed to meet with relevant Members with regard to exploration of an action plan for the Rathcoole area regarding anti-social behaviour.

Proposed by Alderman McGrath  
Seconded by Councillor McCullough and agreed that

**the provision of £18,600 in the Arts and Culture 2020/21 Estimates for the delivery of Brighter Nights Programme in the Lilian Bland Community Park in summer 2020 be approved.**

*ACTION BY: Ursula Fay, Head of Arts and Culture & Louise Moore, Head of Community Planning*

#### **4.3 AC/ACG/12 MACMILLAN CANCER EVENT ANTRIM CASTLE GARDENS**

Correspondence had been received from the Palliative Care Chaplain at the Macmillan Unit Antrim Area Hospital about the possibility of holding an event in Antrim Castle Gardens to remember those who have died in the Macmillan Unit at the Hospital.

He requested that the event be held on a Sunday afternoon between the last Sunday in April and the end of June 2020. The suggested programme involves a time of remembrance which would include some inter denominational readings and music, etc, with possibly a craft activity, a short walk in the Gardens, the planting of a tree and some light refreshments such as tea, coffee with the people bringing a picnic. The organised part would last about 60-90 minutes with people having the option to stay longer if they wish. If permission to plant a tree is granted the Chaplain indicated that they would like to visit this annually.

It was proposed to accommodate this request at a date to be agreed subject to meeting with the Chaplain to agree detailed arrangements and at no cost to the Council.

Proposed by Councillor Dunlop  
Seconded by Councillor Wilson and agreed that

**the request to host a Remembrance Event in Antrim Castle Gardens including the planting of a tree by the Macmillan Unit Antrim Area Hospital be approved, subject to agreement on a date and event detail and at no cost to the Council.**

*ACTION BY: Ursula Fay, Head of Arts and Culture*

#### **4.4 AC/GEN/037 ARTS AND CULTURE GRANT AID PROGRAMME**

Members were reminded that a revised Arts and Culture Grant Aid Programme was approved by the Operations Committee in March 2017. The purpose of the grant programme is to provide financial assistance to individuals and groups in the Borough for a range of arts and heritage

purposes. To be successful applicants must score a minimum of 50% in their application and all proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

The grants are delivered on a rolling funding programme linked to the financial year or until the funding for the year is exhausted. One application has been assessed by officers under the appropriate funding category and maximum award available.

A summary of the application was set out below along with the proposed award:

| <b>Group<br/>Individual</b>   | <b>Funding<br/>Category</b>   | <b>Funding<br/>Purpose</b>                         | <b>Score</b> | <b>Amount<br/>Awarded</b> |
|---|---|--|--------------|---------------------------|
| Coiste Ghaelideachais Chromghlinne describe themselves as a non-denominational organisation based in Crumlin established to promote and advance Irish cultural heritage. The organisation is seeking to expand on a wide range of cross community parental support services and facilities. | The delivery of an event or festival which must be held in the Borough and open to the public | Multi-Cultural Arts Concert<br><br>22 October 2019 | 60%          | £1,000                    |

The remaining budget available for arts grants in 2019/2020 is £10,700. The total amount proposed for this award is £1,000 leaving a balance of £9,700 to fund any future applications in the current financial year.

Proposed by Councillor Wilson  
Seconded by Councillor Kinnear and agreed that

**the Arts and Culture Grant Award be approved.**

*ACTION BY: Leeann Murray, Arts Development Officer*

#### **4.5 PBS/BC/003 STREET NAMING – HIGHTOWN ROAD, GLENGORMLEY**

An application had been received on 25<sup>th</sup> October 2019 from Alan Patterson Design on behalf of Antrim Construction Company regarding the naming of phases 1&2 of a residential development at Hightown Road, Glengormley. The overall development consists of approx. 350 units, these being a mixture of detached and semi-detached dwellings, townhouses and apartments. 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 circulated.

1 – Glen Manor: The name chosen by the land owners, the Conway Group, derived from the town name and to reflect the quality/nature of the properties to be developed.

2 – Hillside: The name chosen by the developer, Antrim Construction Company, from a shortlist of names provided by the pupils/parents of Glengormley Integrated School. Hillside reflects the nature of the land.

3 – Hillcrest: Chosen using the same process/consultation as options 1 & 2.

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

Proposed by Councillor McCullough

Seconded by Alderman McGrath and agreed that

**the overall name Hillside be selected for this development and that Officers be given delegated authority to assign appropriate suffixes to aid postal numbering of the site.**

*ACTION BY: William Richmond, Principal Building Control Surveyor*

#### **4.6 PBS/BC/003 STREET NAMING – CASTLE AVENUE, RANDALSTOWN**

An application had been received on 15 October 2019 from Jim Burke on behalf of Hagan Homes regarding the naming of a residential development at Castle Avenue. The development consists of 5 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 circulated.

1 – Castle Lane – Off Castle Avenue

2 – Castle Mews – Off Castle Avenue

3 – Castle Gardens – Houses being built in garden off Castle Avenue

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

Proposed by Alderman Clarke

Seconded by Councillor Dunlop and agreed that

**the name Castle Lane be selected for this development.**

*ACTION BY: Liam McFadden, Principal Building Control Surveyor*

#### **4.7 CP/P4/017/VOL3 PEACE IV PARTNERSHIP MINUTES**

Members were reminded that the Peace IV Partnership operates as a Working Group of Council. As such the minutes of the Peace IV Partnership meeting held on Tuesday 13 August 2019 were circulated for consideration.

Proposed by Councillor Wilson  
Seconded by Councillor Michael and agreed that

**the minutes of the Peace IV Partnership held on Tuesday 13 August 2019 be approved.**

*ACTION BY: Andrew Irwin, Community Safety and Good Relations Manager*

#### **4.8 CP/CP/141 COMMUNITY PLANNING STATEMENT OF PROGRESS**

Members were reminded that the 'Love Living Here' plan is the Community Plan for the Borough of Antrim and Newtownabbey. It sets out a shared vision and agreed outcomes up to 2030. Community Planning is a process facilitated by Councils, in collaboration with key partners and communities to develop shared outcomes through planning collectively to deliver better and smarter services. Members were asked to note that the Department for Communities (DfC) requires that a statement of progress for Community Planning be submitted by the end of November 2019. It is intended that the statement will capture progress of the process and of the delivery of actions.

Members were advised that a Community Planning workshop was held on 25 June 2019 in order to focus attention on the report card method of measuring progress. The invitation to this event was in collaboration with Mid and East Antrim and Causeway Coast and Glens Partnerships, the Officers Working Group members, Outcome Delivery Chairs, Action Leads and Elected Members were also in attendance. Following the workshop, Partners, undertook the task of completing report cards and contributed to the statement of progress for the Antrim and Newtownabbey, 'Love Living Here', Community Plan. A copy of the statement of progress was circulated for Members consideration.

The statement of progress provides an opportunity for Antrim and Newtownabbey Community Planning Partnership to collect and collate progress to date, in order to update the public. The content of the statement includes a restatement of the vision, narrative and outcomes, and where we are with them, any recent available data for our population indicators, coupled with an update on collaborative activity being progressed by partners. The statement also provides an opportunity to highlight the effective collaborative relationships across the Partnership and the excellent work that is being progressed, both in the short and long term.

Proposed by Councillor Wilson  
Seconded by Alderman McGrath and agreed that

**Committee approve the statement of progress for submission to Department for Communities.**

*ACTION BY: Louise Moore, Head of Community Planning*

#### **4.9 CP/CP/150 COMMUNITY FUND – DORMANT ACCOUNTS FUND CONSULTATION NOVEMBER 2019**

Members were advised that the Community Fund have been consulting with the voluntary, community and social enterprise sector with regards to the Dormant Accounts Fund Framework. The Community Fund will distribute money through The Dormant Accounts Fund under direction from the Department of Finance to increase capacity, resilience and sustainability in the above sectors in Northern Ireland. These funds are not derived from National Lottery activity.

To ensure this funding has maximum impact in communities across Northern Ireland, the Community Fund are consulting with the sector, with a view to opening the fund in early 2020. Further information on the framework can be found on The Community Fund website. Should members wish to be involved in the consultation process, the Community Fund have advertised the following events and feedback methods;

Review the framework and share your views, thoughts and comments – send them to [dormantaccountsni@tnlcommunityfund.org.uk](mailto:dormantaccountsni@tnlcommunityfund.org.uk)

Attendance at one of the below events – To book a place, email [dormantaccountsni@tnlcommunityfund.org.uk](mailto:dormantaccountsni@tnlcommunityfund.org.uk) at least one week before your preferred event.

- Newtownabbey, Mossley Mill – 13 November – 9.30-1.30
- Enniskillen, Killyhevlin Hotel - 27 November - 9.30-1.30
- Craigavon, Civic Centre – 2 December – 12.30-4.30
- Derry-Londonderry, Guildhall – 12 December – 9.30-1.30

You can also organise your own roundtable event and invite people from your area or sector together. The Community Fund can come along to facilitate the discussions. If this is required, event details should be sent by email to [dormantaccountsni@tnlcommunityfund.org.uk](mailto:dormantaccountsni@tnlcommunityfund.org.uk)

A representative from Antrim & Newtownabbey Borough Council's Community Planning department will attend the event at Mossley Mill on 13 November.

Proposed by Councillor Wilson

Seconded by Alderman McGrath and agreed that

- i. the report be noted and responses are given on a Party basis.**
- ii. A representative from Antrim & Newtownabbey Borough Council's Community Planning department will attend the event at Mossley Mill on 13 November.**

*ACTION BY: Clare Adair, Community Services Manager*

#### **4.10 CP/CP/113 BARNARDO'S, THE THRIVE PROJECT**

Members were reminded following a request from Barnardo's, Thrive Project a presentation was made to the Community Planning & Regeneration



Committee in September 2019 on the Thrive Project operating in Rathcoole and Monkstown. Members were aware that the presentation outlined the work of Thrive coupled with the commitment from other partners for collaborative investment, to include Department of Education, Education Authority, Public Health Agency, Northern Health and Social Care Trust and Barnardo's NI. The presentation concluded with a request, for financial assistance, from Council to the value of £30,000.

Members were reminded that Barnardo's were awarded the following amounts, from the Council's Economic Development budget and DEA Programme for the Newtownabbey Family Connections project which aimed to improve educational aspiration and attainment as detailed below:

| <b>Budget</b>        | <b>Financial Year</b> | <b>Amount</b> |
|----------------------|-----------------------|---------------|
| Economic Development | 2015/16               | £48,666       |
| Economic Development | 2016/17               | £82,585       |
| DEA Programme        | 2017/18               | £56,207       |
| DEA Programme        | 2018/19               | £13,665       |

Members were advised that a report was tabled at the October Community Planning and Regeneration Committee, seeking Members' instructions on addressing the request for £30,000. Members requested that Officers present some options at the November Community Planning meeting. Officers identified some options and these are detailed below for Members' consideration.

| <b>Option</b>   | <b>Consideration</b>  |
|---|---|
| 1. Decline the request                                | Officers to signpost Barnardos to potential external funding streams  |
| 2. Fund the request at 50%                            | Include £15,000 in the Council estimates for 2020/21  |
| 3. Fund the request 100%                              | Include £30,000 in the Council estimates for 2020/21  |
| 4. Officers to explore external funding opportunities | <ul style="list-style-type: none"> <li>• Liaise with SEUPB to explore availability of funds in current Peace IV programme.</li> <li>• Liaise with the Executive Office to explore inclusion of the programme in the Good Relations Action Plan for ANBC 2020-2021.</li> </ul> |

Members were advised that the Head of Community Planning met with Barnardo's, who have indicated they are content that the request is considered for 2020/21 and they would value support to achieve a long term funding solution.

Proposed by Councillor Ross

Seconded by Councillor Finlay and agreed that

**Option two to include £15,000 in the Council estimates for 2020/21 and Option four that Officers explore external funding opportunities be followed in addition a senior member of staff liaise with the Thrive Project.**

*ACTION BY: Louise Moore, Head of Community Planning*

#### **4.11 CP/GR/106 GOOD RELATIONS GRANT AID PROGRAMME 2019/20**

Members were reminded that the 2019/20 Good Relations Action Plan submitted to The Executive Office, included a budget of £20,000 for the Good Relations Grant Aid Programme. There is currently £16,830 budget available within the Good Relations Grant Aid Programme 2019/20. The aim of Good Relations Grant Aid Programme is to promote positive relations and encourage inclusion.

Members were advised that applications are required to score higher than 50% to be deemed successful. A total of one application has been received during the period of 1 October 2019 to 28 October 2019, from Your Freedom and Our Shared History Programme, scoring above the 50% threshold requesting a total amount of £4,300. The Shared History Programme costs £5,880, with match funding to the amount of £1,580 secured from the Polish Consulate. Members were reminded that the maximum grant available under the Good Relations Programme is £2,500.

A summary of the application received, the proposed award recommendations and an overview of the assessment and funding details were circulated for Members' consideration.

Proposed by Alderman Girvan  
Seconded by Councillor Wilson and agreed that

**an award of £2,500 be approved for the For Your Freedom and Ours Shared History Programme.**

*ACTION BY: Jen Cole, Good Relations Officer/Andrew Irwin, Community Safety and Good Relations Manager*

#### **4.12 CP/CD/281 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2019/20 SMALL GRANTS FUNDING RECOMMENDATIONS**

Members were 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 were 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.

To be successful in securing a small grant groups applying must score a minimum of 50% in their application assessment and 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 October, six applications totalling £2751.30 were received and assessed by Officers as outlined below.

| <b>Group Name/Project Promoter</b>   | <b>Project Description/Title</b>   | <b>Scored Percentage</b> | <b>Amount Requested</b> | <b>Amount Awarded</b> | <b>Notes</b>  |
|--|--|--------------------------|-------------------------|-----------------------|---|
| 1 <sup>st</sup> Kilbride Boys Brigade for boys aged between 5-18 years   | Small Activity Grant for Team Building Residential for 12 -18 year olds              | 0                        | £500                    | <b>£0</b>             | Insufficient evidence of need and project description   |
| Mallusk Community Playgroup for children aged between 2years 10months – 4 years  | Small Activity Grant for Insurance to cover the groups daily programme of activities | 86%                      | £500                    | <b>£500</b>           |   |
| MG Bowling Club (Moneyglass) currently have 25 members who meet twice weekly to play bowls   | Small Activity Grant for Hall Rental of Moneyglass Community Centre                  | 53%                      | £500                    | <b>£500</b>           |   |
| Muck and More Allotment Association is currently made up of 69 allotment holders who produce low cost, good quality food and promote healthy lifestyles. | Small Activity Grant for Insurance to cover the day to day activities of the group   | 40%                      | £351.30                 | <b>£0</b>             | Insufficient evidence of the need for the project provided or evidence of addressing social exclusion |
| Little Hands PreSchool Playgroup for children aged between 2yr 10mths – 4yrs   | Small Activity Grant for Insurance to cover the groups daily programme of activities | 66%                      | £450                    | <b>£450</b>           |   |
| 1 <sup>st</sup> Monkstown Rainbows For girls aged 4-7 to develop self-confidence, build friendships & learn new things                                   | Small Seeding Grant for Stationery, Hospitality, Arts & Crafts & Uniforms            | 26%                      | £450                    | <b>£0</b>             | Insufficient evidence of need and project description   |

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 £9,400 leaving a balance of £5,412.34 to fund future applications that may be submitted to the Council during the remainder of the year.

Following queries raised by Members, the Head of Service agreed to review the Grant Aid processes.

Proposed by Councillor Michael

Seconded by Councillor Ross and agreed that

**the Small Grant award recommendations be approved and that feedback is given to unsuccessful applicants who may reapply.**

*ACTION BY: Kerry Brady, Community Support & Governance Officer*

#### **4.13 CP/CP/143 COMMUNITY PLANNING REVIEW**

Members were reminded that the 'Love Living Here' Community Plan was developed in 2017. The development of the plan was the result of extensive engagement, research and consultation with community planning partners, key stakeholders, agencies, communities and individuals. This culminated in a shared vision that 'Antrim and Newtownabbey is a resilient, socially responsible community where citizens enjoy a high quality of life'.

Members were reminded that the Community Plan is led by:-

- i. Community Planning Partnership - A partnership of Senior Officers, Elected Members and representative of all community planning partners.
- ii. Officers Working Group - In order to implement and monitor the Community Plan, an Officers Working Group comprised of Managers from each of the partner organisations develops and reports on a range of delivery methods.
- iii. Outcome Delivery Groups – A wider group of partners and stakeholders sit on each of the 6 Outcome Delivery Groups which engage with community and relevant stakeholders to design the detailed actions to achieve the outcomes in the Community Plan.
- iv. Place Shaping Fora - Additional to this there are 7 Place Shaping Fora which operate across the Borough to engage with communities and key stakeholders.

Members were reminded that, Locus Consulting, was appointed in 2018 to undertake a structural review of Community Planning, as the Community Plan was moving from development to implementation phase. Locus Consulting met with statutory and supporting partners, Council Officers and Elected Members from the Community Planning Partnership and also delivered a number of engagement workshops.

A copy of the report from Locus Consulting was circulated for Members' information. The key recommendations included:-

- reduction in the number of tiers,
- inclusion of Elected Members in The Outcome Delivery Groups (ODG's) and
- reduction from 6 Outcome Delivery Groups to 3.

Feedback also included ensuring that the Partnership agenda was reflective of the decision making powers and that the Officers Working Group be absorbed into the Outcome Delivery Groups. A table highlighting the key recommendation is shown below:

| Current Structure   | Recommendation   |
|---|--|
| Community Planning Partnership  | <ul style="list-style-type: none"> <li>• Maintain the partnership but ensure agenda reflects decision making powers</li> <li>• Meeting frequently – 6 months</li> </ul>  |
| Officers Working Group  | To merge this group in the Outcome Delivery Groups   |
| 6 Outcome Delivery Groups <ul style="list-style-type: none"> <li>I. Health &amp; Wellbeing</li> <li>II. Connected Place</li> <li>III. Connected People</li> <li>IV. Safe, Clean &amp; Vibrant</li> <li>V. Economic Prosperity</li> <li>VI. Achieve Potential</li> </ul> | <ul style="list-style-type: none"> <li>• Reduce to 3 Outcome Delivery Groups to include:               <ul style="list-style-type: none"> <li>i. Our People</li> <li>ii. Our Place</li> <li>iii. Our Prosperity</li> </ul> </li> </ul> |
| Other existing structures and partnerships  | <ul style="list-style-type: none"> <li>• Mapping exercise needs to take place to compliment and utilise existing structures</li> <li>• Maintain and expand existing non statutory partnerships</li> </ul>                              |
| No Involvement of Elected Members in Outcome Delivery Group   | <ul style="list-style-type: none"> <li>• Involvement of Elected Members in Outcome Delivery Groups</li> </ul>  |
| Stakeholder involvement   | <ul style="list-style-type: none"> <li>• Periodic shared learning events</li> </ul>  |

The proposed new delivery structures was summarised in the circulated diagram.

Members were advised that recommendations will be brought to the next meeting of the Community Planning Partnership on 10 December 2019 for approval and, if approved these will become effective immediately.

Proposed by Councillor Ross

Seconded by Alderman McGrath and agreed that

**the report be noted and the Committee approves the recommendations being put to the Community Planning Partnership on 10 December 2019.**

*ACTION BY: Louise Moore, Head of Community Planning*

#### **4.14 AC/GEN/059 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members were reminded that it was agreed at the February 2019 Community Planning and Regeneration Committee that the Borough Arts and Cultural Advisory Panel (Arts Panel) continue in the next term of the Council with the recruitment of up to 12 independent Members of the Panel approved to commence in March 2019. At this meeting, a revised Constitution of the Borough Arts and Cultural Advisory Panel was also approved.

At the Community Planning and Regeneration Committee in June 2019, the outcome of this recruitment was reported and the appointment of 10 independent voluntary Members to the Arts Panel for the term of the Council approved. Elected Member representation on the Arts Panel of 1 Member per party was made by Group Leaders and reported to the Committee in September 2019. Since that time there has been a change to the DUP representation and Members are advised that Councillor Victor Robinson is now the DUP party representative on the Arts Panel.

The first meeting of the Arts Panel was held on Thursday 8 August 2019 in Theatre at the Mill. The meeting opened with the election of the Chair (from within the elected Member Membership) and the Vice Chair (from within the independent Membership). Councillor Billy Webb was appointed as Chair for the term of the Panel and Siobhan McGuigan appointed as Vice Chair. These appointments were approved at the Community Planning & Regeneration Committee in September 2019. At this meeting it was also approved to recruit a further 2 independent Members given that only 10 had been appointed and there are up to 12 places available. This recruitment has been completed and Beth Aiken and Robert Mc Gregor (both former independent Members) are proposed for appointment as the additional 2 independent Members of the Arts Panel.

The second meeting of the Arts Panel was held on Wednesday 23 October 2019 in The Old Courthouse Theatre, Antrim. At this meeting the minutes of the August meeting were approved by the Panel and were circulated for Members' information. Members were advised that prior to the meeting Wavell Moore carried out an induction with all new independent Members which covered their role and the remit of the Arts and Cultural Advisory Panel in the context of Northern Ireland Local Government in general and the Council in particular.

In addition, the Spring programmes for Theatre at The Mill, The Courtyard Theatre and The Old Courthouse Theatre 2020 were approved by the Panel and were also circulated for Members' information.

Proposed by Alderman Girvan

Seconded by Councillor Wilson and agreed that

- i. the update of the Elected Member representation on the Borough Arts and Cultural Advisory Panel be noted.**
- ii. the appointment of Beth Aiken and Robert McGregor as Independent Members of the Arts Panel be approved.**
- iii. the Minutes of the Borough Arts and Cultural Advisory Panel dated 8 August 2019 be approved.**
- iv. the Spring 2020 programmes for the 3 theatres, be noted.**

*ACTION BY: Ursula Fay Head of Arts and Culture*

#### **4.15 AC/GEN/065 ACCESS AND INCLUSION PROGRAMME**

Members were advised that the Department for Communities (DfC) had previously invited applications from Councils for capital funding from their Access and Inclusion Programme 2018/19. This funding was aimed at improving access to, and therefore participation in, arts and cultural activities by people with disabilities across Northern Ireland with a maximum 100% funding of £30,000 per project available.

It was reported to the Committee in February 2019 that an application to DfC for £29,000 to replace the Old Courthouse Theatre doors had been submitted and approved with the new doors installed as required by the funding by end March 2019.

Members were advised at the October Committee meeting that the DfC had invited applications for funding once again from their Access and Inclusion Programme for 2019/20. Eligible projects had to be delivered by end March 2020. At this meeting retrospective approval was given for two applications submitted by the Arts and Culture service as follows:

Theatre at the Mill Sound System – A replacement of the sound system was approved in the 2019/20 capital programme with the business case approved by Committee in June 2019 with installation planned for January 2020. An element of this installation was identified as eligible for a funding application as it enhances the theatre experience for those with hearing and sensory needs.

Antrim Castle Gardens and Castle Mall Disability Hub – In partnership with Castle Mall it was proposed to purchase 5 mobility scooters and create a Disability Hub which will be available for booking at no cost from a unit in Castle Mall, to enable visitors to access the Gardens, The Mall and the Town Centre.

Members were advised that correspondence has been received from DfC to advise that both applications have been successful and it is proposed to accept both offers of funding from DfC, which requires completion of both projects by 31 March 2020. Formal Letters of Offer have not yet been received, however Members are advised that the final amounts applied for the theatre sound system and Disability Hub were £29,000 and £13,172 respectively.

Members were also asked to note that an application from the Operations Department (Parks Section) towards an inclusive trail in V36 at The Valley has also been successful. This application was for a maximum £30,000 and once this Letter of Offer is received this will be reported to Operations Committee in December.

Proposed by Alderman McGrath  
Seconded by Councillor Dunlop and agreed that

the notification from the Department for Communities Access and Inclusion Programme 2019/20 that funding applications toward Theatre at the Mill sound system and for a Disability Hub in Castle Mall be noted and once Letters of Offer have been received, funding offers be accepted.

*ACTION BY: Ursula Fay, Head of Arts and Culture*

## **5 ITEMS FOR INFORMATION**

### **5.1 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-31 AUGUST 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 – 49

Building Notices – 132

Regularisation Certificates – 145

#### **Full Plans**

Approvals – 41

Rejected applications requiring resubmissions – 42

#### **Commencements & Completions**

Commencements – 317

Completions - 247

**Inspections** - A total of 922 Site Inspections were carried out.

**Regularisation Certificate** - 61 Regularisation Certificates issued.

**Building Notice**- 85 Completion Certificates issued

**Property Certificates** Received – 249

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

Energy Performance Certificate's checked – 3 & 66% compliance

Display Energy Certificate's checked – 9 & 77% compliance

Air Conditioning Units Checked – 5 checked & 100% compliance

#### **Income**

|  |                  |
|--|------------------|
| Plan Fees Received for Month                 | £10105.75        |
| Inspection Fees Invoiced for Month           | £46054.65        |
| Building Notice Fees Received for Month      | £10008.00        |
| Regularisation Fees Received for Month       | £9927.59         |
| Property Certificate Fees Received for Month | £14880.00        |
| <b>TOTAL</b>                                 | <b>£90975.99</b> |



**Projected Income To Date**

**£423,979**

**Year to Date Actual Income**

**£473,308**

**Postal Numbering & Development Naming**

Numbers of official postal numbers issued – 9

Number of new developments named - 3

**LPS Partnership**

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

Property details surveys completed 25

Proposed by Councillor Wilson

Seconded by Councillor Finlay and agreed that

**the report be noted.**

*NO ACTION*

**5.2 CP/P4/046 PROJECT COMMON BOND**

Members were reminded that a request from Project Common Bond for £300 was approved at the Council Meeting on 28 June 2019.

The request was from [REDACTED] a resident in the Borough, in support of a learning exchange to Washington DC that took place throughout the summer 2019. The exchange provided the opportunity to connect with other young people from around the world and share their direct experiences of terrorism. It was anticipated that the benefits of this project would stretch beyond the obvious benefits for the individual participant, as upon their return they would be able to share their experience with other people living within the Borough.

Members were reminded that a report was requested by Council as a requirement of the funding and this was circulated for Members' information.

Proposed by Councillor Wilson

Seconded by Councillor Finlay and agreed that

**the report be noted.**

*NO ACTION*

**5.3 G/MSMO/008 VOL 2 NI AMBULANCE SERVICE – NEW CLINICAL RESPONSE MODEL**

Correspondence was received from the Northern Ireland Ambulance Service Health & Social Care Trust a copy of which was circulated, in relation to a consultation on a new Clinically Response Model. This has been given approval by The Department of Health, to move towards the introduction a new Code Set for handing of calls received in Ambulance Control through the 999 system. The date of introduction will be 12 November 2019.

Proposed by Councillor Finlay  
Seconded by Alderman McGrath and agreed that

**the report be noted.**

NO ACTION

#### **5.4 CP/CD/289 DUNANNEY CENTRE – ASSURE HEALTHCARE**

Members were reminded that the Dunanney Centre has a number of offices which are currently being rented by tenants. One of the current tenants, Domus Care NI Ltd rents Room 22. Domus Home Care Ltd provide support services to care workers.

An update has been received to advise that they have changed their name to Assure Healthcare.

Proposed by Councillor McCullough  
Seconded by Councillor Finlay and agreed that

**the change of name from Domus Care NI Ltd to Assure Healthcare be noted.**

NO ACTION

### **6 ITEMS IN CONFIDENCE**

#### **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Wilson  
Seconded by Alderman McGrath and agreed that

**the following Committee business be taken In Confidence.**

The Chairperson advised that the audio recording would now cease.

*Having declared an interest in the next item, Councillor Dunlop left the Chamber.*

#### **6.1 IN CONFIDENCE - FI/PRO/TEN/275 TENDER FOR THE PROVISION OF A PCSP DRUG/SUBSTANCE MISUSE & DEALING AWARENESS AND INTERVENTION PROGRAMME 2019-2022 CONTRACT PERIOD YEAR 1 – 1 JANUARY 2020 TO 31 MARCH 2020 YEAR 2 – 1 APRIL 2020 TO 31 MARCH 2021, YEAR 3 – 1 APRIL 2021 TO 31 MARCH 2022**

Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) was established in 2012 as a statutory body under Part 3, Schedules 1 and 2 of the Justice Act (Northern Ireland) 2011. The aim of the PCSP is to work towards safer communities by delivering community focused solutions in helping to reduce crime, fear of crime and anti-social behaviour.

In developing its 2019-22 Strategic Plan, Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) identified a range of priorities. This process identified the need to procure a programme that raises awareness of domestic and sexual violence, support structures and reporting mechanisms.

The tender opportunity was made available on eSourcingNI on Friday 6 September 2019. One tender for the provision of a PCSP drug/substance misuse and dealing awareness and intervention programme was opened via the eSourcingNI Portal on Friday 27 September 2019 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 mandatory exclusion and financial compliance, economic and financial standing, previous relevant experience, technical capacity and capability of the team, management systems and practices, GDPR 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**

#### **Quality/Commercial Assessment (70%/30%)**

The tender was evaluated on the basis of understanding of the brief (10%), implementation plan (20%), quality of the programme (approach & methodology) (35%) timetable (5%) and cost (30%) and the recommendation is as follows:

| <b>Supplier</b>  | <b>Quality Assessment<br/>(out of 70%)</b> | <b>Cost Assessment<br/>(out of 30%)</b> | <b>Total % Score</b> | <b>Total Cost per year<br/>(excl. VAT)</b> |
|--|--|---|----------------------|--|
| <b>Antrim Youth Information and Counselling Centre (AYICC)</b> | <b>■%</b>                                  | <b>■%</b>                               | <b>79%</b>           | <b>£41,966.56</b>                          |

Funding for this programme is provided on an annual basis, subject to satisfactory performance and availability of funding.

Proposed by Councillor Michael  
Seconded by Alderman McGrath and agreed that

**having achieved a score of 79%, Antrim Youth Information and Counselling Centre be appointed for the provision of a PCSP drug/substance and dealing and awareness intervention programme for the period 01 January 2020 to 31 March 2022.**

*ACTION BY: Julia Clarke, Procurement Officer*

Councillor Dunlop returned to the Chamber

**6.2 IN CONFIDENCE - FI/PRO/TEN/201 TENDER FOR THE PROVISION OF CATERING SERVICES AT MOSSLEY MILL**  
**CONTRACT PERIOD 01 JANUARY 2020 TO 31 DECEMBER 2022 (WITH AN OPTION, BY THE COUNCIL, TO EXTEND FOR A FURTHER PERIOD OF UP TO 24 MONTHS SUBJECT TO REVIEW AND PERFORMANCE)**

The tender opportunity was made available on eSourcingNI on Monday 9 September 2019. One tender for the provision of catering services at Mossley Mill was opened via the eSourcingNI Portal on Tuesday 8 October 2019 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 mandatory exclusion and financial compliance, economic and financial standing, previous relevant experience of the organisation, team leader and team members, 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**

**Quality/Commercial Assessment (60%/40%)**

The tender was evaluated on the basis of implementation and operation plan (30%), marketing strategy and customer focus (15%) performance monitoring (15%) and cost (40%) and the recommendation is as follows:

| Supplier                        | Quality Assessment<br>(out of 60%) | Cost Assessment<br>(out of 40%)<br>(see below) | Total % Score |
|---------------------------------|------------------------------------|--|---------------|
| The Mount Charles Group Limited | 60%                                | 40%  | 100%          |

The proposed fee structure, as a percentage of monthly turnover, is below:

| Monthly Turnover                    | £1 to<br>£25,000<br>(excl. VAT) | £25,000.01<br>to £30,000<br>(Excl. VAT) | £30,000.01<br>to £40,000<br>(Excl. VAT) | £40,000.01<br>and above<br>(Excl. VAT) |
|-------------------------------------|---------------------------------|---|---|--|
| Proposed Fee<br>Structure Years 1-3 | ■%                              | ■%                                      | ■%                                      | ■%                                     |

**Year 4** – Option to extend (1/1/23 to 31/12/23). Fee structure to be agreed in September of 2022, but the fee structure to be at a level no less than the level proposed for years 1 to 3.

**Year 5** – Option to extend (1/1/24 to 31/12/24). Fee structure to be agreed in September of 2023, but the fee structure to be at a level no less than the level proposed for years 1 to 3.

|  |               |
|--|---------------|
| <b>Total Annual Fee for Portering Services (excl. VAT)</b> | <b>£9,495</b> |
|--|---------------|

The annual fee for portering will be deducted from the income from commission over the initial three year period.

[REDACTED]  
[REDACTED]  
[REDACTED] She also advised that the requirement to decrease the use of single use plastics formed part of the tender process and that a significant reduction should be achieved.

Proposed by Councillor McCullough  
Seconded by Alderman McGrath and agreed that

having achieved a score of 100%. The Mount Charles Group Limited be appointed for the provision catering services at Mossley Mill for the period 01 January 2020 to 31 December 2022 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance).

ACTION BY: Julia Clarke, Procurement Officer/Ursula Fay, Head of Arts and Culture

**6.3 IN CONFIDENCE - FI/PRO/TEN/295 TENDER FOR SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF A SOUND SYSTEM AT THEATRE AT THE MILL**

Members were reminded that in June 2019, the Council approved the business case and budget of £[REDACTED] to upgrade the sound system at the Theatre at the Mill. This tender opportunity was made available on eSourcingNI on Tuesday, 24 September 2019. Two tenders for the supply, delivery, installation and maintenance of a sound system at the Theatre at the Mill were opened via the eSourcingNI Portal on Friday, 18 October 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

## STAGE 1 – SELECTION STAGE

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

## STAGE 2 – AWARD STAGE

### Technical Assessment

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

### Quality/Commercial Assessment (70%/30%)

The tenders were evaluated on the basis of implementation plan (35%), proposed layout (15%), efficiency of change (10%), aftersales support and service, repairs and maintenance (10%) and cost (30%) and the recommendation is as follows:

| Supplier           | Quality Assessment (out of 70%) | Cost Assessment (out of 30%) | Total % Score | Capital Cost incl. Optional Extras (£) (excl. VAT) | Estimated Total Cost of Repairs during 2 year Warranty Period (£) (excl. VAT) |
|--------------------|---------------------------------|------------------------------|---------------|--|---|
| Rea Sound (NI) Ltd | 70%                             | 30%                          | 100%          | £[REDACTED]  | £[REDACTED]   |

Proposed by Councillor Wilson

Seconded by Councillor Michael and agreed that

**having achieved the highest score of 100%, Rea Sound (NI) Ltd be appointed for the supply, delivery, installation and maintenance of a sound system at Theatre at the Mill at the tendered rates.**

*ACTION BY: Melissa Kenning, Procurement Officer*

### **PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Dunlop

Seconded by Councillor Wilson and agreed that

**the remainder of Committee business be taken in Open Session.**

The Chairperson advised that audio-recording would recommence at this point

There being no further committee business the Chairperson thanked everyone for their attendance and the meeting concluded at 7.28 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.***