



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING COMMITTEE
HELD IN MOSSLEY MILL ON MONDAY 7 DECEMBER 2020 AT 6.30 PM**

- In the Chair** : Councillor M Cooper
- Committee** : Alderman P Michael
Councillors - P Dunlop, G Finlay, M Goodman,
N McClelland, V McWilliam, M Magill, N Ramsay,
S Ross, L Smyth, M Stewart and R Wilson
- Non Committee Members:** : Alderman L Clarke
Councillors – A Bennington and B Webb
- Officers Present** : Director of Community Planning - N Harkness
Head of Arts & Culture – U Fay
Head of Capital Development – R Hillen
Community Planning Manager – R McKenna
Head of Property & Building Services – B Doonan
Systems Support Officer ICT – C Bell
Mayor and Member Services Officer – S Fisher

CHAIRPERSON'S REMARKS

The Chairperson welcomed Members to the December meeting of the Community Planning Committee and reminded all present of the audio recording protocol. The Chairperson also took the opportunity to thank all those who worked on the DEA virtual switch-on events. He and other Committee Members commented on the fantastic work done by the team which has been reflected in the many comments and praise from the community.

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press can access those parts of the meeting which they are entitled to attend via livestream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

1 APOLOGIES

Alderman McGrath
Councillor Robinson

2 DECLARATIONS OF INTEREST

Item 5.2 – Councillor McClelland

3 PRESENTATION

As requested by Members at the Community Planning Committee meeting on 9 November 2020 a presentation on the Multi-Agency Support Hub (MASH) was provided by Ronan McKenna, Community Planning Manager.

The Chairperson thanked Ronan for his presentation and commended the work of the Hub to the Members and advised that the presentation would be circulated.

ACTION BY: Member Services

4 ITEMS FOR DECISION

4.1 CP/GEN/034 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2020/21 FUNDING RECOMMENDATIONS – SMALL GRANTS AND PREMISES

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

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members were advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2020/21 financial year.

In December 2019 Members agreed that from 1 April 2020 all Small Grant requests of £500 or less be assessed on the basis of Pass/Fail against eligibility criteria and not subjected to a scored assessment process. All proposed awards are subject to the receipt of a Group Constitution, List of Committee Members, Bank Statement, Annual Accounts and a signed disclosure from the group confirming that all other appropriate supporting documentation is in place and can be provided on request or the offer of funding will be withdrawn.

During the month of November, 2 applications totalling £1,000 had been received and assessed by Officers as outlined below.

Group Name/Project Promoter	Project Description/Title	Pass/Fail	Amount Requested	Amount Awarded
East Antrim Battalion The Boys' Brigade	Mobile Museum Exhibition in Ballyclare to	Pass	£500.00	£500.00

	promote the work of the Boys' Brigade			
Mallusk and District Community Support	Design, printing and distribution of a promotional leaflet and installation of plastic screens in the office	Pass	£500.00	£500.00

The total budget available for the Community Development Small Grant Aid Programme 2020/21 was £10,000 with a budget of £5,600 remaining.

The total amount of financial assistance requested by the applications outlined above was £1,000 and when approved by Council it would leave a balance of £4,600 to fund further applications submitted during the course of the current financial year.

Premises Grant

Members were advised that RATH Community Group, based in the Dunanney Centre, Rathcoole, submitted an application for a Premises Grant in July 2020. The assessment had been delayed pending further information.

Following recent discussions with Council Officers this application had now been assessed and was outlined below for Members' consideration.

Group Name/Project Promoter	Project Description/Title	Pass/Fail	Amount Requested	Amount Awarded
RATH community Group	Premises Grant Room 21, Dunanney Centre, Rathcoole	Pass	£1,300.00	£1,300.00

Proposed by Councillor McWilliam
Seconded by Councillor Goodman and agreed that

the Small Grants (£1,000) and Premises Grant application (£1,300) outlined above be approved.

ACTION BY: Jonathan Henderson, Community Services Coordinator

4.2 CP/CD/354 COVID-19 COMMUNITY SUPPORT FUND

Members were reminded that the COVID-19 Community Support Fund, funded by the Department for Communities (DfC), delivery plan was approved by Council on 26 October 2020 at no cost to the Council.

Under the 'Connectivity' theme of the delivery plan, a £35,000 budget was agreed for IT equipment for post primary and special schools to support pupils in digital poverty especially if required to study from home due to COVID – 19.

An expression of interest process for schools was opened on 15 October 2020 and closed on 23 October 2020. Ten schools expressed an interest in the scheme. In total 49 devices have been requested at a cost of £22,624. Therefore the programme was under subscribed by £12,376 against the allocated budget. The budget is fully funded by DfC and must be spent before the end of March 2021.

Monkstown Boxing Club expressed an interest in the scheme. In addition to a partnership with Abbey Community College, the club delivers an employability support programme to young people, including those not in education, employment or training both in the evening and during the day. Access to enhanced IT equipment such as tablets and laptops enables staff to greatly improve services to this vulnerable and isolated group.

Young people aged 16 – 24 are expected to be some of the most hardest hit as a result of the COVID-19 pandemic, due to the fact that many are low skilled, have poor educational attainment and have several barriers facing them entering the employment market. At present the Club's services are stretched and additional capacity would have a direct impact on those facing long term economic inactivity. The Club currently offer support to young people from Rathcoole, Monkstown and Rathfern.

Proposed by Councillor Ross
Seconded by Councillor Goodman and agreed that

Members approve the request from Monkstown Boxing Club to be included in the IT Connectivity Programme.

ACTION BY: Ronan McKenna, Community Planning Manager

**4.3 AC/EV/66 CENTENARY OF NORTHERN IRELAND
CP/GEN/039 NORTHERN IRELAND CENTENARY EVENTS FUND 2021**

Members were reminded that the NI Centenary Working Group continued to meet regularly, with the minutes of the meetings of 5 August and 29 September 2020 approved at the October Community Planning Committee Meeting. The Working Group held a virtual programming workshop on 21 October 2020 to discuss programming for the Centenary and the minutes were circulated for Members' information.

A further meeting of the Working Group was held on Wednesday 4 November 2020 via zoom where the workshop minutes were approved and the minutes of this meeting were also circulated for Members' information.

Updated branding proposals were also approved and were circulated for Members' information. There are two agreed brands, a Centenary brand and an updated version of the corporate brand, both of which will have accompanying brand guidelines outlining how it should be used on various assets throughout 2021. The appropriate branding will be applied on Council communications including the website, emails, corporate stationery and

other items where reasonably practical and where the lifespan of the item does not exceed the 2021 Centenary year.

Members were also reminded that it was agreed to ring fence £20,000 from the Community Festivals Fund 2021/22 to support constituted Community/Voluntary Groups wishing to host NI Centenary events within their local areas.

The maximum award proposed is £1,000 and the eligibility criteria and scoring matrix similar to that used under the current Community Development Small Grant Aid Programme.

A public call for applications to the fund is planned for Monday 11 January 2021 with a closing date of Friday 19 February 2021 at 4pm. A report outlining the grant recommendations will be presented to the Community Planning Committee for approval on Monday 8 March 2021.

Applications would be required to demonstrate how their event/project meets the objectives of the programme under one or more of the following themes:

- Reflection
- Celebration
- Inspiration

It is envisaged that all events will take place during the period 1 April – 31 December 2021 and eligible events/projects funded may include:

- Art/Photographic Exhibitions/Installations
- Planting Schemes
- Historical Talks and Tours
- Street Parties
- Tea Dances
- Church Services
- Film Screenings
- Community Celebration Events

The Chairperson asked that appreciation for the work carried out by the Head of Arts and Culture be noted.

Proposed by Councillor Dunlop

Seconded by Councillor Ross and agreed that

- 1. the minutes of the workshop and meeting of the NI Centenary Working Group be approved; and,**
- 2. the funding programme for Northern Ireland Centenary Events Fund is launched for applications on Monday 11 January 2021.**

ACTION BY: Ursula Fay, Head of Arts and Culture and Jonathan Henderson, Community Services Coordinator

4.4 PBS/BC/003 VOL 2 STREET NAMING – MONKSTOWN ROAD, NEWTOWNABBEY

A development naming application from Alan Patterson Design, Architects, on behalf of Brayfield Developments, regarding the naming of a residential development at Monkstown Road, Newtownabbey was received on 9 November 2020. The development consists of 92 units a mix of detached/semi-detached dwellings and apartments.

The development names and developer's rationale have been submitted as outlined below, with the developer's location map and site plan circulated.

- 1 – Carnlea Wood – The name Carnlea comes from a historical mapping reference as indicated on the circulated map. The lands used to sit within the Carnlea hamlet
- 2 – Carnlea Hall – as above
- 3 – Carnlea Manor – as above

Should the Council not wish to select one of the above names; the matter will be referred back to the developer via the Building Control section for further consideration.

Proposed by Councillor Dunlop
Seconded by Councillor Ross and agreed that

the name Carnlea Wood be selected for the development and Officers be given discretion to add suffixes to the overall development name for ease of postal numbering.

ACTION BY: William Richmond, Principal Building Control Surveyor

4.5 PBS/BC/003 VOL 2 STREET NAMING – DUNADRY ROAD - DUNADRY

A development naming application was received from Patrick Morwood on behalf of Simpson Developments regarding the naming of a residential development at Dunadry Road, Dunadry. The development consists of 13 dwellings, these being a mix of detached and semi – detached. The development name and developer's rationale have been submitted as outlined below, with the developer's application, location map and site plan circulated.

- 1 – Dunadry Gate – In 1251 Dunadry Townland was known as Dun Eadarghabhal (a fort between forks). This refers to a fort which stood at the confluence of Rathmore Burn and Sixmilewater River, adjacent to the development site. The fort served as protection to the inhabitants and was also referred to as Dun Eadargh Geata, which refers to the gate of the fort.

Council should be aware that Dunadry Gate has been used for advertising purposes for a number of years at this site, prior to an application being submitted.

Should the Council not wish to select the above name; the matter will be referred back to the developer via the Building Control section for further consideration.

Proposed by Councillor Magill
Seconded by Alderman Michael and agreed that

- a) the name Dundary Gate be selected for the development;**
- b) in future developers provide at least three options for street naming for consideration.**

ACTION BY: Liam McFadden, Principal Building Control Surveyor

4.6 PBS/BC/003 VOL 2 STREET NAMING – DOAGH ROAD, BALLYCLARE

A development naming application was received from Patrick Morwood on behalf of Simpson Developments regarding the naming of a residential development at Doagh Road, Ballyclare. The development consists of 38 dwellings these being a mix of detached and semi – detached. The site will be accessed through Willendale Meadows. The development names and developer's rationale have been submitted as outlined below, with the developer's application, location map and site plan circulated.

1 – Petticrew Park – The development is situated on the site of the former Willendale papermill. John Petticrew, a native of Ballyclare, was appointed and entrusted as agent for the mill owners to buy and transport materials. The papermill was owned by Francis Joy, a well known Belfast businessman, who published the first Belfast Newsletter in 1740.

2 – Archers Park – Archer and Son owned the papermill from 1847 and created a thriving business in Ballyclare. They were responsible for a large proportion of the town's success in the mid-1800s.

3 – Jacksons Park – Jackson introduced the first paper making cylinders into Ballyclare Papermill, creating employment in the area for decades.

Should the Council not wish to select one of the above names; the matter will be referred back to the developer via the Building Control section for further consideration.

Proposed by Councillor Ramsay
Seconded by Councillor McWilliam and agreed that

the name Petticrew Park be selected for the development.

ACTION BY: Liam McFadden, Principal Building Control Surveyor

4.7 AC/ACG/012 ANTRIM CASTLE GARDENS COMMUNITY SERVICE PLACEMENTS

Correspondence had been received from the Probation Board for Northern Ireland (PBNI) requesting that Antrim Castle Gardens and the adjoining walks to The Loughshore could be used as sites for community service placements.

This meant that someone who has been given a community service order at court would do unpaid work on a voluntary basis. A Community Service Supervisor will be with any workers at the site to supervise tasks which might include litter picking, cutting grass, hedges, painting inside or outside.

Community Service voluntary work can cover any general maintenance work or something identified by management. Prior to any work being undertaken PBNI would carry out site visits and complete risk assessments including COVID-19 safety measures.

Proposed by Councillor Dunlop
Seconded by Councillor Smyth and agreed that

the request from the Probation Board for Northern Ireland to have Antrim Castle Gardens, including walk to The Loughshore, as a site for Community Service placements be approved.

ACTION BY: Ursula Fay, Head of Arts and Culture

4.8 AC/GEN/068 THE GATEWAY VISITOR CENTRE EXHIBITION SPACE

Members were reminded that development of the exhibition at The Gateway Visitor Centre is ongoing. Correspondence had been received from the Lough Neagh Partnership advising that they have been successful in a bid for funding to install a live stream camera on the Torpedo Platform in The Lough to monitor the Tern population.

The Partnership would like to have this camera installed for January, which is the start of breeding season. This will involve the installation of two long range wi-fi receivers; one will be installed on the platform itself and the other to be installed on the exterior of the Gateway Building directly in line with Torpedo Platform. They also requested space to install a mini computer and connection to broadband within the exhibition.

This will offer the opportunity to view the breeding birds on the platform in daylight hours and will help to monitor potential disturbance issues during the breeding season. This live stream can be included within the Gateway Exhibition currently being developed at no additional cost to the Council. This will be a further attraction for visitors and help the Lough Neagh Partnership with raising awareness of their work in relation to conservation issues on the Lough.

Members were also reminded that it was agreed at the October Council meeting to appoint Totalis Solutions to design, supply and install the exhibition at The Gateway. Included within their contract is the requirement to hold a workshop with elected Members to outline their initial proposals and seek

feedback. This workshop is being held virtually on Thursday 10 December 2020 from 6pm and an invitation has been extended to all Members.

Proposed by Councillor Smyth

Seconded by Alderman Michael and agreed that

- (a) the proposal from the Lough Neagh Partnership to install a live stream camera and supporting equipment on the Torpedo Platform and within The Gateway be approved;**
- (b) the planned workshop on Thursday 10 December with Elected Members and Totalis Solutions regarding proposed design for the exhibition at The Gateway be noted;**
- (c) consideration be given to providing information on the history and former use of the Torpedo Head;**
- (d) Officers monitor the situation with the reported proposal to test-drill for oil in the Lough Neagh basin.**

ACTION BY: Ursula Fay, Head of Arts and Culture

4.9 AC/GEN/012 ANTRIM CASTLE GARDENS CAR PARKING

Officers have continued to work with PSNI, DfI and local residents to implement both short term and long term improvements to the parking at Antrim Castle Gardens.

Short-term actions underway include:

- Installing flags and an archway at the main pedestrian entrance on the Dublin Road to draw attention to the entrance
- Consultations with the residents of Innishmoyne, Innishgarry and Castle Park
- Parking bays marked on the overflow car park to maximise capacity
- New exit signs to say: Safe Home, Next Time Use: Town Centre Parking, Only 200m

Irrespective of these efforts it is apparent that during periods of high demand there will continue to be parking pressures unless visitors' behaviours change regarding the access route and parking location for the Gardens.

Some medium to longer-term options currently being explored by officers include the following:

- Applications to DfC/DfI for funding to undertake the following works via the Parks Department's small works contract:
Hard surface the entrance to the overflow car park circa £15k
- New wheelchair friendly path and safety railings along the main drive to take pedestrians off the main drive way circa £30k
- As part of a town lighting project DfC has agreed funding to improve the aesthetics of the underpass at the Barbican Gate entrance
- Permanent signs at the entrance to Innishmoyne, Innishgarry and Castle Park advising that there is no parking for Antrim Castle Gardens

- Permanent signs on the Dublin Road directing traffic to the Castle Mall car park for Antrim Castle Gardens
- A child friendly trail, guiding people from Castle Mall car park to the Gardens and on to Clotworthy
- Real time information signs on the approach roads advising visitors of the number of parking spaces vacant and advising where to park if there are none. This could also be the subject of a funding application
- Discussions with DFI to agree signage options on DFI poles, which will inform visitors of the nearby car parks that can be utilised for the ACG site.
- The Castle Mall shopping Centre is being approached to seek approval for large banners to be displayed on their property highlighting that the car parks are for town centre and ACG use
- A new totem planned for Castle Mall car park will include information on parking for Castle Gardens

Proposed by Councillor Dunlop

Seconded by Councillor McClelland and agreed that Members

- 1. note the ongoing actions in relation to improving the management of car parking at Antrim Castle Gardens;**
- 2. approve the proposed improvements to the access to the overflow car parking, paths from the main gate and the real time information signage, should funding applications be successful;**
- 3. note the ongoing development of medium and long term actions with an update to be brought to a future meeting.**

ACTION BY: Ursula Fay, Head of Arts and Culture

4.10 AC/GEN/068 POLISH WINGS HERITAGE TRAIL

Members were advised that the Polish Wings Heritage Trail is a trail which provides information on key sites across Northern Ireland related to the history of the Polish Air Force who were based in Northern Ireland during the Second World War.

The trail is presented on a map which assists with the discovery of civilian graves, crash sites, memorials and exhibitions related to the Polish Airmen who were based in Northern Ireland between County Down, Belfast, Newtownabbey and the North Coast. Northern Ireland was a temporary home to over 100 members of the Polish Air Force stationed at various locations with the Royal Air force and the Polish Air Force squadrons between 1940 and 1945.

The project was established by the "For Our Freedom and Yours" (Community Interest Company) with support from the Consulate General of the Republic of Poland in NI and the NI War Memorial Museum in 2020 to mark the 80th anniversary of the Battle of Britain.

For Your Freedom and Ours has requested that the Council might consider contributing to this trail in the following ways:

1. There is a fatal crash site in the Borough at a quarry on the Ballybogey Road and it is proposed to install a memorial stone sculpture at the vicinity of the fatal crash at an approximate cost of £1000, which will be included within the trail and
2. There is a polish airman buried in the Jewish section of Carnmoney Cemetery and it is proposed to install a wooden interpretation panel in the vicinity of the grave, subject to identification of a suitable location, at an approximate cost of £500.

Proposed by Councillor McWilliam

Seconded by Councillor Ross and agreed that

a) the request from For Our Freedom and Yours CIC to install a stone memorial on the Ballybogey Road crash site and an interpretation panel in Carnmoney Cemetery (subject to a suitable location being agreed), as part of the Polish Wings Heritage Trail, at an approximate cost of £1500 be approved.

b) Officers to explore if there were any further potential fatalities which occurred in the Borough.

ACTION BY: Ursula Fay, Head of Arts and Culture

5 ITEMS FOR INFORMATION

5.1 CP/GEN/019 COMMUNITY PLANNING SECTION - PARTNERSHIP MINUTES

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

Community Development		
File Ref	Date of Meeting	Name of Partnership
D/Gen/91	-	Antrim & Newtownabbey Citizens Advice Bureau
D/CSP/48	24/06/20	Antrim & Newtownabbey Policing & Community Safety Partnership (PCSP)
D/DP/67	08/09/20	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	29/06/20	Grange Neighbourhood Renewal Partnership
	-	Joint Cohesion Group
CP/GR/43	-	Traveller Issues Local Government Partnership

Proposed by Councillor Ross
Seconded by Councillor Goodman and agreed that

the Partnership Minutes be noted.

NO ACTION

5.2 CP/CD/376 SENIORS CHRISTMAS ACTIVITIES GRANTS 2020

Members were advised that the closing date for the receipt of applications under the Seniors Christmas Activities Grant was Friday 30 October 2020 (First Call) and Friday 13 November 2020 (Second Call).

In total 34 applications (Antrim 17 and Newtownabbey 17) were received and assessed by Officers and approved under delegated authority by the Director of Community Planning.

Given the impact of the current Covid-19 restrictions, officers will take a flexible approach to the timing of events.

A detailed summary of the applications was circulated for Members' information.

Proposed by Councillor Magill
Seconded by Alderman Michael and agreed that

the report be noted.

NO ACTION

5.3 CP/CP/143 COMMUNITY PLANNING REVIEW

Members were advised that correspondence (circulated) had been received from the Department for Communities (DfC) regarding the Community Planning Review and associated Working Group (circulated).

The Community Planning Manager will represent the Council on the Reference Group established to inform the Community Planning Working Group.

Proposed by Councillor Magill
Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.4 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD SEPTEMBER & OCTOBER 2020

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

	SEPTEMBER	OCTOBER
Full Plans	47	48
Building Notices	169	180
Regularisation Certificates	54	63

Full Plans

	SEPTEMBER	OCTOBER
Approvals	26	22
Rejected applications requiring resubmissions	38	41

Commencements, Completions & Inspections

	SEPTEMBER	OCTOBER
Commencements	286	214
Completions	230	226

Inspections

	SEPTEMBER	OCTOBER
Total Site Inspections were carried out	964	857

Regularisation Certificate

	SEPTEMBER	OCTOBER
Regularisation Certificates issued	87	39

Building Notice

	SEPTEMBER	OCTOBER
Completion Certificates issued	91	75

Property Certificates

	SEPTEMBER	OCTOBER
Number Received	308	276
Number Issued	265	348

Income

	SEPTEMBER	OCTOBER

Plan Fees Received for Month	£10186.13	£14655.50
Inspection Fees Invoiced for Month	£21570.33	£21339.63
Building Notice Fees Received for Month	£11442.00	£11570.00
Regularisation Fees Received for Month	£4992.00	£5261.60
Property Certificate Fees Received for Month	£21445.00	£19320.00
TOTAL	£69635.46	£72146.73

	Projected Income To Date	Year to Date Actual Income
SEPTEMBER	£408,725	£306,301
OCTOBER	£509,577	£370,280

Postal Numbering & Development Naming

	SEPTEMBER	OCTOBER
Numbers of official postal numbers issued	387	29
Number of new developments named	None required	1

LPS Partnership

	SEPTEMBER	OCTOBER
Property details surveys completed	28	19

Proposed by Councillor Magill
 Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.5 AC/TH/003 VIRTUAL PANTOMIME

A well-known Northern Irish theatre producer Michael Poyner, who has a long standing creative relationship with the Councils' theatres, has approached the Council regarding his virtual production of Jack and The Beanstalk, which he has created for digital delivery over Christmas 2020.

To date there had been significant interest in the show from schools both in Northern Ireland and Republic of Ireland and he would like to make the offer available to the Council theatre audiences including the Borough's schools and community groups. He has requested that we write to our audience database, schools and community groups outlining how they can avail of the opportunity to enjoy virtual pantomime in 2020 when venues are closed. Within this communication a seasonal message from the Arts and Cultural service can be included along with aspiration to see audiences back in venues in 2021.

The virtual panto costs £14.99 per family/household with no limit on numbers in each group and a code will be used so that for all tickets purchased through this promotion, the Council will receive a small commission. The fee for schools is £2 per pupil and screenings are scheduled to commence from 14 December 2020.

Proposed by Councillor Magill

Seconded by Councillor McWilliam and agreed that

the Council's promotion of the Jack and The Beanstalk virtual pantomime be noted.

NO ACTION

There being no further committee business the Chairperson thanked everyone for their attendance and for adhering to the social distancing restrictions. He also took the opportunity to wish all Members and Officers a very Merry Christmas and to enjoy time with friends and families as guidelines permit, and added that he was proud to chair a great Committee during a difficult year and that he looked forward to 2021.

The meeting concluded at 7.15 pm.

MAYOR