



23 September 2020

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL

A remote meeting of Antrim and Newtownabbey Borough Council will be held on **Monday 28 September at 6.30 pm.**

All Members are asked to attend the meeting via "Zoom".

To ensure social distancing it is only possible to facilitate 11 Members in the Council Chamber. The calculation for this is done by d'Hondt plus the Independent Member (4 DUP, 2 UUP, 2 Alliance, 1 SDLP, 1 Sinn Fein, 1 Independent). The Members present in the Chamber will also access the meeting via Zoom. This does not affect the voting rights of all Members.

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

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 the Antrim and Newtownabbey Borough Council held remotely on Monday, 24 August 2020, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Monday, 7 September 2020, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday, 8 September 2020, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning Committee Meeting held on Monday, 14 September 2020, a copy of which is **enclosed**.
- 8(a) To approve Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 21 September 2020, a copy of which is **enclosed**.
- 8(b) To take as read and confirm the Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 21 September 2020, a copy of which is **enclosed**.
9. To approve the minutes of the proceedings of the Audit Committee Meeting held on Tuesday, 22 September 2020, a copy of which is **enclosed**.
10. ITEMS FOR DECISION
 - 10.1 Roads Programme – Autumn Consultation presentation request
 - 10.2 firmus energy - Request to brief Members
 - 10.3 Corporate Improvement Plan Performance Report 2019-20
 - 10.4 Playpark Provision – Glengormley DEA
 - 10.5 Electrical Skills Development Pilot
 - 10.6 COVID-19 Recovery - Revitalisation Fund

- 10.7 Funding Opportunities for Tourism Development
 - 10.8 Antrim and Newtownabbey Borough Council Illumination Study
 - 10.9 Environmental Management System Accreditation
 - 10.10 Light up Requests
 - 10.11 Working Group Minutes
11. ITEMS FOR NOTING
- 11.1 Changes to Membership of Committees, External Bodies, Working Groups and Alderman Status by the Ulster Unionist Party
 - 11.2 Northern Ireland Housing Council
 - 11.3 NJC Pay Award 2020/21
 - 11.4 Correspondence from Glengormley Methodist Church
 - 11.5 Social Enterprise NI – Local Government Engagement 2020 and Beyond
 - 11.6 Investment & International Relations – MIPIM Conference Update
 - 11.7 Local Development Plan update
 - 11.8 Correspondence from Ards and North Down Borough Council
 - 11.9 Public Right of Way Enquiry: Trench Lane (Mallusk)
 - 11.10 Antrim Public Realm Scheme
12. ITEMS IN COMMITTEE
- 12.1 Residual Waste Treatment Project – Correspondence
 - 12.2 CCS Framework RM6017 Postal Goods, Services and solutions lot 3: Collection and delivery of letters, large letters and parcels
 - 12.3 Monkstown Jubilee Centre – request for Council Support
 - 12.4 Crematorium, Memorial Garden and Columbarium Development, Doagh Road, Newtownabbey - Tender for Supply, Installation and Maintenance of the Cremator
 - 12.5 Belfast Region City Deal update
 - 12.6 Disposal of Central Services Depot

- 12.7 Glengormley Public Realm Scheme
- 12.8 Sale of Land at Hollybush Gardens
- 12.9 Full Fibre NI – Status Update
- 12.10 Severance Update
- 12.11 Emergency Financial Plan

**REPORT ON BUSINESS TO BE CONSIDERED
AT THE COUNCIL MEETING ON MONDAY 28 SEPTEMBER 2020**

10. ITEMS FOR DECISION

**10.1 G/MSMO/007 VOL 5 ROADS PROGRAMME – AUTUMN CONSULTATION
PRESENTATION REQUEST**

Correspondence has been received from David Porter, Divisional Roads Manager, Department for Infrastructure (DfI) Roads, requesting attendance at a meeting of Council to give Members an overview of the work undertaken by DfI Roads and the future plans.

RECOMMENDATION: that DfI Roads be invited to present to a future meeting of Council.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

10.2 G/MSMO/007 VOL 5 FIRMUS ENERGY – REQUEST TO BRIEF MEMBERS

Correspondence has been received from Michael Scott, Managing Director of firmus energy, requesting an opportunity to brief Members on how firmus energy's natural gas network can deliver significant carbon savings for the Borough.

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

RECOMMENDATION: that the correspondence be noted and that firmus energy be invited to present to a future meeting.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

10.3 PT/CI/031 CORPORATE IMPROVEMENT PLAN PERFORMANCE REPORT 2019-20

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 (the Act) Section 84(1) places a general duty on councils to "make arrangements to secure continuous improvement in the exercise of its functions".

Section 92(2)(a)(i) requires a Council to publish an assessment of its performance in discharging its duties under section 84.

The report should include an assessment of the effectiveness of the continuous improvement arrangements, giving details of any issues identified through its monitoring and review, as well as references to any planned / implemented improvements.

In addition, Section 92(2)(b)(i) & (ii) of the Act requires a Council to publish an assessment of its performance as compared with previous financial years; and so far as is reasonably practicable, the performance during that and previous financial years of other Councils.

This shall include a description of the benchmarking activities that a Council has undertaken and where possible the description shall include a comparison with the Council's previous performance (i.e. to help demonstrate trends).

Descriptions of benchmarking may also include a narrative outlining change in practice, process or activity that reflects learning from other organisations.

Members are advised that a final draft of the Corporate Improvement Plan Performance Report 2019-20 was reviewed by the Audit Committee on 22 September 2020 and is **enclosed** for Members' attention.

The report also provides an overview on how we performed against:

- Our eight Corporate Improvement Objectives, as set out in the 2019-20 Corporate Improvement Plan which was approved by Council in June 2019;
- Statutory performance improvement indicators and standards for the functions of Economic Development, Planning and Waste for 2019-20, including comparison with the previous year, and;
- Our self-imposed indicators and standards.

RECOMMENDATION: that the Corporate Improvement Plan Performance Report 2019-20 is approved.

Prepared by: James Porter, Performance Improvement Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

10.4 PK/PG/005, CD/GEN/001 PLAYPARK PROVISION – GLENGORMLEY DEA

Members are reminded that following the audit of play park provision in 2016 the Council agreed to improve a number of play parks in the Borough at a total cost of £533,745 as follows:

Rathcoole, People's Park
Erskine & Rashee
Jordanstown Lough Shore
Kings Park
Mossley
Rathcoole, The Diamond
Burns Memorial, Crumlin
William Morrison, Mallusk
Monkstown
Muckamore

It was also agreed at that time that potential sites for a new play park should be investigated in Glengormley Urban DEA and further development should take place at Lilian Bland Park. The further development at Lilian Bland has recently been completed with a total investment of £452,400. As part of the Gateway project at Antrim Lough Shore Park, a new play park was also developed at a cost of £239,500.

Investment in inclusive equipment in a number of play parks was also subsequently approved following an audit of accessible equipment throughout the Borough. An investment of £386,000 is currently underway.

In November 2019 the Council also agreed to look for suitable sites for play parks at Parkgate and Mallusk.

A further review of play provision was due to be carried out in early spring of this year but was not progressed due to the impact of COVID-19. In the meantime, a meeting of Glengormley DEA members was requested and held in early September at which it was agreed that the Council should write to Edmund Rice College and St. Enda's GAC to establish if either has any suitable land which could be utilised for a play park for the Hightown area.

RECOMMENDATION: that the Council writes to Edmund Rice College and St. Enda's GAC to establish whether there is any land which could be made available for a play park in the Hightown area.

Prepared & Approved by: Geraldine Girvan, Director of Operations

10.5 ED/GEN/006 ELECTRICAL SKILLS DEVELOPMENT PILOT

Members are reminded that the primary areas of focus for the Council's Economic Development Section are:

- Business Infrastructure: developing a sustainable smart economy;
- Business Development: helping SME's maximise their wide-ranging contribution to innovation;
- Business Start-up: Nurturing business start-up potential and helping new business grow;
- Business Skills: Improving labour efficiency and reducing social inequality; and
- Championing Tourism: Developing and marketing location centric, sustainable visitor experiences.

The continued development of the right type of business skills is a critical aspect of local recovery from the negative economic impacts of COVID-19. Economic forecasts predict a local 35% GVA decline in the Borough, ranking Antrim and Newtownabbey the sixth most negatively impacted Council in NI. The last figures received from the Department for Communities (DfC) relating to Universal Credit reported an additional 3,750 persons claiming the support at 26th April giving a total caseload of 7,940 persons across the Borough. Research by Ulster University Economic Policy Centre identifies young people aged 16-24 as being a most vulnerable group and recommended apprenticeships, additional education and digital skills as being key to providing alternative sustainable employment. Minister Dodds recently launched two schemes in this arena to support employers and apprentices. They were the Apprenticeship Recovery Package and the Apprenticeship Recruitment Incentive Initiative. A further Apprenticeship Challenge Fund is being given consideration to launch at the end of September.

Horizon Engineering have developed a 5 day training course in relation to the Safe Operation of High Voltage Systems and a 1 day training course in relation to the Safe Operation of Low Voltage Systems. The course is delivered at a cost of £1200 +VAT per participant. This cost may be eligible for a 30% reduction should the participating business be an Invest NI Client with a Letter of Offer.

The bespoke courses provide the necessary underpinning Safety, Legal, Technical, Operational and Procedural background knowledge for persons wishing to further their electrical engineering careers.

Future employability and skills schemes are being developed by a range of interests including The Department for the Economy, The Department for Communities and Belfast Region City Deal. Officers are also liaising with colleagues in Northern Regional College to promote their extended skills provision to businesses and residents.

In the interim, Officers are considering a pilot project utilising the Horizon Engineering Programme. The proposal is to support employers to avail of the course by offering a grant of £500 per staff member completing the CPD

accredited course. This represents an approximate 40% contribution to the total participant cost of £1,200. It is proposed that the Council promotes the offer to local businesses and works with Horizon Engineering to develop motivational case-studies for roll-out in future skills promotion. It is proposed that six local businesses will benefit from the grant at a total value of £3,000.

RECOMMENDATION: that the Council supports the delivery of a Pilot Electrical Engineering Programme in partnership with Horizon Engineering at a maximum cost of £3,000 for up to 6 local business participants.

Prepared by: Craig Mullan, Strategic Business Investment & Engagement Officer

Agreed by: Colin McCabrey, Head of Economic Development

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

10.6 ED/REG/053, PK/BIO/019/VOL3 COVID-19 RECOVERY - REVITALISATION FUND

In June 2020 the Council approved the establishment of the Retail and Town Centre COVID-19 Recovery Mobilisation Team. The draft action plan associated with the working group was approved by Council in July 2020 and included budget allocations across the themes of Communications, Minor Capital Works, Infrastructure and Animation. The approved budget allocation includes funds across DfC (Tranche 1 - £215k), DAERA (£40k) and the Council (£35k) at a joint value of £290k for delivery of the Tranche 1 funding commitment. Further funding under Tranche 2 is committed in principle from DfC (£215k), DFI (£363k) and potentially DAERA (£40k) subject to budget availability.

A primary part of the action plan is a Town Centre Revitalisation grant primarily targeting independent town centre retailers. The value of the grant is up to £1,000. Minor capital works, equipment or other assets, technology or other innovative solutions and communication are all eligible areas of spend. The indicative budget for this support was £100,000 in Tranche 1 and £36,000 in Tranche 2.

Tranche 1 was initiated and Expressions of Interest forms were sent to eligible businesses in the retail centres of Antrim, Ballyclare, Crumlin, Glengormley and Randalstown with a closing date of 14 August 2020.

Following review of the 198 expression of interests submitted 156 have been deemed eligible to proceed to application stage. Those deemed ineligible are due to factors such as location, sector and not operating as a business in March 2020.

Because of the anticipated volume of applications the following will be applied:

- Funding will be awarded on a first come first served basis if the applications pass the eligibility check.
- Grant awards will be spread across the five towns based on the percentage of responses received at expression of interest stage which is calculated on Antrim (30%), Ballyclare (24%), Crumlin (10%), Glengormley (17%) and Randalstown (19%).
- Awnings and canopies will be subject to planning consent (unless otherwise indicated).
- Planning and Building Control fees are ineligible expenditure.
- Environmental considerations have been factored into eligibility criteria, for example, only environmentally friendly electric patio heaters are deemed eligible (no gas).

Awnings/Canopies

Because 83 of the expressions of interest received relate to awnings, Officers are considering a separate programme through which these businesses could be supported. This will encourage the colour, scale and locations of awnings to be design led with co-ordinated input from the Planning Section to

consider matters such as conservation areas etc. At this stage the Draft Action Plan infrastructure budget is being considered to support a town centre scheme of this type. Businesses who submitted an expression of interest for an awning / canopy are still eligible to apply for alternative equipment and will have the opportunity to participate in the awning programme if and when it goes live.

The application pack provided businesses with additional guidance on the points above. Applicants will be required to detail expenditure and to provide quotations in order to ensure value for money.

The next milestones are:

- Closing date for Stage 2 applications (Friday 2 October 2020 at 4pm)
- Retail and Town Centre COVID-19 Recovery Mobilisation Team (13 October 2020);
- Council Approval 26 October 2020 followed by issue of Letters of Offer to the approved businesses

Members are asked to note that, depending on the number of applications received there is scope to request re-allocation of funds across the other thematic spend areas in the draft retail action plan in order to meet the demand from businesses or alternatively to apply some of the Town Centre Budget approved at the August Council meeting. Options will be costed and presented to the Council in October for consideration.

A Section 75 Screening exercise has been completed in relation to this project and it is the recommendation of officers that an Equality Impact Assessment is not required. The screening form is **enclosed** for Members' information.

Support from the Department for Infrastructure (DFI)

The Department for Infrastructure is proposing to partner with DfC and DAERA by offering a funding contribution towards COVID-19 recovery within DfC's Tranche 2 Letter of Offer (expected Oct 2020). Similarly, the indicative spend deadline for this fund is March 2021 (subject to review). The estimated amount of DfI funds to Council is £363,000 calculated on a weighted total population, deprivation and walking and cycling journeys as a percentage of overall journeys. This fund is not necessarily restricted to urban town centres. The Department is encouraging projects that support active travel, promote connectivity and access to services, create or enhance green and blue spaces and reduce emissions in town centres.

Consultation is ongoing with Central Government Partners and the types of schemes being given consideration within the Borough, subject to budget and funding are:

- Recreation, Cycleways and Walkways: Phase 1 of a cycle route between Mallusk, Glengormley, O'Neill Road and Gideon's Green and potential allotment schemes in Rathcoole and Crumlin;

- Waterways and Sustainable Drainage System Schemes (SUDS): Improvements in hydrology and repairs to three ponds in the vicinity of Rathfern Community Centre and Knockenagh Park and allotments; and
- Environmental Schemes: Enhancement of existing cycle routes and walkways by visually connecting the pathways through planting and directional assets such as planters and signage.

RECOMMENDATION: that

- (i) as the Stage 2 grant application process is now live, the approach being adopted to the Revitalise £1k grant application process be approved;**
- (ii) costed options regarding grant awards be presented to the October Council meeting for consideration.**

Prepared by: Craig Mullan, Strategic Business Investment & Engagement Officer

Agreed by: Colin McCabrey, Head of Economic Development

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

10.7 ED/GEN/016 FUNDING OPPORTUNITIES FOR TOURISM DEVELOPMENT

Two new funding opportunities are available to support Tourism Recovery in the Borough. The first is an Experience Development Programme administered by Tourism NI (TNI) and the second is a pilot being administered by The Department of Agriculture, Environment and Rural Affairs (DAERA) aimed at supporting the development of experience tourism and product development clusters.

Experience Development Programme administered by Tourism NI (TNI)

This is a capital grant programme to develop new tourism experiences and enhance existing tourism experiences. It is available to private and public sector organisations. The amount of financial assistance available under this programme is between £5,000 and £200,000 and TNI financial assistance will not exceed 50% of eligible project costs for public sector applicants. The grant application process was a two stage process. It closed for expressions of interest on 14th September and for applications on 25th September 2020.

At the Council meeting on 24 August Members approved a draft specification for an interpretive display in The Gateway exhibition space. This procurement is advancing and will maximise the Tourism NI 'Giant Spirit' brand. The appointed contractor will engage with Members on the concept and content of the exhibition. The broader Antrim Lough Shore Park will echo the 'Giant Spirit' theme with the installation of the sculpture portraying the 'giant' folklore of Lough Neagh. To build upon the interpretive display already planned for The Gateway it is proposed, subject to funding, to create a Virtual Reality Experience within the interpretive space. This will bring the interpretive assets to life through virtual media content. The zone will contain the equipment and infrastructure for up to 10 persons to enjoy the experience. The **enclosed** provides an indication of how the experience will look. It will consist of motion chairs with the experience delivered by headsets. The experience will be available in a safe, controlled space discretely separated from the main interpretive display. It is intended that it will be a ticketed attraction with income generated being used to refresh the experience over time as to maximise repeat visits. The indicative budget for the creation and implementation of an experience of this type is £75,000.

Based on this cost, the advancement of such a project will require match funding from the Council of £37,500. Officers are exploring a pricing structure for the experience and will report back to the Council in due course.

To allow drawdown of the grant, expenditure must be incurred by 31 March 2021 which will require the procurement of the Virtual Reality Experience to proceed as soon as possible. Officers are engaging with other tourism businesses/experiences that may wish to apply to the fund and where they are strategically aligned to the Council's strategy it is proposed to express support for their application to improve their chances of success.

Development of experience tourism and product development clusters (DAERA)

Further details about this funding call are awaited from DAERA. It is anticipated that applications will be invited from Councils across NI for projects with a maximum fund of £50k available to each Council. The indicative project funding rate is 75% and consideration is being given to Council in-kind costs being eligible.

The fund is intended to support rural businesses centred on a theme or cluster. The theme can be activity based, a key market segment or a geography. DAERA is proposing to launch the scheme at the end of September / beginning of October. Councils will have approximately 18 months for delivery through to 31st March 2022 with the potential for match funding to be split across two financial years. The funding is entirely for revenue expenditure to be spent on services such as marketing, promotion, print and facilitation.

Officers are exploring the option to partner with Mid and East Antrim Council and Mid Ulster Council on a collaborative project for greater impact. Common themes across the three Councils against which the collective £150,000 budget could be considered are:

- Living Loughs: The promotion of activities and experiences centred around Lough Neagh and Belfast Lough; and
- Castles and Gardens: A cross-Council trail and self-service itinerary of unique sites and attractions across the area under this theme.

Based on the proposed approach to administer the funding the minimum project budget is £66,666 per Council with 75% grant and a match funding contribution and/or in-kind contribution at a value of £16,666 (25%). Further definition of the proposed themes will be tested with other Council Partners prior to submission of a bid.

RECOMMENDATION: that

- i. the Gateway Virtual Reality Experience application be submitted to Tourism NI at an estimated project cost of £75,000 with a total of £37,500 match-funding to be provided by the Council. A business-case for the project will be presented to the Council in due course;**
- ii. an application is made to DAERA for the development of experience tourism and product development clusters with a maximum match funding contribution of £16,666 from the Council. Opportunities to develop a collaborative project with neighbouring Councils under the themes of 'Living Loughs' and 'Castles and Gardens' be explored.**

Prepared by: Colin McCabrey, Head of Economic Development

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

10.8 ED/ED/176 ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL ILLUMINATION STUDY

Officers have been liaising with the Department for Communities (DfC) regarding the advancement of a number of local regeneration schemes which are programmed to receive financial support.

Pre-COVID-19, the Department for Communities provided Antrim and Newtownabbey Borough Council with a Letter of Offer to complete a feasibility study and draft concept designs for the illumination of key buildings and built assets across the Borough.

Members will be aware that the Department has provided funding to the Council to support Town Centre recovery efforts alongside business operators, to build confidence and generate footfall within the key retail centres. The illumination scheme as proposed, would seek to compliment this support, creating unique features which will enhance the visual experience for customers and visitors.

The feasibility study and concept proposals were originally to be completed by the end of March 2020 and DfC profiled an estimated budget of £350,000 in the 2020/2021 financial year to implement the recommended schemes. Due to COVID-19 the Letter of Offer for the feasibility study was extended and this piece of work is now to be completed by the end of March 2021. The implementation budget of £350,000 also remains available within this timeframe and is very unlikely to be rolled forward by DfC into 2021/2022 financial year.

The feasibility study and draft concept designs will help articulate well defined projects which can then proceed to tender. AJC Electrical is the appointed contractor for the feasibility study and draft concept design phase. Draft designs which will be developed further are enclosed for Members' consideration. These include:-

Antrim Town

- illumination of underpass that links Castle Gardens and Town Centre
- illumination of Barbican Gate and uplighting of the Old Castle Wall
- illumination of the Old Court House

Ballyclare

- illumination of Town Hall
- illumination of trees around the Town Hall
- illumination of pathway to north east and southwest of Main Street bridge
- illumination of Main Street Bridge underpass

Crumlin Town

- illumination of the clock face and clock tower
- Crumlin Leisure Centre sign illumination

Glengormley Town

- illumination of the trees along the park at Lilian Bland Park
- illumination of the sculpture at Lilian Bland Park

Randalstown

- upgrade existing lighting to Viaduct Walkway
- illuminate viaduct with RGB colour changing lights

The total cost of the schemes as detailed in the draft feasibility study is £473,500.

For a project of this type, typically the indicative minimum match-funding budget required by DfC would be in the region of 10% (£47,350) however in the current circumstances DfC is giving the Council's match-funding requirement further consideration. Officers are hopeful that a Council match funding commitment of £35,000 can be negotiated. The costs associated with the indicative schemes require further definition and Officers are also liaising with DfC and CPD to expedite the procurement in light of the tight funding timescales (March 2021).

RECOMMENDATION: that the Council approves the Boroughwide Illumination Scheme at a maximum contribution of £47,350.

Prepared and Agreed by: Colin McCabrey, Head of Economic Development

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

10.9 PK/BIO/023 ENVIRONMENTAL MANAGEMENT SYSTEM ACCREDITATION

Members are reminded that Council operates an accredited Environmental Management System (EMS) for all facilities and operations, first achieved 2015 and retained successfully since. The ISO 14001 Environment Management System provides both a framework which helps to reduce Council's impact on the environment and the opportunity for continuous improvement on the environmental performance of services. As a result, the EMS assists Council in meeting any climate change objectives.

Council is one of the only local authorities in Northern Ireland to hold the ISO 14001:2015 standard for all its functions. Each year Council a surveillance audit is carried out by the accrediting body and, while accreditation is not required to operate an EMS, it does provide independent verification that the system is operating well, provides advice and makes recommendations. The EMS is due for an external verification in November and would normally proceed each year as budgetary provision is made each year, however, due to the financial situation and the potential implications arising from COVID-19, Officers considered the options available to Council in preparation for seeking approval on the way forward.

Having considered the implications of COVID-19, it is felt that officers can provide the relevant evidence of the EMS system to meet the requirements of the accreditation audit in October. The staffing resources to support the Environmental Management System, are in place as is the Environmental Policy and the relevant procedures are integrated into the operation of Council business.

The normal cost of the annual verification is £5,160 for the six-day audit which commits Council to 3 further annual audits at approximately £6,000 per annum.

To cancel at this stage would incur a cancellation fee of £4,644. This would mean that there would be no formal accreditation for Council's EMS and the system would need to be re-established from a baseline in the future; Finally, Council's score (currently Platinum) in the annual NI Environmental Benchmarking Survey would reduce.

The only other alternative is to partially delay the external audit using a temporary certificate extension which would provide savings in year but will be incurred in the next financial year.

If Council agrees to proceed with the audit, review of the Environmental Policy is required. For this reason, Officers have reviewed the Policy and are recommending one change – the addition of reference to the Climate Change Working Group. A copy of the revised Policy and the associated Equality Screening form are **enclosed**.

RECOMMENDATION: that Council

- (i) continues with the external audit of the EMS in October 2020 at a cost of £5,160 in order to maintain ISO 14001 accreditation;**
- (ii) approves the amended Environmental Policy and screening form.**

Prepared by: Lynsey Daly, Waste Strategy and Contracts Manager

Agreed by: Michael Lavery, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

10.10 AC/GEN/18 LIGHT UP REQUESTS

Members are reminded that a “Light Up” Policy was approved by the Council in November 2016. There has been an annual policy review since this time and the existing policy is **enclosed** for Members’ information.

Members are also reminded that it was agreed at the Council meeting in July 2019 that the Council form an all-party working group to decide a policy of lighting the main Council Civic buildings at Mossley Mill and Antrim Civic Centre on days of celebratory occasions for the many diverse sections of our community. The work of this group was suspended as a result of the Covid 19 pandemic however resumed in early July and the minutes of the meetings held to date are **enclosed** for Members’ approval. The work of the group is nearing completion with a revised policy to be brought to the Community Planning Committee in the near future.

RECOMMENDATION: that the minutes of meetings held on 1 and 28 July and 14 September be approved.

Prepared by: Ursula Fay Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

10.11 ED/GEN/015 WORKING GROUP MINUTES

Members are advised that The Retail and Town Centre Re-opening Mobilisation Team met on Thursday 17 September 2020. This forum facilitates collaborative working between local businesses from across the Borough, the Council and Central Government Partners.

The forum informs joint recovery plans aimed at building consumer confidence, driving footfall and delivering best practice in accordance with Central Government guidance. An Action Plan informs the collective activities of the forum and is updated following each meeting and referred back to the Council for consideration as an enclosure to the minutes (enclosed).

Representation on each Team consists of Party Group Leaders and representatives from businesses, shopping centres, central government and stakeholder organisations. The Team is supported by Council Officials from Economic Development, Environmental Health and Health and Safety.

A copy of the minutes of the Retail and Town Centre Re-Opening Mobilisation Group meeting and associated Action Plan held on 17 September 2020 are enclosed for Members' consideration.

RECOMMENDATION: that the minutes of the Retail and Town Centre Re-Opening Mobilisation Team and associated Action Plan dated 17 September 2020 be approved.

Prepared by: Colin McCabrey, Head of Economic Development

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

11. ITEMS FOR NOTING

11.1 G/MSMO/2 CHANGES TO MEMBERSHIP OF COMMITTEES, EXTERNAL BODIES, WORKING GROUPS AND ALDERMAN STATUS BY THE ULSTER UNIONIST PARTY

Following the resignation of Danny Kinahan and confirmation by the Electoral Office that Norman Ramsay had been returned to the Ballyclare District Electoral Area Vacancy for the Ulster Unionist Party, the Nominating Officer has advised of the following changes in Memberships to Committees, External Bodies, Working Groups and Alderman:

Standing Committees	
Policy & Governance Committee	Cllr Norman Ramsay
Community Planning Committee	Cllr Norman Ramsay
External Bodies and Working Groups	
Northern Ireland Veterans Services Advisory Committee/Champion	Cllr Paul Michael
PCSP	Cllr Norman Ramsay
Sixmilewater Trust	Cllr Norman Ramsay
Ballyclare Place Shaping Forum (Ballyclare DEA)	Cllr Norman Ramsay
Grange Neighbourhood Renewal Partnership (Ballyclare DEA)	Cllr Norman Ramsay
Alderman	
Alderman	Cllr Paul Michael

The changes are with effect from 10 September 2020.

RECOMMENDATION: that changes in membership of Committees, External Bodies, Working Groups and Alderman status be noted.

Prepared by: Liz Johnston, Head of Governance

Agreed by: Sandra Cole, Director of Finance and Governance

11.2 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL

As agreed at the August 2019 meeting of the Council, the Northern Ireland Housing Council's September 2020 monthly bulletin is enclosed for Members' information. A copy of the minutes of the Housing Council meeting on 13 August 2020 is also enclosed.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.3 HR/HR/10 NJC PAY AWARD 2020/21

Members are advised that the enclosed correspondence was received from NILGA in relation to the Pay Agreement reached for Local Government employees 2020-2021.

It confirms that new pay rates will increase by 2.75%, effective from 1 April 2020.

It also confirms that from 1 April 2020 the minimum level of annual leave will increase from 21 to 22 days for employees with less than five years' service.

Provision had been made in the 2020/21 budgets for this increase.

RECOMMENDATION: that the report be noted.

Prepared and Approved by: Andrea McCooke, Director of Organisation Development

11.4 G/GEN/001 CORRESPONDENCE FROM GLENGORMLEY METHODIST CHURCH

Members are advised that correspondence has been received from Glengormley Methodist Church (**enclosed**), to express appreciation and support to Members and Officers for the efforts taken to respond to the challenges presented by the global pandemic.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.5 ED/ED/020 VOL 2 SOCIAL ENTERPRISE NI – ‘LOCAL GOVERNMENT ENGAGEMENT 2020 AND BEYOND’

Members are advised that Social Enterprise NI has issued a paper entitled “Local Government Engagement 2020 and Beyond”, which provides an outline of how the organisation, as the representative body of Social Enterprises in Northern Ireland seeks to build stronger working relationships with local Councils. A copy of the paper is enclosed.

Two of the key recommendations include having a Social Enterprise Champion in each of the 11 Councils and for each local authority to become a Social Enterprise Place. Social Enterprise Places are areas where social enterprise activity is thriving; from quarters, towns, cities and zones, areas around the UK are declaring themselves as social enterprise places committed to investing in this sector.

The paper outlines a number of additional ‘asks’ from the Council including: Engagement on a regular basis with Social Enterprise NI; Supporting and involving Social Enterprises in Council delivered events; Promoting Social Enterprise Day as part of Global Entrepreneurship Week; Signposting new start social enterprises to them; as a Council holding corporate membership; and supporting their annual conference and awards ceremony.

Members are reminded that the Council hosted the Social Enterprise NI Annual Conference at Theatre At the Mill in January 2019 and currently holds corporate membership. Officers are engaging with Social Enterprise NI on a number of points raised within the paper and are committed to the development of future working relationships. Continuing our existing partnership with SENI will be at no additional cost to Council.

RECOMMENDATION: that the report be noted.

Prepared by: Seonaid Rooney, Economic Development Officer

Agreed by: Colin McCabrey, Head of Economic Development

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

11.6 ED/ED/141 INVESTMENT & INTERNATIONAL RELATIONS – MIPIM CONFERENCE UPDATE

Members will recall that approval was granted in August 2019 as part of the Council's Economic Development Work Plan for a delegation to attend the MIPIM Conference in March 2020. Each of the Belfast Region City Deal Council Partners contributed £15,000 sponsorship to the event which also attracted significant private sector sponsorship. The objective of participating in MIPIM is to promote the Belfast Region City Deal area as an investment location and to create and enhance relationships with investors and key stakeholders.

Due to the COVID-19 pandemic the Conference was initially postponed until June 2020 and then ultimately cancelled. Officers maintained contact with the event organisers and officials in Belfast City Council to discuss next steps and the approach to sponsorship funding.

The MIPIM Taskforce has proposed utilising the collective funds to deliver a "Renewed Ambition" programme of activity for the Belfast City Region. The intent behind this is to profile the area as remaining open and ready for investment. The "Renewed Ambition" programme will include the following:

- Stakeholder mapping;
- Development of new messaging framework including key themes for the city and city region's real estate proposition;
- Development of new positioning and messaging for a new and sustained PR/Comms strategy;
- Development of a real estate investment social impact tool for the city and region [Real Social Impact];
- A new independent piece of market research on real estate/market outlook for Belfast/Nl.
- Webinars with global real estate Investment Thought Leaders and on key themes including technology, sustainability and new workspace requirements;
- Webinar/Podcasts focusing on occupier attractiveness and criteria;
- Investor Showcases
- Support to Team Belfast if attending MIPIM 2021, for example, attending in partnership with DIT;
- Delivery of a sustained PR campaign targeting national, global and trade media;
- Delivery of a new digital engagement campaign targeting key stakeholders;
- Ongoing development of content for InvestinBelfast.com website portal.

It is expected that collective funds will support attendance at MIPIM in March 2021 in some format, potentially participating on the DTI stand. Officers will update Members on developments regarding MIPIM 2021 as the situation develops.

Key stakeholders including property developers, Queen's University Belfast, Invest Northern Ireland and all Belfast City Region Deal Councils have confirmed participation in the Renewed Ambition Programme.

RECOMMENDATION: that the report be noted.

Prepared by: Craig Mullan, Strategic Business Investment & Engagement Officer

Agreed by: Colin McCabrey, Head of Economic Development

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

11.7 P/FP/LDP/001/VOL4 LOCAL DEVELOPMENT PLAN UPDATE

Preparation of the Local Development Plan is now at an advanced stage of development, albeit progress has been impacted since March by COVID-19. Despite this, preparations are being made for Independent Examination of the draft Plan Strategy which will be conducted by the Planning Appeals Commission (PAC) in due course. In light of the delays which have been experienced, the Council sought and has been granted approval of an amended timetable, as confirmed in the letter **enclosed** from the Department for Infrastructure.

Preparation for Independent Examination

In preparation for this next key stage of the process, Officers are continuing to prepare the following documentation:-

1. Collation of electronic and hard copies of LDP documentation (from publication of the Statement of Community Involvement through to publication of the draft Plan Strategy);
2. Draft Plan Strategy Public Consultation Spreadsheet and Main Issues Report: A detailed summary of all the issues identified as a result of representations to the draft Plan Strategy public consultation (including counter representations, assessments such as the Sustainability Appraisal incorporating Strategic Environment Assessment, draft Habitats Regulations Assessment, Equality (Section 75) and Rural Needs Assessment) has been captured in a spreadsheet. This document provides a draft response by Officers to all the issues raised. Members are reminded that a total of 122 written representations were made in response to the formal public consultation (undertaken from 26 July to 30 September 2019) on the Council's Local Development Plan draft Plan Strategy and 26 submissions during the counter-representation period. In addition, a summary of the main issues raised is being prepared in a separate Main Issues Report.
3. Soundness Report: In compliance with DfI's Development Plan Practice Note 6 'Soundness' (May 2017) Officers and the legislative requirement to provide evidence that the Council has complied with its Statement of Community Involvement, following liaison with the Council's Legal Services team, are finalising work on a comprehensive Soundness Report relating to the draft Plan Strategy; and
4. Position Papers: A number of position papers are being finalised in relation to matters raised in consultation responses relating to the Council's approach to housing in the draft Plan Strategy with a particular focus on the implications of the refreshed Housing Growth Indicators published by the Department for Infrastructure and affordable housing. In addition, a position paper is being prepared to consider the impact of COVID-19 on the Council's evidence base for the economy.

Once complete and approved internally the documents noted above (1 to 4) will be uploaded to Members' iPads for review however they will remain as

confidential documents until approved by Council and therefore must not be shared.

Update Workshops

In order to update Members on the representations made to the draft Plan Strategy public consultation (including counter representations) and to present the recommendations being made by the Planning Section in response, a number of update workshops will be scheduled for Members in October and a calendar invite issued.

The workshops will focus on the key points of feedback received, for example where an amendment to a draft policy has been requested as well as providing a summary of more general issues such as typographical errors which have been highlighted.

A comprehensive report will then be presented to the Council in November/December for approval, prior to submission to the Department for Infrastructure by the end of December requesting that an Independent Examination be requested.

RECOMMENDATION: that the report be noted.

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

11.8 G/GEN/001 CORRESPONDENCE FROM ARDS AND NORTH DOWN BOROUGH COUNCIL

Correspondence has been received from Stephen Reid, Chief Executive, Ards and North Down Borough Council in relation to the Royal British Legion's decision to close Bennet House, Portrush.

A copy of the correspondence and the letter sent the Royal British Legion is **enclosed** for Members' information.

RECOMMENDATION: that the correspondence be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.9 PK/GEN/179 PUBLIC RIGHT OF WAY ENQUIRY: TRENCH LANE (MALLUSK)

In 2013, Newtownabbey Borough Council asserted Trench Lane, Mallusk, as a Public Right of Way, under the Access to the Countryside (NI) Order, 1983. The decision was based on the evidence provided by members of the public as users, and extends from A to B, and C to D of the laneway, totalling 731 metres in length, as marked on the map enclosed.

Council has a legal duty to ensure that this laneway remains free from obstruction, and that it remains accessible to the general public at all times.

Following a recent inspection of the lane, Officers have noted that it has been partially closed off at point C, thus rendering it impassable. Also, a diversion sign has been placed at the entrance to the laneway, which suggests that the closure will remain in place while the new Hydepark Mews development is under construction.

A letter is being sent to the developer, requesting that this sign, along with all barriers erected, which prevent ease of access for the public along the laneway, are removed with immediate effect. The developer must then ensure that sufficient measures are put in place to protect the public's safety, during the remainder of the construction works.

RECOMMENDATION: that the report be noted.

Prepared by: Elaine Upton, Countryside and Physical Activity Development Manager

Approved by: Geraldine Girvan, Director of Operations

11.10 CD/PM/111 VOL 2 ANTRIM PUBLIC REALM SCHEME, FOUNTAIN STREET

Officers have been liaising with The Department for Communities (DfC) regarding the advancement of a number of local regeneration schemes which are programmed to receive financial support.

In June 2019 Members approved an extension of the Fountain Street Public Realm Scheme to include paving from the former Dunnes entrance at Castle Mall to Winemark/Danske Bank.

Complications in obtaining a commitment from Castle Mall to advance the works has delayed starting this part of the scheme. The original Letter of Offer for funding from The Department for Communities (DfC) expired in December 2019. A letter of variation is anticipated from DfC which will extend the timeframe for completion to the end of March 2021. Officers have been liaising with the contractor who delivered the scheme, John McQuillan (Contracts) Limited as the Council's original contract with this company remains in place. Through negotiation with the contractor and a commitment of additional funding from DfC (in the region of £12,000) the works can now proceed with no additional funding required from the Council's.

The noted works are still dependent on acceptance of the licence between Castle Mall and the Council regarding the land.

RECOMMENDATION: that the advancement of the Environmental Improvement Scheme in Antrim on lands owned by Castle Mall with no match funding cost implication for the Council (subject to agreement of the licence between both parties) be noted.

Prepared and Agreed by: Colin McCabrey, Head of Economic Development

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