



26 July 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 31 July 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:

Tel: 028 9034 0048/028 9448 1301 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 Antrim and Newtownabbey Borough Council held on Monday 26 June 2023, a copy of which is **enclosed**.
- 5(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 July 2023, a copy of which is **enclosed**.
- 5(b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 17 July 2023, a copy of which is **enclosed**.
- 6 ITEMS FOR DECISION
 - 6.1 Co-Ownership Update – Presentation Request
 - 6.2 Launch of New Jobstart Scheme 2023
 - 6.3 Street Naming – Antrim Road, Newtownabbey
 - 6.4 Community Festivals Fund Grant Recommendations 2023 – 2026
 - 6.5 The Executive Office (TEO) Public Consultation on The Provision of Free Period Products
 - 6.6 APSE Awards 2023-24 (Association of Public Service Excellence)
 - 6.7 Community Development Grant Aid Programme Recommendations 2023/2026
 - 6.8 Ballyclare May Fair – Study Visit to Aul Lamas Fair Ballycastle
 - 6.9 Hospitality Exchange 2023
 - 6.10 Electric Vehicle Charging Provision – Update
 - 6.11 National Association of Councillors (NAC) – Membership
 - 6.12 Coronation Garden – Wedding Photography
 - 6.13 Pilot Living Over the Shops (LOTS) Scheme

- 6.14 Shopfront Improvement Programme – Areas Outside Town Centres
- 6.15 ICMA Conference – Austin, Texas – 30 September – 4 October 2023

7 ITEMS FOR NOTING

- 7.1 Department for Infrastructure - The Private Streets (Northern Ireland) Order 1980 – Developments at Temple Hall, Templepatrick (Stage 5), Neillsbrook Park, Randalstown & Doagh Road, Newtownabbey
- 7.2 Opening of the Coronation Garden
- 7.3 Motion – Newry, Mourne and Down District Council – Electronic Copies of Valid Insurance Certificates for the purposes of Car Taxation throughout Northern Ireland Post Offices
- 7.4 Sport NI Funding to District Councils
- 7.5 South Antrim Community Transport
- 7.6 Invest NI Industrial Decarbonisation Funding Application
- 7.7 Green Flag 2023 Awards

8 ITEMS IN COMMITTEE

- 8.1 Minutes of the Governance Meetings of the Levelling Up Fund Project Board Held on 13th April, 16th April, 12th May, 8th June 2023
- 8.2 Residual Waste Treatment Project
- 8.3 Expression of Interest: Former Parkhall Senior School, Birch Hill Road, Antrim
- 8.4 Tender for the Supply, Delivery, Installation and Maintenance of Compactors & Skips
- 8.5 Tender for the Supply, Installation & Servicing of Hygiene Services Products
- 8.6 Tender for the Supply, Delivery, Installation & Removal of Lighting at the Enchanted Winter Garden Event
- 8.7 Award of Integrated Consultants Design Services for Jordanstown Loughshore Park Development
- 8.8 Provision of Cleaning Services at Sites in the Antrim and Newtownabbey Borough Council Area
- 8.9 Pilot LUF Operational Agreement with Antrim Enterprise Agency

8.10 Energy Management Action Plan – Update on Mossley Mill

8.11 Sports Awards

9 NOTICE OF MOTION

Proposed by Alderman Boyle

Seconded by Councillor Burbank

"The LGBTQ flag flying policy adopted in the July 2019 meeting shall be amended. From 2024 this council shall fly the 'Progress Pride Flag' at Ballyclare Town Hall, Antrim Civic Centre and Mossley Mill annually. The flags shall be flown on the date of the Belfast Pride Parade."

6.1 G/MSMO/017 VOL 3 CO-OWNERSHIP UPDATE – PRESENTATION REQUEST

Members are advised that a request (**enclosed**) has been received from Co-Ownership requesting the opportunity to make a presentation at a future Community Planning Committee meeting to provide an update on Co-Ownership.

RECOMMENDATION: that Co-Ownership representatives be invited to present to a future Community Planning Committee meeting.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

6.2 HR/HR/034 LAUNCH OF NEW JOBSTART SCHEME 2023

The purpose of this report is to provide an overview of the JobStart Scheme 2023 and outline the Council's participation in the scheme. The JobStart Scheme is an employability initiative for young people aged 16-24, aimed at providing quality job opportunities and reducing long-term unemployment. This report highlights the key details of the scheme, the Council's involvement in the previous phase, and the proposed participation for the upcoming phase.

Background:

The Department for Communities (DfC) has announced the launch of a new JobStart Scheme following the success of the first scheme. The scheme aims to address long-term unemployment among young people in Northern Ireland and offers funding to employers to create new job opportunities.

Objectives:

The JobStart Scheme 2023 aims to achieve the following objectives:

- a) Provide quality job opportunities for young people aged 16-24,
- b) Support young people at risk of long-term unemployment and those with additional barriers to employment,
- c) Facilitate entry into the job market for participants,
- d) Promote positive outcomes and sustainable employment.

Previous Phase:

The first JobStart Scheme ran from April 2021 to March 2023, engaging over 1,700 young participants. The scheme demonstrated positive outcomes, with 77% of participants who completed their JobStart opportunity remaining in employment. The Council successfully participated in the first scheme, and was able to offer full-time positions to three young people.

Funding:

The Department has allocated £15 million over a two-year period for the second phase of the JobStart Scheme. This funding has been provided by the Northern Ireland Office under the New Deal for Northern Ireland initiative and awarded as part of a joint package with the Department for Economy and Invest NI.

Employer Benefits:

Under the JobStart Scheme 2023, employers in Northern Ireland can receive 100% government funding to create six-month job opportunities for 16-24 year-olds who are not in employment (or nine months for those meeting specific criteria). The funding covers:

- a) 100% of the relevant National Minimum Wage for 25 hours of work per week (additional hours can be funded by the employer).
- b) Associated employer National Insurance contributions.
- c) Employer minimum automatic enrolment contributions.

Council's Proposed Participation:

It is proposed that the Council apply to the JobStart Scheme 2023 for up to 20 participants. Similar positions will be identified within Parks Operations, Waste

Operations, Leisure Operations and Administrative roles across the Council, ensuring compliance with the scheme's requirements.

It is important to note that while the Scheme pays the National Living Wage, the Council is committed to paying the Real Living Wage and will top up the wages accordingly at its own cost.

Application Process:

The application process for the JobStart Scheme is estimated to take approximately 4-6 weeks. Once the Council's application is approved, the Department will arrange for the job opportunities to be advertised on JobApplyNI.com. Additionally, the Council will undertake its own recruitment process and promote its participation and available positions on the Council's website and social media channels.

Conclusion:

The JobStart Scheme 2023 presents an opportunity for the Council to support young people in gaining employment and reducing long-term unemployment. By participating in the scheme, the Council can contribute to positive outcomes for young participants and address the challenges they face in entering the job market. The proposed application for up to 20 participants aligns with the Council's commitment to assist, upskill and reskill our residents to make sure they can take advantage of the employment opportunities that we will create.

It is recommended that the Council proceed with the application process for the JobStart Scheme 2023 and actively promote its participation and available positions through appropriate channels. By doing so, the Council can contribute to the success of the scheme and positively impact the lives of young individuals within the community.

RECOMMENDATION: that the Council

- a) applies to participate in the new JobStart Scheme for up to 20 participants across operational and administrative roles,**
- b) pay the participant the Real Living Wage,**
- c) offers participants the option of working additional hours (up to 37 hours).**

Prepared and Approved by: Jennifer Close, Director of Organisation Development

6.3 PBS/BC/003 VOL 2 STREET NAMING – ANTRIM ROAD, NEWTOWNABBEY

Members will recall that this report was deferred at the June Council meeting to enable further discussions with the developer to take place, as none of the three names proposed were selected:

1. Park Lane
2. Park Mews
3. Park Place

The development in question consists of 14 houses, these being a mixture of detached and semi – detached, on a lane off the Antrim Road. The application (location map and site plan) **enclosed** submitted by Paul Doherty on behalf of the developer lists the following development names for Members consideration:

1 – Bigger Park Lane – Francis Joseph Bigger 1863 – 1926 was a solicitor, author, antiquary, cultural revivalist and patron of the arts and celtic polymath. He grew up in the area and is buried in Mallusk Cemetery. There is a blue plaque honouring him in the local public house the 'Crown and Shamrock' which he originally saved from ruin. He was also responsible for the restoration of labourer's cottages in the late 1800s which are located adjacent to the Chimney Corner hotel. There is also part of Mallusk known as 'Biggerstown' therefore our proposal is Bigger Park Lane.

2 – Bigger Lane – As above

3 – Bigger Park – As above

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

Approved by: Majella McAlister, Director of Economic Development and Planning

6.4 AC/GEN/085 COMMUNITY FESTIVALS FUND GRANT AID RECOMMENDATIONS 2023 – 2026

Members are reminded that the second round of grant aid recommendations for the Community Festivals Fund was approved at the June 2023 Council meeting. These grants are funded through the 2023/24 budget which includes an expected contribution of £27,700 from the Department for Communities (DfC) Community Festival Programme.

Members are advised that officers received the **enclosed** notification from DfC on 30 June 2023 that a grant of £27,700 would be made available to support the Council's Community Festivals Fund.

RECOMMENDATION: that the acceptance of the offer of £27,700 from the Department of Communities to fund community festivals be approved.

Prepared by: Simon Goldrick, Head of Arts, Culture, Tourism and Events

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

6.5 CP/TD/023 THE EXECUTIVE OFFICE (TEO) PUBLIC CONSULTATION ON THE PROVISION OF FREE PERIOD PRODUCTS

Members are advised that The Executive Office (TEO) has launched a consultation on the provision of free period products in Northern Ireland.

Period products are essential items for personal care to address a normal biological need, however period inequality and the experience of those unable to access the basic health essentials of period products is a growing issue particularly in light of the increased cost of living.

To address this gap, the Period Products (Free Provision) Act (NI) was made by the Northern Ireland Assembly in 2022 and requires that period products will be made available from May 2024. The requirements of the Act go beyond seeking to make provision for those in financial difficulty. There is a recognition that period products are necessary and essential items that should be available free of charge and accessible by all persons who need to use them.

TEO is consulting in order to establish what period products should be made available, where these should be available and how people can access them. The full consultation document is **enclosed** for Members' consideration. The consultation will run online for 12 weeks from 26 June 2023 – 18 September 2023.

Copies of the consultation document are available from the following link:

<https://consultations.nidirect.gov.uk/teo/provision-of-free-periodproducts-consultation>

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

Member's instructions are requested.

Prepared by: Amy Lynch, Tackling Deprivation Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

6.6 CE/CS/004 APSE AWARDS 2023-24 (ASSOCIATION OF PUBLIC SERVICE EXCELLENCE)

Members are advised that the Council's performance has been recognised having been selected as one of the top finalists in the APSE Service Awards 2023 in the following categories:

- Best Efficiency and Transformation Initiative (All Council Services)
- Best Commercialisation and Entrepreneurship Initiative
- Best Service Team: Sports, Leisure and Cultural Service

"These awards are extremely competitive, with over 300 submissions from across the UK. Only the very best submissions have been shortlisted in each awards" APSE

category and you are to be commended for reaching the finals of the 2023
The APSE Service Awards uniquely recognises the profound contribution of local council frontline services to local communities and local people. These awards celebrate those contributions to the delivery of excellence on the frontline and striving to achieve continuous improvement in public service delivery.

The winners will be announced at the APSE Annual Charity Awards Dinner in aid of Parkinson's UK on Thursday 14th September to be held in Titanic Belfast.

The cost of attending the Annual Seminar (day delegate on 13th or 14th September) plus the Awards Ceremony event is £399 plus VAT. At the June meeting it was agreed that the Mayor (or nominated representative) and appropriate officers attend the APSE Annual Seminar and Awards as an approved duty.

An additional option may be available which is to attend the Awards dinner only at a cost of:

- Individual reservation £122 plus VAT
- Table of 10 guests £1,100 plus VAT

The availability of this option will be confirmed by APSE in approximately 4 weeks.

RECOMMENDATION: that:

- 1. The success in being shortlisted for three APSE Service Awards for 2023 is noted.**
- 2. Any Member who wishes to attend the Seminar should do so as an approved duty and should use their Members Development allowance to fund the event.**
- 3. The Mayor and 1 Member from each party should attend the Awards Ceremony as an approved duty together with the appropriate officers.**

Prepared by: Lesley Millar, Performance and Transformation Manager

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

6.7 CP/GEN/046 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME RECOMMENDATIONS 2023/2026

Members are reminded that a presentation on the Community Development Grant Aid Programme was made by Officers to the Community Planning Committee in September 2022 and the proposed changes to the Community Development Grant Aid programme approved.

Two funding rounds were established for the 2023/24 Community Development Grant Aid Programme and a second call for applications opened on Monday 3 April 2023 and closed on Friday 12 May 2023. To support applications to this programme, Officers delivered two grant workshops as well as offering one-to-one support to all groups.

Members are reminded that a pass threshold of 50% applies to applications under the Community Development Grant Aid Programme and that groups are not required to demonstrate match funding. Members should also note that proposed awards are subject to the receipt of all relevant supporting documentation, or the offer of funding will be withdrawn.

All applications to the Community Development Grant Aid Programme are assessed by a panel of Officers. The criterion used vary depending upon the grant category. Grant Application Assessment sheets for the Community Facilities and Activities category and the Community Programmes and Activities category are **enclosed** for information.

Applicants must demonstrate how their application meets all the relevant criterion for the specific grant category. Application Assessment sheets for each application carry Officer comments and scores and are retained for audit purposes.

Members are advised that as part of the revised Community Development Grant Aid Programme approved by the Community Planning Committee in September 2022 Officers carry out monitoring visits to groups and organisations who have been awarded funding and groups are required to submit post project evaluation reports.

Under the second call for applications a total of 12 applications were received and assessed by a panel of Officers, a full list of all the applications is **enclosed** for Members' information.

10 applications successfully achieved the required 50% pass threshold requesting £49,615.36 for the 2023/24 financial year.

All applicants under this call requested financial assistance for a 3-year period and it is estimated that the budget required for years 2 and 3 is currently £49,826.76 and £50,242.50 respectively, payment of which is subject to satisfactory monitoring and evaluation.

A financial summary of all applications received for 2023/26 is provided in the table below:

Summary of Community Development Grant Aid Requests 2023/26					
Grant Stream	Number of Applications	Successful Applications (Scored 50% and above in 2023/24)	Total Requested Year 1 2023/24	Total Requested Year 2 2024/25	Total Requested Year 3 2025/26
Community Facilities and Programmes	9	7	£37,706.36	£37,969.76	£38,257.50
Community Programmes and Activities	3	3	£11,909.00	£11,857.00	£11,985.00
Total	12	10	£49,615.36	£49,826.76	£50,242.50

Members are advised that the total budget available for the 2023/24 Community Development Grant Aid Programme is £440,000 as provided for in the 23/24 estimates, of which £50,428.20 (similar to the amount awarded in 2022/23) is anticipated from the Department for Communities (DFC) under its Community Support Programme for 2023/24. At present, however, DfC cannot confirm this amount, nor are they in a position to advise when a funding decision will be made.

Under the first call for applications Members approved financial assistance totalling £442,907.84 at the February 2023 Community Planning Committee.

If the Council funds all second round applicants at a total cost of £49,615.36, then the Community Development Grant Aid Programme will be over-subscribed by at least £52,523.20.

RECOMMENDATION: that the proposed grant awards be approved and that the additional cost be funded through anticipated revenue savings and additional income.

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

6.8 AC/EV/025 BALLYCLARE MAY FAIR – STUDY VISIT TO AUL LAMAS FAIR BALLYCASTLE

Members are reminded that the Ballyclare May Fair is held annually and there is an established Working Group of Elected Members and community representatives who oversee planning and delivery of the event.

The Ballyclare May Fair has a long history and tradition dating back to 1756 with horse trading a big part of the Fair.

The Aul Lammas Fair is described as Ireland's oldest fair and is held annually in Ballycastle on the last Monday and Tuesday in August and includes a horse fair. The Aul Lammas Fair attracts 1,000's of visitors to the town and area and is an established part of the tourism offer for the Causeway Coast and Glens Borough, see **enclosed** images.

As part of the ongoing work to develop the May Fair it is proposed to organise a study visit to the Aul Lammas Fair on Tuesday 29 August for the May Fair Working Group and appropriate Officers.

RECOMMENDATION: that a visit to the Aul Lammas Fair Ballycastle on Tuesday 29 August by the May Fair Working Group be approved.

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

6.9 AC/TOU/003 HOSPITALITY EXCHANGE 2023

Members are advised that Hospitality Exchange 2023 will take place in the Crowne Plaza, Shaw's Bridge, Belfast on 17 and 18 October. It is an annual event for the hotel and restaurant sector and is attended by representatives of the sector along with those from allied tourism industries and government agencies.

The Council has been invited to be a co-sponsor of the event at a cost of £2,000. This includes five passes to attend the two-day conference as well as inclusion of the Council tourism brand in event literature. The sponsorship proposal is enclosed.

It is proposed to sponsor Hospitality Exchange 2023 at a cost of £2,000 with the Mayor, Chair and Vice Chair of Community Planning Committee (or nominees) as well as appropriate Officers to attend as an approved duty.

RECOMMENDATION: that

- (a) the sponsorship of Hospitality Exchange 2023 at a cost of £2,000 be approved;**
- (b) the attendance at Hospitality Exchange 2023 by the Mayor, Chair and Vice Chair of the Community Planning Committee (or nominees) and appropriate Officers be approved.**

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

6.10 PBS/PS/001 ELECTRIC VEHICLE CHARGING PROVISION – UPDATE

Members are reminded that as part of the commitment to reduce Council's carbon footprint, improved Electric Vehicle (EV) charging infrastructure is being progressed. EV charging is important for both the Council itself, in relation to the Fleet Strategy and Action Plan and, for the Borough.

Currently, Council is involved in a consortium with 8 other local authorities for an On Street Residential Charging Scheme (ORCS) – Phase 1. This scheme, which is 100% funded, includes a total of 14 charge points in the Borough, **enclosed**. The tender for the scheme is due to be advertised in July.

There are currently electric vehicle chargers on a number of Council properties which can be used by the public. Some of these are operated by ESB and some by Council which when installed, were 7.4kW meaning the average car takes approximately 6-8 hours to charge. New chargers are generally either 22kW or 44kW and charging can complete in around 20 minutes.

Each charger on Council property has a sticker indicating who operates it and who to contact in the event that the charger is not working. A list of locations, chargers and those in working order is **enclosed**. In all cases, currently electricity is currently provided free to the customer at the point of use.

ESB chargers were originally installed by NIE during the latter years of the legacy Councils across Northern Ireland and no formal arrangement was entered into at that point. ESB are currently not carrying out repairs to charges as they are due to be replaced.

Recently, ESB has initiated a programme of upgrading all its chargers in Northern Ireland and introducing fees for customers. As part of this process, ESB is seeking to formalise arrangements through approvals/leases with the relevant landowners and an approach has been made to Council.

The Council-operated chargers were installed as part of an e-car initiative delivered by the Department for Infrastructure. Council chargers are currently maintained - 3 having been replaced on a like for like –basis in the last 18 months - at Mossley Mill, Antrim Castle Gardens and Allen Park.

A number of approaches have been made to Officers in recent months from private sector providers interested in working with Council to install charge points on Council land. There are a number of business model options which would be suitable for this type of arrangement – similar to those for the ORCS scheme – including revenue/profit share, landlord model, etc.

Issues which will need to be considered include:

- Maintenance and repair
- Insurance
- Upgrades (hardware and software)

Before entering into any formal arrangement with ESB, it would be prudent undertake a market engagement exercise to inform a full specification and tender process. It is therefore proposed that ESB is informed that Council

intends to tender for provision of EV charge points and will not therefore be entering into any formal arrangements at this stage in relation to existing chargers.

Members are reminded that a report is currently nearing completion in relation to electric vehicle charging for Council's fleet. It is anticipated that this will be brought to the September meeting of the Operations Committee.

RECOMMENDATION: that in relation to provision of electric vehicle charge points on Council premises,

- (i) a market engagement exercise is undertaken in order to inform a specification and tender process**
- (ii) ESB is advised of Council's intention to tender with formal arrangements to be agreed with the successful tenderer.**

Prepared and Approved by: Geraldine Girvan, Director of Operations

6.11 G/MSMO/21 NATIONAL ASSOCIATION OF COUNCILLORS (NAC) – MEMBERSHIP

Members are reminded that it was agreed at the Annual Meeting to the appointment of 8 Members for the Term of Council to the National Association of Councillors.

Correspondence had been received from the NAC **attached** for payment of Membership fees at an annual cost of £3,200 per annum.

RECOMMENDATION: that Membership of the National Association of Councillors be approved for the term of Council at a cost of £3,200 per annum.

Prepared by: Member Services

Agreed by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

6.12 AC/ACG/003 CORONATION GARDEN – WEDDING PHOTOGRAPHY

Members are advised that a request from a resident to have wedding photography on 25 August taken at the Coronation Garden has been received by the Mayor's Office.

Both the Coronation Garden, Hazelbank Park and the Platinum Jubilee Clockwork Garden in Antrim Castle Gardens lend themselves to be the perfect backdrop for wedding photography.

It is proposed to permit the use of the Coronation Garden on 25 August for wedding photography and use the experience to identify how a policy and procedure covering use of both unique gardens for wedding photography could be developed in the best way to ensure seamless integration with visitor access to both venues.

It is proposed to develop a policy and procedures for such use of both Gardens with a further report to be brought back to a future meeting.

The resident has indicated a desire to make a donation to the Mayor's Charities.

RECOMMENDATION that:

- (a) The request to use the Coronation Garden on 25 August for wedding photography be approved with a voluntary donation to be made to the Mayor's Charities.**
- (b) A policy on use of both Coronation Garden and Platinum Jubilee Clockwork Garden for wedding photography be developed and brought back to a future meeting.**

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

6.13 ED/REG/082 PILOT LIVING OVER THE SHOPS (LOTS) SCHEME

Members are reminded that following approval to launch an Expression of Interest (EOI) for a Pilot Living Over the Shops (LOTS) Scheme, a total of 36 EOIs have been received. The table below indicates the distribution of interest in the scheme from the towns in the Borough. A map is also presented in Annex A (enclosed)

Town	Number of EOIs Received
Antrim	11
Randalstown	9
Ballyclare	9
Glengormley	4
Crumlin	2
Outside Town Centre	1
Total	36

As this is the first scheme of its kind piloted by a Local Authority in Northern Ireland, Officers have conducted benchmarking research on other similar schemes to understand how they were delivered, and the lessons learned. This has included extensive engagement with the Northern Ireland Housing Executive (NIHE) who were responsible for the delivery of a LOTS scheme and a Town Centre Living Initiative almost a decade ago.

Benefits of the Pilot Scheme

The aim of the LOTS scheme is to generate positive socio-economic benefits for the town centres. The increased town centre population will result in increased footfall, increased business investment and vibrancy in the town. This will create a new urban community and will aid the growth of an evening economy. The scheme will improve the aesthetics of the town centres and will reduce the number of vacant units. This may support reductions in the levels of crime and antisocial behaviour due to the higher levels of neighbourhood surveillance across the town centres. In addition, the creation of new domestic properties in the town centre will create a rates benefit to the Council area.

Details of the Scheme

Based on the research undertaken and taking account of inflation and other economic changes since the NIHE scheme it is proposed that a two tier grant rate should apply.

Single Unit (to be converted)	Tier 1: conversion to a 1-bedroom unit – maximum grant £35,000 (75% rate). Under this Tier a property owner would be required to spend £46,000 (or more) to be able to draw down the full grant amount.
----------------------------------	--

	Tier 2: conversion to a 2-bedroom or more unit – maximum grant £50,000 (75% rate). Under this tier a property owner would need to spend £66,000 (or more) to be able to draw down the full grant amount.
--	---

Like other schemes benchmarked, it is proposed that multiple units of living space should be permitted, however the amount of grant assistance available will reduce with each application as shown below. Beyond four units, a flat rate will be applied as set out in the table below.

Unit Accommodation	of	Tier 1 – One bed	Tier 2 – 2+beds
1		£35,000 (75% rate)	£50,000 (75% rate)
2		£30,000 (75% rate)	£42,500 (75% rate)
3		£25,000 (75% rate)	£35,000 (75% rate)
4 +		£20,000 (75% rate)	£27,500 (75% rate)

Members are advised that in some cases, an individual/business that has returned an Expression of Interest owns more than one unit in several different buildings. As the purpose of the scheme is to bring back into use vacant space for residential purposes and to maximise the positive impact in town centres, it is proposed that applications from a single owner/business for multiple units in more than one property be permitted.

To protect the Council's investment, a clawback feature will be built into the programme as part of the Terms and Conditions, as follows:

1. If a converted property is sold to a new owner within the first five years, the Council will clawback 100% of the funding provided.
2. If a converted property is sold to a new owner beyond five years, the clawback amount will decrease annually by 20% (i.e. 80% in year 6, 60% in year 7) until 10 years from the date of the Letter of Offer.

Given the scale of grant funding being proposed Members may wish to consider permitting advance payments for this scheme. Officers would propose up to a maximum of 50% be provided as an advance payment on any verified application where the applicant has returned and signed their Letter of Offer and provided all supporting documentation.

Delivery of the Pilot Scheme

It is proposed that this pilot scheme be implemented over the next four-year period through a phased approach, commencing with Antrim town in 2023/24. Randalstown and Ballyclare will then follow, reflective of the number of EOIs received from these towns. This phasing will enable learning from the Antrim rollout to be applied and therefore continually improve delivery over the life of the scheme.

Given the lower level of interest at this time from Glengormley and Crumlin, further awareness-raising and engagement can be scheduled in these towns with delivery then taking place in the latter stage of the four-year period.

Budget

Based on the funding ranges outlined and an estimated 36 properties to be invited to application stage the budget required is £1.45m. The Department for Communities is not currently in a position to fund the scheme due to budgetary pressures however Officers will continue to liaise with the Department to pursue financial support.

Members are advised that the costs included for the scheme can be capitalised.

Budget provision for Year 1 has been made within the Chief Executive's Strategic Projects Budget. Due to the lead-in time required to secure planning and building control approvals it is likely that there will be limited spend in the first 6 months.

Timescales

If approved, Officers would envisage opening the formal application process for Antrim town in the early autumn with Letters of Offer anticipated to issue by the end of October/November 2023.

Review

The programme will be kept under review with regular updates provided to members.

RECOMMENDATION: that the Living Over the Shops (LOTS) Pilot Scheme be approved as outlined with a budget of £1.45 million ring-fenced for the four-year period commencing 2023/34, which will be capitalised.

Prepared by: Steven Norris, Deputy Director of Regeneration and Infrastructure

Approved by: Majella McAlister, Director of Economic Development and Planning

6.14 ED/REG/083 SHOPFRONT IMPROVEMENT PROGRAMME – AREAS OUTSIDE TOWN CENTRES

Following approval to launch an Expression of Interest (EOI) for a Shopfront Improvement Programme in the Threemilewater and Macedon District Electoral Areas (DEAs) in January 2023, a total of 78 EOIs have been received.

The aim of the Shopfront Improvement Programme is to visually enhance commercial areas outside town centres, improving the overall appearance of the street and changing the way residents and visitors view local retail areas. It is envisaged that this will ultimately attract more shoppers and boost local trade.

The programme will cover minor works to include painting, signage, window dressing and other visual improvements. Major structural works will not be covered under this scheme.

The table below shows the level of interest in the scheme from across the eligible areas, demonstrating a very positive response.

Area	EOIs Received
Carnmoney Village	12
Richmond Gardens	1
Beverly Shopping Area	1
Monkstown: Monkstown Village Centre, Jordanstown Road and Jennings Park	15
New Mossley	2
Mossley	1
Abbots Cross	16
Whiteabbey Village	19
Whiteabbey: inc. Doagh Road and Hillview Avenue.	3
Rathcoole	4
Rushpark	2
Doagh Road	1
Shore Road	1
Total	78

Whiteabbey Village

As illustrated in the table above, there has been strong interest expressed from businesses in Whiteabbey Village. The Village offers a unique opportunity to restore and enhance the shopfronts through a separate bespoke scheme.

The scheme would include the reinstatement of traditional-style shopfronts with a coherent colour scheme to create a vibrant seaside village atmosphere. To ensure buy-in from businesses, an artist would be appointed to work closely with them to produce a design concept for the village. This would capitalise on the

village's coastal location strengthening the sense of quality of the village as a hub for businesses, residents and visitors.

The timing of the delivery of such a scheme will be important as typically shopfront improvements tend to follow after other capital works e.g. public realm works to avoid damage to the finished product. Members will be aware that discussions are ongoing with the Department for Communities (DfC) regarding potential funding for a Public Realm Scheme in the village and that a business case will be required to support such a request.

It is proposed that the two elements of a broader Whiteabbey Village Regeneration Project, namely the shopfronts and public realm would be combined within one business case.

Central to this business case will be a decision regarding the extent of the scheme and whether it should or could incorporate a one-way system. A traffic study has been undertaken, the results of which have been shared with the Department for Infrastructure (DfI). The outcome of this discussion will be shared with members in due course following which a meeting with the local traders will be arranged to discuss the proposed Whiteabbey Village Regeneration Project.

Delivery for the Other Priority Areas

Members may wish to deliver the Shopfront Improvement Programme in phases, starting with:

- Abbots Cross (16 shop fronts)
- Monkstown (15 shop fronts); and
- Carnmoney Village (12 shop fronts)

These are the areas most in need of intervention and a scheme in these areas would have the greatest visual impact.

Officers have prepared detailed guidance notes with the intention of establishing a level of uniformity in neighbouring properties and seeking to enhance the character of the building(s) and wider streetscape. Officers will host evening engagement workshops with potential applicants to provide guidance and support on the application process and statutory requirements.

To ensure value for money, the services of a Quantity Surveyor (QS) will be required. The QS will assess the works applied for, produce a conditions report for each of the proposed sites and verify and inspect completed works in relation to the Programme.

Budget

It is proposed that businesses in Abbots Cross, Monkstown and Carnmoney Village be invited to proceed to the application stage under Phase 1 of the Programme, with a maximum award of £5,000, at a grant rate of 80%. Businesses will have to demonstrate a minimum contribution of 20% of the overall project costs.

Assuming all businesses come forward the total budget required to support the programme would be £215,000. In line with the delivery of similar schemes, the Council would also procure the services of a QS at a cost of £35,000 to support the implementation of the programme.

Officers will provide regular reports to members on progress and should all funds not be drawn down under Phase 1, the Council may wish to open a second call for applications from eligible premises in the remaining areas. Members are advised that the costs included in the scheme can be capitalised.

RECOMMENDATION: that

- (i) the Shopfront Improvement Programme Phase 1 in Abbots Cross, Monkstown and Carnmoney Village, as outlined, be approved with a budget of £250,000, which can be capitalised. A maximum award of £5,000 will be applied per property, at a grant rate of 80%.**
- (ii) a separate business case be commissioned for a broader Whiteabbey Village Regeneration Project, incorporating both shopfront improvements and public realm elements.**

Prepared by: Natasha Donald, Regeneration Officer

Agreed by: Steven Norris, Deputy Director of Regeneration and Infrastructure

Approved by: Majella McAllister, Director of Economic Development and Planning

6.15 CE/CS/012 ICMA CONFERENCE – AUSTIN, TEXAS – 30 SEPTEMBER – 4 OCTOBER 2023

Members are advised that the Chief Executive will be delivering 2 keynote presentations at the high profile International City Management Association (ICMA) Conference in October.

ICMA is the leading organisation of local government professionals internationally, it aims to bring authorities together for unparalleled leadership, professional development and networking opportunities.

It is normally attended by over 3000 people and takes place alongside an extensive exhibition centre showcasing the latest products and services in local government.

It would be appropriate for the Mayor to accompany the Chief Executive to this event.

RECOMMENDATION: that The Mayor attends the ICMA Conference.

Prepared & Approved by: Jacqui Dixon, Chief Executive

7.1 G-LEG-325/23, 325/24 & 325/25 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENTS AT TEMPLE HALL, TEMPLEPATRICK (STAGE 5), NEILLSBROOK PARK, RANDALSTOWN & DOAGH ROAD, NEWTOWNABBEY

Correspondence has been received from the Department for Infrastructure (DfI) advising that streets at the above developments have now been adopted by DfI Roads (copy maps enclosed).

RECOMMENDATION: that the correspondence be noted.

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Paul Casey, Borough Lawyer and Head of Legal Services

Approved by: Jacqui Dixon, Chief Executive

7.2 CP/CP/2013 OPENING OF THE CORONATION GARDEN

Members are reminded that the Coronation Garden at Hazelbank Park was officially opened by Their Majesties King Charles III and Queen Camilla on 24 May 2023.

Correspondence has been received by the Lord Lieutenant and the Chief Executive on behalf of Their Majesties in relation to the visit. Copies of both letters are **enclosed** for Members information.

RECOMMENDATION: that the report be noted.

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

**7.3 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL –
ELECTRONIC COPIES OF VALID INSURANCE CERTIFICATES FOR THE PURPOSES OF
CAR TAXATION THROUGHOUT NORTHERN IRELAND POST OFFICES**

Members are advised that correspondence has been received from Newry, Mourne and Down District Council regarding a Motion agreed by that Council.

A copy of the letter is enclosed for Member's information.

RECOMMENDATION: that the correspondence from Newry, Mourne and Down District Council be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

7.4 CP/CP/231 – SPORT NI FUNDING TO DISTRICT COUNCILS

Members are advised that correspondence has been received from Sport Northern Ireland (SNI), one of the Council's statutory Community Planning partners. A copy is **enclosed** for Members' information.

SNI advise that rates of participation in sport and physical activity vary with those most inactive coming from our most deprived and minority communities.

SNI is inviting Expressions of Interest from Councils for funding for sport and physical activity projects which promote increased participation from those who are most inactive which includes:

- Women and girls
- People with disabilities
- Children and young people (especially 11 to 18 years)
- Older people over 65
- Ethnically diverse communities
- People in areas of greatest need
- People in rural areas

Projects must support the delivery of the community plan and delivery of sport and physical activity in each Council area and must be completed by 31 March 2024.

A key outcome of Love Living Here the Council's Community Plan is that Our Citizens enjoy Good Health and Well Being and the Council promotes access to and participation in sport and physical activity in order to achieve this outcome.

SNI are seeking to invest between £30,000 and £50,000 to a maximum of four Council areas in the coming months and as more funds become available this can be expanded upon.

Officers from the Community Planning and Leisure sections have submitted an Expression of Interest to SNI by their deadline of 28 July 2023 indicating desire to participate in this programme. This has been accompanied by a Project Outline for a programme which targets participation in sport and physical activity.

The project will be based within local communities targeting areas of greatest need. It will be cognisant of the Community Planning ethos of co-production, working closely with community planning partners. The project will seek to take advantage of partnership working with local sports clubs with a view to offering participants a pathway to continue their sporting journey well beyond the lifespan of the project. Monitoring and evaluation will be built into the project framework to ensure lessons can be learned for any future investment, as well as celebrating any success.

A report on the outcome of this application will be brought to the August Council meeting as SNI have indicated that they will confirm any funding offer in August.

RECOMMENDATION: that the report be noted.

Prepared and Approved by: Ursula Fay, Director of Community Planning and
Matt McDowell, Director of Parks and Leisure Operations

7.5 CP/CP/144 SOUTH ANTRIM COMMUNITY TRANSPORT

Members are reminded that it was reported to the April Council meeting that the funding position for this organisation was uncertain with the Department for Infrastructure (DfI) having committed only to fund the organisation to the end of June 2023.

It was agreed to engage with DfI to resolve the funding position. It was also agreed to engage with South Antrim Community Transport to scope the existing service provided and identify whether opportunities exist to extend the service to provide access to employment locations which are difficult to reach.

Officers engaged with the Department submitting a response to their consultation exercise in relation to funding of Community Transport. Officers have also been engaging with South Antrim Community Transport on an ongoing basis. They have recently advised that following the consultation exercise DfI have confirmed annual funding of this service of £113,000 to the end of March 2024. This is a reduction of £4,000 on 2022/23 funding and whilst this enables the service to continue for this financial year, the financial circumstances for this organisation will remain challenging.

Officers will continue to engage with the Department, other Councils and South Antrim Community Transport in order to develop a more sustainable financial position for the organisation and an update will be brought back to a future meeting of the Community Planning Committee.

RECOMMENDATION: that the update on funding of South Antrim Community Transport be noted with a further report to be brought back to a future meeting of the Community Planning Committee.

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

7.6 WM/S/001 INVEST NI INDUSTRIAL DECARBONISATION FUNDING APPLICATION

Invest NI is developing a funding application to Innovate UK funded Local Industrial Decarbonisation Competition (LIDP) to assist local industries to decarbonise their operations. The proposal would provide funding to enable the development of a Local Industrial Decarbonisation Plan which would replicate similar successful projects in the rest of the UK.

While Invest NI required no financial contribution from councils, they did request backing in the form of a letter of support to be submitted by 26 July 2023. As the proposal reflects Council's aim for sustainable economic growth and could be utilised by industries in the Borough, a letter of support has been provided (enclosed). Members will be informed if the funding application is successful.

RECOMMENDATION: that the report be noted.

Prepared and Approved by: Michael Lavery, Director of Sustainability

7.7 PK/GEN/057 GREEN FLAG 2023 AWARDS

Members are reminded that the Green Flag Award is an internationally recognised award which demonstrates an agreed standard of management, maintenance and community involvement in parks and open spaces. The scheme in Northern Ireland is overseen by Keep Northern Ireland Beautiful. To achieve Green Flag status, a site management plan must be developed which demonstrates compliance with a range of strict criteria, including; horticultural standards, cleanliness, environmental management, biodiversity, community involvement, and safety standards.

In 2023, in addition to the 18 sites directly managed by Council, one new application was submitted for Monkstown Jubilee Centre, alongside a further 6 submissions for sites managed by community groups within the Borough. All 25 submissions were successful in achieving the Green Flag status, which places Antrim and Newtownabbey Borough Council as the leading Council in Northern Ireland for Green Flag Awards. The sites achieving the Award are as follows:

Park / Open Space	Green Flag Awarded by Type
Antrim Castle Gardens	Heritage
Sentry Hill Historic House	Heritage
Antrim / Belmont Cemetery	Council - Parks
Ballynure Old Graveyard	Council - Parks
Jordanstown LSP, Hazelbank Park & Gideon's Green	Council – Parks
Kilbride Cemetery	Council – Parks
Lilian Bland Park	Council – Parks
Mallusk Cemetery	Council – Parks
Mill Race Trail	Council – Parks
Newtownabbey Way	Council – Parks
Randalstown Viaduct and Riverside Walk	Council – Parks
Rashee Cemetery	Council – Parks
Valley Park (V36 and Glas-na-Braden Glen)	Council – Parks
Wallace Park	Council – Parks
Antrim Lough Shore Park & Gateway	Council – Parks
Crumlin Glen	Council – Parks
Threemilewater Park	Council – Parks
Whiteabbey Glen	Council – Parks
Monkstown Jubilee Centre* <i>New Submission</i>	Council – Parks
Six Mile Water Park	Council – Parks
Rathfern Activity Centre	Community
Sentry Hill Community Garden	Community
Toome Linear Park	Community
Ballyeaston Church Ruin	Community
Elevation Randalstown	Community
Monkstown Village Community Gardens	Community

RECOMMENDATION: that the report be noted.

Prepared by: Angela Ross, Parks Development Officer

Agreed by: Paul Mawhinney, Head of Parks Operations

Approved by: Matt McDowell, Director of Parks & Leisure Operations