



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON MONDAY 12 MARCH 2018 AT 6.30 PM**

**In the Chair** : Councillor A Logue

**Committee Members Present** : Aldermen – P Barr, T Burns  
Councillors – J Blair, P Brett, L Clarke, J Greer, N Kells, R Lynch, M Maguire, P Michael, J Montgomery, and S Ross.

**Non-Committee Members Present** : Alderman – J Smyth  
Councillors – D Hollis, N McClelland, V McWilliam and B Webb

**Officers Present** : Director of Community Planning and Regeneration - M McAlister  
Head of Property and Building Services – B Doonan  
Head of Capital Development – R Hillen  
Head of Economic Development – P Kelly  
Head of Community Planning – L Moore  
Media and Marketing Officer – A Doherty  
IT Systems Support – A Cole  
Governance Support Officer – D Conlan

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Members to the March meeting of the Community Planning and Regeneration Committee.

## **1. APOLOGIES**

Apologies were recorded for Cllr McCarthy.

## **2. DECLARATIONS OF INTEREST**

None.

## **3. REPORT ON BUSINESS**

### **3.1 PRESENTATION**

Members were aware that following correspondence received from the Lough Neagh Partnership, it was agreed at the Community Planning and Regeneration Committee Meeting on Monday, 12 February 2018 that the Partnership would be invited to present to the Community Planning and Regeneration Committee meeting in March regarding future core funding for the Partnership.

Gerry Darby from the Lough Neagh Partnership was in attendance.

Various questions were answered and Mr Darby agreed to report back with specific tourism targets relating to Lough Neagh and the projects the Partnership is undertaking. The Chairperson thanked Mr Darby for his presentation and he left the meeting.

### **3.2 CP/P4/017/VOL2 PEACE IV PARTNERSHIP MINUTES 12 DECEMBER 2017**

Members were asked to approve the minutes from the Peace IV Partnership Meeting held on 12 December 2017 which were ratified on 13 February 2018 at the Peace IV Partnership meeting.

Proposed by Councillor Clarke

Seconded by Councillor Lynch and agreed that

**the Peace IV Partnership Minutes dated 12 December 2017 be approved.**

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

### **3.3 CP/CD/60 EAST ANTRIM OLD VEHICLE CAVALCADE 2018 - REQUEST FOR ASSISTANCE**

Members were advised that correspondence had been received, a copy of which was circulated, from the East Antrim Old Vehicle Club requesting sponsorship for its Annual Portrush Cavalcade, Charity Classic Car Run 2018. This event had been sponsored by Antrim and Newtownabbey Borough Council since 2015 and previously by Newtownabbey Borough Council. Each

year the Old Vehicle Club donates all sponsorship raised to a nominated charity.

Last year the event attracted approximately 125 vintage vehicles, more than 200 participants and raised £3,500 for Hope House Ireland, based in Whitehead. A similar amount was anticipated this year for their chosen charity Northern Ireland Children to Lapland Trust.

Following the event at Mossley Mill the Cavalcade would travel to the West Strand Car Park, Portrush, to showcase the vehicles in a static display, passing through Mallusk, Templepatrick, Dunadry, Antrim Town, Ballymena, Ballymoney, Coleraine and finally arriving in Portrush. This is a popular event which has potential benefits for the Borough in terms of publicity and spin offs for the tourism sector.

East Antrim Old Vehicle Club had requested the use of the car parks at Mossley Mill to host the event on Sunday 5 August 2018, from 7.30am to 11.00am and had asked that the Council meets the cost of a cooked breakfast for all participants up to a maximum cost of £1,500. Provision exists within the Community Planning and Regeneration Budget 2018/19 should Members wish to approve the request.

Proposed by Councillor Ross

Seconded by Councillor Lynch and agreed that

- a) the Council agrees to host the Vintage Car Rally at Mossley Mill on Sunday 5 August 2018 from 7.30 am to 11.00 am.**
- b) the Council approves funding, up to a maximum cost of £1,500, for the provision of a cooked breakfast for all participants in the East Antrim Old Vehicle Cavalcade.**
- c) the Council branding be promoted at this event and other similar events where support is being provided.**

*ACTION BY:* Jonathan Henderson, Community Services Officer

### **3.4 CP/GR/55 EQUALITY AND DIVERSITY WORKING GROUP - MEMBERSHIP**

Members were reminded that in March 2017, it was agreed that the Council's quarterly Good Relations Working Groups be replaced by an Equality and Diversity Working Group which would take a broader look at service provision across the Council and advise, review and champion changes relating to the positive promotion of equality and diversity across the Borough.

The membership is currently comprised of the Chair and Vice Chair of the Community Planning and Regeneration Committee and Operations Committee and the Chair of the Community Planning and Peace IV Partnerships alongside the Council's 3 diversity champions namely Alderman M Girvan, Councillor J Blair and Councillor M Goodman.

At their first meeting held on 13 February 2018, it was proposed that the membership of the Equality & Diversity Working Group be extended to include the 2 mental health champions, Councillor D Arthurs and Councillor N McClelland. A copy of the minutes of the meeting were also circulated for Council approval.

Proposed by Councillor Kells

Seconded by Councillor Lynch and agreed that

- a) **Council approve Councillor D Arthurs and Councillor N McClelland to become Members of the Equality and Diversity Working Group.**
- b) **The minutes of the Equality & Diversity Working Group held on 13 February 2018 be approved.**

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

### **3.5 ED/ED/102 EUROPEAN SOCIAL FUND: REQUESTS FOR MATCH FUNDING**

Members were reminded that in January 2018 Council agreed to provide match funding to 5 organisations that had successfully secured European Social Funding (ESF) to support 6 employability programmes which would be delivered across a number of Council areas including Antrim and Newtownabbey over four years. The aim of the Northern Ireland ESF programme (2014-20) is to combat poverty and enhance social inclusion by reducing economic inactivity and increasing the skills base of the present and emerging workforce.

The Council agreed in January to increase the annual budget to provide match funding to the 6 approved ESF projects to a total of £60,000 per annum (from £45,000) each year for 4 years (subject to a satisfactory annual review of performance), offering each approved project up to 50% of their funding requests. Between the 6 projects being supported, a total of 212 new jobs were projected in the Borough over 4 years with 140 programme participants moving into further education and training.

Members were reminded that 2 other organisations which had been unsuccessful in their ESF applications had appealed the outcome with the funding body (the Department for the Economy) and one, Enterprise Northern Ireland, has since had their appeal upheld. In the meantime, the Council had received a further request to match fund an ESF application from GEM NI Limited. A summary of the 2 additional requests was provided in the table below and further detail on each project was circulated.

<b>Organisation</b>	<b>Year 1 (2018-19)</b>	<b>Year 2 (2019-20)</b>	<b>Year 3 (2020-21)</b>	<b>Year 4 (2021-22)</b>	<b>Total Local Participants</b>	<b>Total Local Jobs Created</b>

Enterprise NI	£14,179	£18,309	£18,309	£12,429	175	35
GEM NI Limited	£15,890	£15,890	£15,890	£15,890	60	16
<b>TOTAL</b>	<b>£30,069</b>	<b>£34,199</b>	<b>£34,199</b>	<b>£28,319</b>	<b>235</b>	<b>51</b>

It was proposed to offer both Enterprise NI and GEM NI 50% of the match funding requested for each financial year for the lifetime of the Programme (4 years), in keeping with the Council's decision taken in January. It was therefore also proposed to increase the total annual ESF match funding budget to £77,100 for 4 financial years, subject to each project undergoing a satisfactory annual review of performance. As a result of the investment by all 8 projects, if approved, a total of 263 new jobs were projected in the Borough over 4 years with 160 programme participants moving into further education or training.

Members noted that each project as proposed seeks to deliver key outcomes within the Council's Corporate and Community Plans in terms of increasing employability, skills and supporting the economically inactive and those with disabilities into sustainable jobs.

Proposed by Councillor Montgomery  
Seconded by Councillor Blair and agreed that

- i. **the Council agrees to offer Enterprise NI match funding in the sum of £7,090 in 2018-19, £9,156 in 2019-20 and in 2020-21 and £6,215 in 2021-22 and GEM NI Limited £7,945 per annum for four years, subject to a satisfactory annual review of performance bringing the total match funding provision to a maximum of £77,100 per annum (2018-19, 2019-20, 2020-21 and 2021-22), subject to the annual estimates process.**
- ii. **Officers bring back further reports to the Committee detailing the progress and achievements of each project at the end of each of the 4 years.**

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

### **3.6 CP/CD/139 & CP/CD/214 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2017/18 & 2018/19 FUNDING RECOMMENDATIONS (SMALL GRANTS)**

Members were reminded of the Small Grants Programme which was agreed by the Council in October 2014 as part of the new Antrim and Newtownabbey Borough Council Community Development Grant Aid Programme.

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members were advised that groups who apply for a small grant are not permitted to apply

for any other funding available under the wider Community Development Grant Aid Programme during the course of the financial year.

To be successful in securing a small grant groups applying must score a minimum of 50% in their application assessment and all proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding would be withdrawn.

During the month of February 1 application was resubmitted due to a technical error for the 2017/18 Small Grant Programme requesting £170 and was assessed by Officers as outlined below.

<b>Group Name/Project Promoter</b>	<b>Project Description/Title</b>	<b>Scored Percentage</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
MG Bowling Club (Moneyglass)	Small Activity Grant to provide insurance costs	60%	£170	<b>£170</b>

Members were reminded that at the January 2018 Community Planning and Regeneration Committee meeting it was agreed that the Small Grants Programme for 2017/18 would close on 31 January 2018. After this date all small grants applications would be for 2018/19 programme.

During the months of January and February 2018, 3 applications were received for the 2018/19 programme totalling £1,320 and assessed by officers as outlined below.

<b>Group Name/Project Promoter</b>	<b>Project Description/Title</b>	<b>Scored Percentage</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
Tidy Randalstown	Small Activity Grant to provide insurance costs.	93%	£420	<b>£420</b>
Antrim Retirement Group	Small Activity Grant to provide insurance and rent costs.	86%	£400	<b>£400</b>
Muckamore Women's Institute	Small Activity Grant to cover hall rental and an outing.	60%	£500	<b>£500</b>

The total budget available for Small Grants for the 2018/19 financial year is £4,274.50. The total amount of financial assistance awarded to date is £1,320 leaving a balance of £2,954.50 to fund future applications that may be submitted to the Council during the remainder of the year.

Proposed by Councillor Greer  
Seconded by Councillor Clarke and agreed that

**the Small Grant award recommendations for 2017/18 and 2018/19 as detailed above be approved.**

*ACTION BY: Kerry Brady, Community Support Officer*

### **3.7 CP/CD/123 COMMUNITY SUPPORT PROGRAMME 2017/18 - ADDITIONAL FUNDING**

Members were advised that correspondence had been received from the Department for Communities (DFC) regarding additional funding for the delivery of the Council's Community Support Programme 2017/18.

Members were reminded that the Council accepted a letter of offer from DFC in June 2017 for an amount of £201,554.50 (Advice Services-£72,569 and Community Support General £128,985.50). Subsequently two letters of variance (to amend the original Letter of Offer) were issued in December 2017 and January 2018, the first for an additional £8,210.93 for resources to support the delivery of frontline advice services and the second for an additional amount of £33,603.90 to cover salary and training costs for two Welfare Reform Advisers employed by Citizens Advice Antrim and Newtownabbey (CAAN). This additional funding brought the total Community Support Programme award for 2017-18 to £243,369.33.

A further letter of variance had been received, a copy of which was circulated, offering the Council an additional £5,647.50 which must be spent by 31 March 2018. It was proposed that part of this additional amount could be used to supplement the Council's Community Capacity Building Programme. Over the past 6 months in excess of 100 individuals have successfully participated in the Council's Community Capacity Building Programme. On this occasion a number of courses were oversubscribed including Emergency Aid and Food Safety in Catering. In addition a number of requests had been received from various community/voluntary sector organisations seeking specialised training in Events Management, Stewarding and Crowd Control.

Taking into consideration the increase in the number of community events being organised and delivered by the sector over the next 12 months it was proposed that £3,500 be used to deliver these additional courses and eliminate any reserve waiting lists prior to the end of the 2017/18 financial year.

The remaining £2,147.50 could be utilised to upgrade the current Grant Manager system in order to make the system more user friendly for applicants.

Proposed by Alderman Barr  
Seconded by Councillor Lynch and agreed that

**the Council accepts the additional award of £5,647.50 from the Department for Communities and that this be utilised to:**

- (i) deliver additional training courses under the existing Community Capacity Building Programme for 2017/18.**

**(ii) upgrade the existing Grant Management system.**

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

**3.8 CS/4 RATHENRAW YOUTH SCHEME 2018: USE OF RATHENRAW COMMUNITY CENTRE**

Members were advised that a written request had been received from Rathenraw Youth Scheme, a copy of which was circulated, for free use of the facilities in Rathenraw Community Centre for the annual summer scheme from 16 to 27 July 2018. The scheme would run from 9am to 4pm daily and is expected to attract over 100 children from the ages of 5 to 16 years. The cost if charged for the Summer Scheme would be approximately £511.

Members were advised that the Rathenraw Youth Scheme had not applied for any other funding from Council for this activity.

Proposed by Councillor Lynch  
Seconded by Councillor Blair and agreed that

**the Council approves free use of facilities at Rathenraw Community Centre to Rathenraw Youth Scheme for their Summer Scheme from 16-27 July 2018.**

*ACTION BY: David Jordan, Community Facilities Officer*

**3.9 ED/TOU/043 BALLYCLARE MAY FAIR 2018**

Members were advised that meetings of the Ballyclare May Fair Working Group took place on 6 September, 11 October, 7 December 2017 and 18 January 2018 and the minutes were circulated for the Council's approval.

Proposed by Alderman Barr  
Seconded by Councillor Lynch and agreed that

**the minutes of the meetings of the Ballyclare May Fair Working Group held on 6 September, 11 October, 7 December 2017 and 18 January 2018 be approved.**

*ACTION BY: Vanessa Postle, Tourism, Town Centre & Regeneration Officer*



## **ITEMS FOR INFORMATION**

### **3.10 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 31 JANUARY 2018**

#### **BUILDING REGULATIONS**

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

#### **Applications Received**

Full Plans – 43

Building Notices – 108

Regularisation Certificates – 47

**Full Plans** Approvals – 29 Rejected applications requiring resubmissions –43

#### **Commencements & Completions**

Commencements – 257

Completions - 196

**Inspections** - A total of 735 Site Inspections were carried out

**Regularisation Certificate** - 32 Regularisation Certificates issued

**Building Notice**- 117 Completion Certificates issued

**Property Certificates** Received – 191

#### **EPB**

EPC's checked – 458 & 96% compliance

DEC's checked – 8 & 100% compliance

Air Conditioning checked – 5 & 100% compliance

#### **Income**

Plan Fees Received for Month	£7782.00
Inspection Fees Invoiced for Month	£17792.21
Building Notice Fees Received for Month	£ 6894.00
Regularisation Fees Received for Month	£2541.60
Property Certificate Fees Received for Month	<u>£11040.00</u>
<b>TOTAL</b>	<b>£46049.81</b>

### **BUILDING CONTROL MATTERS FOR PERIOD 01 -31 JANUARY 2018**

#### **POSTAL NUMBERING**

Numbers of official postal numbers issued – 36

Number of new developments named – 2

#### **LPS PARTNERSHIP**

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

No completed – 6  
Property details surveys completed 53

Proposed by Councillor Lynch  
Seconded by Councillor Blair and agreed that

**the report be noted.**

*NO ACTION*

### **3.11 CPR/PBS/BC/1 LAND AND PROPERTY SERVICES STATISTICS FOR HOUSING COMMENCEMENTS AND COMPLETIONS**

The Building Control Section send a range of monthly statistical reports to Land and Property Services relating to a range of building regulations activity. On a quarterly basis LPS publishes the findings from these reports and the latest version can be found on the following link <https://www.finance-ni.gov.uk/topics/statistics-and-research/new-dwelling-statistics>.

The table highlighting the numbers of new dwelling completions under the Building Regulations for each of the 11 Council areas was circulated for Members' information.

Proposed by Councillor Lynch  
Seconded by Councillor Blair and agreed that

**the report be noted.**

*NO ACTION*

### **3.12 ED/TOU/40 ULSTER AUTOMOBILE CLUB EASTER STAGES RALLY 2018**

Members were reminded that in October 2017 the Council agreed to provide £20,000 in sponsorship towards The Ulster Automobile Club Easter Stages Rally. The Club plans to run a 'closed road rally' on 6-7 April 2018 with up to 100 crews involving competitive stages in Lylehill and Ladyhill. The rally is a two-part event that would extend into the Mid and East Antrim Borough Council area.

The Council had also approved the opening ceremony to take place at the Sixmile Leisure Centre car park in Ballyclare on Friday 6 April 2018 at 1.00pm and for the car park to be used as a service area from 5-7 April. A room in the Leisure Centre would be used for registration, administrative checks and media sign on from 31 March – 7 April. Rally organisers had agreed with the owners of the adjacent tyre company to use their land and premises for the service park and scrutineering.

The Council had also approved the use of the car park at Antrim Civic Centre as a 'Parc Ferme' on Friday 6 April from 8.00 pm until 10.00 am on Saturday 7 April for secure overnight for competitors' vehicles. Rally organisers would provide their own security personnel and indemnify the Council for the use of all Council facilities.

Proposed by Councillor Blair

Seconded by Councillor Kells and agreed that

**the report be noted.**

*NO ACTION*

### **3.13 CP/CP/026 COMMUNITY PLANNING PARTNERSHIP MEMBERSHIP**

Members were reminded that the Community Planning Process included establishing a Community Planning Partnership with representation from the Council, from each of the Statutory Partners and from the community, voluntary and private sectors, now referred to as support partners.

In December 2014, the Community Planning and Regeneration Committee agreed that Council representation on the Community Planning Partnership would be 11 in number: 4 DUP, 3 UUP, 1 SDLP, 1 Sinn Fein, 1 Alliance and 1 TUV.

Members were advised that further to his retirement, Cllr John Scott had been replaced by Cllr Stephen McCarthy with immediate effect. The current membership of Antrim and Newtownabbey Community Planning Partnership was detailed below:

#### **Elected Representatives -**

Councillor R Lynch (Chairperson)

Alderman M Cosgrove

Councillor J Blair

Councillor P Brett

Councillor M Goodman

Councillor D Hollis

Councillor N Kells

Councillor S McCarthy

Councillor M Magill

Councillor J Montgomery

Councillor S Ross

#### **Statutory Partners –**

J Dixon            Antrim and Newtownabbey Borough Council

E Newberry      NI Housing Executive

O Donnelly       Northern HSC Trust

M Baker           Education Authority

E Bond            PSNI

M Loughran      Invest NI

B Murphy	Tourism NI
M Bryson	Libraries NI
P Coyle	NI Fire and Rescue Service
A Campbell	Sport NI
M Meehan	Public Health Agency
B Harkin	Health & Social Care Board
M Crudden	Council for Catholic Maintained Schools

#### **Support Partners –**

D Hayward	Volunteer Now
C O'Neill	Northern Regional College
R Folli	Ulster University

#### **Government Departments –**

Department for Communities.  
 Department of Education.  
 Department for Infrastructure.  
 Department of Justice.

Proposed by Councillor Lynch  
 Seconded by Councillor Montgomery and agreed that

**the report be noted.**

*NO ACTION*

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

Members were reminded of the success of the Antrim and Newtownabbey Spirit of Volunteering Awards, which attracted in excess of 50 nominations, held in Theatre at the Mill in October 2016 to highlight and recognise the valuable commitment of those who volunteer their time within the Borough. Members recalled that it was approved by Council in June 2015 to hold this event every two years.

Initial planning is underway for the 2018 event which is scheduled to take place on 27 September 2018 at 7.00pm in Theatre at the Mill.

The nomination process this year would be launched at two Roadshow Events which would be held in:

- The Oriel Gallery, Clotworthy House, Antrim Castle Gardens on 25 April 2018 at 6pm; and
- Museum at the Mill Newtownabbey on 26 April 2018 at 6pm.

The deadline for receipt of completed nomination forms is 29 June 2018. The assessment of nominations would take place in early July.

In the past, an Event Management and Assessment Panel had been established to work with Officers in the planning of the event and assessment of nominations. It was proposed that the make-up of the Panel for 2018 should include:-

- i. \*The Mayor of Antrim and Newtownabbey
  - ii. \*The Chairperson and \*Vice Chairperson of the Community Planning and Regeneration Committee
  - iii. Her Majesty's Lord Lieutenant for the County of Antrim, Mrs Joan Christie MBE, OBE, CVO
  - iv. The Chief Executive of Volunteer Now, Denise Hayward
  - v. Specialist Advisor on Volunteering, Paul Dinsmore
  - vi. Relevant Council Officers
- \*These positions will change following the election of a new Mayor, Chairperson and Vice Chairperson of the Community Planning and Regeneration Committee at the Council's AGM in June 2018.*

It was estimated that the total cost of the 2018 event including the Launch would be £18,000, of which £15,000 had been included in the 2018/19 estimates and a further £3,000 to be secured through sponsorship.

A further report would be presented to the Committee in May 2018 detailing the theme of the event, the various accolade categories and the arrangements for issuing guest invitations.

Proposed by Councillor Blair  
Seconded by Councillor Greer and agreed that

**the report be noted.**

NO ACTION

### **3.15 CP/GR/54 GOOD RELATIONS GRANT AID & SUMMER INTERVENTION PROGRAMMES 2018**

Members were reminded that the Good Relations Action Plan 2018/19, approved by Council in February 2018 includes a proposed budget of £38,000 for a Good Relations Grant Aid Programme 2018-19.

Members noted that the Good Relations Action Plan was submitted to the Executive Office requesting financial assistance and it was anticipated that a Letter of Offer would be issued to Council in April 2018.

The Good Relations Grant Aid Programme has three strands: Summer Intervention, Good Relations Children and Young People and Good Relations Our Cultural Expression; all of which must be utilised to develop positive community and race relations across the Borough.

Two of the three grant aid programmes are rolling programmes, with Summer Intervention grant aid closing on 23 April at 4 pm. All programmes open on

Monday 2 April and a call for applications would be placed on the Council's website twinned with circulation to all relevant groups registered on the Council's community database. Details of the Grant Aid Programmes would be advertised in the local press.

Type of Grant	Total Budget	Maximum Award	Closing Date (before 4pm on each of the dates shown below)
Summer Intervention	£18,000	£2,500	23 April 2018
Good Relations Children and Young People Grant Aid	£10,000	£2,500	20 April, 18 May, 1 July, 3 August, 17 August, 14 September, 19 October, 16 November
Good Relations Our Cultural Expression	£10,000	£2,500	20 April, 18 May, 1 July, 3 August, 17 August, 14 September, 19 October, 16 November

Members were advised that in order for successful and timely implementation of the Summer Intervention programme a report detailing applications would be scored and brought to the Community Planning and Regeneration Committee in May 2018 for approval. Applications for both Children and Young People and Cultural Expression would be brought for approval on a monthly basis, given that both programmes operate on a rolling basis.

Councillor Blair asked that it be minuted that those provided with awards are given specific targets to be measured and reported back to the Committee prior to future funding being awarded. The Director advised that clear targets are required by applicants and the funder requires monitoring of outputs and outcomes. She also reminded Members that it had been agreed that a review of the Council's Good Relations programme be carried out to ensure Members are content with the direction of the programme.

Proposed by Councillor Lynch

Seconded by Councillor Montgomery and agreed that

**the report be noted.**

*NO ACTION*

### **3.16 CP/GEN/19 COMMUNITY PLANNING & REGENERATION SECTION - PARTNERSHIP MINUTES**

Members were advised that the quarterly update Partnership Minutes as listed below could be viewed in the new electronic folder called "**Partnership Minutes for Members Information**" on their Ipad.

Community Development		
File Ref	Date of Meeting	Name of Partnership

D/Gen/91	-	Joint Citizens Advice Bureau
D/CSP/48		PCSP Partnership
	29 Nov 17	PCSP Private Meeting
D/DP/67	14 Aug 17 10 Oct 17	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	-	Grange Neighbourhood Renewal Partnership
	9 Jan 2018	Joint Cohesion Group
CP/GR/43	24 Nov 2017	Traveller Issues Local Government Partnership

<b>Economic Development</b>		
<b>File Ref</b>	<b>Date of Meeting</b>	<b>Name of Partnership</b>
ED/MI/250	10 Nov 17 8 Dec 17	GROW Local Action Group Meeting

<b>Tourism, Town Centres</b>		
<b>File Ref</b>	<b>Date of Meeting</b>	<b>Name of Partnership</b>
ED/TC/5	13 Sept 2017 6 Dec 2017	Glengormley Town Teams
ED/TC/5	3 Nov 2017	Ballyclare Town Teams
ED/REG/5	16 Oct 2017 11 Dec 2017	Antrim Town Team
ED/REG/006	6 Sept 2017 18 Oct 2017 29 Nov 2017 15 Jan 2018	Randalstown Town Team
ED/TOU/043	6 Sept 2017 11 Oct 2017 7 Dec 2017 18 Jan 2018	Ballyclare May Fair Working Group

Proposed by Councillor Lynch

Seconded by Councillor Kells and agreed that

**the Partnership Minutes be noted.**

NO ACTION

### **3.17 CP/GEN/21 CITIZENS ADVICE NORTHERN IRELAND**

Members were advised that correspondence had been received from Dave Wall, Chairperson of the Board of Trustees of Citizens Advice NI, a copy of which was circulated, highlighting concerns regarding the future of advice services across Northern Ireland and the potential impact on service users. These concerns had arisen largely because future funding from the Department for Communities (DFC) had not been confirmed.

Citizens Advice NI is the umbrella governing body for Citizens Advice Bureaux throughout Northern Ireland. In the letter, Mr Wall outlines concerns regarding the annual budget for 2018/19 from DFC which had yet to be confirmed and the perceived threat to the independent governance of Citizens Advice. Mr Wall refers to previous correspondence from DFC to Council Chief Executives on 23 February 2018 which addresses concerns within Citizens Advice; in this letter DFC reiterates its continuing support for Citizens Advice Bureaux and its commitment to the provision of frontline advice services. A copy of this letter was circulated to Members' for information.

The current situation conveyed in the letter is one of urgency; that if sufficient funding is not confirmed by DFC in the near future the Board of Trustees would be forced to take appropriate steps to address the situation which may involve cessation of key services. Members would be kept informed of developments in this situation.

Proposed by Councillor Lynch  
Seconded by Councillor Maguire and agreed that

**the report be noted.**

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

#### **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Michael  
Seconded by Councillor Lynch and agreed that

**the following Committee business be taken In Confidence.**

### **3.18 IN CONFIDENCE CD/PM/97 & FI/PRO/TEN/119 CAR PARK IMPROVEMENTS, REFURBISHMENT AND NEW WORKS STATUS REPORT**

This report provided an update on the current status of the Borough car parks improvement, refurbishment programme and advanced emergency work required to Castleway (Central) Antrim car park.

At the Operations Committee in November 2016, Members approved the Economic Appraisal for the programme of resurfacing works for the 11 no. car parks transferred from the Department of Social Development to Antrim and Newtownabbey Borough Council, providing an initial budget of £[REDACTED]. A review of this economic appraisal would be undertaken in the future to address the current estimate of £[REDACTED]. This estimate would be confirmed following the tendering of the works in May 2018.



This current estimate of £[REDACTED] planned to be expended on a phased basis in the financial years from 2018/2019 up to 2020/2021 was approved by Members at the 2017 Corporate Workshop and further approved at the Community Planning and Regeneration Committee in November 2017.

Specifically a budget of £[REDACTED] was approved for the incoming financial year 2018/2019 for Phase1 works.

All the car parks transferred in the current approved programme work phases were listed below:

## **WORK PHASES**

### **Phase 1 - Years 1, 2 & 3: 2018-2019:**

- Harrier Way, Ballyclare – 1st phase (60 spaces)
- Harrier Way, Ballyclare – 2nd phase (67 spaces)
- Central Antrim Town Centre – 1st phase (225 spaces)
- Bridge St, Dublin Road, Antrim – 1st phase (120 spaces)
- Bridge St, Dublin Road, Antrim – 2nd phase (75 spaces)
- Central Antrim Town Centre – 2nd phase (227 spaces)

### **Phase 2 - Year 4: 2019-2020:**

- Shore Road, Whiteabbey Village (38 spaces)
- A2 Shore Road (18 spaces)
- Castle Street, Antrim (117 spaces)
- Portglenone Road, Randalstown (23 spaces)
- John St, Randalstown (102 spaces)
- Farnley Road, Glengormley (119 spaces)

### **Phase 3 - Year 5: 2020-2021:**

## **DELIVERY STRATEGY**

In March 2017 the Council's Capital Development Section undertook an assessment of the most effective procurement strategy to delivery the programme of work. This identified developing a Contractor Framework for the programme duration as opposed to separately procuring contractors for each works phase in each financial year. This demonstrated efficiency in procurement resources in line with Council's Service Excellence targets.

Following a two stage procurement competition (i.e. PQQ & ITT) a Consultant was appointed following approval by the Community Planning and Regeneration Committee in October 2017. Since October 2017 the Consultant had been working closely with Officers from the Council's Capital Development Section in developing the delivery programme and drafting the tender documents for the Contractor Framework. This was ongoing. The delivery programme for the phases was detailed in the section below.

## **MASTER PROGRAMME**

The master programme to deliver the maintenance work in the 3 work phases over the 3 financial years 2018/2019 to 2020/2021 was detailed below.

The programme milestone for the appointment of the Framework Contractors had been met. Progress continues to be satisfactory and the remaining programme was currently progressing satisfactorily to commence phase 1 works in August/September 2018 and complete in November 2018.

<b>Activity</b>	<b>Date</b>
Economic Appraisal	Aug 2016
Consultant Team appointed	Nov 2017
Appoint Framework (Select List) Contractors	Feb 2018
Appoint Framework Contractor	Aug 2018
Works	
Phase 1 commences	Aug 2018
Phase 1 completes	Nov 2018
Phase 2 commences	April 2019
Phase 2 completes	June 2019
Phase 3 commences	April 2020
Phase 3 completes	May 2020

## **OPERATIONAL ISSUES**

In undertaking refurbishment maintenance works to the car parks it would be necessary that all or part of the car parks would be closed for a short period whilst works are undertaken. The objective would be to keep these closures to a minimum.

Retailers/Shop owners and the public would require to be informed in advance of any proposed closures that would affect the availability of car parking spaces. Such closures would be notified to users when the method statement details are finalised following the appointment of the successful contractor.

## **OTHER ISSUES**

### **Advanced Emergency Works**

Central Car Park in Antrim is due for refurbishment in the Phase 1 programme commencing August 2018. Due to the recent severe weather conditions, the surfacing at this car park had deteriorated to an unacceptable condition and emergency works would be required.

On foot of this concern the condition of all the other car parks was surveyed. These were found to be currently satisfactory and no emergency works are required to these remaining carparks. It was recommended that an inspection was carried out post winter 2018/19 to assess if these car parks

had deteriorated to an unacceptable condition pending the further phases of the main contract work upgrades in 2019/20 and 2020/21.

To undertake the emergency repairs at Central Car Park Antrim two primary options were explored.

- Option 1: Utilising the DFI Roads maintenance contract.
- Option 2: In-house Council contract award.

#### Option 1

Council Officers undertook discussions with the DFI Roads Representatives on 19 February 2018. DFI Roads advised that they would be unable to assist in the short term due to the huge pressure on their existing supply chain. On this basis this option was discounted.

#### Option 2

With DFI Roads unable to assist the only option available to Council was to procure the emergency works through a Council Contract Award in line with the Council's Procurement Process.

### **Specification and Method of Working for Advanced Emergency Works**

The design of the proposed emergency repairs specifies works that would provide a sustainable surface in the short term for the car user and general public and that can be incorporated within the overall final resurfacing works for Central Carpark, Antrim.

Cost incurred now would be offset against the main resurfacing works contract due later in 2018/2019.

It was anticipated that a major proportion of these emergency works were located in the vicinity of the main entrance to the car park and these works would most likely have to be undertaken during the period of minimal retail activity. The least busy days are Saturday and Sunday. It was estimated works could be complete within 3/4 days if commenced on a Saturday. This would minimise disruption during the busy work period Monday to Friday.

Retailers/Shop owners and the public would be informed in advance of any proposed closures that would affect the availability of car parking spaces. Provision would also be required to facilitate the contractor's compound and this is identified on the layout drawing in Appendix 2.

### **Cost Summary for the Advanced Emergency Works**

The estimated cost to undertake emergency repairs to the full extent of damaged areas in Central Car Park is £[REDACTED] which includes works to the main entrance at an estimated cost of £[REDACTED]. The emergency works carried out would support the main resurfacing work contract and the cost incurred would be offset against the main resurfacing works budget of £[REDACTED] approved for 2018/2019.

It was proposed that the small professional fees incurred would be absorbed within the professional fee element of the approved main resurfacing works budget.

### **Programme for the Advanced Emergency Works**

It was estimated emergency works could commence on site late March/early April 2018 and be completed by mid-April 2018 provided no unforeseen issues were encountered.

**APPROVAL FOR THE ADVANCED EMERGENCY WORKS** Under the Council's Scheme of Delegation, the Chief Executive and Directors have the delegated powers to take measures, including expenditure, in emergency and cases of urgency as follows:

- a. Taking such measures, including incurring expenditure, as may be required in emergency situations or cases of urgency, subject to advising the Mayor and reporting to the appropriate Committee as soon as possible.
- b. Where such measures involve the Council incurring expenditure of an amount that is likely to result in the Committee's expenditure exceeding its approved estimate, then the Chief Executive should advise the Director of Finance and Governance and submit a report to the relevant Committee as soon as possible. The Director of Finance and Governance should inform the relevant Committee accordingly as soon as possible.

In view of the condition of the car park and in line with the Scheme of Delegation, the Mayor had been consulted and arrangements put in place to carry out the works. Officers from the Economic Development Team would liaise with traders regarding the closure, which would also be communicated through the website, social media and signs.

Proposed by Councillor Montgomery  
Seconded by Councillor Kells and agreed that

**the report be noted.**

*NO ACTION*

### **3.19 IN CONFIDENCE FI/PRO/TEN/123 TENDER FOR THE PROVISION OF EVENT STEWARDING AND CROWD MANAGEMENT SERVICES**

**Contract Period 2 April 2018 to 31 March 2020 (with an option, by the Council, to extend for a further two periods of 12 months, subject to review and performance)**

Three tenders for the provision of event stewarding and crowd management services were opened via the E-Tenders NI Portal on 26 February 2018 and

referred to the Evaluation Panel for assessment. The tenders were evaluated on a two stage basis as follows:

### STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, previous relevant experience, management systems and practices, and declarations and form of tender. All three tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

### STAGE 2 – AWARD STAGE

#### Stage 1 – Technical Assessment

All tenderers confirmed that their tenders met all the requirements of the Specification of Services.

#### Stage 2 Quality/Commercial Assessment (60%/40%)

Supplier	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Cost Summary of the Hourly Rates (£) (Excl. VAT)
Eventsec Limited	60%	40%	100%	£ [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]

Proposed by Councillor Brett

Seconded by Councillor Lynch and agreed that

**having achieved the highest score of 100% Eventsec Limited be appointed for the provision of event stewarding and crowd management services for the period 2 April 2018 to 31 March 2020, with an option, by the Council, to extend for a further two periods of 12 months, subject to review and performance.**

*ACTION BY: Julia Clarke, Procurement Officer & Karen Steele, Tourism, Town Centre and Regeneration Manager*

### 3.20 **IN CONFIDENCE** FI/PRO/TEN/180 MINOR WORKS AND BUILDING REPAIRS AT COUNCIL SITES IN THE ANTRIM AND NEWTOWNABBEY BOROUGH AREA

Ten tenders for minor works and building repairs at Council sites were opened via the eTenders NI Portal on 26 February 2018 and referred to the Evaluation Panel for assessment. The tenders were evaluated on a two stage basis as follows:

## STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience and declarations and form of tender. All tenderers met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

## STAGE 2 – AWARD STAGE

### Stage 1 – Technical Assessment

All tenderers confirmed that they could provide the Emergency Cover service and that their tenders met all the requirements of the Specification of Services.

### Stage 2 – Quality/Commercial Assessment (20%/80%)

Supplier	Quality Assessment (out of 20%)	Cost Assessment (out of 80%)	Total % Score	Total Estimated Annual Cost (£) (Excl VAT)
Prestige Building Contracts Ltd	████	████	████	£████
Lenagh Construction	████	████	████	£████
M Large Tree Services Ltd	████	████	████	£████
Combined Facilities Management Ltd	████	████	████	£████
████████████████████	████	████	████	████
████████████████████	████	████	████	████
████████████████████	████	████	████	████
████████████████████	████	████	████	████
████████████████████	████	████	████	████
████████████████████	████	████	████	████

Proposed by Councillor Brett  
Seconded by Councillor Lynch and agreed that

(a) For contracts up to £2999.99 (excl. VAT), having achieved the highest score of 100%, the tender submitted by Prestige Building Contracts Ltd be approved for the period 1 April 2018 to 31 March 2019 (with an option by the Council to extend for up to a maximum of 12 months subject to review and performance). However, the Council reserves the right to seek quotations for these services from the contractors listed on the framework below.

(b) For contracts between £3000.00 (excl. VAT) and £29,999.99 (excl. VAT), competitive quotations be sought from the four contractors appointed to the framework for period period 1 April 2018 to 31 March 2019 (with an

option by the Council to extend for up to a maximum of 12 months subject to review and performance) namely:

Prestige Building Contracts Ltd
Lenagh Construction
M Large Tree Services Ltd
Combined Facilities Management Ltd

ACTION BY: Sharon Logue, Procurement Manager

3.21 **IN CONFIDENCE** CP/CD/201 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Proposed by Councillor Brett  
Seconded by Councillor Blair and agreed that

[REDACTED]

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

**PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Kells  
Seconded by Councillor Maguire and agreed that

**the remainder of Committee business be taken in Open Session.**

The Chairman advised that audio-recording would recommence at this point.

There being no further committee business the Chairperson thanked everyone for their attendance. The meeting concluded at 7.46 pm.

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**MAYOR**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.***