



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON MONDAY 11 JUNE 2018 AT 6.30 PM**

<b>In the Chair</b>	: Councillor S Ross
<b>Committee Members Present</b>	: Aldermen – P Barr and M Girvan Councillors – J Blair, P Brett, L Clarke, J Greer, R Lynch, S McCarthy, M Maguire and J Montgomery
<b>Non-Committee Members Present</b>	: Alderman J Smyth
<b>In Attendance</b>	: J Kinnear, Croí Éanna N Harkness
<b>Officers Present</b>	: Director of Community Planning and Regeneration - M McAlister Head of Property & Building Services – B Doonan Head of Community Planning – L Moore Head of Economic Development – P Kelly Projects Development Officer – Claire Minnis Media and Marketing Officer – J Coulter IT Systems Support – A Cole Governance Support Officer – D Conlan

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Members to the June meeting of the Community Planning and Regeneration Committee.

**1 APOLOGIES**

Aldermen Burns and Cosgrove  
Councillors Logue and McWilliam

**2 DECLARATIONS OF INTEREST**

None

### **3. REPORT ON BUSINESS TO BE CONSIDERED**

#### **3.1 PRESENTATION**

The Chairperson welcomed Joanne Kinnear from Croí Éanna (St Enda's) who was in attendance to make a presentation to Members on their planned Community Capital Build.

The Chairman thanked Ms Kinnear for addressing the Committee and she withdrew from the meeting.

#### **3.2 ED/ED/129 BUILD YOUR OWN WEBSITE PROGRAMME 2018-19**

Members were reminded that the Economic Development section provides a range of business support programmes to encourage entrepreneurship and new start-ups and to support existing local firms to develop and grow. Members agreed to delivery of a suite of programmes in April 2018, and it was proposed to offer an additional programme to the suite for 2018-19.

##### **Build Your Own Website**

Following the success of a pilot initiative delivered in 2016-17, and a full programme delivered in 2018-19, it was proposed to deliver another Build Your Own Website Programme to support up to 15 business to develop an online presence to identify sales and marketing opportunities. An end of programme evaluation for the 2018-19 programme a copy of which was circulated indicated there was still demand for this programme amongst local businesses to support business development and growth.

Participants on the programme would receive one to one mentoring and participate in a series of group workshops. Each business would be asked to contribute £50 to participate on this programme. The estimated cost to Council to deliver the programme was £16,000, provision for which existed within the Economic Development budget.

Proposed by Councillor Montgomery  
Seconded by Councillor Lynch and agreed that

**the Council approves the delivery of a Build Your Own Website, in the 2018/2019 financial year at a total cost of £16,000, provision for which exists within the Economic Development budget.**

*ACTION BY:* Emma Stubbs, Economic & Rural Development Manager

#### **3.3 CP/CD/214 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2018/19 – 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 was 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 2018/19 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 were subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

During the month of May, one application totalling £500 was received and was 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>
Parkgate & District Community Group	Small Activity Grant to cover insurance and wood preservative, brushes and pots.	73%	£500.00	<b>£500.00</b>

The total budget available for Small Grants for the 2018/19 financial year was £8,129.50. The total amount of financial assistance awarded to date was £2,820.00 leaving a balance of £5,309.50 to fund future applications that may be submitted to the Council during the remainder of the year.

Proposed by Councillor Clarke  
Seconded by Councillor Lynch and agreed that

**the Small Grant award recommendation be approved.**

ACTION BY: Kerry Brady, Community Support Officer

### **3.4 CD/PM/125 SIXMILEWATER CARAVAN PARK- UTILITIES UPGRADE**

Members were reminded that Sixmilewater Caravan Park is a five star caravan facility, which is extremely popular with tourists generating an annual income in financial year 2016/2017 of £104,038. A recent review of customer

feedback had identified an ongoing request by users of the park for the need to have water and grey water drainage to be supplied to each pitch.

The utility pillars at present were only able to provide electricity and a night light, water was provided through water stand pipes which were dotted around the caravan park. It was proposed to upgrade the utility pillars to include water provision and grey water drainage. The introduction of these arrangements would greatly enhance the caravan park facilities and would improve the customer experience.

It was estimated that the cost of the upgrade of the utilities would be £60,000. An Economic Appraisal and Section 75 screening form were circulated for Members' review.

Proposed by Councillor Montgomery  
Seconded by Councillor Blair and agreed that

**the Economic Appraisal and Section 75 screening form be approved and the project progressed.**

ACTION BY: Colin Meneely, Business Support Manager

### **3.5 CP/CD/242 REQUEST FOR USE OF BALLYDUFF COMMUNITY CENTRE**

Members were advised that a written request had been received from Spark Newtownabbey for free use of Ballyduff Community Centre for the annual summer scheme from 13 to 17 August 2018. The scheme would run daily from 1pm -9pm. The Team would also be out and about in Ballyduff each afternoon engaging children and young people in games and stories.

Last year the scheme attracted approximately 150 children throughout the week. The cost, if charged for the Summer Scheme, would be approximately £330.

Members were advised that Spark had not applied for any other funding from the Council for this activity.

Proposed by Alderman Barr  
Seconded by Councillor McCarthy and agreed that

**Spark Newtownabbey be granted free use of Ballyduff Community Centre from 13-17 August 2018 for its annual summer scheme.**

ACTION BY: Elaine Manson, Community Services & Tackling Deprivation Manager

Councillor McCarthy took the opportunity to welcome the new Chairperson and Vice Chairperson to their new roles.

### **3.6 PBS/BC/001 PARTNERSHIP WORKING WITH LAND AND PROPERTY SERVICES – COMMERCIAL VACANCY INSPECTIONS**

Members were aware of the numerous strands of work the Building Control section undertakes in partnership with Land and Property Services (LPS) section of Department of Finance. One of the areas of work was when LPS and the Council share information on commercial properties vacancies to assist in the collection of rates, preventing fraud and crime.

By undertaking commercial vacancies inspections Antrim and Newtownabbey Borough Council act as an agent of LPS to inspect a group of properties identified by LPS and obtain information which will enable accurate rates billing and maximise the collection of rates due. LPS had written to the Council to confirm that they had appointed Antrim and Newtownabbey Borough Council to assist in the commercial vacancy programme for 2018/2019, letter circulated.

The additional rates income received from the commercial vacancy work in 2016/2017 was £60,781.50 and in 2017/2018 the additional rates income was £55,834.90.

Proposed by Councillor Lynch  
Seconded by Alderman Girvan and agreed that

**the continuation of this strand of the partnership work with LPS relating to commercial vacancies be approved.**

ACTION BY: Bronagh Doonan, Head of Property & Building Services

### **3.7 CP/CP/080 CLASP DEVELOPMENT PLAN**

The Director of Community Planning and Regeneration informed Members that information requested to fully consider this report had not arrived and as a result the Clasp Development Plan report would be deferred to the Council Meeting on Monday 25 June 2018.

### **3.8 CP/CD/241 COMMUNITY SUPPORT PROGRAMME 2018/19 – LETTER OF VARIANCE**

Members were advised that a letter of variance had been received from the Department for Communities (DfC) outlining additional support for the delivery of the Council's Community Support Programme 2018/19.

Members were reminded that the Council accepted a Letter of Offer from DfC in April 2018 for an amount of £205,518.33 (Advice Services - £81,692.25 and Community Support General £123,826.08). The recent letter of variance constituted an amendment to the original Letter of Offer and was for an additional amount of £55,069.28 to cover salary and training costs for two

Welfare Reform Advisers currently employed by Citizens Advice Antrim and Newtownabbey (CAAN). This additional funding brought the total for the Community Support Programme award for 2018/19 to £260,587.61. A copy of the Letter of Variance was circulated for Members' consideration.

Members were aware that it was previously agreed by the Council in January 2018 that this element of Welfare Reform funding, previously administered by Citizens Advice Northern Ireland, would be administered through the Community Support Programme for the period 1 October 2017 going forward.

Proposed by Councillor Lynch  
Seconded by Alderman Barr and agreed that

**the Letter of Variance from DfC for an additional amount of £55,069.28 be accepted.**

ACTION BY: Elaine Manson, Community Services & Tackling Deprivation Manager

### **3.9 CP/GR/009 LEADING LADIES EVENT: INTERNATIONAL WOMEN'S DAY & 100 YEARS OF WOMEN'S SUFFRAGE**

Members were aware of the Leading Ladies project delivered through the Good Relations Programme, which brought inspirational and influential women to the Borough to share their perspectives on what building positive relationships means to them. The next event was scheduled for Thursday 13 September 2018 and would take place at 7:00pm in the Linen Suite, Mossley Mill. The speaker would be Her Majesty's Lord Lieutenant for the County of Antrim, Mrs Joan Christie CVO OBE.

Members were advised that 2018 also marks the centenary of Women's suffrage and, in order to mark the occasion, the Good Relations unit would showcase the experiences of women in politics both 100 years ago and in the present day. There would be a performance of *Shrieking Sisters*, a suffragette drama set in Northern Ireland between 1912 and the eve of World War I. It explores the women's personal journeys against the wider political backdrop of the era.

To mark the present day, female Elected Members would be invited to give a recorded interview about their experiences of being a woman in political life, responding to a series of pre-agreed questions. Their individual responses would be interspersed with one another and the subsequent recording would be broadcast as part of the evening celebrating 100 years of women. The cost of the event and support programme had been included in the Good Relations budget. An invite detailing the event would be sent to Members in due course.

Proposed by Alderman Barr  
Seconded by Councillor Clarke and agreed that

**the Leading Ladies event be approved.**

ACTION BY: Louise Moore, Head of Community Planning

### **3.10 CP/GR/080 GOOD RELATIONS SUMMER INTERVENTION GRANT AID PROGRAMME 2018**

Members were reminded that the annual Good Relations Action Plan submitted to the Executive Office included a budget of £18,000 for the Summer Intervention Grant Aid Programme to support diversionary activities and good relations projects for young people living in areas affected by sectarian conflict. A limited number of applications were received in the first call with one group passing the threshold required for funding. The funding was reopened with a second call for applications for projects which would help to reduce potential clashes and promote positive community relations during July and August 2018.

A total of 3 applications were received, two applications successfully scored above the 50% threshold requesting a total amount of £5,000. A summary of the applications received, the proposed award recommendations and an overview of the assessment and funding details a copy of which was circulated for Members' consideration.

Proposed by Councillor Lynch  
Seconded by Councillor Greer and agreed that

**the proposed funding awards totaling £5,000 be approved.**

ACTION BY: Louise Moore, Head of Community Planning

### **3.11 CP/CD/138 DIPLOMA IN COMMUNITY DEVELOPMENT PRACTICE**

Members were reminded of the decision taken by the Council in October 2017 to continue to deliver the Diploma in Community Development Practice commencing in September 2018.

Over recent months Council Officers had been exploring various options in relation to the appointment of a suitable delivery agent with discussions having taken place with representatives from the National University of Ireland in Galway and the Ulster University in Jordanstown in relation to Community Development Practice courses.

Both Universities offer similar pre-graduate Certificates/Diplomas in Community Development Practice in terms of course duration and content which could be delivered off site at either Mossley Mill or Antrim Civic Centre on a part time basis.

To deliver the Diploma in Community Development Practice, accredited by the National University of Ireland in Galway, the cost to the Council would be approximately £1,200 per person compared to the Ulster University Certificate

in Higher Education in Community Development which would cost approximately £1,822 per person. Based on a class of 14 students the Diploma offered by the National University of Ireland in Galway would cost £16,500, whilst the Ulster University course will be £25,508.

Following the Council's decision to continue to deliver the Diploma in Community Development Practice in October 2017, with a minimum number of 10 participants and a maximum of 14, with costs not to exceed £1,200 per person, it was proposed that the National University of Ireland in Galway be appointed to deliver the diploma in 2018/19 for which £16,800 had been included within the estimates.

Taking into consideration recommendations outlined in the evaluation undertaken by McNamee Consulting in July 2017, it was proposed to proceed with the delivery of the diploma in 2018/19 as follows:

- Information Evening and Applications Open Thursday 14 June 2018
- Applications Deadline Friday 10 August 2018
- Student Interviews week commencing Monday 20 August 2018
- Return to part time study classes focusing on oral and written communication skills, IT Skills, referencing etc. Tuesday 11, 18, 25 September 2018
- Commencement of the Diploma in Community Development Practice Tuesday 2 October 2018
- Graduation October 2019

In advance of the information evening being held on Thursday 14 June 2018 a bespoke application form and eligibility criteria would be developed and produced in partnership with the National University. In addition academic staff had agreed to conduct the student interviews in the Borough week commencing Monday 20 August 2018.

This would be the fourth time that the Council had supported the Diploma in Community Development Practice in association with the National University of Ireland. Previous students had indicated how valuable this learning experience had been in terms of the impact it had made on their individual lives, the community organisations with which they volunteer and the wider community in which they live. In addition there were many career and progression opportunities open to graduates of the Diploma in Community Development Practice as it offered a solid practical and theoretical understanding of the community development sector. Graduates from this course may wish to progress onto further studies such as the BSc. (Hons) in Community Development or improve their employment prospects in the field of community development.

Proposed by Councillor Lynch

Seconded by Councillor McCarthy and agreed that

- i. the National University of Ireland in Galway be appointed to deliver the Diploma in Community Development Practice in 2018/19 at a cost not**



**exceeding £16,800 (14 students x £1,200) for which provision has been made in the community development budget;**

- ii. the Diploma be delivered in accordance with the timetable outlined above.**

ACTION BY: Jonathan Henderson, Community Services Officer

### **3.12 CP/GR/81 GOOD RELATIONS GRANT AID PROGRAMME 2018**

Members were reminded that the annual Good Relations Action Plan submitted to The Executive Office included a budget of £20,000 for the implementation of a Good Relations Grant Aid Programme to support community and race relations locally. This was a rolling programme open until November 2018 subject to budget availability.

A summary of the Good Relations applications received for June and an overview of the assessment and funding details was provided for information. Members were aware that a pass threshold of 50% for Good Relations Grant Aid applications was agreed at the Community Planning and Regeneration Committee in November 2014.

<b>Group Name/ Project Promoter</b>	<b>Project Description/Title</b>	<b>Scored (%)</b>	<b>Amount Awarded</b>
Community Relations Forum	To implement a series of historical education classes examining key events in Nationalist and Unionist historiography including the Great Famine, Battle of the Somme, Easter Rising, Partition, Civil Rights, the Troubles, the Good Friday Agreement and the politics of the present. The programme will comprise of 4 elements examining a different time in history each with 5 sessions of 2 hour blocks and will be further animated with a series of study visits and guest speakers encompassing visits to Stormont, Doagh Famine Village and Clifton House among others. The project has been developed in response to an expressed gap in education among adult learners about their own heritage and history. On an open night hosted by the Forum over 30	68%	£2,500

	adults aged between 36 and 83 have expressed an interest in this project, 60% of whom have not been engaged in prior good relations activities.		
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Councillor Blair requested a review of the Good Relations Strategy.

Proposed by Councillor Lynch

Seconded by Councillor Brett and agreed that

**the proposed funding award totaling £2,500 be approved.**

ACTION BY: Louise Moore, Head of Community Planning

### 3.13 ED/EUP/002 RURAL DEVELOPMENT PROGRAMME: MATCH FUNDING REQUESTS

Members were reminded that GROW South Antrim was responsible for delivering the Northern Ireland Rural Development Programme 2014-2020 across the Borough to include grant aid funding to support rural businesses, community organisations and village renewal projects and for working in cooperation with other Rural Development clusters across Europe. The Council made provision of up to £232,500 in the capital estimates in 2018-19 financial year to match fund projects approved through the GROW programme.

#### Community Support – Basic Services

GROW was currently open for applications under its Basic Services measure, inviting proposals from the community/voluntary sector to improve access to services in rural areas. Six potential applicants had requested that the Council consider providing match funding to their projects, subject to securing funding at a grant rate of 75% from GROW up to a maximum of £75,000. It was a requirement of the Rural Development Programme that a minimum of 5% match funding for each project must come from the Council for a project to be considered eligible. A minimum of 5% of the project costs must also be provided by the applicant organisation. The table below summarised the applicants and their project proposals.

Organisation & Proposal	Estimated Total Project cost	GROW RDP funding request	Council match funding at (5%)	Applicant Cont. (5% cash)	Further match funding required
<b>Pakenham Community Hub / Crumlin United Football Club:</b> Interior building/renovation works to the first floor of the existing club house building to create a space suitable for use by a variety of community	£50,000	£37,500	£2,500	£2,500	£7,500

groups/activity providers, thereby creating a community hub for the local community.					
<b>St Ergnat's GAC, Moneyglass:</b> Construction of new building to create a community hub for use by a variety of community groups to include: seniors; mums and tots; running club. The project will be complimented by the construction of a walking/running trail surrounding the GAA pitch to enable these groups to focus on health and well-being and have a safe space within the community to walk and run.	£130,000	£75,000	£6,500	£6,500	£42,000
<b>The Mae Murray Foundation:</b> is seeking to obtain architects drawings (including full landscape architecture design and 3D video of concept) to move the proposed fully inclusive community hub facility from concept to design stage.	£9,740	£5,000	£487	£487	£3,766
<b>Erin's Own GAC, Cargin:</b> Extension to existing building to create community hub facility within Toome Village with the ability to offer a variety of sporting and activity based sessions including the creation of a Volleyball team in Toome; Community Events and the possible creation of a youth club.	£147,000	£75,000	£7,350	£7,350	£57,300
<b>Kickhams Creggan GAC:</b> Renewal of roof on existing building to bring a Community building back into use and have available for the wider community;	£29,000	£21,750	£1,450	£1,450	£4,350
<b>Tir na nOg GAC, Randalstown:</b> Applicant seeks to create a walkway around the existing pitch to link with the Northern Trust and Northern Obesity Partnership targeting obesity and diabetes amongst children and adults; the project also aims to set up a walking group for retired people, to improve physical and mental well-being.	£95,000	£71,250	£4,750	£4,750	£14,250

	<b>TOTAL</b>	<b>£460,740</b>	<b>285,500</b>	<b>£23,037</b>	<b>£23,037</b>	<b>£129,166</b>
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All of the organisations had also been encouraged to apply for additional match funding to the Northern Ireland Housing Executive.

### **Co-operation Scheme**

The co-operation scheme in the Rural Development Programme allowed GROW South Antrim to work with other Local Action Groups to deliver mutually beneficial projects. Members agreed in February 2018 to partner GROW in an application for pre-development support for a rural craft project, and the first stage of this project was complete, with a plan to link crafters in Antrim and Newtownabbey with crafters in two parts of Finland (Lapland and Pori region) and with crafters in Mexico through an international craft market project in 2019. A full application to the Northern Ireland Rural Development Programme for funding to deliver a cooperation project must include some form of capital works to meet the eligibility criteria.

Through consultations held with local craft businesses, with local enterprise agencies and LAG Member experience, GROW had identified an opportunity to explore the creation of a dedicated craft hub in the Borough. A potential site had been identified at Market Yard, Randalstown, which had already had an initial feasibility assessment completed by Randalstown Town Team on the potential to bring the buildings back into economic use, and which identified a crafters' hub as a potential use.

Further research was required to determine the capital costs of converting the buildings, demand for units, running costs and management arrangements to see if this was a feasible project to bring forward for capital funding under the Rural Development Programme. The estimated cost to carry out this research was £6,000. It was proposed to submit an application for funding to GROW for technical assistance funding of up to £3,000. Randalstown Town Team had committed £1,000 from its budget to match fund the project and the balance of £2,000 would be covered through the Economic Development budget. As per the guidelines of the Rural Development Programme, an application for funding under co-operation should come as a partner application between Council and GROW South Antrim.

Further to comments from Councillor Greer and Councillor Brett, the Director of Community Planning and Regeneration agreed to liaise with the GROW and Community teams in order to raise awareness and capacity within Unionist communities about rural development opportunities in order to generate future applications. Particular concerns were raised about the exclusion of Orange Halls when these may be the only community facilities in an area. Councillor Brett also asked that the previously requested analysis of applications and awards be provided. The Director also agreed to arrange for the Grand Orange Lodge of Ireland to meet with GROW South Antrim representatives to discuss how rural Orange Halls could be utilised for the Community and supported in the future, and to report back to Committee in due course.

Proposed by Councillor Blair  
Seconded by Councillor Lynch and agreed that

- a. the Council provide 5% match funding for 6 Basic Services applications up to £23,037, provision for which exists in the capital estimates programme, subject to the projects successfully securing funding from GROW South Antrim;**
- b. the Council partners GROW South Antrim in an application of up to £3,000 of technical assistance funding to the Rural Development Programme to explore the feasibility of creating a craft hub in the Borough;**
- c. the Council provides match funding of up to £2,000 for the technical assistance project, provision for which exists in the Economic Development budget.**

ACTION BY: Emma Stubbs, Economic & Rural Development Manager/Paul Kelly, Head of Economic Development

### **3.14 ED/ED/089 ANTRIM ENTERPRISE AGENCY: ENTREPRENEUR PODCASTS**

Members were reminded that the function of local economic development transferred to the Council under the Review of Public Administration, which included the transfer of responsibility for entrepreneurship and business start-up support it. Council was working in partnership with all Councils across Northern Ireland to deliver a regional business start-up programme, 'Go for It' and the outcomes of this assisted the Council to meet its statutory job creation targets. Members were aware that the rate of entrepreneurship in the Borough is the second lowest of all Councils in Northern Ireland, sitting at just 4.2%, and a key challenge in the draft Economic Development strategy was to raise the level of entrepreneurship.

A proposal had been received from Antrim Enterprise Agency to produce 26 video podcasts which featured entrepreneurs from across the Antrim and Newtownabbey Borough, to inspire new entrepreneurs and encourage self-employment amongst listeners. It was proposed to video 26 podcasts, which would each be approximately 10 minutes long and a series of vox pops to compliment and promote the podcasts. These would be released over a period of 12 months. The featured entrepreneurs would be either residents or a business based in the Borough, and would cover a range of sectors and business sizes. The podcasts would cover:

- Who they and the business is
- Why they started up in business
- Benefits of being self-employed
- Pitfalls or lessons learned
- Top tips for anyone thinking of starting up a business

The podcasts would be broadcast through Antrim Enterprise Agency website and Youtube channel, on social media and voice would be available on iTunes.

The total estimated cost to produce the podcasts was £5,000, and Antrim Enterprise Agency was looking for a key sponsor to cover £3,500 of the production costs. The sponsor would receive acknowledgement at the start and end of each podcast and would feature on all vox pops, including an interview of support for start-up support. It was proposed that Council sponsor this podcast initiative at a cost of £3,500, provision for which existed in the Economic Development budget. The sponsorship opportunity offered Council an opportunity to demonstrate its commitment to encouraging entrepreneurship and promote its programmes of business start support, as well as enabling the promotion of successful entrepreneurs and businesses across the Borough.

Proposed by Councillor Montgomery  
Seconded by Councillor Lynch and agreed that

**the Council sponsors Antrim Enterprise Agency entrepreneur podcasts at a cost of £3,500, provision for which exists in the Economic Development budget.**

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

### **3.15 ED/ED/106 EU JOBS & GROWTH: APPLICATIONS FOR FUNDING**

Members were reminded that the Council was able to access grant aid for business start-up and business development. To date, funding had been secured to deliver a 3.5 year Business Start-up Programme and a 2.5 year business mentoring programme. A key requirement for successful applications was to demonstrate an average cost per job created through each project of £1,000 and a minimum project cost of £250,000.

The application process was closing on 30 June 2018 and officers were preparing 4 new applications before the call closes for programmes that would run up to December 2022 as follows:

- A **Procurement Programme**, in partnership with Mid and East Antrim Borough Council and Lisburn & Castlereagh City Council, to support a minimum of 54 businesses in each of the Council areas through a package of workshops and one-to-one mentoring support services. The Programme would support SME's through procurement processes, social contracts in procurement and help develop local supply chains. The estimated total cost of this programme was £252,000, with a match funding requirement from Antrim and Newtownabbey Borough Council of approximately £20,000.
- An **Innovation Programme**, in partnership with Mid and East Antrim Borough Council and Lisburn & Castlereagh City Council, to support innovative companies to develop sales and marketing strategies to grow and develop their businesses through a package of workshops

and one-to-one mentoring support services. The estimated total cost of this programme was £252,000, with a match funding requirement from Antrim and Newtownabbey Borough Council of approximately £20,000.

- An extension to the current, or a new **Business Mentoring Programme** to support more businesses to grow and develop through specialist one-to-one business mentoring. The estimated total cost of this programme was £250,000, with a match funding requirement from Antrim and Newtownabbey Borough Council of approximately £50,000.
- An extension to, or a new, **'Go for It' Business Start-Up Programme**, in partnership with the other 10 Councils across Northern Ireland, to deliver a service until the end of the Programme period (31 December 2022). The estimated total cost of this programme was £2.56million, with a match funding requirement from Antrim and Newtownabbey Borough Council of approximately £66,500.

An application for grant aid for all programmes could be made for up to 80% of the Programme eligible costs, being 60% from the European Regional Development Fund and 20% from Invest Northern Ireland. Match funding for the programmes would be met through the Council's Economic Development budget (subject to the annual estimates process).

Proposed by Councillor McCarthy

Seconded by Councillor Lynch and agreed that

- a. the 4 applications for funding be submitted to Invest Northern Ireland for up to 80% of programme costs;**
- b. match funding of up to £156,500 be made available for the programmes up to December 2022 subject to the annual estimates process.**

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

### **3.16 CE/GEN/4 DEPARTMENT FOR INFRASTRUCTURE - PROPOSED DISABLED PARKING BAYS**

Correspondence was received from the Department for Infrastructure, copies of which were circulated outlining details of 3 proposals to reserve an on-street disabled parking space to the front of the following dwellings:-

- (i) ■ Bawnmore Park, Newtownabbey
- (ii) ■ Willow Park, Newtownabbey
- (iii) ■ Princes Avenue, Newtownabbey

The Department had requested a letter confirming that the Council is in agreement with these proposals and requested that any comments be forwarded to Traffic Northern 1 (Ballymena) at County Hall, Ballymena, BT42 1QG.

Proposed by Alderman Girvan  
Seconded by Councillor Clarke and agreed that

**the proposals from Department for Infrastructure be accepted.**

ACTION BY: Member Services

### **3.17 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 01-30 APRIL 2018**

#### **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 – 51  
Building Notices – 195  
Regularisation Certificates – 87

#### **Full Plans**

Approvals – 41  
Rejected applications requiring resubmissions – 52

#### **Commencements & Completions**

Commencements – 237  
Completions - 218

**Inspections** - A total of 974 Site Inspections were carried out.

**Regularisation Certificate** - 37 Regularisation Certificates issued.

**Building Notice**- 118 Completion Certificates issued

**Property Certificates** Received – 238

#### **EPB**

EPC's checked – 193 & 95% compliance  
DEC's checked – 7 & 100% compliance  
A/C checked – 2 & 100% compliance

#### **Income**

Plan Fees Received for Month	£13881.75
Inspection Fees Invoiced for Month	£24706.38
Building Notice Fees Received for Month	£19040.00
Regularisation Fees Received for Month	£7024.80
Property Certificate Fees Received for Month	£15360.00
<b>TOTAL</b>	<b>£80012.93</b>

**Postal Numbering** Numbers of official postal numbers issued – 6



### **LPS Partnership**

Commercial Vacancies – 60 (Commercial vacancy tranche received on 15/11/2017).

Property details surveys completed 73

Proposed by Alderman Barr

Seconded by Councillor Lynch and agreed that

**the report be noted.**

NO ACTION

### **3.18 CPR/PBS/BC/1 LAND AND PROPERTY SERVICES STATISTICS FOR HOUSING COMMENCEMENTS AND COMPLETIONS**

Members were advised that the Building Control Section sends a range of monthly statistical reports to Land and Property Services relating to a range of building regulations activity, including commencement and completion of applications received. On a quarterly basis LPS published their analysis of these reports relating to new housing and the latest version could be found on the following link <https://www.finance-ni.gov.uk/topics/statistics-and-research/new-dwelling-statistics>.

The table highlighting the numbers of new dwelling completions under the Building Regulations for each of the 11 Council areas was circulated for Members' information.

Proposed by Councillor McCarthy

Seconded by Councillor Clarke and agreed that

**the report be noted.**

NO ACTION

### **3.19 CP/P4/003/VOL 2 PEACE IV PROGRAMME SERVICE LEVEL AGREEMENTS**

Members were reminded that a Letter of Offer was received from the Special European Union Programmes Body (SEUPB) for £3,063,346.40 in August 2017 to deliver the PEACE IV Local Action Plan. The PEACE IV Local Action Plan delivery was split across three key themes: Children and Young People (CYP), Shared Spaces and Services (SSS) and Building Positive Relations (BPR).

The agreed delivery method by the PEACE IV Partnership and by the Council was a mix of public procurement via tender (13 programmes encompassing 18 projects) and Council direct delivery (4 programmes encompassing 12 projects). The following programmes would be delivered directly by the Council as per the Local Action Plan:

CYP Programme 1b – Reclaiming Play Space

- 1 project led by Leisure Services Section

SSS Programme 2 – Shared Space Engagement and Events Programme

- 4 projects led by Leisure Services Section
- 1 project led by Community Planning Section
- 1 project led by Arts and Culture Section

SSS Programme 3 – New Shared Space Programme

- 3 projects led by Leisure Services Section (supported by Capital Projects Section)

BPR Programme 3 – Cross Border Programme

- 2 projects led by Community Planning Section

Service Level Agreements had been drawn up for each of the programmes above, copies of which were circulated and would be issued to each relevant Directorate subject to approval by the PEACE IV Partnership on 12 June 2018. PEACE IV Secretariat staff would assist section leads in project establishment, implementation, reporting, procurement, monitoring and evaluation.

Proposed by Councillor Lynch

Seconded by Councillor Clarke and agreed that

**the Peace IV Service Level Agreements for Council led projects be noted.**

NO ACTION

### **3.20 CP/PCSP/42 PCSP LETTER OF OFFER 2018/19**

Members were aware that Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) receives an annual Letter of Offer from the Joint Committee (Department of Justice and Northern Ireland Policing Board).

A formal Letter of Offer had been received a copy of which was circulated for delivery against the PCSP Action Plan in 2018/19 of £303,068, which is a 3% reduction on the 2017/18 allocation. The PCSP had agreed through their 2018/19 Action Plan to absorb this reduction mainly within advertising and awareness raising to avoid any impact to project delivery. In addition to this, £18,000 from the Northern Ireland Policing Board was included to fund members' expenses and meeting allowances which was the same allocation as was received in 2017/18. Members were aware of the Council's contribution of £111,152 and that provision for this had been made within the 2018/19 estimates.

Antrim and Newtownabbey PCSP had adjusted the 2018/19 Action Plan and Budget Profile a copy of which was circulated to reflect the funding offer.

Members also noted that Letters of Offer a copy of which were circulated had been received from Northern Ireland Housing Executive against specific projects within the 2018-19 PCSP Action Plan. An offer of £21,000 had been received to assist with delivery of the Community Safety Wardens Scheme and £10,000 to assist with delivery of the 4 Tier Security Scheme. An application was also submitted for £10,000 to assist with the delivery of the BEAT and Youth Zone Summer Intervention programme, however no formal correspondence had been received to date.

Proposed by Councillor Brett  
Seconded by Alderman Girvan and agreed that

**the report be noted.**

NO ACTION

### **3.21 CP/PCSP/064 CRIMINAL JUSTICE FOR NI - PCSP INSPECTION**

Members were aware that the Criminal Justice Inspection for Northern Ireland (CJINI) conducted an inspection of PCSP's in 2014. This report included a number of recommendations for PCSPs regionally. Correspondence had recently been received indicating that Terms of Reference had been agreed, which were circulated for Members' information by the Joint Committee (Department of Justice and Northern Ireland Policing Board), for a follow up inspection.

The inspection was being led by Stephen Dolan and CJINI were expected to attend the Antrim and Newtownabbey PCSP meeting on 25 July 2018. It was also anticipated that the CJINI inspectors will want to meet with PCSP officers and partnership members to assist with the review.

Proposed by Councillor Brett  
Seconded by Alderman Barr and agreed that

**the report be noted.**

NO ACTION

### **3.22 CP/PCSP/065 BEE SAFE 2018/19**

Members noted that Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) organises an annual 'Bee Safe' event for Primary 7 pupils from across the Borough. The event was focused on providing vital community safety information to help prepare the pupils for their transition to secondary education. The topics covered included internet safety, fire safety, drugs and alcohol awareness, road safety, inclusion and diversity, personal safety on public transport and home safety.

The event this year ran across a two week period from 16 to 27 April 2018 and invited attendance from all the primary and special schools across the Borough. As one of the Special Schools felt that it was not appropriate for their pupils to attend, provision was made for the schools to attend the RADAR Centre in Belfast. Over the two week period 49 schools attended with a total of 1,644 pupils benefiting from the event. A list of the schools in attendance was circulated for Members' information.

Proposed by Alderman Barr  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

NO ACTION

### **3.23 CP/CP/085 DEA FUNDING PROGRAMME**

Members were reminded of the DEA funding programme which commenced in December 2015. In the current financial year there was budget provision of £50,000 per DEA, of which provision had been made in the 2018/19 estimates. Schemes for 2018/19 were agreed at the Community Planning & Regeneration Committee in April.

Appendix 1 a copy of which was circulated, details, for each DEA, the projects which were completed by the end of the 2017/18 financial year.

Appendix 2 a copy of which was circulated, details, for each DEA, the projects which were scheduled for the current financial year.

Proposed by Alderman Barr  
Seconded by Councillor Blair and agreed that

**the report be noted.**

NO ACTION

### **3.24 CD/PM/117 MONTHLY UPDATE - CAPITAL PROGRAMME**

A Capital Projects Status Report for June 2018 was circulated for Members' information.

Proposed by Alderman Girvan  
Seconded by Alderman Barr and agreed that

**the report be noted.**

NO ACTION

### **3.25 ED/GEN/006 GO-2-TENDER WORKSHOPS**

Members noted that InterTradelreland would deliver a Go-2-Tender Programme to local SME's in Autumn 2018. This programme was geared towards SMEs who were new to tendering or who wanted to improve their basic tendering skills to tender for public sector contracts. The course consisted of 2 workshops, being delivered on 11 and 25 October 2018 at Clotworthy House, Antrim Castle Gardens by InterTradelreland, in conjunction with Council staff. Participating businesses would also receive a half day of one-to-one mentoring support, delivered by InterTradelreland.

The programmes aimed to provide training for up to 20 local businesses, and the cost was £85 to each business, which covered all training, materials, catering and mentoring costs. The contribution from the Council was the provision of the venue free of charge.

Provision of this programme in the Borough followed on from a similar, well attended workshop, held in Mossley Mill in May 2017. Officers from Council's Finance and Economic Development teams would again work with InterTradelreland staff to help promote the sessions to local businesses in advance, and to facilitate the workshops with the InterTradelreland consultants throughout the Programme.

Proposed by Councillor McCarthy  
Seconded by Councillor Montgomery and agreed that

**the report be noted.**

NO ACTION

### **3.26 ED/ED/065 WHITEABBEY VILLAGE BUSINESS ASSOCIATION – PROPOSED ROAD CLOSURE APPLICATION (SHORELINE FESTIVAL)**

Members noted that Whiteabbey Village Business Association intended to submit a Road Closure Application to Council's Environmental Health section to facilitate a village festival event, linked to the 'Shoreline Festival' to be held in Loughshore Park over the August Bank holiday weekend (25-26<sup>th</sup> August). It was hoped that this would attract visitors and help to promote the village.

The proposed closure related only to the main stretch of the Shore Road in the village, from the junction with Circular Road to just before the Whiteabbey Presbyterian Church. In addition, the junction of the Shore Road with the Old Manse Road would be closed off from 11am to 6pm on both days (to be confirmed). Residents and visitors would be able to circumnavigate the village via Old Manse Road and Circular Road.

If successful, the road closure application would enable related activities to take place in a safe, pedestrian and family-friendly environment within the village, and coincide with the 'Shoreline Festival'. It would offer a range of

complementary entertainment, crafts and stalls that would add to, and enhance, the Council event.

As part of the road closure application process, the Association would consult extensively with local businesses, local residents and the appropriate stakeholders to ensure local community buy-in and support.

The Director of Community Planning and Regeneration clarified the road closure application process and advised that the Environmental Health team would be working with Whiteabbey Village Business Association as they progress their application. The group is also working with Officers organising the Shoreline Festival to maximise the potential benefits for the Association.

Proposed by Alderman Barr

Seconded by Alderman Girvan and agreed that

**the report be noted.**

NO ACTION

### 3.27 CP/GEN/19 COMMUNITY PLANNING & REGENERATION SECTION - PARTNERSHIP MINUTES

Members were advised that the quarterly update Partnership Minutes as listed below could be viewed in the electronic folder called “**Partnership Minutes for Members’ Information**” on your iPads.

Community Development		
File Ref	Date of Meeting	Name of Partnership
D/Gen/91	30 Nov 2017	Antrim & Newtownabbey Citizens Advice Bureau
D/CSP/48	31 Jan 2018	PCSP Partnership PCSP Private Meeting
D/DP/67	12 Dec 2017 20 Feb 2018	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	-	Grange Neighbourhood Renewal Partnership
	-	Joint Cohesion Group
CP/GR/43	-	Traveller Issues Local Government Partnership

Economic Development		
File Ref	Date of Meeting	Name of Partnership
ED/MI/250	9 Feb 2018 9 Mar 2018	GROW Local Action Group Meeting

Tourism, Town Centres
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File Ref	Date of Meeting	Name of Partnership
ED/TC/5	10 Jan 2018	Glengormley Town Teams
ED/TC/5	12 Jan 2018 20 Mar 2018	Ballyclare Town Teams
ED/REG/5	29 Jan 2018 5 Mar 2018	Antrim Town Team
ED/REG/006	21 Feb 2018 14 Mar 2018	Randalstown Town Team

Proposed by Councillor Greer  
Seconded by Councillor Brett and agreed that

**the Partnership Minutes be noted.**

NO ACTION

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

Proposed by Councillor Lynch  
Seconded by Councillor Brett and agreed that

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

### **3.28 IN CONFIDENCE ED/GEN/012 ECONOMIC DEVELOPMENT CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM**

The Economic Development section had identified an opportunity to create a dedicated Customer Relationship Management (CRM) System for the section which would function both as an outward facing business directory and as a valuable management tool to effectively deliver customer support programmes. The system would facilitate the secure transfer of personal data to contractors and provide real time reporting on the progress of programmes and other services. An Economic Appraisal outlining the needs, objectives and benefits of implementing a system was circulated.

It was estimated that the system would cost £[REDACTED] to procure with recurrent costs of hosting, service, maintenance and support of £[REDACTED] per annum. The estimated costs had been indicated by a supplier who had provided a similar system for the Economic Development sections of Mid and East Antrim Council, Derry City and Strabane District Council and Causeway Coast and Glens Council. The implementation of the system had been approved by the Digital Steering Group, and the cost of the system, once procured, would be met by the Economic Development section through the 2018-19 budget.

The proposed CRM system would have the capability of integration into a Council wide CRM system at a later date, should one be agreed.

Proposed by Councillor McCarthy  
Seconded by Councillor Brett and agreed that

**a dedicated Customer Relationship Management System be procured at an estimated cost of £[REDACTED], with ongoing costs of approximately £[REDACTED] per annum.**

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

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

Proposed by Councillor Brett  
Seconded by Alderman Barr and agreed that

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

The Chairman advised that audio-recording would recommence at this point.

**4 ANY OTHER RELEVANT BUSINESS**

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

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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.***