



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN  
MOSSLEY MILL ON TUESDAY 28 AUGUST 2018 AT 6.30 PM**

- In the Chair** : The Mayor (Councillor P Michael)
- Members Present** : Aldermen – F Agnew, A Ball, P Barr, T Burns, T Campbell,  
M Cosgrove, W DeCourcy, J Smyth and R Swann  
Councillors – J Bingham, P Brett, L Clarke,  
H Cushinan, B Duffin, S Flanagan, R Foster, T Girvan,  
M Goodman, J Greer, P Hamill, T Hogg, D Hollis,  
N Kelly, A Logue, R Lynch, S McCarthy, N McClelland,  
J McGrath, V McWilliam, M Magill, M Maguire, J Montgomery,  
M Rea, D Ritchie, S Ross and B Webb.
- Officers Present** : Chief Executive - J Dixon  
Deputy Chief Executive – M McAlister  
Director of Operations - G Girvan  
Director of Organisation Development – A McCooke  
Director of Finance and Governance – S Cole  
Head of Governance – L Johnston  
Borough Lawyer – P Casey  
ICT Officer – C Bell  
Media and Marketing Officer – J Coulter  
PA to Mayor and Deputy Mayor – K Hood  
Member Services Manager – V Lisk

**1 BIBLE READING, PRAYER AND WELCOME**

The Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by The Venerable Dr Stephen McBride, Archdeacon.

Councillors Montgomery, Kelly, Logue, Cushinan and Goodman joined the meeting at this point.

## **MAYOR'S REMARKS**

The Mayor welcomed Councillors Flanagan and McGrath to their first meeting of the Council and congratulated Alderman A Ball on becoming an Alderman.

The Mayor and Members congratulated the local team representing Northern Ireland, who won the Atlantic Challenge International Contest held at Antrim and Lough Neagh at the end of July 2018 and advised that the Atlantic Challenge Committee, team and mentors are to be invited to a reception hosted by the Mayor to mark this achievement.

Members also paid tribute to Charlie and Marian McAllister who brought the 2018 World Championship to Lough Neagh and for the vision of Alistair Begg in the late 1990's for bringing together the first group of local young people to learn seamanship skills that enabled them to compete for a place on the GB Atlantic Challenge team. Members thanked officers for their hard work, in particular Karen Steele and to Antrim Boat Club, who hosted the event and to Lough Neagh Rescue for ensuring the safety of competitors.

Members raised concerns regarding the recurrence of severe flooding on 28 July 2018.

Officers to arrange a meeting with the relevant statutory agencies and Members, agree a way forward following the flooding to mitigate any future recurrences and explore potential future compensation for small businesses.

*ACTION BY: Sandra Cole, Director of Finance and Governance/Geraldine Girvan, Director of Operations*

## **2 APOLOGIES**

Alderman - Girvan  
Councillors - Arthurs and Kells

## **3 DECLARATIONS OF INTEREST**

Item 6.12 – Councillor Duffin  
Item 6.22 – Councillor Webb  
Item 6.55 – Councillor Hamill

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

Moved by Alderman Smyth  
Seconded by Alderman Campbell and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 30 July 2018 be taken as**

**read and signed as correct.**

NO ACTION

**5(a) MINUTES OF THE PLANNING COMMITTEE, PART 1**

Moved by Councillor Cushinan  
Seconded by Alderman Agnew and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 20 August 2018, Part 1 be taken as read and signed as correct.**

NO ACTION

**5(b) MINUTES OF THE PLANNING COMMITTEE, PART 2**

Moved by Councillor Cushinan  
Seconded by Alderman Agnew and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 20 August 2018, Part 2 be approved and adopted.**

NO ACTION

**6 REPORT ON BUSINESS TO BE CONSIDERED**

**6.1** Members were advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

To approve the Sealing of Documents:

- Contract documents in relation to the development of the Crematorium, Doagh road, Newtownabbey.
- Franchise agreement with Café Aroma for the Valley Leisure Centre and V36 Park.
- NIE Wayleaves for works at Loughshore Park

Moved by Alderman Campbell  
Seconded by Councillor McClelland and

**RESOLVED – that the Sealing of Documents be approved.**

*ACTION BY: Paul Casey, Borough Lawyer*

## 6.2 AC/EV/13 WORLD WAR 1 – END OF WAR CENTENARY

Members were reminded that initial plans to mark the centenary of the end of the Great War were agreed by the Operations Committee in February with a detailed programme approved by the Council in June.

Many **war memorials** were created by communities after the end of the **First World War** and there are a number within the Borough which have been included within the centenary programme as part of an Art Installation 'There But Not There'. Some of the Borough memorials contain names of those from the local community who were lost in both world wars, however, the war memorial in Antrim Town Centre, located in Market Square, has never had any names inscribed on it.

As part of the end of the Great War centenary programme, it was proposed to work in partnership with the local branch of the Royal British Legion to establish the names of those from Antrim lost in both world wars and add them to this memorial.

Moved by Alderman Agnew  
Seconded by Councillor Ritchie and

**RESOLVED - that it is agreed in principle to work in partnership with the Antrim branch of the Royal British Legion to establish the names of those from Antrim lost in both world wars and have them added to the Antrim Town War memorial.**

*ACTION BY: Ursula Fay, Head of Arts & Culture, Operations Department*

## 6.3 G/LEG/291-1 SOCIETY LOTTERY RENEWAL APPLICATION

An application from Aldergrove & Crumlin Apostolic Society to hold a Society Lottery at St. Joseph's School, Crumlin on the 14 October 2018 had been received. The proceeds of the lottery will go to aid people in the third world.

The application met all statutory requirements and PSNI had no objections.

Moved by Councillor Logue  
Seconded by Councillor Lynch and

**RESOLVED - that a licence for the lottery for Aldergrove and Crumlin Apostolic Society be issued.**

*ACTION BY: Paul Casey, Borough Lawyer*

## 6.4 PBS/PS/014 CONSULTATION ON THE FUTURE OF THE NORTHERN IRELAND NON-DOMESTIC RENEWABLE HEAT INCENTIVE SCHEME

As Members were aware the Council has one Biomass boiler registered in the current Non Domestic Renewable Heat Incentive Scheme at Allen Park, Antrim, which has been operational since 2015.

The Council was notified of a consultation in relation to the above Scheme by the Department of Economy (DfE) in July 2018, (correspondence circulated). DfE advised the purpose of this consultation exercise is to take the views of the public, including scheme participants, on proposals for the long-term future of the Scheme including a range of tariff options. The Department is seeking a way forward that balances its obligation to provide a reasonable rate of return on investment to the Scheme participants that receives State aid approval from the European Commission and supports the generation of renewable heat, with its obligation to safeguard public money. Currently DfE has extended the tariffs introduced in 2017 until 31 March 2019 to allow the options to be evaluated (Option 2 tariff is in place at present).

The current payments received by the Council through this Scheme for the biomass boiler installed at Allen Park facility equate to approx. £14,000 per year. This would continue if option 2 was extended.

The impact of the other tariff options are shown in the table below, based on current usage levels.

Options		Cost implications to Council
<b>Options 1</b>	Cease payments	Approx. -£14,000
<b>Options 2</b>	The tariff currently received	No financial change
<b>Option 3</b>	No financial change	£0 – but without controls
<b>Option 4</b>	Ricardo 1	Approx. -£11,600
<b>Option 5</b>	Ricardo 2 - ex fuel	Approx. -£9,700
<b>Option 6</b>	Ricardo 3 – Hybrid	Approx. -£10,300
<b>Option 7</b>	Ricardo 4 – Current tariff in GB	Approx. -£7500
<b>Option 8</b>	Ricardo 5 – 2015 Tariff As was in GB	Approx. -£4,400

Moved by Alderman Cosgrove  
Seconded by Councillor Webb and

**RESOLVED - that Council responds indicating a preference for Option 2 as the best value option for the Council.**

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

## **6.5 G/MSMO/1 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2018-2019**

Members were reminded that the Scheme of Allowances Payable to Councillors for 2018-2019, agreed in July 2018, would be amended on receipt of revised guidance from the Department for Communities.

Circular LG 12/2018, circulated, had been received reflecting an increase in the maximum rates for Dependants' Carers' Allowance from 1 April 2018 and

maximum Basic and Special Responsibility Allowances from 1 April 2018 and 1 April 2019.

The Scheme of Allowances for 2018-2019 had been amended and was circulated for Members' approval.

Moved by Councillor Brett  
Seconded by Alderman Campbell and

**RESOLVED - that the amended Scheme of Allowances Payable to Councillors for 2018-2019 be agreed.**

*ACTION BY: John Balmer, Head of Finance*

## **6.6 AC/EV/15 LORD LIEUTENANT'S LEAVING LEGACY**

Members were reminded that the Lord Lieutenant of County Antrim, Mrs Joan Christie CVO OBE, is due to retire from her role as Her Majesty's Lord Lieutenant in June 2019.

In recognition of her contribution to the life of the Borough and her dedication and commitment to the role since 2008, it was proposed to mark her retirement by establishing a number of bursaries which would be awarded annually in perpetuity thereby ensuring that there is a lasting legacy in her honour in the Borough.

Mrs Christie has a particular interest in young people, music, gardening and community volunteering and it was therefore proposed that the following bursaries be established:

- 1 Two bursaries of £1,000 to be awarded to talented young musicians from the Borough to further their career
- 2a Two bursaries of £1,000 to be awarded to young volunteers who play an active role in a group in the Borough
- 2b Two bursaries of £1,000 to be awarded to the groups in which these two young people volunteer
- 3 Two bursaries of £1,000 to be awarded to special schools for horticulture projects

If approved a detailed selection process would be brought to a future meeting of the Community Planning and Regeneration Committee and the Mrs Joan Christie CVO OBE Legacy Bursary Scheme would be launched, advertised and opened for nominations.

Moved by Alderman Cosgrove  
Seconded by Alderman Smyth and

**RESOLVED - that the establishment of the Mrs Joan Christie CVO OBE Legacy Bursary Scheme, as set out above, be approved and launched at a civic event with detailed proposals on the selection process brought to a future meeting of**

**the Community Planning and Regeneration Committee and that provision for the bursaries be made in the future community development budget.**

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

#### **6.7 AC/GEN/37 ARTS AND CULTURE GRANT AID**

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>Ref</b>	<b>Group Individual</b>	<b>Funding Category</b>	<b>Funding Purpose</b>	<b>Score</b>	<b>Amount Awarded</b>
<b>3766</b>	Andrew Moore	Participation in specialist training or study	To attend The National Choir of Great Britain	<b>60%</b>	<b>£250</b>

The budget available for arts grants in 2018/2019 is £11,500. The total amount proposed for this award was £250 leaving a balance of £11,250 to fund any future applications in the current financial year.

Moved by Councillor Bingham  
Seconded by Councillor Greer and

**RESOLVED - that the Arts and Culture Grant Award be approved.**

*ACTION BY: Leeann Murray, Arts Development Officer*

#### **6.8 AC/HE/024 MARYMOUNT HOUSE**

Members were advised that Marymount House Birch Hill Road Antrim, a B1 listed building is currently on the market for sale at a price of £380,000. The owner of the property had asked if Council might be interested in purchasing it due to the belief of its connections with the Battle of Antrim. The existing dwelling house, with deeds dating back to the 1600s, was built in 1820 and sits on land containing various outbuildings and gardens, photographs circulated.

Initial research had identified a tenuous link only with the Battle of Antrim through a former occupant, the Reverend William Stavely who was a key figure in the Reformed Presbyterian Church in the late 1700s.

Many Covenanters became United Irishmen or supported the cause and Stavely himself became a figure of suspicion to the authorities around the time of the 1798 rebellion. He is known to have been present at the execution of William Orr, a United Irishman who was executed in 1797 in what was widely believed at the time to be "judicial murder" and whose memory led to the rallying cry "Remember Orr" during the 1798 rebellion.

No budgetary provision had been made in the estimates for the purchase of this property.

Moved by Alderman Cosgrove  
Seconded by Councillor Brett and

**RESOLVED – that the Council does not proceed to purchase Marymount House.**

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

#### **6.9 WM/WM/032 RECYCLING & WASTE MANAGEMENT SHOW 2018**

In recent years there had been some interest in the Recycling & Waste Management (RWM) Show at the Birmingham NEC. This year's show would be held from 12-13 September 2018 in the same venue and includes over 500 exhibitors and expert speakers from the waste management sector. Information relating to the show and free seminars is available at the following link:

<http://www.rwmexhibition.com/>

Registration and entry into the exhibition and seminars is free. At the time of drafting the report prices for return flights (Thursday 13 September 2018) between Belfast International Airport and Birmingham International Airport were being quoted at £55 per person.

Moved by Alderman Cosgrove  
Seconded by Councillor Brett and

**RESOLVED - that the Chairperson of Operations Committee, or nominee, and a suitable officer, attend the Recycling & Waste Management Show at the Birmingham NEC.**

*ACTION BY: Member Services*

#### **6.10 G/MSMO/2, 020 and 069 NOMINATIONS TO KNOCKAGH MONUMENT JOINT COMMITTEE AND RESERVE FORCES AND CADETS ASSOCIATION/ANNUAL BRIEFING DINNER**

Following recent membership changes within the Democratic Unionist Party clarification had been sought on two potential vacancies for:

1. Knockagh Monument Joint Committee.
2. Reserve Forces and Cadets Association

### **Knockagh Monument Joint Committee**

The purpose of the Joint Committee is to oversee the ongoing upkeep and maintenance of the County Antrim War Memorial at the Knockagh and to review and agree the programme for the Annual Service of Remembrance.

The Committee is chaired by a Mid & East Antrim Borough Council Elected Member and 'in kind' support is provided by Mid & East Antrim Borough Council for routine upkeep and Committee Secretariat Support. The Committee meets at least once per year.

Antrim and Newtownabbey Borough Council have previously nominated annually three Members to serve on the Knockagh Monument Joint Committee. The current remaining representatives are Councillors Bingham and Ross. Currently only two representatives are nominated by each of the other associated Councils on this Committee.

### **Reserve Forces and Cadets Association for Northern Ireland**

Each Council is asked to nominate an Elected Representative to the Membership. This individual is appointed to act as an interface between the Community and the Ministry of Defence through the Reserve Forces and Cadets Association and is the official Veterans' Champion for the area. During the transition period from 26 to 11 Councils, Antrim and Newtownabbey requested that it appoint 2 representatives rather than 1. This was granted by exception.

The Reserve Forces and Cadets Association had suggested that Council take the opportunity now to align the technical requirement and national practice of having 1 representative, with Councillor Michael as the current representative becoming the sole member of the Association representing Antrim and Newtownabbey Borough Council.

### **Reserve Forces and Cadets Association for Northern Ireland – Annual Briefing Dinner**

Correspondence had also been received from the Reserve Forces and Cadets Association for Northern Ireland, a copy of which was circulated, regarding the Annual Briefing Dinner on Thursday 27 September 2018, 5.30pm, at the University of Ulster Belfast Campus, York Street, Belfast, BT15 1ED.

The briefing will comprise a round up of the major developments and issues affecting the community in Northern Ireland and will include a keynote speaker, Mr Shane Logan, the outgoing Chief Executive of Ulster Rugby.

The subsidised cost for the dinner will be £30 per person.

In August 2017 the Council agreed that the Council's representatives on the Reserve Forces and Cadets Association for N Ireland attend the 2017 Annual Briefing Dinner as an approved duty.

Moved by Alderman Smyth  
Seconded by Councillor Brett and

**RESOLVED - that**

- (i) the Council has two representatives on the Knockagh Monument Joint Committee, currently Councillor Ross and Councillor Bingham;**
- (ii) the Council has one representative on the Reserve Forces and Cadets Association for Northern Ireland, currently Councillor Michael;**
- (iii) that Councillor Michael, or a nominee, attend the Reserve Forces and Cadets Association for NI Annual Briefing Dinner as an approved duty.**

*ACTION BY: Member Services*

**6.11 G/MSMO/048 ABF THE SOLDIERS' CHARITY (NI) – 6<sup>TH</sup> ANNUAL LADIES' LUNCH**

Members were advised that correspondence had been received from ABF The Soldiers' Charity (NI) (copy circulated) advising that the 6<sup>th</sup> Annual Ladies' Lunch will take place on Tuesday, 18 September 2018 in the Balance House, Glenavy at 12.15 pm.

The Guest of Honour at the lunch will be Mrs Joan Christie, CVO OBE, Her Majesty's Lord Lieutenant of Co Antrim.

The correspondence asked if the Council would like to send a deputation of female councillors and officers, but stated that gentlemen councillors would also be welcome.

Tickets were £20 per person and all proceeds would go to support soldiers, veterans and army families in times of need.

Moved by Councillor Brett  
Seconded by Alderman Cosgrove and

**RESOLVED – that any Member wishing to attend do so at their own expense.**

*ACTION BY: Member Services*

*Councillor Duffin left at this point of the meeting.*

**6.12 L/SAP/CL/003 ST ERGNAT'S GAC – INVITATION TO 70<sup>TH</sup> ANNIVERSARY GALA BALL**

Members were advised that correspondence had been received from St Ergnat's GAC (copy circulated) advising of a Gala Ball on Friday, 16 November 2018 in the Tullyglass House Hotel, Ballymena.

The club is currently celebrating its 70<sup>th</sup> year and this event was both a fundraiser and an opportunity to celebrate the contribution of the club to the community.

Tables of 10 were available at a cost of £750.00.

There was also an opportunity to sponsor the events program with advertisements at a cost of £150 quarter page, £250 half page and £350 full page.

Moved by Councillor Lynch  
Seconded by Councillor Logue and

**RESOLVED – that the Chair and Vice Chair of the Community Planning and partners, or nominees, attend.**

*ACTION BY: Member Services*

#### **6.13 CE/GEN/004 PROPOSED STOPPING UP OF INISHMOYNE GREEN, ANTRIM**

Members were advised that correspondence had been received from the Department for Infrastructure outlining a proposal to “Stop up” the east end of Inishmoyne Green, Antrim (copy circulated).

The Department had requested a letter confirming that the Council was in agreement with the proposal.

Moved by Councillor Lynch  
Seconded by Councillor Montgomery and

**RESOLVED – that Inishmoyne Green be stopped up at one end and the Department for Infrastructure hold a second consultation with residents to agree which end.**

*ACTION BY: Member Services*

#### **6.14 CE/GEN/004 PROPOSED 40MPH SPEED LIMIT ON MAGHEREAGH ROAD, ANTRIM**

Members were advised that correspondence had been received from the Department for Infrastructure (copy circulated) outlining a new proposed 40 mph speed limit on Maghereagh Road. The proposal will start at the M2 bridge and finish at the junction of Barnish Road.

The Department had requested a letter confirming that the Council was in agreement with the proposal.

Moved by Councillor Clarke

Seconded by Councillor Lynch and

**RESOLVED – that the Council supports the proposal.**

*ACTION BY: Member Services*

**6.15 EH/EL/162 APPLICATION FOR GRANT OF AN ENTERTAINMENT LICENCE (ANNUAL LICENCE) McARTS FORT BAR AND GRILL, 162 ANTRIM ROAD, GLENGORMLEY, BT36 7OZ**

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

<b>Licensee</b>	<b>Location of Premises</b>	<b>Type(s)and hours of entertainment</b>	<b>File Number</b>	<b>New Application or Renewal</b>
Brian Butler	McArts Fort Bar and Grill 162 Antrim Road Glengormley BT36 7OZ	Singing, Music, dancing or entertainment of a like kind  Monday to Wednesday 11 am to 11pm Thursday to Saturday 11am to 12am Sunday 12:30 pm to 11pm  Number of persons 100	EL162	New

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

The Council can decide the following:

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

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

Moved by Councillor Goodman  
Seconded by Councillor Brett and

**RESOLVED - that an Entertainment Licence (annual licence) be granted to the applicant Brian Butler, 162 Antrim Road, Glengormley, BT36 7OZ with the condition that the entertainment is provided 11am to 11pm Monday to Saturday and 12:30 pm to 11pm on Sunday for the first six months and then as stated below subject to no objections.**

**Operating hours:  
Monday to Wednesday 11am to 11pm, Thursday to Saturday 11am to 12am  
and Sunday 12:30 pm to 11pm**

*ACTION BY: Clifford Todd, Head of Environmental Health*

**6.16 EH/EL/139 APPLICATION FOR GRANT OF AN ENTERTAINMENT LICENCE (ANNUAL LICENCE) STEEPLE INN, 11 HIGH STREET, ANTRIM, BT41 4AX**

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

<b>Licensee</b>	<b>Location of Premises</b>	<b>Type(s)and hours of entertainment</b>	<b>File Number</b>	<b>New Application or Renewal</b>
Kim Stevenson	Steeple Inn of 11 High Street, Antrim, BT41 4AX	Singing, Music, dancing or entertainment of a like kind  Monday to Sunday 12 Noon to 1am  Number of persons 120	EL139	New

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

The Council can decide the following:

- i. Grant the licence
- ii. Grant the licence with specific additional terms, conditions and restrictions

- iii. Refuse the licence
- iv. Defer an application for further consideration or to obtain further information.

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

Moved by Councillor Montgomery  
 Seconded by Councillor Ritchie and

**RESOLVED - that an Entertainment Licence (annual licence) be granted to the applicant Kim Stevenson, 11 High Street, Antrim, BT41 4AX**

**Condition**

**Suitable and sufficient means of fire escape from Steeple Inn, Johnny B Goode's Lounge, is provided for the duration of the annual licence.**

**In the event that suitable and sufficient means of fire escape is not provided for the duration of Licence the Council shall suspend and/or revoke said entertainment licence, reason being the premise is causing or is likely to cause a serious threat to public order or public safety in accordance with *The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, schedule (1), article 12 (1)***

**Operating hours**

**Monday to Sunday - 12 Noon – 1am**

*ACTION BY: Clifford Todd, Head of Environmental Health*

**6.17 L/LEI/2 LEISURE GRANT AID**

A total of 70 eligible leisure grant applications were received in the first quarter of the financial year, April to June 2018. These applications had been scored and recommendations were circulated. A summary of spend to date is set out below.

Approved to date				Applications April 18 – June 18		Remaining Balances
Grant	No.of apps.	Annual budget	Approved spend to date 18/19	No.of apps.	Requests (£)	
Capital Grants for Sports Clubs	1	£40,000	Flight Gymnastics Payment 2 (£10k)	0	£0	<b>£30,000</b>
Club Minor Works Grants	0	£45,000	£ 0	4	£40,050	<b>£4,950</b> <b>[£1,031]</b>

Grants to Individuals and Clubs	0	£35,000	£0	44 individual clubs (48)	£36,589	<b>-£1,589</b> <b>[£0.00]</b>
Events Grant (Exceptional / Regional)	0	£25,000	£0	7	£27,330	<b>-£2330</b> <b>[£0.00]</b>
Events Grant (Local)	0	£20,000	£	2	£1875	<b>£18,125</b>
Defibrillator Grant	0	£5,000	£0	2	£2083	<b>£2,917</b>
<b>Total budget</b>		<b>£170,000</b>	<b>£10,000</b>		<b>£107,927</b>	<b>£52,073</b>
Total spend to date including this call, if approved: £117,927						
Elite Athlete Training Bursary	18		0	7		11 Remaining

\*figures in red show adjustments if re allocations are approved.

### CURRENT APPLICATIONS

Members noted an overspend in two categories if this round of applications was approved. It was proposed that in order to meet current need, an amount of £3,919 of funding be reallocated from the "Club Minor Works" category to cover the overspend in both the "Grants to individuals & Clubs" and "Events" categories.

This tranche has seen the biggest number of applications received in a single quarter and demonstrates the increasing level of awareness of the grant scheme amongst groups and individuals. The wide range of sports and types of applications received is very encouraging with a significant number of successful athletes being supported through Council grants. An overview of some of the most successful athletes supported in 2017/2018 was circulated for information.

Subject to approval of the grants listed, the budget allocations in the following categories have been exhausted;

Grants to Individuals and Clubs  
Events Grant (Exceptional/ Regional). In addition, the Club Minor works grants category will have a balance of £1,031.

### FUTURE APPLICATIONS

These categories were currently closed for applications pending consideration of the way forward.

With expectation of 1 application for a capital project already in the pipeline (through the online grant system), Members may wish to consider the option to reallocate up to £20,000 from the "Capital" category equally into the 3 closed categories. This would ensure availability of funding in these categories would remain open. Depending on volume of applications for the remainder of the financial year, Officers may need to look at other areas of underspends within the Leisure Budget and make recommendations accordingly.

In addition, with the increasing interest in the leisure grants, officers would revisit the annual leisure grants allocation as part of budget estimates for 2019/2020.

Moved by Councillor McClelland  
Seconded by Alderman Smyth and

**RESOLVED - that**

- a) **the amount of £3,919 is reallocated from the category of “Club Minor Works” grant to meet the current demand in the “Grants to Individuals” and “Events Grants (exceptional)” categories as set out above and that grants as listed are approved**
- b) **the amount of £20,000 from the “Capital Grants” category is reallocated equally to “Club Minor Works”, “Grants to Individuals” and “Events Grants (exceptional)” categories to enable applications to be submitted for the remainder of the financial year**

*ACTION BY: Janine Beazley, Grants and Special Projects Officer*

**6.18 L/SAP/CL/012 BALLYCLARE RUGBY CLUB**

Correspondence had been received from Ballyclare Rugby Club regarding a pre-match lunch event and rugby tournament taking place on Saturday 13 October 2018.

In 2016 and 2017, Council took a table for 8, consisting of DEA Members, the Mayor and an appropriate Officer.

The club had requested that Council considers taking a table for 8 people at a cost of £350 at the 2018 event.

Moved by Councillor Foster  
Seconded by Councillor Girvan and

**RESOLVED – that Ballyclare DEA Members attend.**

*ACTION BY: Member Services*

Moved by Councillor Brett  
Seconded by Alderman Cosgrove and

**RESOLVED – that a draft policy on events that Council will support be developed.**

*ACTION BY: Sandra Cole, Director of Finance and Governance*

#### **6.19 L/LEI/001 SECTION 75 FORMS PARKS AND LEISURE**

In compliance with Section 75 requirements, a screening exercise had been completed for all Capital projects since the Council merger in April 2015. The outcomes for retrospective Leisure and Parks Capital projects were circulated.

Moving forward, project specific Section 75 screening outcomes, are being presented for consideration with the Business Case and Economic Appraisal for individual projects.

Councillor Goodman expressed concerns that equality screening exercises hadn't previously been presented to Committee.

Moved by Alderman Smyth  
Seconded by Councillor Montgomery and

**RESOLVED - that the Section 75 Screening forms be approved as detailed.**

*ACTION BY: Janine Beazley, Grants and Special Projects Officer*

#### **6.20 CE/OA/038 PROPOSED DRAINAGE SCHEME AT POUND BURN, MONKSTOWN**

Members were advised that correspondence had been received from the Department for Infrastructure Rivers (copy circulated) providing details of a drainage scheme that was proposed for the Pound, Burn, Monkstown, at an estimated cost of £56k.

A copy of the proposed drainage scheme would be on display for public inspection at Mossley Mill and at Monkstown Community Centre from 17 August to 14 September 2018.

Any observations that the Council wished to make in respect of the proposed scheme to be forwarded to the Department before 14 September 2018.

Moved by Councillor Brett  
Seconded by Councillor Ross and

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

*NO ACTION*

#### **6.21 ED/ED/086 NORTHERN IRELAND STRATEGIC MIGRATION PARTNERSHIP (NISMP)**

Members were advised that correspondence (copy circulated) had been received from the NI Strategic Migration Partnership requesting Council to nominate an elected member to the cross-council Sustainable Communities and Demographics Working Group of the NISMP.

The NISMP is a regional body, hosted by NILGA, which provides an advisory and

co-ordinating role in relation to migration in Northern Ireland. Councils are represented on the Partnership Board through 5 elected members (nominated by NILGA Office Bearers) on a cross-party basis. The Board also comprises senior representation from NI Departments, key governmental organisations and the Home Office.

The Sustainable Communities and Demographics Working Group will be instrumental in identifying and addressing council needs and concerns relating to changing demographics and ensuring that these are understood by decision makers at both Westminster and Stormont. In the first instance, it was proposed that a primary focus for the Group would be to determine the impact of migration on the economic and social priorities for each council. The Group will also act as a forum for sharing of good practice among members on issues such as hate crime, support services and social cohesion.

Moved by Councillor Brett  
Seconded by Alderman Smyth and

**RESOLVED – that this request be deferred for consideration by Group Leaders.**

*ACTION BY: Member Services*

#### **6.22 L/LEI/VLC/015      REQUEST FOR FREE USE**

A request had been received by a local resident, who plays football at the Valley Leisure Centre with a group of old boys, to have use of the astro turf pitch for 2 hours one evening in September to play a match to raise funds for charity. The group of players, some of whom have played football in the Valley since it opened, wished to raise money for the Northern Ireland Hospice and possibly another charity, as yet unconfirmed.

The Valley can accommodate one of the dates requested for the match and arrangements could be made upon approval.

Moved by Alderman Cosgrove  
Seconded by Councillor Hamill and

**RESOLVED - that approval be given for free use of the astro turf pitch at the Valley for a charity fundraiser football match in September 2018.**

*ACTION BY: Geraldine Girvan, Director of Operations*

#### **6.23 PBS/BC/002      AUTHORISATION AND DELEGATION OF OFFICERS FOR BUILDING CONTROL FUNCTIONS**

The Council in the interest of improved service delivery and promptness of action may delegate some of its powers to Officers of the Council.

A local authority may only delegate the discharge of a function to the extent that statute has conferred on it the power to do so. Here the relevant power to delegate is that conferred by Section 47a of the Local Government Act 1972 as amended by the Local Government (Miscellaneous Provisions) (NI) Order 1985.

### **Delegation of Statutory Powers**

In exercise of its powers under Section 47a of the Local Government Act 1972 as amended by the Local Government (Miscellaneous Provisions) (NI) Order 1985, it was recommended that the Council delegates to the under noted Officers the following powers and duties:

- a) The Building Regulation (Northern Ireland) Order 1979 Article 13 (approval of plans)
- b) Article 18 (serving of a Contravention notice)
- c) The Building Regulations (Northern Ireland) 2012 (as amended) Regulation 14 (issue of completion certificates)
- d) The Building Regulations (Northern Ireland) 2012 (as amended) Regulation 13 (issue of regularisation certificates)
- e) The Town Improvement Clauses Act 1847 Section 75 as adopted by the Town Improvement Act 1854 Section 39 (ruinous and dangerous buildings) and the Public Health Act 1907 - Section 30 (dangerous places to be repaired or enclosed). (serving of Notices)
- f) The Energy Performance of Buildings (EPC) (Certificates and Inspections) Regulations (Northern Ireland) 2008 as amended 2014, (Serving of Fixed Penalty Notices)
- g) The Local Government Miscellaneous Provisions (Northern Ireland) Order 1995 Article 11 Street names and numbering of buildings

Nick Harkness – Director of Community Planning and Regeneration.

Moved by Alderman Cosgrove  
Seconded by Councillor Montgomery and

### **RESOLVED -**

- a) that the delegation of powers to the aforementioned Officer, namely Nick Harkness, to undertake the duties as specified on behalf of the Council be approved.**

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

## **6.24 PBS/BC/003 STREET NAMING**

Correspondence was received on 2 August 2018 from Oakwood Developments, regarding the naming of a residential development at Birchill/Ballygore Road, Antrim. This development is the second phase of a previously approved project which had the name Oakwood approved at

Council in October 2017. There will be further phases of this development in the future. A site location map and layout plan were circulated.

Officers would request that the name Oakwood be used for the remainder of the development and appropriate suffixes ( Dale, Gardens, Close etc ), as agreed between Building Control and the Developer, be used to suit postal numbering purposes.

Moved by Councillor Lynch  
Seconded by Councillor Kelly and

**RESOLVED – that the name for the remainder of this development be Oakwood with appropriate suffixes.**

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

#### **6.25 PBS/BC/003 STREET NAMING**

An application was received on 8 August 2018 from Mark Cooper on behalf of Todd Architects, regarding the naming of a residential development adjacent to Ards Drive, Monkstown. The portion of the development in question consists of 9 units, numbered 12 – 20 in the site plan (circulated). These are a mix of detached dwellings, semi – detached dwellings and apartments. The development name and the developer's rationale had been submitted as outlined below with a site location map and site layout plan (circulated).

1 – Ards Avenue

2 – Ards Gardens

3 – Ards Lane

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

Moved by Councillor Ross  
Seconded by Councillor McCarthy and

**RESOLVED – that the name for this development be Ards Avenue.**

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

#### **6.26 PBS/BC/3 STREET NAMING**

Correspondence was received on 31 July 2018 from Peter O'Hare Ltd, regarding the naming of a residential development at Shore Road, Newtownabbey. The development consists of 11 units, these being a mix of detached, semi-detached and terraced dwellings. The development names

and the developer's rationale have been submitted as outlined below with a site location map/layout plan (circulated).

- 1 – Whitehouse Mews
- 2 – Whitehouse Close
- 3 – Old Schoolhouse Court

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

Moved by Councillor Hollis  
Seconded by Councillor Webb and

**RESOLVED – that this item be referred back to the developer for further consideration and that consideration be given to the name of Neill's Loanen.**

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

## **6.27 CP/P4/001/VOL 2 PEACE IV - REVISED LETTERS OF OFFER**

Members were reminded that Antrim and Newtownabbey Borough Council received three letters of offer and a permission to start letter from the Special European Union Programmes Body (SEUPB) on 24<sup>th</sup> August and 6<sup>th</sup> September 2017 respectively. The letters of offer totalled £3,063,346.40 and were backdated to 1<sup>st</sup> June 2016. The original letters of offer were accepted by the PEACE IV Partnership on 12<sup>th</sup> September 2017 and Full Council on 21<sup>st</sup> September 2017.

The PEACE IV Partnership was then invited by SEUPB to engage in a modification request process between February and May 2018 for projects either; a) Excluded from PEACE IV Local Action Plan at letter of offer stage; or b) Projects which the Partnership wished to amend significantly from what was agreed within the letter of offer.

Members were reminded that three modification requests were submitted to SEUPB and presented to their steering committee on 26<sup>th</sup> June 2018. The modification requests were agreed by the Working Groups and in turn the Partnership in advance and reflected proposed amendments under each theme as follows:

- CYP Prog 2 – Moving Forward Together Programme – £225,000 (£205,000 re-design of existing project plus £20,000 uplift)
- SSS Prog 3 – New Shared Space Programme – £50,000 (£50,000 for new equipment element)
- BPR Prog 7 – Leadership Programme for Peace Building - £115,635 (£115,625 re-design of existing project)

Members noted that these amounts are project budgets only and do not include staffing or office and administration costs.

On 30<sup>th</sup> July 2018, Antrim and Newtownabbey Borough Council received written communication from SEUPB that the re-bid applications had been considered and recommendations accepted for the following additional allocations:

- CYP Prog 2 – Moving Forward Together Programme - Increased by £5,300.34
- SSS Prog 3 – New Shared Space Programme - Increased by £29,079.23
- BPR Prog 7 – Leadership Programme for Peace Building - Increased by £124,464.35

Members noted that these amounts include the project, staffing and administration budgets as applied by SEUPB.

The PEACE IV Partnership approved the acceptance of the letters of offer on 14<sup>th</sup> August 2018, subject to Full Council approval on 28<sup>th</sup> August 2018. Upon agreement, the acceptance forms will be completed and issued to SEUPB.

Moved by Councillor Logue  
Seconded by Councillor Bingham and

**RESOLVED - that the PEACE IV revised letters of offer be accepted.**

*ACTION BY: Connor O'Dorman, PEACE IV Co-ordinator*

## **6.28 CP/GR/074 DISTRICT COUNCIL GOOD RELATIONS PROGRAMME 2018-19 LETTER OF OFFER**

Members were reminded that the Council receives an annual Letter of Offer from The Executive Office (TEO), as financial assistance towards the delivery of the Council's Good Relations Programme. The Good Relations Programme will be delivering against the four key themes:

- Children and Young People
- Our Shared Community
- Our Safe Community
- Our Cultural Expression

A formal letter of offer had been received (a copy of which was circulated) for delivery of the Good Relations Action Plan in 2018/19 of £144,896.32, which is a £333.98 reduction on the 2017/18 allocation. Members were reminded of the Council Contribution of £60,036 and that provision for this had been made within the 2018/19 estimates.

Moved by Alderman Cosgrove  
Seconded by Councillor Logue and

**RESOLVED - that the letter of offer be accepted.**

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

**6.29 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 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 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 are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

During the months of June and July, 3 applications totalling £1,500 were received and were 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>
Antrim & District Historical Society	Small Activity Grant for room hire, speakers, stationery, transport & insurance	47%	£500.00	<b>£0.00</b>
Friends of Antrim Castle Gardens	Small Activity Grant for insurance cover	87%	£500.00	<b>£500.00</b>
Abbeyville Residents Association	Small Seeding Grant for insurance, printing & stationery	46%	£500.00	<b>£0.00</b>

The total budget available for Small Grants for the 2018/19 financial year is £8,129.50. The total amount of financial assistance awarded to date is £3,820.00, including those listed above, leaving a balance of £4,309.50 to fund future applications that may be submitted to the Council during the remainder of the financial year.

Moved by Alderman Campbell  
Seconded by Alderman Smyth and

**RESOLVED - that the Small Grant award recommendation be approved.**

*ACTION BY: Elaine Manson, Community Services and Tackling Deprivation Manager*

### **6.30 CE/GEN/017 DISPOSAL OF LAND AT 2 SHORE ROAD, GREENISLAND**

Correspondence was circulated from Land and Property Services (LPS) regarding the disposal of land at 2 Shore Road, Greenisland currently owned by the Department for Infrastructure. Officers had reviewed this land and no need had been identified.

Moved by Councillor Girvan  
Seconded by Alderman Cosgrove and

**RESOLVED - that the Council does not express an interest in this land.**

*ACTION BY: Majella McAlister, Director of Community Planning & Regeneration*

### **6.31 CD/PM/111 ANTRIM FOUNTAIN STREET PUBLIC REALM SCHEME: MATCH FUNDING**

Members were reminded that a report was brought to the February 2018 meeting of the Community Planning and Regeneration Committee advising of an estimated total cost for a public realm scheme in Fountain Street, Antrim in the indicative sum of £700,000. The scope of works included the following; upgrading of paving, improvement of street lighting, undergrounding of overhead utility lines, street furniture and soft landscaping; this estimate was based on purchasing granite from China.

#### **COST UPDATE**

As the design progressed the main funder, Department for Communities (DfC), agreed to include resurfacing the carriageway within the scheme. In addition, to meet the funding expenditure requirement it is now necessary to purchase granite from Europe due to the shorter lead in time; both of the above issues have impacted on cost.

The updated cost estimate for the scheme is now £869,095 (81%). DfC has since confirmed that it will contribute up to £700,000 providing that the Council provides £169,095 (19%) in match funding. Should the outturn cost be less than the current total estimate of £869,095 the Council will receive the benefit of this. An Economic Appraisal has been completed and was circulated for Members' consideration.

#### **CONSULTATION**

A consultation workshop was undertaken with traders and residents on 20 June 2018 at which concerns regarding parking were raised. Following a meeting on site it was agreed that the concept design be reviewed and the potential for additional car parking spaces assessed. The outcome of this review was a

minimum of 9no. additional spaces could be achieved with no increase in the current estimated budget cost of £869,095. DfC has now agreed 'in principle' to these proposals and a copy of the proposed scheme plan was circulated.

## **PROGRAMME**

It was envisaged that the scheme will commence in February 2019 and be completed by the end of July 2019.

Members congratulated Officers on the work completed.

Moved by Councillor Kelly  
Seconded by Councillor Montgomery and

## **RESOLVED - that**

- i. the current budget cost estimate of £869,095 for the scheme be approved giving a nett contribution to the Council of £169,095.**
- ii. the scheme design to include additional on-street car parking be approved.**

*ACTION BY: Andrew McKeown Capital Development*

### **6.32 CP/GEN/024 and CP/GEN/025 – COMMUNITY DEVELOPMENT GRANT AID PROGRAMME & COMMUNITY FESTIVALS FUND 2018-19**

Members were reminded that current funding under the current Community Development Grant Aid Programme and Festivals Fund closes on 31 March 2019 and it is anticipated that a public call will be made on 15 October 2018, closing on 14 December 2018 for applications to the Community Development Grant Aid Programme and Community Festivals Fund 2019/20.

Members were reminded that the total budget for the Community Development Grant Aid Programme included in the 2018/19 estimates is £180,000 (£103,721.50 ANBC, £76,278.50 DfC) and £79,600 for the Community Festivals Fund (£52,400 ANBC/ £27,200 DfC).

Central Government funding was not yet confirmed for 2019/20 but Officers recommended proceeding on the assumption that funding will be forthcoming at approximately the same levels as this financial year. Assuming that the Council approves the same levels of funding in the 2019/20 estimates for the Grant Aid Programme and Community Festivals Fund this would equate to overall budgets for both programmes similar to 2018/19; £180,000 for Community Development Grants and £79,600 for Community Festivals.

As was the case in previous years a series of interactive information sessions will be organised in both Antrim and Newtownabbey for those groups interested in submitting applications to the 2019/20 Programme.

It was proposed to include the following categories again in the 2019/20 Programme:

**Current Grant Categories**

<b>Grant Scheme</b>	<b>Grant Type</b>	<b>Rolling/Call</b>	<b>Maximum Award</b>
Small Grants	Seeding Grant and/or Insurance	Rolling programme	£500
	Activity Grant and/or Insurance	Rolling programme	£500
Community Development Grants	Insurance	Public Call	£500
	Outreach and Involvement	Public Call	£2,000
	Summer Schemes	Public Call	£1,500
	Technical Assistance	Public Call	£3,000
Premises Grants		Public Call	£3,500
Good Relations Grants		Rolling programme	£2,500
Festivals Grants		Public Call	£5,000

Members were reminded that each of the above grants (except Small Grants) must be applied for on an annual basis accompanied with supporting documentation. However in relation to the Premises Grant which covers rent, insurance and running costs of community facilities there are generally no significant changes in group circumstances from one year to the next, therefore effectively groups are required to re-submit the same application every year to be assessed.

Details of the groups who had received premises grants since 2015-19 were circulated for Members' information.

This process had been reviewed internally and feedback sought from grantees on an alternative and more efficient method of administering the Premises Grants. Based on this review it was proposed that once a premises grant has been awarded it would run for a period of 3 years (subject to satisfactory performance) unless there is a significant change in circumstances. This process would require groups to sign a declaration that states there has been no change in circumstances since the previous year and negates the requirement to complete the full application.

Members congratulated officers on the work involved.

Moved by Alderman Cosgrove  
Seconded by Councillor Logue and

**RESOLVED - that**

- (i) a call for applications for the 2019/2020 programme be made on 15 October closing on 14 December 2018.
- (ii) from 2019/20 Premises Grants are awarded for a 3 year period (subject to satisfactory performance) unless there is a significant change in circumstances and subject to availability of funding through the estimates process.

*ACTION BY: Elaine Manson, Community Development & Tackling Deprivation Manager*

Moved by Councillor Hogg  
Seconded by Councillor Brett and

**RESOLVED – that the policy be reviewed to address potential duplication regarding the establishment of new groups.**

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

### **6.33 ED/ED/133 BALLYCLARE BID DEVELOPMENT PROJECT**

Members were reminded that the Council agreed in October 2017 to appoint Mosaic Partnership for the development of the Ballyclare Business Improvement District (BID) Partnership at a cost of £76,750. A BID is a formal mechanism which allows dedicated funds (the levy), on top of normal business rates, to be collected from businesses within the BID area for the delivery of an action plan; the action plan is designed and delivered by a BID Partnership made up of local business representatives. A BID action plan is normally implemented over 5 years and is funded through the levy. This formal development process takes up to 12 months and is crucial to ensure that a BID can be successfully developed through the production of a business plan leading to a formal ballot of BID members and the formation of a BID company.

#### Ballyclare BID Update

A BID Manager was appointed in January 2018 and has completed the first stage of consultation with businesses. The Ballyclare BID website has been set up [www.ballyclarebid.co.uk](http://www.ballyclarebid.co.uk) and newsletters distributed. A working Task Group has been established which comprises representatives from 14 businesses and Cllr Vera McWilliam representing the Town Team. The task group is proposing to have a reduced BID Area which focuses on Ballyclare Town Centre as shown on the circulated plan. This area is likely to include 376 businesses, and generate a levy of £ 118,000 per annum over a 5 year period. The Council's properties within the town have a rateable value of £148,000 and therefore the levy charge at 2% will be £2,960 annually. ASDA and the Education Authority will be the top levy payers at £14,130 and £11,540 respectively.

The initial consultation has indicated 4 key areas that businesses would like a BID to focus on: Marketing and Promotion, Streetscape Improvements, Parking and Access and Business Support. The Discussion Document will be launched on 30 August and will be posted to every business in the BID Area, which will

begin the second phase of the consultation with businesses. The Task Group is currently working towards a BID ballot date of 29 November or 13 December depending on progress in the second phase of the consultation. Each business property in the BID area has a vote. The vote is a simple Yes or No based on the content of the BID Business Plan. For the ballot to be valid there must be at least a 25% turnout of voters. There must be a majority Yes vote by number and a majority Yes by rateable value. The Task Group will be required to set the percentage turnout for the BID ballot and should the BID ballot be successful all businesses, including those that vote no will be required to pay the levy. Arrangements for the collection are yet to be determined.

The Ballyclare BID Manager made a presentation to Members on 16 August, a copy of which was circulated.

### Legislation

The relevant legislation relating to BIDS is the Business Improvement Districts Act (Northern Ireland) 2013, the Business Improvement Districts (General) Regulations (Northern Ireland) 2014, and the Business Improvement Districts (Miscellaneous) Regulations (Northern Ireland) 2014.

A letter had been sent to the Electoral Reform Services to notify it of the ballot in Ballyclare. The cost of the BID ballot is estimated to be £ 2,020 and will be met from the award made to the Mosaic Partnership. The following now applies:

- A Council must give notice to the person who drew up the proposal and the Department, 70 days prior to the ballot taking place, if they are going to veto the BID proposal – therefore the Council has the power to veto a BID proposal and must give reasons for doing so.
- A Council's reasons to veto can be the following: conflict with any development plans of a Council under part 3 of The Planning (NI) Order 1991; conflict with a policy prepared under part 2 of The Planning (NI) Order 1991; conflict with any Council policy; a significant disproportionate financial burden on any person entitled to vote in the ballot or any class of such persons.
- A Council also has to take into consideration the following when deciding to veto: the level of support for the BID proposal; the nature and extent of conflicts with any development plan under part 3 of The Planning (NI) Order 1991; financial burden considerations in relation to the levy; the extent to which the BID proposer discussed the BID proposal with the Council before submitting the BID proposal to the Council; the costs associated with developing the BID proposal and canvassing in relation to the BID proposals.
- Where a Council has vetoed a BID proposal no ballot can be held.
- A Council's decision to veto a BID proposal can be appealed to the Department.

## Considerations for the Council

Members were reminded that the Council currently operates a Town Team made up of businesses and Elected Members in each of the following towns; Ballyclare, Antrim, Glengormley, Randalstown and Crumlin. A budget of £22,500 is provided annually to be expended through an agreed action plan. Should the Ballyclare BID ballot be positive and a BID company established, Members may wish to review this arrangement going forward.

Council Officers have engaged with their counterparts in other Councils that operate a BID and understand the process of collecting the levy including chasing bad debt to be labour intensive, potentially requiring additional finance staff resource. The arrangements for levy collection will require further consideration.

Further considerations for the Council should the vote be successful include:

- If the BID is successful, an independent, not for profit company, limited by guarantee, will govern and manage the BID
- The Council will have a director position on the Board and will need to nominate a person to take this up (usually a Councillor) – not subject to election. This is an unpaid position.
- A Council can make BID arrangements for its Council area.
- If a Council makes BID arrangements then it can make a financial contribution for the purpose of enabling the projects specified in the BID arrangements.
- If a Council makes BID arrangements then the levy is paid to the Council and the Council must keep a BID Revenue Account
- A Council may appoint a person for the purpose of the administration, collection and recovery of the BID levy. If a Council does not appoint such a person then the Council shall carry out this function

## Antrim BID Feasibility Study

Members were further reminded that one of the projects identified in the DEA funding programme for 2017-18 in Antrim was a feasibility study to establish a Business Improvement District (BID) to support the regeneration of the town. The feasibility study for an Antrim BID, which included public consultation with local businesses and other stakeholders, has now been completed, a copy of which was circulated for Members' consideration. The study indicated that there was a minimum of 279 eligible Business Rated Units (excluding premises with a rateable value of less than £2,500) located within the Town Centre Zone with a combined rateable value of £6million (including Council owned buildings). Assuming a levy rate of 2% on each business within the BID zone a potential income of approximately £600,000 could be generated over the 5

years of the BID term (£120,000 pa). At this rate, the consultants indicated that 79% of eligible businesses would pay an average of less than £1 per day in terms of the BID levy. Members noted that included in the 279 identified properties, which could be subject to a 2% levy, are a number that belong to the Council (including Antrim Old Courthouse and off street car parks).

This level of investment at 2% levy was recommended to make a demonstrable impact, delivering the business ideas that have emerged from the consultation process which have been clustered under the following four themes;

- Promoting Antrim,
- Connecting Antrim,
- Improving Antrim, and
- Supporting Antrim.

There was a low turnout of businesses at the consultation workshops and efforts were made to speak with business owners on a one-to-one basis. Tesco, which would be one of the largest financial contributors to an Antrim BID, was supportive 'in principle' and would like to see more detailed proposals once these are available. The Antrim Town Team had considered the recommendations in the feasibility study and 'in principle' supported the development of a BID Partnership, subject to funding. The cost for establishing a BID Partnership was estimated to be up to £78,000 over 12 months. In the meantime, the Department for Communities had invited Council to apply for 50% up to £30,000 grant aid towards the development of a BID Partnership in Antrim, subject to demonstrating evidence of need which must be spent by 31 March 2019.

Given the very early stage of the development of the BID process for Ballyclare, and the fact that the ballot had not yet taken place, it was not considered appropriate to progress to the next stage of an Antrim BID at this time. Members reflected on the outcome of the Ballyclare ballot and should it proceed how effectively a BID company would perform over a 6-12 month period.

Moved by Councillor McWilliam  
Seconded by Councillor Bingham and

**RESOLVED - that**

- i. the Council does not veto the BID ballot for Ballyclare.**
- ii. no further action be progressed on the Antrim BID at this stage.**

*ACTION BY: Karen Steele, Town Centre & Regeneration Manager*

**6.34 PBS/PS/007 PUBLIC CONVENIENCES – PROGRAMME OF IMPROVEMENTS**

Members were reminded of the approval granted in December 2017 for a programme of improvements to 12 public conveniences, across the Borough. The total value of the works is £139,550 with (£17,000 from the Dunsilly DEA budget towards the refurbishment of the toilets at Toome).

Works to the facilities at Hazelbank, Randalstown, Carnmoney, Rashee and Toome would be procured in due course with the remaining works carried out under the Council's minor works contract.

An Economic Appraisal for the public conveniences work programme was circulated for Members' review.

Moved by Councillor Logue  
Seconded by Councillor McWilliam and

**RESOLVED - that**

- (i) the Economic Appraisal be approved**
- (ii) the works as outlined be progressed.**

*ACTION BY: Majella McAlister, Deputy Chief Executive*

**6.35 ED/ED/132 MARKET YARD, RANDALSTOWN: BUSINESS CASE**

Members were reminded that the Economic Development section provides a range of support to local businesses in the Borough, including through its 5 Town Teams and delivery of the Rural Development Programme through GROW South Antrim. A draft Economic Development Strategy has recently been prepared which identifies opportunities in the Borough to consider additional incubator and hub space, develop infrastructure and extend international linkages. The importance of infrastructure investment is highlighted in the strategy as a key driver for economic growth to enhance the competitiveness of Antrim and Newtownabbey, enhance employment opportunities and enhance the quality of life for residents.

Through work by Randalstown Town Team and GROW South Antrim, a potential opportunity to develop premises at Market Yard, Randalstown into a craft hub and business incubator space has been identified. The opportunity will form part of an international project which GROW is working on with partners in Finland and Mexico, and there is potential for capital funding of up to £400,000 through the Northern Ireland Rural Development Programme (2014-2020) for implementation of any project. There could be further external funding opportunities to bring this heritage building back into economic use through Heritage Lottery Funding and the Department for Communities, and these funding opportunities will be explored through the proposed business case.

In order to establish the feasibility of the hub and prepare the proposal to seek external funding, a business case is required. The business case will include on site assessment of the current building conditions, costed options (including drawings) to develop the site, a comprehensive needs assessment, identification of sources of capital funding, income and expenditure projections for running the site and recommendations for long-term management arrangements. The business case will include extensive consultation with the craft sector, local businesses, Town Team, local enterprise agency, residents, landowner, elected members, government departments

and potential funders. Based on market testing, the estimated cost of preparing the business case is £21,000. Funding of £1,000 has been agreed through the Randalstown Town team budget and it is proposed to apply to the Rural Development Programme for the maximum grant available under the cooperation pre-development phase of £5,000. Funding of £15,000 is sought from Council to complete the business case, which can be met through the economic development budget. A request for a funding contribution had also been submitted to the Department for Communities, and if successful, the funding required from Council will be reduced by the same amount.

Moved by Councillor Clarke  
 Seconded by Councillor Greer and

**RESOLVED - that**

- i. the Council partners with GROW South Antrim in an application of up to £5,000 of technical assistance funding to the Rural Development Programme to explore the feasibility of creating a craft hub in the Borough;**
- ii. the Council provides match funding of up to £15,000 for the technical assistance project, provision for which exists in the Economic Development budget.**

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

**6.36 ED/TOU/026 LOUGH NEAGH LANDSCAPE PARTNERSHIP SCHEME**

Members were reminded that the Council agreed in April 2016 to provide up to £146,620 to the Lough Neagh Landscape Partnership Scheme over 5 years from 2016 to 31 March 2021, subject to match funding from participatory Councils, which has now been confirmed as follows:

- Armagh Banbridge Craigavon Borough Council - £290,065.00
- Mid Ulster District Council - £99,059.00
- Lisburn and Castlereagh Borough Council £5,500.00
- Mid and East Antrim Borough Council £5,500.00

The projects to be supported within the Council area are detailed in the table below:

Table 1- Budget - Antrim & Newtownabbey Borough Council

<b>NAME OF PROJECT</b>	<b>TOTAL SPEND IN ANBC</b>	<b>HLF GRANT</b>	<b>MATCH FUNDING SECURED</b>	<b>OTHER MATCH FUNDING</b>
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			<b>FROM COUNCIL</b>	
Bioblitz	7,940.00	3,970.00	3,970.00	-
In search of the Cryptic Wood White	5,450.00	2,725.00	2,725.00	-
Six Mile Water Surface Tension	5,000.00	2,500.00	2,500.00	-
Archaeology Goals 1 to 4	115,500.00	86,625.00	28,875.00	-
Heritage Signage Scheme	24,600.00	18,450.00	6,150.00	-
Antrim Lough Shore Park	150,000.00	50,000.00	100,000.00	-
Barn Owl Project	4,800.00	2,400.00	2,400.00	-
Toome Lockhouse	177,310.00	131,000.00	-	46,310.00
Cranfield Graveyard	36,000.00	28,750.00	-	7,250.00
Litterless Lough	5,826.00	4,120.00	-	1,706.00
Rivers Trust Training Programme	8,250.00	6,187.50	-	2,062.50
Lough Neagh Heritage Tours	26,666.00	26,666.00	-	0.00
<b>TOTAL</b>	<b>567,342.00</b>	<b>363,393.50</b>	<b>146,620.00</b>	<b>57,328.50</b>

The Council also agreed that the match funding be subject to a satisfactory review of performance by the project promoter. An update report to August 2018 was circulated for Members' information.

The Antrim Lough Shore Park Improvement projects, highlighted in the table above, will be carried out in 2019 and will include the following:

(a) **Public Art Sculpture** £60,000

Tenders would now be sought for the design, manufacture and installation of a key piece of public art. It will be a unique sculpture in a prominent location for navigational and biodiversity purposes and should promote the folklore of Lough Neagh. Community input would be sought regarding the theme and design of the sculpture.

(b) **Interpretation within the Gateway Centre:** £90,000

Tenders would also be sought for Lough Neagh interpretation within the Gateway Centre which will include the themes of water, heritage and nature and will link to the myths and legends of Lough Neagh.

Moved by Alderman Smyth  
Seconded by Councillor Kelly and

**RESOLVED – that the public art sculpture and interpretation as outlined be progressed within the approved budget of £150,000 including £50,000 from the Heritage Lottery Fund.**

*ACTION BY: Karen Steele, Tourism and Town Centre Regeneration Manager*

### 6.37 FI/AUD/68 NATIONAL FRAUD INITIATIVE 2018-19

#### **Background**

The National Fraud Initiative (NFI) is a data matching exercise run by the Audit Commission and is designed to help participating bodies identify possible cases of fraud and detect and correct under or overpayments from the public purse.

### **NI Position**

The Comptroller and Auditor General for Northern Ireland (C&AG), head of the Northern Ireland Audit Office (NIAO), has statutory powers to conduct matching exercises for the purpose of assisting in the prevention and detection of fraud. These powers are contained in the Serious Crime Act 2007, which inserts Articles 4A to 4H to the Audit and Accountability (Northern Ireland) Order 2003.

The Council must participate in this exercise and supply the following information for matching to that of other public sector bodies to identify possible fraud or error:

1. Payroll – total payments made to current employees and Members from 1 April 2018 to 30 September 2018; and
2. Trade Creditors payment history and standing data – payment history from 1 April 2015 to 8 October 2018 and the current information held at 8 October 2018.

Where a match is found, it indicates that there is an inconsistency that may require further investigation to establish what has caused the match and any further action that may be deemed necessary. Examples of possible matches are as follows:

- An employee with the Council who has a second employment with another Council or public body;
- An employee who is also a supplier of the Council or has been paid through Creditors;
- Suppliers who are associated with other suppliers, eg. through address.

### **Results notification and possible action**

The data would then be matched and prioritised into the order of how closely the dataset matches. Matches will be available from Thursday 31 January 2019.

The Council is responsible for investigating these matches. All matches shall be considered by the Head Internal Audit, who shall determine further action if appropriate including invocation of the Fraud Response Plan.

### **Data Transfer**

Datasets must be provided to the Audit Commission from 8 October 2018. TotalMobile had previously developed reports to extract the information in the format required by the NIAO.

A secure electronic upload facility was available enabling data for NFI to be submitted directly from local computers. This facility is contained within the existing secure NFI web application and consequently provides the same controlled access environment. It features an Advanced Encryption Standard (AES) 256 Secure Sockets Layer encryption and enables data files to be password protected. No other method of data transfer to the NFI is acceptable.

Access to the NFI website will be restricted to those officers deemed necessary by the Chief Executive.

### **Participating bodies**

Organisations participating in this exercise are those that provide data to the Comptroller and Auditor General, or his agents (such as the Audit Commission), for the purposes of a data matching exercise, which may be on either a mandatory or voluntary basis.

Mandatory bodies are those bodies whose accounts are required to be audited by:

1. the Comptroller and Auditor General, except for bodies audited by the Comptroller and Auditor General by virtue of section 55 of the Northern Ireland Act 1998; or
2. a Local Government Auditor.

Since the Council's accounts are audited by a Local Government Auditor the Council must supply the required information.

Other mandatory participants include Central Government, Education Boards, and Health Trusts throughout the United Kingdom.

Further information is available on the Council's website at:

<http://www.antrimandnewtownabbey.gov.uk/Council/Procurement/National-Fraud-Initiative>

or by contacting Paul Caulcutt, Head of Internal Audit on 028 9446 3113 ext. 31395 or at [paul.caulcutt@antrimandnewtownabbey.gov.uk](mailto:paul.caulcutt@antrimandnewtownabbey.gov.uk).

Moved by Councillor Logue  
Seconded by Councillor Magill and

**RESOLVED – that the Council notes the National Fraud Initiative 2018-19 report.**

*NO ACTION*

### **6.37 CE/GEN/82 INTERNATIONAL LINKAGES WORKING GROUP MEETING**

Members were advised that a meeting of the International Linkages Working Group took place on 24 July 2018.

A copy of the Minutes of the meeting was circulated for Members' information.

Moved by Councillor Brett  
Seconded by Councillor Greer and

**RESOLVED – that the Minutes of the International Linkages Working Group Meeting held on 24 July 2018 be noted.**

*NO ACTION*

**6.38 G/MSMO/017 LINEN HALL LIBRARY – CHANGES TO OPENING HOURS**

Members were advised that correspondence had been received from Linen Hall Library (copy circulated) advising on changes to the opening hours.

Due to the challenging economic situation, the Library Board has decided to close the library on Saturdays from 1 October 2018 to 30 March 2018 on a trial basis, with a review of the situation at the conclusion of the closure period.

Moved by Councillor Webb  
Seconded by Alderman Smyth and

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

*NO ACTION*

**6.39 G/MSMO/2 CHANGES TO COMMITTEE AND WORKING GROUPS BY THE DEMOCRATIC UNIONIST PARTY**

Following recent membership changes within the Democratic Unionist Party, the Nominating Officer, has advised of the following changes:

<b>Name</b>	
Councillor Flanagan	Operations Committee
Councillor Flanagan	Threemilewater Place Shaping Forum

Moved by Councillor Webb  
Seconded by Alderman Smyth and

**RESOLVED – that the changes in Membership by the Democratic Unionist Party be noted.**

*NO ACTION*

#### 6.40 FI/FIN/4 BUDGET REPORT – JULY 2018

A budget report for July 2018 was circulated for Members' information.

The Council's variance on Net Cost of Services for the period to the end of July is £183k favourable, with income from District Rates and the De-Rating grant being on budget for the period, resulting in an increase to the Council's General Fund of £183k.

This includes a contribution of £249k to the Council's Strategic Projects and Rates Appeal Reserves.

Moved by Councillor Webb  
Seconded by Alderman Smyth and

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

NO ACTION

#### 6.41 PBS/BC/002 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 30 JUNE 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 – 37      Building Notices – 87      Regularisation Certificates – 64

##### **Full Plans**

Approvals – 53      Rejected applications requiring resubmissions – 52

##### **Commencements & Completions**

Commencements – 362      Completions - 276

**Inspections** - A total of 946 Site Inspections were carried out.

**Regularisation Certificate** - 72 Regularisation Certificates issued.

**Building Notice**- 112 Completion Certificates issued

**Property Certificates**      Received – 263

##### **EPB**

DEC (11) Checked (81%) Compliant  
EPC (8) Checked (100%) Compliant  
A/C (4) Checked (0%) Compliant

##### **Income**

Plan Fees Received for Month	£19549.63
Inspection Fees Invoiced for Month	£52062.90

Building Notice Fees Received for Month	£6636.40
Regularisation Fees Received for Month	£4456.80
Property Certificate Fees Received for Month	<u>£15325.00</u>
<b>TOTAL</b>	<b>£98030.73</b>

<b>Projected Year to Date Income</b>	<b>Year to Date Actual Income</b>
<b>£274,123</b>	<b>£343,031</b>

**Postal Numbering** Numbers of official postal numbers issued – 29

**LPS Partnership**

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

Property details surveys completed – 37

Moved by Councillor Webb  
Seconded by Alderman Smyth and

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

*NO ACTION*

**6.42 CD/PM/117 MONTHLY UPDATE - CAPITAL PROGRAMME**

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

Moved by Councillor Webb  
Seconded by Alderman Smyth and

**RESOLVED – that the Capital Projects Status Report for August 2018 be noted.**

*NO ACTION*

**6.43 CP/CD/213 ANTRIM AND NEWTOWNABBEY SPIRIT OF VOLUNTEERING AWARDS 2018**

Members were advised that the assessment of nominations for the Antrim and Newtownabbey Spirit of Volunteering awards took place on Tuesday 10 July 2018.

In total 53 nominations were received and assessed by the panel with recipients identified for an award in each of the following categories:

- Newcomer to Volunteering Award
- Team Spirit Award
- Personal Achievement Award
- Community Impact Award

- Lifetime Contribution Award
- Social and Community Enterprise Award

In addition two recipients have also been chosen to receive the Lord Lieutenant's and Mayor's Special Awards which are selected, at their discretion, from those who have been nominated.

The Spirit of Volunteering Awards 2018 Celebration Event will take place on Thursday 27 September 2018 at 7pm in Theatre at the Mill. Approximately 160 individuals will be invited to attend this event which will include:

- Her Majesty's Lord Lieutenant, Mayor, Deputy Mayor, Members of the Community Planning and Regeneration Committee and guests
- Chief Executive and members of the Corporate Leadership Team
- Category Sponsors and guests
- Nominees and guests
- Members of the Event Management and Assessment Panel and guests
- Other relevant Council Officers within the Community Planning and Regeneration Department.

It was estimated that the total cost of the celebration event would be £16,500 of which £15,000 had been included within the community development budget and the remaining £1,500 secured through sponsorship.

Moved by Councillor Webb  
Seconded by Alderman Smyth and

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

*NO ACTION*

#### **6.44 CP/PCSP/074 PCSP ANNUAL REPORT 2017-18**

Members were reminded of the requirement for Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) to submit an Annual Report to the Council on the exercise of its functions during the preceding year.

Antrim and Newtownabbey PCSP approved the draft Annual Report at its partnership meeting on 25<sup>th</sup> July 2018 (a copy of which was circulated) for information.

Moved by Councillor Webb  
Seconded by Alderman Smyth and

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

*NO ACTION*

#### **6.45 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 on a bi-annual basis.

Taking into consideration recommendations outlined in the evaluation undertaken by McNamee Consulting in July 2017 an information evening to recruit potential participants was held in Mossley Mill on Thursday 14 June 2018. At this event a representative from the National University of Ireland in Galway, the organisation appointed to deliver the Diploma, outlined the content of the course and emphasised the level of commitment required from students for its successful completion. Following the session, a total of 25 application forms were requested and following the submission deadline of Friday 3 August 2018, 11 completed applications were received.

Following a shortlisting process all 11 applications proceeded to interview stage. Interviews were held on Monday 20 August 2018 and on the recommendation of the interview panel all 11 applicants, 6 of which are from Newtownabbey and 5 from Antrim, were successful.

A series of return to part time study classes focussing on oral and written communication skills, IT skills, referencing etc are planned to take place on Tuesday 11, 18 and 25 September 2018. The Diploma in Community Development Practice will commence on Tuesday 2 October 2018 and will finish with a Graduation Ceremony in October 2019.

Members were reminded that the Diploma in Community Development Practice focuses on key areas such as: Community Development Theory and Practice, Communication Group Work and Leadership Skills, Social Analysis, Project Planning Development and Evaluation, Research Techniques and Public Policy. Participation on the Diploma will help strengthen community capacity and infrastructure in line with the Community Plan "Love Living Here".

The total cost of delivering the Diploma to 11 participants is £13,200 of which provision has been made in the Community Development budget.

Moved by Councillor Webb  
Seconded by Alderman Smyth and

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

*NO ACTION*

#### **6.46 CP/GR/086 COMMUNITY RELATIONS WEEK 2018**

Members were advised that Community Relations Week 2018 takes place from 17 to 23 September. This initiative is co-ordinated by the Community Relations Council, and supports the Northern Ireland Executive's Together Building a United Community Strategy. The events that will take place during this week are about inspiring new ideas, promoting understanding, respect and engagement between and amongst all sections of the community.

Community Relations Week provides a platform for organisations and groups from the community and voluntary sectors, arts, culture, sport, education and the wider public sector to showcase innovative approaches to good relations. The theme for this year is '**Then, Now Next?**' and will focus on how far we have come and our ideas about what we should do next.

The Council's Good Relations Team are hosting two events as follows:

**Wednesday 19 September 7pm – 10pm, Leading Ladies event**

Local women invited to hear from influential women in Northern Ireland, particularly in a peace-building context, and given the opportunity to discuss the experiences of a range of inspirational women. It is envisaged that approximately 60-70 women will be in attendance and will hear from the Her Majesty's Lord-Lieutenant for the County of Antrim, Mrs Joan Christie CVO OBE.

Members were reminded that provision has been made for the above event in the estimates as part of the Good Relations Action Plan 2018/19. The event would be hosted at the Old Courthouse, Antrim and invitations had been issued to female Elected Members.

**Thursday 21 September 2pm - 5pm, Diversity though Ability.**

An accessible and cultural inclusive event for all ages and abilities. This event would create a safe space for children and adults to participate in activities, food, music and culture. Additionally, the event would also include the launch of an Inclusive Play Zone for use in Antrim Castle Gardens funded by the Council and managed by Mae Murray Foundation. The event would be hosted at the Eyre Studio, Antrim Castle Gardens and invitations would be issued to Elected Members.

In addition to the events arranged by the Council's Good Relations Team, Officers have been liaising with a range of organisations across the Borough to support other events taking place during Community Relations Week 2018.

Moved by Councillor Webb  
Seconded by Alderman Smyth and

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

*NO ACTION*

**6.48 ED/TOU/037 ULSTER RALLY 2018 – THANK YOU LETTER**

Correspondence had been received by the Mayor (copy circulated) from Philip Murray, Clerk of the Course, thanking the Mayor and the Council for the support provided to the 2018 John Mulholland Motors Ulster Rally.

The correspondence stated that the facilities in and around the Borough were again complimented by competitors, the efforts of Officers were also very much appreciated and particularly mentions Karen Steele for managing all aspects of the partnership diligently.

Members congratulated Officers on their input to this successful event.

Moved by Councillor Lynch  
Seconded by Councillor Brett and

**RESOLVED - that the report be noted and that a further report be provided regarding the benefits brought to the Town.**

*ACTION BY: Karen Steele, Tourism and Town Centre Regeneration Manager*

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

7. Motion

Proposed by Councillor Michael  
Seconded by Councillor Hamill

*"That this Council recognises neonatal services within Northern Ireland are facing a number of serious challenges which are severely affecting the care of premature and sick babies every year. The Council calls upon the Secretary of State to invest in neonatal care within Northern Ireland to ensure babies born premature or sick receive care in neonatal units which are safe, well organised, staffed and funded, otherwise neonatal services across Northern Ireland will be facing a crisis in years to come, which will put the most vulnerable babies at risk."*

**RESOLVED – that the Motion be declared unanimously carried**

ACTION BY: Jacqui Dixon, Chief Executive

**MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Councillor McWilliam  
Seconded by Councillor Hamill and

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

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

*Alderman Cosgrove left at this point of the meeting.*

**6.49 IN CONFIDENCE FI/PRO/TEN/17 EXTENSION OF POSTAL SERVICES CONTRACT**

**Further Competition Exercise under CCS Framework RM1063 for postal Services Lot 1: Collection and Delivery**

**Contract Period: 1 October 2016 to 30 September 2018 (with an option to extend for a further 2 x 12 months' period reviewed annually)**

At the Council meeting held on 25 July 2016, the contract for the above service was awarded to Postalsort Limited.

The contract was due to expire on 30 September 2018 (with an option to extend for a further 2 x 12 months' period reviewed annually).

Having reviewed the contract, the Contract Manager was satisfied with the services provided by the service provider under the terms of the contract.

As the market conditions are broadly similar, the Contract Manager recommended that the option to extend be exercised and that the contract be extended for a further period of 12 months to 30 September 2019. Further review would be performed at that date.

Moved by Alderman Smyth  
Seconded by Councillor Bingham and

**RESOLVED - that the contract with Postalsort Limited be extended for a further period of 12 months to 30 September 2019.**

*ACTION BY: Sharon Logue, Procurement Manager*

**6.50 IN CONFIDENCE FI/PRO/TEN/188 TENDER SERVICING, REPAIR & MAINTENANCE OF SKIPS AND COMPACTORS AT HOUSEHOLD RECYCLING CENTRE**

**Contract Period: 3 September 2018 – 31 August 2020 (with an option to extend for a further 2 periods of up to 12 months, subject to review and performance)**

Council has waste compactors and associated containers at the Recycling Centres and Depots in the Borough. This equipment requires programmed service checks and safety inspections as well as reactive maintenance. This work is of a specialist nature and therefore a suitably qualified contractor is required.

Five tenders for the servicing, repair and maintenance of skips and compactors (lots 1 and 2) were opened via the eTendersNI Portal on 9 August 2018 and referred to the Evaluation Panel for assessment. The tenders were evaluated on a two stage basis as follows:

**SELECTION STAGE**

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and processes, inspection forms, previous relevant experience, technical capacity and capability of the operatives, and declarations and form of tender. All tenderers met the requirements of the Selection Stage of the evaluation process and proceeded to Award Stage of the evaluation as follows.

## AWARD STAGE

### Stage 1 – Technical Assessment

All tenderers confirmed that they could meet the call-out response times, provide the required warranty period for all workmanship, and provided the additional information as requested.

### Stage 2 – Quality/Commercial Assessment (30%/70%)

One tenderer failed to achieve the minimum required score for the quality assessment and therefore did not proceed further in the evaluation process. The remaining tenderers met the minimum quality score requirements and were evaluated as follows for each lot.

#### **Lot 1: Compactor Servicing, Repair and Maintenance (to include a planned preventative maintenance programme, servicing of compactors, repair of compactors and emergency repair)**

Supplier	Quality Assessment (out of 30.00%)	Cost Assessment (out of 70.00%)	Total % Score	Total Estimated Annual Cost (£) (Excl VAT)
RD Mechanical Services Ltd	30.00	70.00	100.00	██████████
██████████	██████	██████	██████	██████████
██████████	██████	██████	██████	██████████
██████████	██████	██████	██████	██████████

Moved by Councillor Webb  
Seconded by Alderman Smyth and

**RESOLVED:** that having achieved the highest score of 100%, RD Mechanical Services Ltd be appointed for Lot 1: Compactor Servicing, Repair and Maintenance at the tendered rates for the period of 3 September 2018 – 31 August 2020 (with an option to extend for a further 2 periods of up to 12 months, subject to review and performance).

#### **Lot 2: Associated Container and Skip Servicing, Repair and Maintenance (to include a planned preventative maintenance programme, servicing of containers and skips, repair of containers and skips and emergency repair)**

Supplier	Quality Assessment (out of 30.00%)	Cost Assessment	Total % Score	Total Estimated Annual
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		(out of 70.00%)		Cost (£) (Excl VAT)
<b>RD Mechanical Services Ltd</b>	<b>30.00</b>	<b>70.00</b>	<b>100.00</b>	██████████
██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████

Moved by Councillor Webb  
 Seconded by Alderman Smyth and

**RESOLVED - that having achieved the highest score of 100%, RD Mechanical Services Ltd be appointed for Lot 2: Associated Container and Skip Servicing, Repair and Maintenance at the tendered rates for the period of 3 September 2018 – 31 August 2020 (with an option to extend for a further 2 periods of up to 12 months, subject to review and performance).**

*ACTION BY: Melissa Kenning, Procurement*

**6.51 IN CONFIDENCE L/LEI/VLC/5 VALLEY GRASS PITCH DRAINAGE**

The Valley Leisure Centre currently has 4 grass pitches, two of which have drainage issues. This has resulted in match cancellations, impacting on the consistency and quality of the service provided to customers.

In addition, there is vacant space adjacent to the 3G pitch at V36 which, if drained and lined, would provide an additional pitch. This would help to meet the demand for pitch space at the Valley and in the Borough.

The Sport NI Bridging the Gap Report highlights that the Borough still has a shortfall of 15 grass pitches and developing this additional pitch would also reduce this deficit.

Costs for works were estimated in the region of ██████████

Provision for this project had been made in the Leisure capital estimates for 2018/2019. The associated Business Case, Economic Appraisal and Section 75 Screening were circulated.

Moved by Councillor Hamill  
 Seconded by Councillor Kelly and

**RESOLVED - that the outline Business Case, Economic Appraisal and Section 75 screening form for drainage work at the Valley grass pitches is approved at an estimated cost of ██████████**

ACTION BY: Janine Beazley, Leisure Grants and Special Projects Officer

## 6.52 **IN CONFIDENCE** PK/GEN/095 VILLAGE IMPROVEMENT - BURNSIDE

### Background

A number of Village Improvement Plans were completed by villages throughout the Borough funded by GROW and Council which included full consultations with local residents. A Plan was developed for Burnside which, in common with some others, identified improvements which can be progressed by the Parks team - flowerbeds, planting and environmental Improvements.

In order to address these priorities, the Head of Parks met with local residents, Department for Infrastructure (Dfl) and other stakeholders and as a result it was agreed that an area in front of Brookfield Heights, which has a steep grass slope was a key area for improvement. This grassy bank, which is approximately 80 metres long and has a gradient of 1:2, is on Dfl's rural grass cutting schedule which means that it gets 1 or maximum 2 cuts per year and as such it detracts from the look and feel of the village. Dfl currently has no budget to increase the frequency of cuts and is not likely to have going forward. As this is an ongoing issue a long term solution has been identified.



Officers had identified a preferred option as set out in the Economic Appraisal (circulated) construction of a decorative retaining wall and landscaping of the embankment (Option 2). Although this Option is the most expensive at an estimated cost of ████████, it provides a long term solution to the issue and the residents agree that this will improve the village. There will be minimal ongoing maintenance and if the project proceeds, it is proposed that council will carry out the maintenance, which will be added to the existing schedule of works at the other end of the village.

It was proposed to make an application for funding to GROW which has grant aid up to 75% of project costs (up to a maximum of ████████) available under the Village Renewal Scheme. As part of its normal application process GROW required confirmation of match funding, the procurement process to be completed, business plan and planning permission to be in place (if required) at the time of

application. Council approved the sum of £250,000 for match funding of GROW projects in the 20018/20019 capital programme and if approved the match funding will come from this allocation.

A Business case was also circulated. Council's Customer Accessibility Officer had confirmed that an EQIA is not required for this project.

#### **Potential funding Sources**

GROW funding (up to ██████ at a 75% grant rate) ██████

(subject to approval)

Council contribution (subject to approval) ██████

**TOTAL** ██████

An update on the success of the funding application would reported to Committee in due course.

Moved by Councillor Bingham  
Seconded by Councillor McWilliam and

**RESOLVED - that the Village Improvement scheme for Burnside be approved at an estimated total cost of ██████, subject to a successful funding application to GROW South Antrim.**

*ACTION BY: Ivor McMullan, Head of Parks*

#### **6.53 IN CONFIDENCE FI/PRO/TEN/15 SUPPLY & DELIVERY OF CLEANING PRODUCTS**

Members were reminded that the tender 'FI/PRO/TEN/15 Supply and Delivery of Cleaning Products' was granted a three month extension to complete research and supplier engagement and report accordingly on the environmental impact of the contract.

Members were also reminded that the Director of Operations is finalising a review of the Council's use of single use plastics for consideration by the Operations Committee.

In order to facilitate the required time to finalise the research, complete supplier engagement and consider the review of single use plastics an extension of a further three months was requested.

Moved by Councillor Webb  
Seconded by Councillor Hamill and

**RESOLVED - that the contract above be extended for a further period of 3 months until 30<sup>th</sup> November 2018.**

*ACTION BY: Sharon Logue, Procurement Manager*

**6.54 IN CONFIDENCE FI/PRO/TEN/194 TENDER FOR THE INSTALLATION AND OPERATION OF FESTIVE LIGHTING AND DECORATION THROUGHOUT THE BOROUGH AND FOR THE ENCHANTED WINTER GARDEN EVENT 2018**

Members were reminded that festive lighting options were presented to the Council in November 2017 as part of the overall review of Christmas provision. It was agreed that a budget of [REDACTED] be allocated for the lighting of the four towns and a further budget of [REDACTED] be allocated for the Enchanted Winter Garden Event in Antrim Castle Gardens, plus income from entrance fees and attractions.

Two tenders for the installation and operation of festive lighting and decoration throughout the Borough and for the Enchanted Winter Garden Event 2018 were opened via the E-Tenders NI Portal on 15 August 2018 and referred to the Evaluation Panel for assessment. The tenders were requested in two lots, and evaluated on a two stage basis as follows:

**STAGE 1 – SELECTION STAGE**

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, professional membership, previous relevant experience and declarations and form of tender. One tender did not meet the requirements of Stage 1 in full and therefore did not proceed to Stage 2. The remaining tender met all the requirements of Stage 1 and proceeded to Stage 2. The tender was evaluated as follows:

**STAGE 2 – AWARD STAGE**

The tenderer confirmed compliance with all the requirements of the Specification of Services and that they could meet the response times indicated in the Specification of Services.

**Commercial Assessment (100%)**

Supplier	Cost Assessment (out of 100%)	Total % Score	Total Overall Estimated Cost (£) (Excl. VAT) Lot 1 Festive Lighting :Towns
Blachere Illumination UK Limited	100%	100%	[REDACTED]

Supplier	Cost Assessment (out of 100%)	Total % Score	Total Overall Estimated Cost (£) (Excl. VAT) Lot 2 Enchanted Winter Garden Event
Blachere Illumination UK Limited	100%	100%	[REDACTED]

Tendered rates were also submitted to the maximum value of [REDACTED] (excl VAT) for additional works across the two lots, should they be requested and subject to Council approval.

Moved by Alderman Smyth  
Seconded by Councillor Foster and

**RESOLVED - that having achieved the score of 100%, Blachere Illumination UK Limited be appointed for the installation and operation of festive lighting and decoration in the 4 towns and for the Enchanted Winter Garden Event at the tendered rates.**

*ACTION BY: Sharon Logue, Procurement Manager*

**6.55 IN CONFIDENCE CE/PER/049** [REDACTED]

[REDACTED]

Moved by Councillor Brett  
Seconded by Councillor McCarthy and

**RESOLVED – that the Chief Executive be authorised to engage with the relevant parties.**

*ACTION BY: Jacqui Dixon, Chief Executive*

**6.56 IN CONFIDENCE CE/GEN/083 STREET NAME PLATES IN LANGUAGES OTHER THAN ENGLISH**

An update on the legal challenge relating to the above was provided at the meeting.

Moved by Councillor Brett  
Seconded by Councillor Lynch and

**RESOLVED –** [REDACTED]

*ACTION BY: Jacqui Dixon, Chief Executive/Paul Casey, Borough Lawyer*

**MOTION TO PROCEED ‘OUT OF COMMITTEE’**

Moved by Alderman Smyth  
Seconded by Councillor McCarthy and

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

Members were advised that the audio recording would restart at this point.

The Mayor thanked everyone on behalf of himself and the Deputy Mayor for attending and the meeting concluded at 7.58 pm.

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**MAYOR**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.***