



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING AND  
REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON MONDAY 10 DECEMBER 2018  
AT 6.30 PM**

<b>In the Chair</b>	:	Councillor S Ross
<b>Committee Members Present</b>	:	Aldermen – P Barr and M Girvan Councillors - L Clarke, J Greer, A Logue, R Lynch, M Maguire, J Montgomery, S McCarthy and V McWilliam
<b>Non-Committee Members Present</b>	:	Alderman Smyth Councillors – D Hollis, N McClelland and B Webb
<b>Officers Present</b>	:	Director of Community Planning – N Harkness Head of Property & Building Services – B Doonan Head of Community Planning – L Moore Head of Arts & Culture – U Fay Head of Capital Development – R Hillen Head of Economic Development - P Kelly Head of Finance - J Balmer Management Accountant - R Murray IT Systems Support – A Cole Media and Marketing Officer – J McIntyre Members Services Manager – V Lisk Members Services – S Boyd Members Services – S Fisher

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Members to the December meeting of the Community Planning and Regeneration Committee and reminded all present of the audio recording protocol.

## **1 APOLOGIES**

Aldermen – M Cosgrove and T Burns  
Councillors - P Brett and J McGrath

## **2 DECLARATIONS OF INTEREST**

Item 3.13 – Councillor Webb

## **3. REPORT ON BUSINESS TO BE CONSIDERED**

The Chairperson advised that item 3.19 would be taken at this point of the meeting.

### **3.19 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2019/20**

Members were reminded that the Estimates Timetable as agreed by Council in July 2018 outlined that draft revenue estimates would be presented to the relevant Committees in December 2018.

A detailed report on the 2019/20 Estimates for Community Planning and Regeneration was circulated for Members' information.

Proposed by Councillor Maguire  
Seconded by Councillor Lynch and agreed that

**the report be noted.**

NO ACTION

### **3.1 AC/GEN/18 LIGHT UP CHARITY REQUESTS**

Members were reminded that a "Light Up" Policy was approved by the Operations Committee in November 2016 with a review to be carried out and reported to Committee in December 2017. At this meeting it was agreed that the continued operation of the "Light Up" Policy be approved with a further review carried out and reported to Committee in December 2018.

Since implementation of the policy requests for a variety of charity 'Light Ups' have continued to be made with officers able to respond quickly and as such the following light ups approved in 2018 and carried out with the accompanying PR activity:

Date	Charity / Cause
17 May 2018	Neuro Foundation Awareness Day
10 October 2018	World Mental Health Day
26 October 2018	Stand Up To Cancer
11 November 2018	Remembrance Sunday
14 November 2018	Diabetes Day

Prior to having a policy in place for 'Light Ups' individual requests were brought to committee as and when they were received, which as well as bringing additional administration also meant a slow decision making process given the meeting timetable and standing order framework. As the policy sets out clear criteria for the approval of requests it has enabled officers to respond to charities and advocates of good causes quickly and without the need to bring an individual report to Committee, a significant easing of an administration burden. Over the past two years the policy has enabled the processing of all such request to be carried out efficiently and effectively and it is proposed the 'Light Up' Policy continues to operate with a further review carried out and reported to Committee in December 2019.

Proposed by Alderman Girvan  
Seconded by Alderman Barr and agreed that

**the continued operation of the "Light Up" Policy be approved with a further review carried out and reported to Committee in December 2019.**

ACTION BY: Ursula Fay Head of Arts and Culture

### **3.2 AC/HE/23 2018 EUROPEAN YEAR OF CULTURAL HERITAGE – THE LATE SHIFT PROJECT**

Members were reminded that it was agreed by Committee in September that Museum at The Mill participate in The Late Shift project, which was a new and innovative project being delivered as part of 2018 European Year of Cultural Heritage led by the Northern Ireland Museums Council in partnership with Thrive Audience Development Company. The project aimed to deliver unique interactive experiences in seven museums across Northern Ireland over the weekend of 26 to 28 October with the aim of attracting different audiences 'after hours' both in terms of age and interests. The project was funded by Tourism NI, Heritage Lottery Fund NI and the Historic Heritage Division of the Department of Communities with approximately £2,500 to £3,000 funding available to each of the participating museums to cover all costs including programming, marketing and equipment hire.

The Museum at The Mill event focused on Health and Well-being with a range of energising activities for both mind and body being provided in the beautiful surroundings of Mossley Mill with activities held in both the Museum and the Civic Square and lent itself to being held in the morning so was identified as being the Early Shift element within the overall project. The event took place on Saturday 27 October from 8am to 11am at a cost of £5 per participant. It proved very popular with a new audience of 100 participants taking part in Tai Chi and Yoga in The Civic Square and a range of activities in the museum including a 'Sound Bath' aimed at enhancing relaxation, inner calm and peace. This received a total investment of £5,130 from the Northern Ireland Museums Council.

One of the project partners Thrive are evaluating the project and have indicated that the initial response of participants has been extremely positive. Feedback received shows 100% satisfaction with the venue location and

facilities, 95% satisfaction with atmosphere and 100% of survey respondents likely to attend another similar event at Mossley Mill. Feedback also indicates that in terms of spend, 59% would be willing to pay between £10 and £15 for a ticket in future with 30% of respondents reporting that this was their first visit to Mossley Mill.

The project team, led by the Northern Ireland Museums Council, now intend to develop a funding strategy for a second round of similar programming to take place in 2019 and has confirmed that this year's participating museums will be given first preference for involvement. The Museums Council had agreed with participants that income generated by the events be reinvested into the project to assist with the development of this second round of programming. In line with this programme principle it is proposed to transfer the £500 income generated by The Early Shift to the Northern Ireland Museums Council.

Proposed by Councillor Montgomery  
Seconded by Councillor Logue and agreed that

**the transfer of income of £500 from The Early Shift to the Northern Ireland Museums Council to assist with development of the second round of programming for 2019 be approved.**

ACTION BY: Samantha Curry, Culture and Heritage Manager

### **3.3 CP/CD/241 COMMUNITY SUPPORT PROGRAMME 2018/19 – LETTER OF VARIANCE**

Members were advised that a letter of variance has been received from the Department for Communities (DFC) outlining additional support for the delivery of the Council's Community Support Programme 2018/19.

Members were reminded that the Council accepted a letter of variance from DFC in June 2018 bringing the total for the delivery of the Community Support Plan 2018/19 to £260, 587.61. This additional amount of £5,702.03 to support front line advice services brings the revised total for the Community Support Programme award for 2018/19 to £266, 289.64. A copy of the Letter of Variance was circulated for Members' information.

Proposed by Alderman Barr  
Seconded by Councillor Montgomery and agreed that

**the Letter of Variance from DFC for an additional amount of £5,702.03 be accepted.**

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

### 3.4 CP/CP/048 TAKE 5 STEPS TO WELLBEING

Members were reminded that, *Love Living Here* the Community Plan for Antrim and Newtownabbey was published in June 2017 and the related action plan agreed in December 2017.

A key action, which will contribute to Outcome 1: Our Citizens Enjoy Good Health and Wellbeing, is support for and promotion of the Take 5 Steps to Wellbeing framework.

This initiative for which the action lead is the Public Health Agency was officially launched in the Valley Leisure Centre in May of this year at an event which showcased the straightforward yet effective nature of the model.

As part of the continued roll out of the initiative, all Community Planning partners have been asked to pledge their support for Take 5 and to promote its messages to employees and the general public.

**Take 5 Steps to Wellbeing** is about taking simple actions and making deliberate choices to look after ourselves. The ideas that follow are simple evidence based actions that are applicable to people in all walks of life and of all ages. By way of example:

- **Give** – volunteering opportunities in the Borough
- **Be active** – go for a walk or cycle on one of our many paths and trails.
- **Connect** – join a class or a club or local group.
- **Keep learning** – learn a new skill with our arts and culture courses.
- **Take notice** – visit some of our tourism sites.

Operationally, the Take 5 model cuts across all sections of the Council which provides opportunities to frame initiatives and activities the Council is already involved in under the 5 steps.

Subject to Members' agreement, officers from relevant sections will collaborate on showcasing how Council staff and residents can "Take 5". Provision for this activity exists Community Planning budgets.

Proposed by Councillor Maguire

Seconded by Councillor Montgomery and agreed that

**the Council pledges its support for Take 5 Steps to Wellbeing and commits to working with Community Planning partners to raise awareness of it with employees, Members and residents.**

ACTION BY: Alison Keenan, Community Planning Manager

### **3.5 CP/CD/003 BONFIRE MANAGEMENT PROGRAMME REVIEW 2018**

Members were reminded of the Bonfire Management Programme 2018 and the commitment within the programme to review it annually. A list of the 2018 participating sites is detailed below for Members' information:

#### **Antrim**

Neillsbrook - Bonfire  
Newpark and Caulside – No Bonfire or Beacon  
Parkhall (Kilgreel) – Beacon  
Steeple (Oaktree Drive) – No Bonfire or Beacon

#### **Newtownabbey**

Ballyduff (Forthill Drive) - Bonfire  
Burnside (Kelburn Park) - Beacon  
Doagh (Anderson Park) – Beacon  
Erskine Park - Bonfire  
Grange (Grange Drive) - Bonfire  
Monkstown (Abbeytown Square) - Bonfire  
Monkstown (Devenish Drive) - Bonfire  
New Mossley – Bonfire  
Old Mossley - Beacon  
Queenspark - Bonfire  
Rathcoole (Dunanney) – Bonfire  
Rathcoole (Foyle Hill) – Beacon  
Rathfern (Knockenagh Avenue) – Bonfire

Members were reminded that an Elected Members' workshop was held on 8 October 2018 to review the 2018 programme and discuss key issues. The following items were discussed:

- i. Sign up sessions to be held on 25/26 March 2019 with a deadline of 5 April 2019, after which groups will not be permitted to sign up;
- ii. The collection date would be no earlier than 17 May 2019;
- iii. The 3 day notification period for groups to have all materials removed from the site prior to 17 May will apply;
- iv. The amount of funding allocated to groups for the family fun events would remain at £2,700;
- v. The 3 day notification period for groups to have non-compliant materials removed from sites from the specified collection date until the family fun event;
- vi. The Council will continue to procure all goods and services for the family fun events;
- vii. Health and safety training will remain mandatory for groups responsible for the family fun events and who have not undertaken the training in the past 3 years.
- viii. It is estimated that 5 beacons will be utilised in 2019 at a cost of approximately £20,000 to include repairs, installation, filling and removal. Furthermore an additional beacon at a cost of £12,000 will need to be purchased to replenish existing stock.

Members are also reminded that at the Members' Workshop in October 2018 the longer term objectives of the programme were discussed to include:

- Reduce the use of flags, images and effigies
- Promote wider cultural links throughout the Borough
- Tackle sectarianism, racism, homophobia and other forms of prejudice

It was discussed during the workshop that these objectives would be reviewed in time for the 2020 Bonfire Management Programme.

Members were advised that a request was received from Ballycraig Environmental Development Association regarding the installation of a beacon at their Halloween event in October 2018 where they indicated that this would encourage the group to participate in the 2019 Bonfire Management Programme. If this progresses members may wish to consider increasing the budget to include an additional site at a cost of £2,700 which would bring the total number of designated sites availing of the programme to 18, from the list of 26 recognised sites. This being the case the total budget for 2019 would be £48,600 for family fun events.

Proposed by Councillor Maguire

Seconded by Alderman Girvan and agreed that

- i. The Council approves the key items outlined in i-vii above for inclusion in the Bonfire Management Programme 2019;**
- ii. A budget of £68,600 be included in the 2019/20 estimates for the implementation of the 2019 programme to include the funding of 18 festival events and the repair, installation, filling and removal of 5 beacons.**
- iii. A capital budget of £12,000 be included in the 2019/20 estimates to purchase an additional beacon to replenish existing stock.**
- iv. The longer term objectives of the Bonfire Management Programme be reviewed in time for the 2020 programme.**

An amendment proposed by Councillor Logue did not receive a seconder and she asked that her proposal to replace the word "reduce" with the word "prohibit" in relation to the use of flags, images and effigies in the longer term objectives be noted. In response to a further request, the Director undertook to provide information on the S75 screening of the policy to Councillor Logue.

ACTION BY: Jonathan Henderson, Community Support Officer/Nick Harkness, Director of Community Planning

### **3.6 CP/GR/089 & CP/GR/090 GOOD RELATIONS GRANT AID PROGRAMME 2018**

Members were reminded that the annual Good Relations Action Plan submitted to The Executive Office includes a budget of £20,000 for the implementation of a Good Relations Grant Aid Programme to support

community and race relations locally. This is a rolling programme which was open until November 2018 subject to budget availability.

Two applications were received, both successfully scored above the 50% threshold requesting a total amount of £5,000. A summary of all the applications received, the proposed award recommendations and an overview of the assessment and funding details were circulated for Members' consideration.

Proposed by Alderman Barr  
Seconded by Councillor Greer and agreed that

**the proposed funding award totaling £5,000 be approved.**

ACTION BY: Marc Scott, Good Relations Support Officer

### **3.7 CP/CP/7 COMMUNITY PLANNING PARTNERSHIP MINUTES**

Members were reminded that the Community Planning Partnership operates as a working group of the Council. As such the minutes of the March 2018 and June 2018 meetings of the Partnership were circulated for approval.

Councillor McClelland requested that the Council consider working towards becoming a Dementia friendly Borough. She acknowledged that an Officer had been appointed and asked for consent to move forward which was supported by the Chairperson.

Proposed by Councillor McCarthy  
Seconded by Councillor Clarke and agreed that

**the Community Planning Partnership minutes for 13 March 2018 and 12 June 2018 be approved.**

ACTION BY: Alison Keenan, Community Planning Manager

### **3.8 CP/CD/232, 233 & 247 NEIGHBOURHOOD RENEWAL /AREAS AT RISK/COMMUNITY SUPPORT PROGRAMME-REVIEW**

Members were reminded of the Neighbourhood Renewal, Areas at Risk and Community Support Programmes operating across the Borough and funded by the Department for Communities (DFC) and the Council. An outline of the programmes is provided below.

#### **NEIGHBOURHOOD RENEWAL IN RATHCOOLE AND GRANGE**

The Neighbourhood Renewal Programmes have been operating in Rathcoole and Grange since 2006. In 2018/19 the total budget for Rathcoole is £80,651 (£78,518 from DFC and £2,133 ANBC) and for Grange £44,462 from DFC. Both Programmes have associated action plans which are reviewed by the Neighbourhood Renewal Partnerships in each of the areas. Monitoring reports are also provided to the Partnerships, DFC and the Council. DFC undertook



an evaluation of the regional Neighbourhood Renewal Strategy 'People and Place' in 2015 and implemented changes, which in Antrim and Newtownabbey translated into a reduction in the budget allocation to Synergy and the Newtownabbey Women's Group. Neither of the Rathcoole or Grange Action Plans have been subject to a comprehensive review since 2015.

## **AREAS AT RISK**

The Areas at Risk Programmes have been delivered in Newtownabbey (Carnmoney, Monkstown and Mossley Super Output Areas) since 2013 and in Antrim (Farranshane, Ballycraigy and Steeple Super Output Areas) since 2015. The Programme in Antrim is fully funded by the Council and in 2018/19 an amount of £111,199 was allocated.

The Programme in Newtownabbey has an allocated budget of £126,920, (£66,750 from DfC and £60,170 from the Council). The Newtownabbey programme underwent an evaluation, carried out by Brendan Smith Consultancy in 2015 and a number of recommendations were implemented. Monitoring reports are provided to DfC and the Council on a six monthly basis. In addition, Council Officers facilitate twice yearly sessions with Elected Members wherein the programme delivery groups give presentations on the progress of the projects.

## **COMMUNITY SUPPORT PLAN**

As part of the funding contribution (£266,289 in 2018/19) from DfC under the Community Support Programme, the Council is required to develop and submit a Community Support Plan outlining a programme of support for local community development in the Borough. Following the Council merger in April 2015 Antrim and Newtownabbey Borough Council adopted the legacy Newtownabbey Community Support Plan 2013-2017. In 2017 this Plan was extended indefinitely pending a regional review of the Community Support Programme by DfC, which to date has not yet been undertaken. Given that the current Plan is based on community consultation undertaken in 2013 it may be appropriate to review in order to develop an up to date Plan to run from 1 April 2019.

Considering that all the above programmes have been in operation for a significant period of time without a comprehensive review process it is proposed that the Council appoints a suitable individual/organisation to undertake a review of the three programmes. It is anticipated that this process will begin in January 2019 and be completed by 31 March 2019 with revised plans ready for implementation from 1 April 2019. It is estimated that this would cost no more than £7,500, provision for which has been made within the department budget.

Proposed by Alderman Girvan  
Seconded by Alderman Barr and agreed that

**the Council approves an amount of £7,500, of which can be found in the current Community Services departmental budget, to appoint a suitable**

**individual/organisation to undertake a review of the Neighbourhood Renewal Programme, Areas at Risk Programme and Community Support Plan.**

ACTION BY: Jonathan Henderson, Community Support Officer

### **3.9 CP/CD/65 VOL 2 DUNANNEY CENTRE - TENANCY UPDATE**

Members were reminded that the legal transfer of the Dunannee Centre from the Rathcoole Churches Community Group to the Council was completed in February 2018.

Since April 2018 there have been six long term tenants utilising the Centre. Recently however Bryson Future Skills has given notice of termination of its tenancy agreement with effect from 1 January 2019 the reason being that the organisation no longer requires the use of the facility.

Members are also advised that the Bytes Project will be terminating their contract as of the 31 December 2018.

Officers are currently liaising with two groups interested in renting space in the Centre; [REDACTED]

Alternatively, there could be other bodies over community organisations who could use the space to service community need. As a result Officers note two options:-

Option 1 Offer space to the current interested parties

Option 2 Advertise opportunity and invite respondents to articulate how they would meet community need. DEA Members to be given the opportunity to be involved in the evaluations.

Proposed by Councillor Greer

Seconded by Councillor Clarke and agreed that

**Option 2 - the opportunity be advertised and respondents invited to articulate how they would meet community need. DEA Members to be given the opportunity to be involved in the evaluations - be approved.**

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

### **3.10 CP/CP/085 DEA FUNDING PROGRAMME**

Members were reminded of the DEA funding programme which commenced in December 2015. In the current financial year there is budget provision of £50,000 per DEA. Details of all the projects scheduled and current status was circulated for Members' consideration.

Members were advised that a mid-year review took place in October to establish spend to date and to take Members' views, where appropriate, on how projected underspend should be utilised.

Members' queries in relation to the ownership of and responsibility for the ownership of the bus shelter were answered by the Director of Community Planning who also undertook to revert to Members on anticipated timescales.

Proposed by Councillor Clarke

Seconded by Alderman Girvan and agreed that

- i. The schedule of projects be noted.**
- ii. Painting and repair of the bus stop in Toome be agreed at a cost of £1270 utilising the underspend in Dunsilly DEA.**
- iii. To utilise any remaining underspend, for the Dunsilly DEA, to upgrade the footpath at Neillsbrook from the weir gate to the viewing point to meet the existing footpath works completed in 2017.**
- iv. Provision of a river side garden located under river bridge in Ballyclare to make connections between town and Park be agreed at a cost of £14,500 utilising the underspend in Ballyclare DEA.**
- v. A Members' workshop be arranged for January 2019 to allocate any underspend and to consider projects for the financial year 2019/2020.**

ACTION BY: Alison Keenan, Community Planning Manager/Nick Harkness, Director of Community Planning

### **3.11 CP/CD/214 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2018/19 – SMALL GRANTS FUNDING RECOMMENDATIONS**

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 are 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 2018/19 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 will be withdrawn.

During the months of October and November, four applications totalling £2,000 were received and were assessed by Officers as outlined below:-

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded	Notes
Abbey Allsorts	Small Activity Grant for hall rent and insurance	66%	£500.00	<b>£500.00</b>	–
Hollybank Pre-school	Small Activity Grant for Insurance	46%	£500.00	<b>£0.00</b>	Failed to meet scoring criteria
All About Us – ASD Teens	Small Seeding Grant for telephone, stationery, arts & crafts resources & sensory play charts	33%	£500.00	<b>£0.00</b>	Failed to meet scoring criteria
Randal Community Shed	Small Seeding Grant for electricity, insurance & tools	26%	£500.00	<b>£0.00</b>	Failed to meet scoring criteria

The total budget available for Small Grants for the 2018/19 financial year is £8,129.50. The total amount of financial assistance awarded to date is £6,171.30 leaving a balance of £1,958.20 to fund future applications that may be submitted to the Council during the remainder of the year.

Proposed by Councillor Clarke  
Seconded by Alderman Girvan and agreed that

**the Small Grant award recommendation be approved and that feedback is provided to the unsuccessful applicants.**

ACTION BY: Kerry Brady, Community Support & Governance Officer

### 3.12 CP/GEN/19 COMMUNITY PLANNING SECTION - PARTNERSHIP MINUTES

Members were advised that the quarterly update Partnership Minutes as listed below can be viewed in the new electronic folder called “**Partnership Minutes for Members Information**” on their l pads.

Community Development		
File Ref	Date of Meeting	Name of Partnership
D/Gen/91	1 March 2018	Antrim & Newtownabbey Citizens Advice Bureau
D/CSP/48	25 July 2018	Antrim & Newtownabbey Policing & Community Safety Partnership (PCSP)
D/DP/67	21 Aug 2018	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	13 June 2018	Grange Neighbourhood Renewal Partnership

	12 Sept 2018	
	-	Joint Cohesion Group
CP/GR/43	-	Traveller Issues Local Government Partnership

Proposed by Councillor Lynch  
Seconded by Alderman Barr and agreed that

**the Partnership Minutes be noted.**

NO ACTION

### **3.13 AC/MU/8 NI HOSPICE CHRISTMAS COFFEE MORNING AT SENTRY HILL**

Members were advised that Sentry Hill has, since 2012, hosted a very successful coffee morning to raise funds for the Northern Ireland Hospice each December. Now well established as a Christmas tradition, this year's coffee morning is scheduled to take place on Wednesday 12 December from 10am until 12noon. An invitation to Council members had been issued.

Sentry Hill has developed a strong relationship with the Hospice over the years both through providing outreach and hosting visits from day patients, group visits from Hospice volunteers and is the venue used by the Hospice for its annual 'Legacy Day' fund raising event.

Proposed by Alderman Barr  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

NO ACTION

### **3.14 CPR/PBS/BC/005 LAND AND PROPERTY SERVICES STATISTICS FOR HOUSING COMMENCEMENTS AND COMPLETIONS**

The Building Control Section on a monthly basis send a range of statistical reports to Land and Property Services relating to a range of building regulations activity, including commencement and completion of applications received. On a quarterly basis LPS publishes their analysis of these reports relating to new housing and the latest version for July to September 2018 can be found on the following link  
<https://www.finance-ni.gov.uk/topics/statistics-and-research/new-dwelling-statistics>.

The tables highlighting the numbers of new dwelling commencements and completions under the Building Regulations for each of the 11 Council areas were circulated for Members' information.

Proposed by Alderman Girvan  
Seconded by Councillor Maguire and agreed that

the report be noted.

NO ACTION

### **3.15 PBS/BC/002 BUILDING CONTROL MATTERS FOR THE PERIOD 1-30 SEPTEMBER 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 – 40                      Building Notices – 124                      Regularisation Certificates – 58

#### **Full Plans**

Approvals – 47                      Rejected applications requiring resubmissions – 49

#### **Commencements & Completions**

Commencements – 179                      Completions - 193

**Inspections** - A total of 816 Site Inspections were carried out.

**Regularisation Certificate** - 41 Regularisation Certificates issued.

**Building Notice**- 65 Completion Certificates issued

#### **Property Certificates**

Received – 212

#### **Energy Performance of Building Regulations**

Display Energy Certificate's checked – 49 & 77% compliance

Air Conditioning Units Checked – 7 checked & 71% compliance

#### **Income**

Plan Fees Received for Month	£20,110.38
Inspection Fees Invoiced for Month	£2,7067.62
Building Notice Fees Received for Month	£8,326.00
Regularisation Fees Received for Month	£5,544.00
Property Certificate Fees Received for Month	<u>£14,725.00</u>
<b>TOTAL</b>	<b>£75,773.00</b>

#### **Projected Annual Income**

**£515,414.00**

#### **Year to Date Actual Income**

**£540,170.00**

#### **Postal Numbering & Development Naming**

Numbers of official postal numbers issued –29

Number of new developments named - 1

#### **LPS Partnership**

Commercial Vacancies – 60 (Commercial vacancy tranche received on September 2018 – Nearing Completion).

Property details surveys completed - 29

Proposed by Alderman Barr

Seconded by Councillor Clarke and agreed that

**the report be noted.**

NO ACTION

### **3.16 CPR/PBS/BC/2 ENERGY PERFORMANCE OF BUILDINGS DIRECTIVE AUDIT REPORT FROM DEPARTMENT OF FINANCE**

Members were reminded that the Building Control Section enforce the statutory legislation in relation to Energy Performance of Buildings (Certificate and Inspections) Regulations (Northern Ireland) 2008 and The Energy Performance of Buildings (Certificate and Inspections) (Amendment) Regulations (Northern Ireland) 2013.

The Building Standards Branch of the Department of Finance (DoF) oversee the enforcement of this legislation within Northern Ireland. In September and October 2018 the Building Standards Branch audited the work of the Council in relation to the enforcement of this legislation. The audit report is favourable, commenting "In conclusion and having completed audits in a number of Council areas, DoF can confirm that Antrim and Newtownabbey District Council are well structured, organised and methodical in their approach to EPB activities".

The report was circulated for Members' information.

Proposed by Councillor Montgomery  
Seconded by Alderman Girvan and agreed that

**the report be noted.**

NO ACTION

### **3.17 AC/EV/3 GARDEN SHOW IRELAND 2019**

Members were reminded that Garden Show Ireland (GSI) had been held in Antrim Castle Gardens annually since 2014 having moved to the Gardens from Hillsborough Castle where it had been held for a decade. Taking place in early May the Show is a three day festival of flowers, food and family fun themed around gardening and is aimed at a wide audience from enthusiastic growers, retirees, young couples, families and groups.

The Council had been providing financial support to GSI for delivery of the Show in Castle Gardens from 2014. This has risen from an initial annual contribution of £15,000 to £25,000 in 2016, and a further increase to £35,000 was approved by the Operations Committee in June 2018 in return for a commitment from GSI to continue to hold the Show in Castle Gardens in 2019 and 2020.

Over the five year period of the Show being held in Antrim Castle Gardens average attendances are approximately 25,000. A large proportion of visitors to the Show come from outside of the Borough as well as from outside of Northern Ireland. Specialist traders and exhibitors also participate in the Show

from all over the UK and ROI. Tourism Northern Ireland (TNI), who support the event as part of their event sponsorship programme, have advised that they place a value of £18 per day on a day visit to an area. If this formula is used, the economic impact of the event over the past five years is estimated at £2.25 million or £450,000 annually. In addition, a post Show evaluation in 2018 revealed 5.8 million media opportunities (many with international reach) to see or hear about the Show and the Gardens.

GSI is a small business owned and managed by a sole trader. As a company, it has grown the Show annually from its inception and since relocating to Antrim Castle Gardens, the Show has achieved significant community engagement through the schools garden competition and community garden elements. It was reported to the Community Planning and Regeneration Committee in September that GSI were committed to delivery of the Show in 2019 and 2020. However, as preparations for the 2019 Show have begun, GSI has expressed reservations about its capacity to continue to deliver such a large-scale event given its limited resources and appetite for risk. The owner of the company however feels that the Show has found itself the perfect location in the historic setting of Antrim Castle Gardens with the support of the Council, excellent road infrastructure and the wider visitor retail and hospitality offer. She had asked if the Council would consider a future arrangement for delivery of the Show via a partnership approach proposing that Council lead on all the peripheral, logistical, entertainment and non-garden aspects of the Show while GSI would retain responsibility for the specialist garden elements. GSI proposed that this partnership approach would present the following opportunities for both parties:

- For Antrim Castle Gardens to host an annually major event on the Northern Ireland calendar during the shoulder season which is already supported by TNI.
- Further expansion and development of Northern Ireland's largest gardening event to create a wider festival for the spring.
- The opportunity to secure significant direct economic impact to Antrim and the Borough from the event and use the event to contribute to the Council economic development strategy.
- The opportunity to use the GSI brand to promote the wider Borough area and its tourism initiatives in particular the Castles and Gardens tourism theme.
- The opportunity to host a second major event, in addition to Enchanted Winter Garden, with appeal across Northern Ireland and beyond, at Antrim Castle Gardens with minimum cost to rate-payers through the event's ability to generate income and sponsorship.
- The opportunity to increase further promotion of Antrim Castle Gardens and the wider Borough as a regional and visitor destination.



However, following early discussions about the feasibility of this, GSI has concluded reluctantly that they have not allowed sufficient time for this process to be completed in order to deliver the show in 2019 and have advised that it is their intention instead to complete a detailed review of Garden Show Ireland and its future strategy and therefore defer running the Show in May 2019.

They have reaffirmed their commitment to running a show in the future in Antrim Castle Gardens and intend continuing the discussions with officers regarding the event review and potential for a future arrangement.

The dates which had been provisionally set for the 2019 Garden Show event were Friday 3 to Sunday 5 May which is the first May Bank holiday weekend. The Shane's Castle Annual Steam Fair event is also scheduled for Sunday 5 and Monday 6 May so there will be a large-scale regional event running in Antrim at this time and the potential for the Council to support the Shane's Castle event through tourism promotion.

The dates for Antrim Live 2019 have already been set with this outdoor festival scheduled for Friday 5 to Sunday 7 April. This year's festival is being developed with a carnival theme inspired by the popularity of the Greatest Showman and there is an opportunity to utilise the Garden Show budget to add events within Castle Gardens to supplement the Antrim Live offer.

Members expressed disappointment that there would be no event in 2019 and acknowledged the work of the Officers in growing the event. Councillor Montgomery requested that garden and food related elements be incorporated into the Antrim Live 2019 event in April, where possible.

Proposed by Councillor Montgomery  
Seconded by Councillor Maguire and agreed that

**the report be noted.**

ACTION BY: Ursula Fay Head of Arts and Culture

### **3.18 CD/PM/117 QUARTERLY UPDATE - CAPITAL PROGRAMME**

A Capital Projects Status Report for December 2018 was circulated for Members' information.

Proposed by Alderman Barr  
Seconded by Councillor Maguire and agreed that

**the report be noted.**

NO ACTION

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

Proposed by Councillor McCarthy  
Seconded by Alderman Barr and agreed that

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

### **3.20 IN CONFIDENCE FI/PRO/TEN/189 PEACE IV RESPECTING DIFFERENCE PROGRAMME**

Members were reminded that a letter of offer for £3,063,346.40 was received from the Special European Union Programmes Body (SEUPB) in August 2017 for delivery of the PEACE IV Local Action Plan in Antrim and Newtownabbey. The approved Local Action Plan includes 16 programmes (encompassing 31 projects) under the three key themes of Children and Young People, Shared Spaces and Services, and Building Positive Relations. A mixed delivery approach was employed with the PEACE IV Partnership and as a result, 18 projects were agreed to be procured by public tender via a phased procurement process, the 13 remaining projects are Council led.

Members were also reminded that tenders for the Children and Young People Programme 1c – Early Intervention - Respecting Difference Programme were re-issued following one unsuccessful public tender exercise (September 2018). Tenders were invited on 19<sup>th</sup> October 2018 via eSourcingNI and sign-posted on eTenders.ie and eTendersNI. The closing date was 16<sup>th</sup> November 2018.

One tender submission was received for this programme. Members are advised that the scoring panel considered the submission in two stages: Stage 1 – Selection Stage: The tender was evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, technical capacity and capability of the team and team leader, declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2 – Award Criteria – Quality/ Cost Assessment: The tender was evaluated on the basis of: Design and Methodology (10%), Recruitment (15%), Implementation Plan (35%), Delivery Timetable (5%), Quality Management (5%), Cost (30%) as follows:

<b>Tenderer</b>	<b>Quality Score % (out of 70%)</b>	<b>Cost Score % (out of 30%)</b>	<b>Total Score % (out of 100%)</b>	<b>Total Cost (£) (excl. VAT)</b>	<b>Rank</b>
Early Years – the organisation for children	████	████	82%	£70,897.77	1

The Head of Community Planning undertook to respond to Councillor Montgomery's query in relation to this Tender.

Proposed by Councillor Clarke  
Seconded by Alderman Barr and agreed that

having achieved a score of 82%, Early Years be appointed to deliver the CYP Prog 1c – Early Intervention - Respecting Difference Programme at a cost of £70,897.77 (excl VAT) subject to PEACE IV Partnership and SEUPB approval. The cost is within the maximum budget available of £[REDACTED] (excl VAT).

ACTION BY: Connor O'Dornan, PEACE IV Co-ordinator/ Louise Moore, Head of Community Planning

### 3.21 **IN CONFIDENCE** FI/PRO/TEN/234 & CP/GEN/021 TENDER FOR THE PROVISION OF GENERALIST ADVICE SERVICES 2019-2022

One tender for the Provision of Generalist Advices Services 2019-2022 was opened via eTendersNI on 20 November 2018 and referred to the evaluation panel for assessment. The tender was evaluated on a two-stage basis as follows:

#### **STAGE 1 – SELECTION STAGE**

The tender was evaluated on a pass/fail basis for tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, declarations and form of tender. The tender met the requirements of Stage 1 and therefore proceeded to Stage 2.

#### **STAGE 2 – AWARD STAGE**

##### **Quality/Commercial Assessment**

The tender was evaluated on the basis of Quality (80%), Lowest Total Annual Cost (10%) and Proposed Staffing Hours (10%) as follows:

Recommendation	Quality Score (out of 80%)	Cost Score (out of 10%)	Proposed Staffing Hours (out of 10%)	Total Score (out of 100%)	Total Annual Cost (£) (excl. VAT)
Citizens Advice Antrim & Newtownabbey (subject to reconstitution in the new financial year)	[REDACTED]	[REDACTED]	[REDACTED]	74%	£312,000

Proposed by Councillor Maguire  
Seconded by Alderman Girvan and agreed that

**having achieved an acceptable score of 74%, Citizens Advice Antrim & Newtownabbey be appointed for the Provision of Generalist Advice Services 2019-2022 at the tendered rates. The cost is within the maximum funding available of £[REDACTED] (excl. VAT) per annum.**

ACTION BY: Julia Clarke, Procurement Officer

### 3.22 IN CONFIDENCE ED/ED/055 LOUGH NEAGH RESCUE: OPTIONS FOR FUNDING

Members were reminded that the Council had provided annual grant assistance to Lough Neagh Rescue (LNR) in the sum of up to £12,000 per annum to support its operational costs in providing a voluntary rescue service from its temporary site at Antrim Lough Shore Park. In April 2018 the Council agreed to renew funding of up to £12,000 for 2018-19. Members were also reminded that it is the Council's intention to accommodate LNR within the proposed new Gateway Centre at the Lough Shore Park subject to negotiating terms.

Prior to the completion of the Gateway Centre, which was anticipated in August 2019, a new arrangement between the Council and the charity would be required, as LNR would then be accommodated within the Council's facility rather than its own property. [REDACTED]

In determining a more long term agreement with LNR Members considered the following options:

#### (a) Options for future funding:

- Option 1: [REDACTED]  
[REDACTED]  
[REDACTED]
- Option 2: [REDACTED]  
[REDACTED]

#### (b) [REDACTED]:

- Option 1: [REDACTED]  
[REDACTED]  
[REDACTED]
- Option 2: [REDACTED]  
[REDACTED]  
[REDACTED]
- Option 3: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### (c) [REDACTED]:

- Option 1: [REDACTED]  
[REDACTED]  
[REDACTED]
- Option 2: [REDACTED]  
[REDACTED]
- Option 3: [REDACTED]  
[REDACTED]
- Option 4: [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

Proposed by Councillor Montgomery  
Seconded by Councillor Logue and agreed that

**Lough Neagh Rescue be invited to make a presentation to the Committee outlining the service they provide and how any funding would be used, and any decision be deferred until then.**

ACTION BY: Paul Kelly, Head of Economic Development

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

Proposed by Alderman Barr  
Seconded by Councillor Greer and agreed that

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

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

**4. ANY OTHER RELEVANT BUSINESS**

Alderman Barr asked for an update on the Community Centres' review and Officers confirmed that a meeting would be scheduled in January and a variety of dates would be provided to the relevant Members for consideration.

ACTION BY: Louise Moore, Head of Community Planning

Councillor McCarthy and Members congratulated Councillor Greer on his recent engagement.

The Chairman wished the Members and Officers a Merry Christmas and congratulated Ursula Fay on her interview on Saturday morning in relation to the Enchanted Winter Garden.

There being no further committee business the Chairperson thanked everyone for their attendance and the meeting concluded at 7.21pm.

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**MAYOR**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.***

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