



19 April 2023

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL

A meeting of Antrim and Newtownabbey Borough Council will be held in the **Council Chamber, Mossley Mill** on **Monday 24 April 2023** at **6.30 pm**.

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

For any queries please contact Member Services:

Tele: 028 9448 1301
memberservices@antrimandnewtownabbey.gov.uk

AGENDA

- 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 Antrim and Newtownabbey Borough Council held on Monday 27 March 2023, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Monday 3 April 2023, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee of Tuesday 4 April 2023, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning Committee Meeting of Wednesday 12 April 2023, 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 17 April 2023, a copy of which is **enclosed**.
- 8(b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 17 April 2023, a copy of which is **enclosed**.
- 9 ITEMS FOR DECISION
 - 9.1 C40 Grange Road Parkgate – 7.5 Tonne Weight Restriction
 - 9.2 Application for Grant of an Entertainments Licence – Oak Tree Hall, Dunamoy Cottages and Spa, 40 Collin Road, Ballyclare, BT39 9JS
 - 9.3 Application for Grant of an Entertainments Licence – Randalstown Young Farmers Annual BBQ, James Hughes Farm, 47 Caddy Road, Randalstown, BT41 3DL
 - 9.4 Application for Grant of an Entertainments Licence – Lylehill Young Farmers Annual BBQ, Shane's Castle Estate, Antrim, BT41 4NB
 - 9.5 Correspondence from Land & Property Services: Contract Renewal for Provision of Property Surveys from Building Control
 - 9.6 Application for Grant of an Entertainments Licence – Straid Young Farmers Annual BBQ, Cullyburn Equestrian Centre, 18 Cullyburn Road, Newtownabbey, BT36 5BN

- 9.7 Street Naming Resubmission – Jubilee Road/Doagh Road Ballyclare
- 9.8 Street Naming – Coolsythe Road Randalstown
- 9.9 Elected Member Continuous Professional Development Policy
- 9.10 Awards Recognition 2022-23
- 9.11 Ballyclare May Fair Working Group

10 ITEMS IN COMMITTEE

- 10.1 Minutes of the Governance Meetings of the Levelling Up Fund Project Board held on 16 March 2023
- 10.2 Allotments: The Grange Ballyclare
- 10.3 An Award Winning Botanical Borough
- 10.4 The Bridge Association – Antrim Forum
- 10.5 Mossley Mill Civic Cultural and Heritage Centre Master Plan
- 10.6 Central Car Park Antrim
- 10.7 Legal Update
- 10.8 South Antrim Community Transport
- 10.9 Ballyclare Comrades – Request for Assistance
- 10.10 Organisation Structures

11 NOTICE OF MOTION

Proposed by Councillor Webb
Seconded by Alderman McGrath

'This Council shares the widespread concern across the Borough about the inability to access GP services. In doing so, we appreciate the staffing pressures experienced in General Practice caused by issues such as inadequate indemnity and pensions arrangements. We recognise that GP contracts are outdated and do not reflect an increase in demand for primary care services as we emerge from the pandemic, for an aging population, and for blockages arising elsewhere in Health and Social Care.

This Council supports the principles agreed by the five main parties, with Professor Rafael Bengoa, to drive the transformation of the health system in order to deliver more efficient access to all areas of primary care, including to GPs'.

12 NOTICE OF MOTION

Proposed by Councillor Smyth
Seconded by UUP Party

'This council recognises that, each year, many frontline service personnel pass away with little or no family support and/or little knowledge of the support that exists.

We aim to ensure that those who provided a vital service, or duty to their country, get the send-off that they deserve.

We propose that council officers link in with the Veterans Commissioner, our Veterans Champion and local associations to ensure those individuals are aware of support available and can get the send-off they deserve when they pass away'

9 ITEMS FOR DECISION

9.1 G/LEG/LEGAL C40 GRANGE ROAD PARKGATE – 7.5 TONNE WEIGHT RESTRICTION

Members are advised that correspondence has been received from the Department for Infrastructure (DfI) regarding a proposed 7.5 tonne weight limit on the C40 Grange Road from its junction with the B95 Burn Road to its junction with B59 Ballymena Road.

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

Members may wish to respond on a corporate, individual or party political basis.

Members' instructions are requested.

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Jacqui Dixon, Chief Executive

9.2 EL/205 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE – OAK TREE HALL, DUNAMOY COTTAGES AND SPA, 40 COLLIN ROAD, BALLYCLARE, BT39 9JS

An application has been received for the grant of an Entertainments Licence for the following area.

Licensee	Location of Premises	Where entertainment will be held	Type(s) and duration of entertainment
Stacey Hamill	40 Collin Road, Ballyclare, BT39 9JS	Indoor	Theatrical Performance & Singing, Music, dancing or entertainment of a like kind & Any public contest, match exhibition or display of boxing/ wrestling/judo/karate/ similar sport or darts Annual Licence Monday to Sunday 09.00 hours to 01.00 hours Number of persons No greater than 180

In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application 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.

RECOMMENDATION: that an Entertainments Licence be granted to the applicant, Stacey Hamill, 40 Collin Road, Ballyclare, BT39 9JS with the following conditions;

- **That all relevant licensing requirements are met**
- **That statutory consultees have no objections to approval**

OPERATING HOURS

Monday to Sunday 09.00hrs to 01.00hrs

Prepared by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)

Agreed and approved by: Geraldine Girvan, Director of Operations

9.3 EL/063 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE – RANDALSTOWN YOUNG FARMERS ANNUAL BBQ, JAMES HUGHES FARM, 47 CADDY ROAD, RANDALSTOWN, BT41 3DL

An application has been received for the grant of an Entertainments Licence for the following area. Consultations from both the PSNI and NIFRS have been carried out with no objections received. Note that this is an event that has been occurring annually at the same venue for over 5 years and further to review of the Entertainment Licence policy, Council approval is now required in advance of granting the licence. There have been no previous issues or concerns regarding this event.

Licensee	Location of Premises	Where entertainment will be held	Type(s) and duration of entertainment
Victoria Stewart	47 Caddy Road, Randalstown, BT41 3DL	Indoor	<p>Singing, Music, dancing or entertainment of a like kind /similar sport or darts</p> <p>Annual Licence</p> <p>Licence for not more than 14 particular days within 12 months.</p> <p>Saturday 13th May 2023 20:30 hours – 01:00 hours</p> <p>Number of persons No greater than 1,000*</p>

*Number agreed with NIFRS in 2022 as part of application process

In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application 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.

RECOMMENDATION: that an Entertainments Licence be granted to the applicant, Victoria Stewart, 151 Church Road, Toomebridge, BT41 3RD with the following conditions;

- **That all relevant licensing requirements are met;**
- **That all required documentation is made available to Licencing Officers after completion of the venue set up and prior to the issue of the licence.**

OPERATING HOURS

Saturday 13th May 2023 – 20:30 hours – 01:00 hours

Prepared by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)

Agreed and approved by: Geraldine Girvan, Director of Operations

9.4 EL/070 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE – LYLEHILL YOUNG FARMERS ANNUAL BBQ, SHANE’S CASTLE ESTATE, ANTRIM, BT41 4NB

An application has been received for the grant of an Entertainments Licence for the following area. Note that this is an event that has been occurring annually at the same venue for over 5 years and further to review of the Entertainments Licence policy, Council approval is required in advance of granting the licence. There has been no previous issues or concerns regarding this event.

Licensee	Location of Premises	Where entertainment will be held	Type(s) and duration of entertainment
Kristin Davis	Shane’s Castle Estate, Antrim, BT41 4NB	Indoor (Marquee)	Singing, Music, dancing or entertainment of a like kind /similar sport or darts Occasional Licence Saturday 3 rd June 2023 19:00hrs – 01:30hrs Number of persons No greater than 500

In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application 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.

RECOMMENDATION: that an Entertainments Licence be granted to the applicant, Kirstin Davis, 25 Ballypalady Road, Doagh, BT39 OQY with the following conditions;

- **That all relevant licensing requirements are met**

- **That all required documentation be made available to Licencing Officers after completion of the venue set up and prior to the issue of the licence.**
- **No objections are received following the statutory consultation period**

OPERATING HOURS

Saturday 3rd June 2023 – 19:00hrs – 01:30hrs

Prepared by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)

Agreed and approved by: Geraldine Girvan, Director of Operations

9.5 PSB/PS/001 CORRESPONDENCE FROM LAND & PROPERTY SERVICES: CONTRACT RENEWAL FOR PROVISION OF PROPERTY SURVEYS FROM BUILDING CONTROL

Correspondence, **enclosed**, has been received from Land and Property Services (LPS) regarding renewal of the contract for completion of property surveys. This contract was put in place by legacy Antrim Borough Council for domestic properties in the Borough and has now expired. Through it, the Building Control surveyors carry out surveys of properties, some when they are doing their normal inspections, others are additional and all the information collected is fed back to LPS in a timely manner. This information means that the Valuation list is kept up to date which benefits both LPS and Council.

The fees for each survey have remained static for around 15 years and have recently been renegotiated with participating Councils from £55 to £65. The negotiations also included for annual inflationary uplifts to the survey fee which is to be welcomed. However, the LPS proposal is for an uplift of 1% for each year of the contract period (three years as per LPS correspondence). Which is lower than the average rate of inflation.

There are a number of issues to be considered in relation to renewing the contract:

- i. Extending the surveys to domestic properties in Newtownabbey;
- ii. Extending surveys to include commercial properties throughout the Borough;
- iii. Agreement in relation to the LPS proposed 1% inflationary uplift.
 - a. Negotiating an alternative proposal in relation to an inflationary uplift in the event that 1% is not acceptable.

It would be beneficial to both LPS and Council to renew the contract for the 3 years, as requested by LPS to include all domestic properties in the Borough at the increased fee and to include the commercial properties, as has been agreed in Belfast.

RECOMMENDATION: that approval be given to renew the contract with Land and Property Services for provision of property surveys for 3 years, at £65 per survey of both domestic and commercial properties and with an annual inflationary uplift of 1%.

Prepared by: Stephen Hipkins, Head of Property and Building Services

Agreed by: Clifford Todd, Deputy Director of Operations

Approved by: Geraldine Girvan, Director of Operations

9.6 EL/023 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE – STRAID YOUNG FARMERS ANNUAL BBQ, CULLYBURN EQUESTRIAN CENTRE, 18 CULLYBURN ROAD, NEWTOWNABBEY, BT36 5BN

An application has been received for the grant of an Entertainments Licence for the following area. Consultations from both the PSNI and NIFRS have been carried out and responses received, with only the NIFRS making a recommendation regarding capacity for the event. No objections were received. Note that this is an event that has been occurring annually at the same venue for over 5 years and further to review of the Entertainment Licence policy, Council approval is now required in advance of granting the licence. There has been no previous issues or concerns regarding this event.

Licensee	Location of Premises	Where entertainment will be held	Type(s) and duration of entertainment
Alexander Noel Boyd	18 Cullyburn Road, Newtownabbey, BT36 5BN	Indoor	<p>Singing, Music, dancing or entertainment of a like kind/similar sport or darts</p> <p>Annual Licence Licence for not more than 14 particular days within 12 month period.</p> <p>Saturday 27th May 2023 21:00 hours – 01:00 hours</p> <p>Number of persons No greater than 800*</p>

*As per consultation with NIFRS

In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application 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.

RECOMMENDATION: that an Entertainments Licence be granted to the applicant, Alexander Noel Boyd, 15 Slievetrue Road, Newtownabbey, BT36 5BS with the following conditions;

- **That all relevant licensing requirements are met;**
- **That all required documentation is made available to Licencing Officers after completion of the venue set up and prior to the issue of the licence.**

OPERATING HOURS

Saturday 27th May 2023 – 21:00 hours – 01:00 hours

Prepared by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)

9.7 PBS/BC/003 VOL2 STREET NAMING RESUBMISSION – JUBILEE ROAD/DOAGH ROAD BALLYCLARE

Following consideration of a development naming application at the June 2022 meeting of the Operations Committee, it was agreed that the application be referred back to the developer.

A development naming application was subsequently received from Patrick Morwood on behalf of Beechview Developments regarding the naming of the residential development off Jubilee Road / Doagh Road, Ballyclare. The development consists of 63 dwellings, these being a mixture of detached and semi – detached. The alternative proposals for development names and developer's rationale have been submitted as outlined below, with the developer's application, location map and site plan enclosed.

1. Thornleigh – The development is within the Thornditch townland area. The area was known locally as Thornditch for hundreds of years which would give strong local provenance to the proposed name.
2. Thornberry – The development is within the Thornditch townland area. The area was known locally as Thornditch for hundreds of years.
3. Rowan Park – John Rowan's forge was located 200m west of the site and he was the producer of most agricultural implements in the area in the mid-1800s.

Members may wish to note there is a development called Thornleigh in Templepatrick.

Should the Council 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

RECOMMENDATION: that Council approves a name for the above development.

Prepared by: Liam McFadden, Principal Building Control Surveyor

Agreed by: Clifford Todd, Deputy Director of Operations (Environment Health, Property and Building Services)

Approved by: Geraldine Girvan, Director of Operations

9.8 PBS/BC/003 VOL2 STREET NAMING – COOLSYTHE ROAD RANDALSTOWN

A development naming application was received from Joe McLaughlin on behalf of JFM Construction Ltd. regarding the naming of a residential development off Coolsythe Road (at Portglenone Road junction), Groggan, Randalstown. The development consists of 15 dwellings, these being a mixture of detached and semi – detached. The development names and developer's rationale have been submitted as outlined below, with the developer's application, location map and site plan enclosed.

1. The Fort – Due to the previous history of the site – formerly a fort. There is currently an archaeological dig taking place.
2. Rathview – The site previously was a Rath.
3. Slemish View – You can view Slemish mountain from the site.

In order to rationalise postal numbering, it is requested that officers are given delegated powers to add suffixes to the overall development name if required.

Should the Council 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.

RECOMMENDATION: that Council approves a name for the above development

Prepared by: Liam McFadden, Principal Building Control Surveyor

Agreed by: Clifford Todd, Deputy Director of Operations (Environment Health, Property and Building Services)

Approved by: Geraldine Girvan, Director of Operations

9.9 HR/LD/004 ELECTED MEMBER CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

The Elected Member Development Working Group continues to drive Member Development throughout the Council.

In recent weeks, following an assessment the Council has achieved re-accreditation of Charter Plus Standard for Elected Member development. This is a quality standard recognising the Council's commitment to helping ensure good practice and continuous improvement for its Elected Members. The Member Development Charter Plus accreditation aims to improve Councillor performance and help achieve council objectives by responding to corporate and strategic priorities, ensuring that Councillors are supported to carry out their community leadership role in a complex and changing environment.

Recently the Working Group reviewed and amended the Elected Member Development Policy. The revised policy seeks to provide Elected Members with flexible and responsive learning and development that is based on individual and organisational needs and is future focused, ambitious and innovative.

The revised policy and screening form are **enclosed** for Members' approval.

RECOMMENDATION: that the Elected Member Continuous Professional Development Policy be approved.

Prepared by: Sarah Fenton, Organisation Development Officer

Approved by: Helen Hall, Director of Corporate Strategy (Interim)

9.10 CE/CS/009 AWARDS RECOGNITION 2022-23

Members are advised that Antrim and Newtownabbey Borough Council's performance has been recognised by a number of national awarding bodies.

iESE Public Sector Transformation Awards 2023

The iESE Public Sector Transformation Awards celebrate the most innovative practice in transforming local public services.

The Council has been awarded a **Certificate of Excellence 2023** in recognition of the exemplary standard of the work demonstrated by council services over the past year. This Certificate will be presented to the Council on 27th April 2023.

Local Government Chronicle Awards 2023

Members will remember that the Council has been shortlisted for '**Small Team of the Year (Economic Development)**' and '**Economic Support**'. Officers have been invited to second stage judging panels during April to provide further detail on the work of the Economic Development Section. The winners will be announced on the 8th June at an event to be held at Grosvenor House Hotel, London.

It was agreed at the Council meeting in March that the Chairperson and Vice Chairperson of the Prosperity Outcome Group would attend the event together with appropriate Officers.

Municipal Journal Awards 2023

The Council has been successful in the prestigious Municipal Journal (MJ) Awards for 2023. The MJ Awards recognise and acknowledge the tremendous effort of those in local government who deliver and support communities.

The Council was **commended in the Leadership in responding to the Climate Emergency category (enclosed)**. The submission illustrated how the Council are leading projects and initiatives which reduce emissions, promote environmental benefits and drive sustainable processes.

In addition, the Council has been shortlisted for two additional categories:

- **Best Council Services Team (Economic Development)**
- **Senior Leadership Team (all Council Services)**

The second stage of the judging process will take place, when finalists will present to a panel on 18 and 20 April.

The winners will be announced on Friday 23 June at an event in the Park Plaza, Westminster Bridge, London. The cost of this event is £320 plus VAT, travel and accommodation.

RECOMMENDATION: that:

- 1. The success in the iESE Public Sector Transformation Awards and Municipal Journal Awards 2023 be noted.**
- 2. The Mayor, alongside the Chair and Vice Chair of the Prosperity Outcome Group (or their nominated representatives) and appropriate Officers attend the Local Government Chronicle and the Municipal Journal Award ceremonies as approved duties.**
- 3. The Chair of the Sustainability Working Group (or nominated representative) also attends the Municipal Journal Awards ceremony in recognition of the commendation in the 'Leadership in responding to the Climate Emergency' category as an approved duty.**

Prepared by: Lesley Millar, Performance and Transformation Manager

Approved by: Helen Hall, Director of Corporate Strategy (Interim)

9.11 AC/EV/025 BALLYCLARE MAY FAIR WORKING GROUP

Members are advised that the Ballyclare May Fair Working Group resumed in October 2022 to commence planning for the May Fair which will be delivered from 20 to 27 May 2023. The Minutes of the meeting held on 15 March 2023 were brought to Community Planning Committee on 12 April 2023 and the approval deferred to allow for consideration by the May Fair Working Group at its meeting on 13 April 2023. A copy of the minutes of 15 March 2023 and the minute of 13 April 2023 are **enclosed** for Members' information.

RECOMMENDATION: that

- (a) the minutes of the Ballyclare May Fair Working Group meeting of the 15 March 2023, be approved.**

- (b) the minutes of the Ballyclare May Fair Working Group meeting of the 13 April 2023, be approved.**

Prepared and Approved by: Ursula Fay, Director of Community Planning