



20 March 2024

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 25 March 2024** at **6.30 pm**.

You are requested to attend.

Yours sincerely

A handwritten signature in black ink, appearing to read "Richard Baker".

Richard Baker, GM MSc
Chief Executive, Antrim & Newtownabbey Borough Council

For any queries please contact Member Services:

Tel: 028 9448 1301/028 9034 0107 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 26 February 2024, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operation Committee Meeting of Monday 4 March 2024, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance of Tuesday 5 March 2024, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning Committee Meeting of Monday 11 March 2024, 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 Tuesday 19 March 2024, a copy of which is to **follow**.
- 8(b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Tuesday 19 March 2024, a copy of which is to **follow**.
- 9 To approve the minutes of the proceedings of the Audit and Risk Committee Meeting of Wednesday 20 March 2024, a copy of which is to **follow**.
- 10 PRESENTATION
 - 10.1 Presentation by Northern Ireland Housing Executive
- 11 NOTICE OF MOTION

Proposed by Councillor Brady
Seconded by Councillor Gilmour

'This Council recognises the importance of ensuring our parks and open spaces can be enjoyed by everyone. It Notes the positive impact that Neurodivergent Communication Boards have had in achieving this aim in other areas and resolves to install these boards in selected Council owned playparks across the Borough.'

12 ITEMS FOR DECISION

- 12.1 Dual Language Street Sign Application Update
- 12.2 Council Remote/Hybrid Meetings Draft Regulations
- 12.3 Directorate Business Plan – Economic Development & Planning
- 12.4 Requests for Council Engagement
- 12.5 Application for Grant of an Entertainments Licence (Occasional Outdoor) – Shanes Castle Steam Rally, Shane's Castle, Antrim

13 ITEM FOR NOTING

- 13.1 Review of Governance Structures Committees/Working Groups

14 ITEMS IN COMMITTEE

- 14.1 Strategic Asset Management – Update on Sale of Land at Nursery Park, Antrim and Land Adjacent to Allen Park, Antrim
- 14.2 Public Consultation on Onshore Petroleum Licensing Policy
- 14.3 Minutes of the Governance Meetings of the Levelling Up Fund Project Board Held on 15th February 2024 (Glengormley Scheme) and 22nd February 2024 (Antrim Scheme)
- 14.4 Further Development of Building Control and Land Property Services (LPS) partnership working
- 14.5 Belfast Region City Deal: Advanced Manufacturing Innovation Centre (AMIC) - Contract for Funding
- 14.6 Organisation Structures

10 PRESENTATION

10.1 G/MSMO/7 PRESENTATION BY NORTHERN IRELAND HOUSING EXECUTIVE

Members are advised that a presentation, for the 2023 annual update on the Housing Investment Plan **enclosed**, will be made by representatives of the NI Housing Executive. Attending in person will be Grainia Long, Chief Executive; Louise Clarke, Head of North Place Shaping and Breige Mullaghan, South Antrim Area Manager. Attending remotely will be Frank O Connor, North Regional Manager; Andy Kennedy, A.D Asset Strategy; Leeann Vincent, A.D Programme Delivery and Ryan Brady, South Antrim Planner.

Prepared by: Member Services

Approved by: Richard Baker, Chief Executive

11 NOTICE OF MOTION

Proposed by Councillor Brady
Seconded by Councillor Gilmour

'This Council recognises the importance of ensuring our parks and open spaces can be enjoyed by everyone. It notes the positive impact that Neurodivergent Communication Boards have had in achieving this aim in other areas and resolves to install these boards in selected Council owned playparks across the Borough.'

12 ITEMS FOR DECISION

12.1 CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATION UPDATE

1. Purpose

The purpose of this report is to recommend that the Dual Language Street Sign applications at Stage 1 and 2 be noted, and the applications at Stage 3 be approved.

Members are reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022 (**enclosed**), the following update outlines the current status of applications received.

2. Application Status

STAGE 1: PETITION VERIFICATION

Two applications have been received at Stage 1, requesting signage to be erected in Irish for the following area:

1. HOLLYBROOK ROAD, NEWTOWNABBEY, BT36 4ZT
2. ST JOSEPHS COURT, CRUMLIN, BT29 4WG

The occupiers signing the petition will be evidenced by their listing on the current Electoral Register. Officers will conduct this verification week commencing 1 April 2024 to ensure the one third threshold as required within the approved Policy.

STAGE 2: RESIDENTS CANVASS

One application has progressed to Stage 2:

1. MILL ROAD, NEWTOWNABBEY, BT36 7BA

Canvass letters are being issued to residents' week commencing 01 April 2024.

STAGE 3: STREET SIGN INSTALLATION

Two applications have progressed to Stage 3:

1. BAWNMORE PARK, NEWTOWNABBEY, BT36 7BN
2. FINLAY PARK, NEWTOWNABBEY, BT36 7DB

The occupiers of the above streets have been canvassed and the threshold of two thirds or more in favour of the erection of a second language street sign has been met as required within the approved Policy. The cost for fabrication and installation of these two signs will be approx. £1,000 (£500 per sign).

3. Recommendation

It is recommended that the Dual Language Street Sign applications at Stage 1 and 2 be noted, and the applications at Stage 3 be approved.

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

Approved by: Helen Hall, Director of Corporate Strategy

12.2 G-LEG-462-6 COUNCIL REMOTE/HYBRID MEETINGS DRAFT REGULATIONS

1. Purpose

The purpose of this report is to provide Members with an update regarding the draft Regulations allowing for Councils to have remote/hybrid meetings.

2. Introduction/Background

The enclosed letter and draft legislation from the Department for Communities provides an update regarding the draft Local Government (Remote Meetings) Regulations (Northern Ireland) 2024.

Members are reminded that the Communities Minister, Minister Lyons, decided not to extend the Order under the Coronavirus legislation which allowed Councils to have remote/hybrid meetings so therefore from 6 March 2024 there was no legislation in place for Councils to be able to facilitate Members attending Council meetings remotely.

Instead, the Minister asked that the Department proceed with regulations under The Local Government (Meetings and Performance) Act (Northern Ireland) 2021, which provides a power for the Department to make regulations for the purpose of or in connection with ensuring district councils meetings may be held remotely.

3. Key Issues

The enclosed draft Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 provides Councils with the option to hold remote/hybrid meetings.

Any reference to a Member, or a member of the public, attending a meeting or being in attendance includes that person attending by remote access.

There is no difference between a Councillor attending remotely and a Councillor attending in person in relation to, for example, being deemed to be present, being able to participate, and being able to vote at a Council meeting.

For the purposes of the draft Regulations a Councillor who is in attendance remotely is deemed to be in attendance at the meeting if all of the following conditions are satisfied:

1. The member in remote attendance is able at that time— to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance;
2. To hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public in attendance in order to exercise a right to speak at the meeting; and

3. To be so heard and, where practicable, be seen by any other members of the public in attendance.

There is no mandatory requirement for a Member to be able to be seen, i.e., to have their camera turned on at meetings.

4. Legal update

A Departmental Official informed the Local Government In-house Lawyers Group (of which the Borough Lawyer is a Member) that they hope to have the Regulations before the Assembly by the summer. They confirmed that the Regulations were discretionary and not mandatory. They also said that there will be a second draft of the Regulations circulated following the current consultation period.

Based on the above clarification from the Department the Borough Lawyer is content with the draft Regulations.

The current consultation period of 26 March will be extended to allow more time for responses.

5. **Recommendation**

Members may wish to respond to the Departments letter and the draft regulations on a Party or individual basis.

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

Approved by: Richard Baker, Chief Executive

12.3 CE/CS/032 DIRECTORATE BUSINESS PLAN – ECONOMIC DEVELOPMENT & PLANNING

1. Purpose

The purpose of this report is to present to Members for consideration and approval the Economic Development & Planning Directorate Business Plan 2024-25

2. Introduction/Background

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 (the Act) puts in place a framework to support the continuous improvement of Council services.

Specifically, the duties in the Act relate to Section 84(1), 85(2) and 85(9) whereby the Council has a statutory duty to make arrangements to:

- Secure continuous improvement;
- Secure achievement of its improvement objectives; and
- Exercise its functions so that any Departmental specified standards are met.

It is proposed to adopt a formal approach and methodology to business planning which will support and be an integral part of the Council's performance management and delivery arrangements.

A Business Plan for the Economic Development and Planning Directorate 2024-25 is **enclosed** for Members' approval.

3. Previous Decision of Council

The Council approved a strategic performance management framework as part of the Corporate Performance and Improvement Plan (draft for consultation) 2024-25 in January 2024.

4. Purpose of the Directorate Business Plan

The purpose of the Directorate Business Plan is to:

- Demonstrate how the Directorate is supporting and achieving Council's priorities.
- Provide a clear sense of purpose of the Directorate and the challenges it faces.
- Illustrate how it is aligning its resources to meet the challenges ahead.
- Measure performance and hold ourselves to account to ensure we deliver for the Council and its residents.

5. Format of the Directorate Business Plan

The proposed format is robust and follows best practice, to bring together all the key aspects of the Directorate into one place to provide transparency and consistency. It provides alignment with the Corporate Plan; Corporate

Performance and Improvement Plan; Financial Plan; Resourcing and Risk Register.

The format includes:

- Introduction and Background to Directorate
- Directorate Structure
- Directorate Risk Register
- Achievements in 2023-2024
- Alignment with draft Corporate Plan 2024-2030
- Directorate Business Plan 2024-25
- Financial Position 2024-25
- Progress Report (bi-annual report)

6. Governance/Reporting Arrangements

It is proposed that a bi-annual progress update is reported in September 2024 and April 2025.

7. Financial Position/Implications

As agreed as part of the Council's rate setting process.

8. Summary

In summary this proposed approach and methodology to Business Planning will provide a more streamlined and integrated method of tracking and analysing performance and providing enhanced visibility.

9. Recommendation

It is recommended that Members consider and approve the Economic Development and Planning Directorate Business Plan 2024-25

Prepared by: Helen Hall, Director of Corporate Strategy

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

12.4 P/PLAN/092 REQUESTS FOR COUNCIL ENGAGEMENT

1. Purpose

The purpose of this report is to recommend that Members consider opportunities for further engagement with stakeholders following a number of recently organised events and meetings in relation to the environment and social housing provision.

2. Background

A number of events and meetings have recently been held following agreement by the Planning Committee. These are outlined below for information:-

- Workshop on Local Development Plan preparation – Members requested a meeting with Historic Environment Division (HED) to discuss its roles and responsibilities in relation to the protection of the historic environment.
- Meeting with Chief Executive of Northern Ireland Environment Agency (NIEA), Mr Richard Reid and the Chairperson of the Planning Committee – both parties considered the value of NIEA providing an update to Council on what steps are being taken forward in relation to algae bloom on Lough Neagh.
- Presentation by Northern Ireland Federation of Housing Associations (NIFHA) - the Chief Executive, Mr Seamus Leheny and the Chairperson of the Planning Committee considered the value of NIFHA being invited to the Council on an annual basis to provide an update.

3. Recommendation

It is recommended that the Chief Executive writes to his counterparts in HED, NIEA and NIFHA to invite them to engage further with the Council on their work programmes and to set up the necessary arrangements.

Prepared by: Sharon Mossman, Deputy Director of Planning and Building Control

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

12.5 EL/207 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE (OCCASIONAL OUTDOOR) – SHANES CASTLE STEAM RALLY, SHANE’S CASTLE, ANTRIM

1. Purpose

The purpose of the report is to seek Members approval for an Entertainments Licence for the Shanes Castle Steam Rally.

2. Introduction

An application has been received for the grant of an Entertainments Licence (occasional licence) for the following area.

Licensee	Location of Premises	Type(s)and hours of entertainment	File Number	New Application or Renewal
Mr Ian Duff	Shane's Castle Estate, Castle Road, Antrim, BT41 4NE	Singing, Music, Dancing or Entertainment of a like kind Friday 3 rd May 5pm – 11pm Saturday 4 th May 5pm – 11pm Sunday 5 th May 11am – 11pm Monday 6 th May 11am – 6pm	EL207	New

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.

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 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.

3. Main Report

The Shane's Castle Steam Rally, is scheduled to run from Friday 3rd May 2024 to Monday 6th May 2024 at Shanes Castle Estate, Castle Road, Antrim. This event will showcase a display of over 800 vintage vehicles including steam engines, vintage cars and tractors. Supported in part by Antrim and Newtownabbey Borough Council, the rally typically draws in excess of 15,000 people.

Designed as a family event, the rally offers on site camping and entertainment. Tickets are pre-paid and purchased online, however should remaining tickets be available they can be purchased at the gate on the day of the event.

The event organiser and the Safety Officer is Mr Ian Duff. He will oversee the coordination of the rally and act as the primary liaison with various government bodies, such as Police Service of Northern Ireland (PSNI), Northern Ireland Fire and Rescue Service (NIFRS), Department for Infrastructure (DFI) and NI Ambulance Service (NIAS) through a Safety Advisory Group. While the rally will be contained within a secure perimeter on Shane's Castle Estate, neither the event nor entertainment area will be enclosed by barriers. To facilitate the sale and consumption of alcohol within the entertainment area, the event organiser will apply to the Court Service for an occasional liquor licence.

The operating hours for the event as detailed below;

Friday 3rd May
5pm – 11pm

Saturday 4th May
5pm – 11pm

Sunday 5th May
11am – 11pm

Monday 6th May
11am – 6pm

4. Summary

Application for an occasional entertainments licence has been received from Mr Ian Duff for an event - The Shanes Castle Steam Rally. In accordance with Council protocol for the hearing of Entertainments Licence applications a decision by Members is needed on the granting of the licence.

5. Recommendation

It is recommended that an Entertainments Licence (Occasional Licence) is granted to the applicant, Mr Ian Duff, Shane's Castle Estate, Castle Road, Antrim, BT41 4NE with the following conditions;

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

Prepared by: Kelly Squance, Environmental Health Officer

Agreed by: Colin Kelly, Head of Environmental Health and Wellbeing

Approved by: Michael Lavery, Director of Sustainability

13 ITEM FOR NOTING

13.1 G-LEG/38/118 REVIEW OF GOVERNANCE STRUCTURES COMMITTEES/WORKING GROUPS

1. Purpose

The purpose of this report is to inform Members that a review is being conducted considering the purpose, structure and Terms of Reference (ToR) of the Council's Committees, Sub-committees and Working Groups, aligned to the organisational structure and services of the Council.

2. Introduction

As the Council is now in its third term since the Review of Public Administration, and following evolution both deliberately and as a consequence of the Covid pandemic, a periodic review of governance structures is appropriate.

This review will consider the purpose, structure and Terms of Reference (ToR) of the Council's Committees, Sub-committees and Working Groups, aligned to the organisational structure and services of the Council.

Its main purpose is to ensure that the Council's Governance arrangements help to deliver the best services for our citizens by seeking to improve and refine decision-making processes.

3. Principles of Governance

Relevant to Antrim and Newtownabbey Borough Council, Governance is about how we ensure that we are doing the right things, in the right way, for the right people, in a timely, inclusive, open, transparent, honest and accountable manner.

It comprises the systems and processes, and the cultures and values, by which we are directed and controlled and through which we account to, engage with and, where appropriate, lead our communities.

Reporting – Led by the Chief Executive, supported by the Borough Lawyer, officers will present a report to the Council via the Policy and Governance Committee with recommendations for consideration. Members will be consulted during the review.

4. Relevant Legislation

- Local Government Act (Northern Ireland) 2014 - Section 2, Part 4, Part 5.

5. Included in the review:

- The Scheme of Delegation as laid out in Council Constitution Part 2: Responsibility for Functions.

- The committee structure and alignment with the Council's organisational structure and services.
- The names, descriptions and Terms of Reference (ToR) of each committee, reflected in the Scheme of Delegation and specific service area responsibilities.
- The requirement for sub-committees, based upon role specialisation and any special circumstances/limitations.
- The methodology and report format in which the recommendations of Committees are being reported to the Council.
- The purpose, requirement for, responsibilities and limitations of working groups in which Councillors are involved, ToR and membership.
- The methodology and minute format in which the work of working groups is being reported to the relevant Committee.

6. Excluded from the review:

- Matters pertaining to the delegated authority of the Planning Committee.
- Matters pertaining to Procurement, Financial Regulations and Treasury Management.
- Standing Orders are considered separately by the Standing Orders Working Group.
- Officer working groups, steering groups, directorate/services areas activities that are generally classified as operational and do not involve Councillors.

7. Independent/External Review

In order to apply a critical evaluation of the review and recommendations, APSE will be consulted throughout the review, using the existing procurement arrangements and APSE appointments.

8. Financial Implications

There are no cost implications associated with the review.

9. Time Frame

The intention is to complete the Governance review to allow the implementation of approved recommendations for the June 2024 Annual General Meeting.

10. Recommendation

It is recommended that Members note the report.

Prepared and Approved by: Richard Baker, Chief Executive