



24 January 2018

**To: Each Member of the Council**

Dear Member

**MEETING OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL**

A meeting of the Antrim and Newtownabbey Borough Council will be held in the **Round Tower, Antrim Civic Centre on Monday 29 January at 6.30pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Dixon".

Jacqui Dixon, BSc MBA

**Chief Executive, Antrim & Newtownabbey Borough Council**

**PLEASE NOTE:**

**Light refreshments will be available in the Pre-Meeting Rooms from 5.30 pm.**

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

Tel: 028 9034 0048/028 9448 1301

[memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

## **A G E N D A**

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies.
- 3 Declarations of Interest.
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of the Antrim and Newtownabbey Borough Council held on Tuesday, 19 December 2017, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Monday, 8 January 2018, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday, 9 January 2018, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning and Regeneration Committee Meeting held on Monday, 15 January 2018, a copy of which is **enclosed**.
- 8(a) To take as read and confirm the Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 22 January 2018, a copy of which is **enclosed**.
- (b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 22 January 2018, a copy of which is **enclosed**.
9. Report on business to be considered:

## **LEGAL**

- 9.1. To approve the Sealing of Documents

## **ITEMS FOR DECISION**

- 9.2 Correspondence from ABF The Soldiers' Charity (NI)
- 9.3 Response to NI Budget Briefing Process
- 9.4 NI Commonwealth Games Council - Invitation to Celebrations
- 9.5 Community Support Programme 2017/2018 – Letter of Variance
- 9.6 Social Innovation Challenge Event

9.7 European Social Fund Requests for Match Funding

**ITEMS FOR INFORMATION**

- 9.8 Correspondence from NI Water
- 9.9 Bombardier Aerospace
- 9.10 Investors Recognition Lunch 2018
- 9.11 Heathrow Hub Steering Group Meeting
- 9.12 Budget Report – December 2017
- 9.13 Draft Rates Estimates Update 2018/19
- 9.14 Northern Ireland Investment Fund

**ITEMS IN COMMITTEE**

- 9.15 Burial Capacity/Update
- 9.16 Tender for the Upgrade to the existing Cisco IP Telephony Platform
- 9.17 Tender for the Supply, Installation and Servicing of Hygiene Services Products.
- 9.18 Organisation Structures

10. **MOTION**

Proposed by           Alderman Tom Campbell  
Seconded by         Councillor Stephen Ross

*"In view of the extent of housing development in Newtownabbey along the line of the proposed Greenisland to Monkstown Greenway Scheme and the potential loss of amenity and privacy, together with the likely detrimental impact of anti-social behaviour on the local communities living along the proposed greenway, this Council resolves that it cannot support any proposal to locate the section of the greenway between Greenisland and Monkstown (marked B to D on the enclosed map) and that Mid and East Antrim Borough Council and other interested parties be advised accordingly".*

Members may wish to refer to the enclosed email from Councillor Wilson of Mid and East Antrim Borough Council.

# **REPORT ON BUSINESS TO BE CONSIDERED AT THE COUNCIL MEETING ON MONDAY 29 JANUARY 2018**

## **LEGAL**

### **9.1 TO APPROVE THE SEALING OF DOCUMENTS**

Members are 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 and Deed for the sale of land by the NIHE to the Council at Knockane Way, Rathfern, Newtownabbey.
- Lease in relation to Northern Ireland Electricity Networks Substation at Ballyearl 'C' Doagh Road Newtownabbey.
- Memorandum of sale for lands at Lakeview Crumlin from NIE to the Council.
- Deed of Dedication between Council and the National Playing Fields Association (Fields in Trust) in relation to Whiteabbey Green War Memorial.

## **ITEMS FOR DECISION**

### **9.2 G/MSMO/048 CORRESPONDENCE FROM ABF THE SOLDIERS' CHARITY (NI)**

Correspondence has been received from ABF The Soldiers' Charity (NI) (enclosed) advising of the Ulster at War concert taking place at Belfast Waterfront Hall on Saturday, 24 March 2018 at 8 pm.

This unique musical entertainment event will seek to recreate 1940s Ulster by means of music, comedy and fascinating stories of local heroism. All money raised will be used to support our soldiers, veterans and their families who are experiencing tough times.

A bespoke VIP package, designed specifically for representatives from local councils, is available at a cost of £45 per person. The VIP package, which will be hosted by serving Army personnel, will include seats in the designated VIP area of the auditorium, finger food and drinks during a pre-concert reception and during the interval,

**The Council's instructions are requested.**

Prepared by: Member Services

Approved by Jacqui Dixon, Chief Executive

### **9.3 CE/OA/034 NORTHERN IRELAND BUDGET BRIEFING PROCESS**

Members are advised that at the Policy and Governance Committee meeting held on Tuesday 9 January 2018, it was agreed that the Chief Executive should draft a response to the Briefing issued by the Department of Finance regarding future budgets (*enclosed*).

The closing date for responses is 26 January 2018 and the draft response has been submitted to the Department, subject to Council approval.

**RECOMMENDATION: that the draft response be approved.**

Prepared & Approved by: Jacqui Dixon, Chief Executive

#### **9.4 L/LEI/340 NI COMMONWEALTH GAMES COUNCIL - INVITATION TO CELEBRATIONS**

Members are reminded that Council (through the Leisure Grants Programme), has approved £13,984 to support 10 participants from the Borough to attend the 2018 Commonwealth Games in Australia.

The NI Commonwealth Games Council has issued an invitation to sponsors to join the TEAM Northern Ireland celebrations ahead of the 21<sup>st</sup> Games in April 2018. Council has received 2 invitations (**enclosed**).

The event will take place on Friday 16 February 2018 at the Belfast Hilton. The reception commences from 6.30pm with dinner served at 7.30pm.

**RECOMMENDATION: that two delegates be nominated to attend the NI Commonwealth Games Celebration at the Belfast Hilton on Friday 16 February 2018**

Prepared by: Janine Beazley, Leisure Grants and Special Projects Officer

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

## 9.5 CP/CD/123 COMMUNITY SUPPORT PROGRAMME 2017/18 - LETTER OF VARIANCE

Members are reminded that a Letter of Offer from the Department for Communities (DFC) for the delivery of the Community Support Programme 2017/18 was accepted by the Council in April 2017. The total amount awarded was £201,554 which included £128,85.50 for Community Support General and £72,569.00 for Advice Services.

A Letter of Variance (to amend the original Letter of Offer) issued by DFC for an additional £8210.93 was approved by the Council in December 2017. This amount was ring-fenced for additional resources to support the delivery of frontline advice services and brought the total for the Community Support Programme 2017/18 to £209,765.43.

Members are advised that a second Letter of Variance has been received from DFC for an additional amount of £33,603.90 to cover salary and training costs for two Welfare Reform Advisers employed by Citizens Advice Antrim and Newtownabbey (CAAN). This element of Welfare Reform funding was previously administered by Citizens Advice Northern Ireland with DFC now requesting that Councils issue this through their Community Support Programmes for the period 1 October 2017 going forward. A copy of the Letter of Variance is **enclosed** for Members' consideration.

If Members accept this second Letter of Variance this would bring the total Community Support Programme award for 2017-18 to £243,369.33.

**RECOMMENDATION: that the Letter of Variance for £33,603.90 from the Department for Communities for salaries and training costs for two Welfare Reform Advisers employed by CAAN be accepted.**

Prepared by: Elaine Manson, Community Services & Tackling Deprivation Manager

Agreed by: Louise Moore, Head of Community Planning

Approved by: Majella McAlister, Director of Community Planning & Regeneration

## 9.6 ED/ED/105 SOCIAL INNOVATION CHALLENGE EVENT

Members are reminded that from 2015 the Council has had responsibility for promoting and supporting social enterprise as part of the transfer of economic development function from Invest Northern Ireland.

Officers have been working with existing community organisations across the Borough to promote social enterprise as a structure for community groups to consider adopting to help them become more self-sustainable and less reliant on external grant funding. It is proposed to run a pilot one-day Social Innovation Challenge event in partnership with Mallusk Enterprise Park. The aim of the event is to bring together up to 6 community organisations and young people from across the Borough with the aim of generating new business ideas for social enterprise which could potentially be taken forward by either the community organisations or indeed the young people themselves. Involving young people in this way, through the local college or university has the potential to bring new ideas to existing organisations, and build the capacity of the young people to develop skills in design thinking.

It is proposed to hold the Social Innovation Challenge event on 15 March 2018 in Mossley Mill at an estimated cost of £3,800 inviting up to 60 community representatives and young people. The costs include a management fee to Mallusk Enterprise of £2,950 (10 days of work to help groups scope out project ideas, recruitment of young people to take part and facilitation on the day of the event), catering for approximately 60 participants at £660, and transport at £190. As a pilot, the initiative will be evaluated to help determine how to support the Social Enterprise sector going forward and a report will be brought back to the Committee.

### **RECOMMENDATION: that**

- i. The Council agrees to hold a pilot Social Innovation Challenge Event on Thursday 15 March 2018 in partnership with Mallusk Enterprise Park at a cost of up to £3,800, provision for which exists in the economic development budgets.**
- ii. Officers to bring a report back to the Committee with the results of the evaluation.**

Prepared by: Emma Stubbs, Economic & Rural Development Manager

Agreed by: Paul Kelly, Head of Economic Development

Approved by: Majella McAlister, Director of Community Planning & Regeneration

## 9.7 ED/ED/102 EUROPEAN SOCIAL FUND REQUESTS FOR MATCH FUNDING

The Council has been contacted by 7 organisations that have applied under the second call for European Social Fund (ESF) applications, through the Department for the Economy (DfE), to support a range of employability programmes which will be delivered across a number of Council areas including Antrim and Newtownabbey. The aim of the Northern Ireland ESF programme (2014-20) is to combat poverty and enhance social inclusion by reducing economic inactivity and to increase the skills base of those currently in work, and future potential participants, in the workforce.

Officers have been informed that 5 organisations have had their applications approved, subject to securing match funding, and 2 are in the process of appealing the outcome; a full list of the organisations, the projected outputs over four years and their match funding requirements is enclosed. Of the 6 projects that have been approved by DfE, a total of 212 new jobs are projected in the Borough over 4 years with 140 programme participants moving into further education. Total match funding for all of the projects for year 1 (2018-19, excluding projects undergoing an appeal) is requested in the sum of £120,288. Should the projects under appeal be approved these will be presented in a separate report.

Subject to the annual estimates process, the Council has set aside up to £45,000 in the Economic Development budgets to match fund ESF projects which it considers are worthy of supporting in the Borough in 2018-19. It is therefore proposed that the Council considers increasing this provision to a maximum of £60,000 per annum for 4 years (subject to a satisfactory annual review of performance), offering each approved project promoter the opportunity to apply for up to 50% of what it requires on the understanding that the balance can be secured from other sources. Each project as proposed seeks to deliver key objectives within the Council's Corporate and Community Plans in terms of increasing employability, skills and supporting the economically inactive and those with disabilities into sustainable jobs.

### **RECOMMENDATION: that**

- i. the Council increases the budget provision for match funding approved ESF projects to £60,114 per annum for 4 years subject to a satisfactory annual review of performance;**
- ii. Officers bring back a further report to the Committee detailing the progress and achievements of each project at the end of each of the 4 years.**

Prepared by: Emma Stubbs, Economic and Rural Development Manager

Agreed by: Paul Kelly, Head of Economic Development

Approved by: Majella McAlister, Director of Community Planning &  
Regeneration

## **ITEMS FOR INFORMATION**

### **9.8 G/MSMO/7 VOL 3 CORRESPONDENCE FROM NI WATER**

Correspondence has been received from Graham Smyth, Public Affairs and Media Officer for NI Water providing an update on the points raised by Members during the NI Water presentation to the Council Meeting in October 2017.

A copy of the correspondence is **enclosed** for Members' information.

**RECOMMENDATION: that the correspondence from NI Water be noted.**

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

## 9.9 CE/GEN/15 BOMBARDIER AEROSPACE

Correspondence has been received from the Director-General for Trade of the European Commission and the Department for Business, Energy & Industrial Strategy on behalf of the Prime Minister in response to the Chief Executive's letter of 5 December 2017 raising the Council's concerns with regard to the possible implications for Bombardier Aerospace and the NI economy of US Trade Defence investigations.

Copies of the correspondence are **enclosed** for Members' information.

**RECOMMENDATION: that the correspondence from the Director-General for Trade of the European Commission and the Department for Business, Energy & Industrial Strategy be noted.**

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

## **9.10 ED/GEN/11 INVESTORS ENGAGEMENT AND RECOGNITION LUNCH 2018**

Members will be aware that work is currently underway to develop a new Economic Development Strategy for the Borough. This assignment also covers key research required for the new Local Development Plan related to housing, strategic employment locations, etc. Central to the delivery of the new strategy will be the relationship between the Council, the private sector and the key support partners.

The private sector includes a diverse range of businesses who are recognised as key investors, including existing and new businesses operating in the Borough, who create employment and general wealth. Equally, it involves those that we interface with through the planning process and specifically developers who have secured planning permission for key developments since the 1 April 2015 when planning transferred.

As part of the production of the new Economic Development Strategy, engagement with these businesses and investors regarding their future plans, the challenges that they face and consideration of how the Council can work co-operatively with them is of key importance. To facilitate a discussion on these topics, and in recognition of the contribution that this range of people make to our Borough, it is proposed that the Mayor on behalf of the Council hosts a lunch. Approximately 100 attendees will be invited.

The new Secretary of State, the Rt Hon Karen Bradley MP, has been invited to attend the event.

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

Prepared & Approved by: Majella McAlister, Director of Community Planning & Regeneration

#### **9.11 CE/GEN/076 HEATHROW HUB STEERING GROUP MEETING**

Members will be aware of the decision to participate in a Heathrow Hub Steering Group with Mid and East Antrim Council. The first meeting of the Group took place on 18 December 2017 at the Ecos Centre, Ballymena and a copy of the minutes are **enclosed**.

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

Prepared & Approved by: Majella McAlister, Director of Community Planning & Regeneration

## 9.12 FI/FIN/4 BUDGET REPORT – DECEMBER 2017

A budget report for December 2017 is enclosed for Members' information.

For the period, the Council's variance on Net Cost of Services was £1.5m favourable, with income from the District Rates and De-Rating Grant being in line with their respective budgets.

Should this favourable variance on services continue to the end of the financial year, this would result in an increase to the General Fund of £706k against a budgeted decrease of £757k.

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

Prepared by: Richard Murray, Management Accountant

Agreed By: John Balmer, Head of Finance

### 9.13 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2018/19

Members are reminded that an update on the estimates was reported to the Policy and Governance Committee in January 2018.

A revised draft rates calculation and estimates summary by service are enclosed for Members' information.

**RECOMMENDATION: that the report be noted**

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

## 9.14 ED/ED/103 NORTHERN IRELAND INVESTMENT FUND

In November 2017, CBRE Capital Advisors were appointed to manage the new £100million, Northern Ireland fund, which will provide debt finance for commercial property, regeneration, low carbon and infrastructure schemes. CBRE has been appointed to manage the fund for 15 years on behalf of the Department of Finance and the NI Strategic Investment Board. Similar existing local authority-led funds include the North West Evergreen fund which started with a £60million fund. Further information is available at <http://www.costar.co.uk/en/assets/news/2017/November/CBRE-Capital-Advisors-to-manage-100m-Northern-Ireland-RE-debt-fund/>

The Chief Executive and the Director of Community Planning and Regeneration took the opportunity to meet with Will Church, a Senior Director in CBRE in December 2017 to discuss the types of projects that might be of interest. There is no set closing date for the submission of proposals and the fund managers are content to receive outline proposals at an early stage, which they can provide feedback on.

The main areas targeted for investment through this initiative are:-

- mixed use site development; offices,
- industrial, warehousing and distribution facilities;
- research and development facilities;
- site remediation and access;
- other physical development that supports economic growth;
- energy efficiency, energy storage and energy generation from solar wind, hydro and waste to energy projects.

A copy of the application form is **enclosed**.

Officers will continue to explore potential investment opportunities for the Council via the Northern Ireland Investment Fund.

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

Prepared & Approved by: Majella McAlister, Director of Community Planning & Regeneration