



23 October 2019

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL

A meeting of the Antrim and Newtownabbey Borough Council will be held in the **Round Tower, Antrim Civic Centre on Monday, 28 October 2019 at 6.30pm.**

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

PLEASE NOTE:

Fork buffet will be available from 5.15 pm in the cafe.

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 on Monday, 30 September 2019, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Monday, 7 October 2019, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday, 8 October 2019, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning and Regeneration Committee Meeting held on Monday, 14 October 2019, 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 October 2019, a copy of which is **enclosed**.
- (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 October 2019, a copy of which is **enclosed**.
9. PRESENTATION
 - 9.1 Presentation by NI Water
10. ITEMS FOR DECISION
 - 10.1 To Approve the Sealing of Documents
 - 10.2 Approval of Premises – Henderson's Kitchen
 - 10.3 Approval of Premises as a Coldstore – D Foods
 - 10.4 Corporate Improvement Plan 2019-20 Quarter 1 Improvement Objectives Progress Report
 - 10.5 Steeple Site – Round Tower and Parkland
 - 10.6 Antrim and Newtownabbey Borough Council Standing Orders

- 10.7 Economic Development - Partnership Minutes
- 10.8 Legacy Newtownabbey – Senior Citizens Grants 2019
- 10.9 Lough Road Traffic Solution

11. ITEMS FOR INFORMATION

- 11.1 Budget Report
- 11.2 Correspondence from Tidy Randalstown
- 11.3 Correspondence from Queens Awards for Voluntary Service
- 11.4 Northern Ireland Housing Council - October Bulletin
- 11.5 Motion – Newry, Mourne and Down District Council
- 11.6 Local Government Election 2019

12. ITEMS IN COMMITTEE

- 12.1 Harmonisation of Waste Collection Services in the Borough
- 12.2 Tender for Antrim Forum Pool and Spa Media Filter Replacement
- 12.3 Organisation Structures

13. MOTION

Proposed by Councillor Ryan Wilson
Seconded by Councillor Glenn Finlay

“This Council acknowledges the scale of the climate crisis and the impact it will have on people and communities in Northern Ireland; resolves to establish an all-party working group on climate change resilience exploring how we can mitigate this crisis and protect our citizens from the existing and future effects of climate breakdown and; investigate measures the Council can take to limit its impact on climate change.”

REPORT ON BUSINESS TO BE CONSIDERED AT THE COUNCIL MEETING ON MONDAY 28 OCTOBER 2019

9.1 PRESENTATION BY NI WATER

Members are reminded that it was agreed at the June Council meeting that NI Water be invited to a future meeting to present on its investment plan for the next Price Control (PC21) for the period 2021-2027.

A copy of the Drinking Water Quality Report for Northern Ireland 2018 is **enclosed** for Members' information.

Mr Des Brown, Head of Business Engagement, and representatives from NI Water will be in attendance to make the presentation.

10. ITEMS FOR DECISION

10.1 TO APPROVE THE SEALING OF DOCUMENTS

Members are advised of the undernoted item for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

- Antrim Lough Shore Park Public Art Contract
- Lease with Listening Ear Project for the lease of an office at the Dunanney Centre

RECOMMENDATION: that the document be signed and sealed.

Prepared by: Member Services

Agreed by: Paul Casey, Head of Legal Services and Borough Lawyer

10.2 EH/EHS/FC/015 APPROVAL OF PREMISES – HENDERSON KITCHEN, UNIT 6-8 CRAIGSTOWN INDUSTRIAL ESTATE, RANDALSOTWN

Since 1 January 2016, it has been a legislative requirement to approve product specific food establishments under Regulation EC 853/2004 that lays down specific hygiene rules for the hygiene of foodstuffs.

Premises that produce food Products of Animal Origin are required to be approved under Regulation EC 853/2004. An application for approval has been received from Henderson Kitchen, Craigstown Industrial Estate, Randalstown.

The premises is required to have an approval for the following categories, Meat Preparations, Minced Meat, Fishery Products, Dairy Products and Egg Products. The Council, as the relevant enforcing authority for these premises, must approve the business and in doing so must assess that the business is complying with all relevant legislation.

To obtain approval strict hygiene standards for both structure and procedures are required. Approval cannot be given unless the required standards are met before any food is sold for human consumption.

The premises was last inspected on the 23 October 2019 and found to be in full compliance with current legislative requirements. Full approval for the premises is deemed appropriate.

The Council must issue an approval number to each individual food business it approves. The approval number is a unique three-digit number. When presented it is preceded by the Local Authorities own two letter code to form an Approval Code. The approval number for this business is UK ZJ 019 EC.

RECOMMENDATION: that full approval be granted to Henderson Kitchen, Unit 6-8 Craigstown Industrial Estate with the approval number UK ZJ 019 EC.

Prepared by: Colin Kelly, Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

10.3 EH/EHS/FC/014 APPROVAL OF PREMISES AS A COLDSTORE – D FOODS, 8 PORTLAND AVENUE, NEWTOWNABBEY

Since 1 January 2016, it has been a legislative requirement to approve product specific food establishments under Regulation EC 853/2004 that lays down specific hygiene rules for the hygiene of foodstuffs.

Coldstores are required to be approved under Regulation 853/2004 subject to certain exemptions. All coldstore premises which handle products of animal origin require approval, unless they operate in a way that is exempt under Regulation 853/2004. Exemptions include having a genuine retail element to their business, with sales to the final consumer on a local, marginal and restricted basis. This business is a standalone coldstore and therefore none of the aforementioned exemptions apply.

The Council, as the relevant enforcing authority for these premises must approve the business and in doing so must assess that the business is complying with all relevant legislation.

The premises was inspected on the 3 September 2019 and found to be in full compliance with current legislative requirements. Full approval of the premises is therefore deemed appropriate.

The Council must issue an approval number to each individual food business it approves. The approval number is a unique three-digit number. When presented it is preceded by the Local Authorities own two letter code to form an Approval Code. The approval number for this business is UK ZJ 020 EC.

RECOMMENDATION: that full approval be granted to D Foods, 8 Portland Avenue, Newtownabbey with the approval number UK ZJ 020 EC.

Prepared by: Colin Kelly, Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

10.4 PT/CI/024 CORPORATE IMPROVEMENT PLAN 2019-20 QUARTER 1 IMPROVEMENT OBJECTIVES PROGRESS REPORT

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

A first quarter progress report is **enclosed** for Members' attention.

The report 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;
- The seven statutory indicators and standards that were set by Central Government Departments for Planning Services, Economic Development and Waste Management – as defined in the Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015 and;
- A range of self-imposed improvement objectives across all service areas

The Corporate Improvement Plan 2019-20 Quarter 1 Improvement Objectives Report was presented to and reviewed by the Audit Committee on 17 September 2019.

RECOMMENDATION: that the Corporate Improvement Plan 2019-20 Quarter One progress report 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

10.5 ED/ED/046 STEEPLE SITE - ROUND TOWER AND PARKLAND

Members are reminded that a decision was made in June 2019 to invest the proceeds of the sale of the old cinema site at Fountain Hill into the development of the Round Tower and surrounding parkland. The sum available from this sale is £363,000 and it was confirmed at the Council meeting in June 2019 that preparatory work on this scheme should now commence. Members attended a presentation on the 23rd September which provided an historical background to the Round Tower, Witches Stone and the wider monastic site followed by a visit to the Tower itself. The presentation also covered examples of where similar sites have been preserved and developed as tourist attractions including Nendrum Monastic Site on Mahee Island near Killinchy, Co. Down, and Devenish Island on Lough Erne.

By way of background, the ancient monastic history of the site dates back to the 10th Century. The Tower is believed to have been one of the earliest round towers built in Ireland and served as a bell-tower and place of protection or refuge from raiders. It is locally known as The Steeple, measures 28 metres tall and is now one of only two complete towers remaining in Northern Ireland and one of the finest left in Ireland. It is now a scheduled monument, which is in the care of the state and maintained by the Department for Communities Historic Environment Division.

The site as it currently stands is home to many tall trees which to a great extent hide the Tower itself. To this end it is not easily seen from the road, nor accessed. Members expressed the view that an initial phase of work should be undertaken which would:-

- i. improve signage at the site and interpretation as required.
- ii. develop a path network which will promote greater access to the site and linkage to the nearby schools, Civic Centre etc.
- iii. lighting or other enhancements to the Tower / site that would be acceptable to the Historic Environment Division.

Officers will now progress plans for this work and report back to Members in due course.

Members also requested that consideration be given to an archaeological dig on part of the site and a Phase 2 development which could potentially include facilities for visitors and the application of technology to tell the story of the Steeple site.

RECOMMENDATION: that

- (a) Phase 1 as outlined be approved**
- (b) consideration be given to a Phase 2 development and an exploratory archaeological dig**

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

10.6 G/LEG/044 ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL STANDING ORDERS

Members are advised that it was agreed at the Planning Committee in August 2019 that Officers bring back a review on Standing Orders to consider the use of a recorded vote for decisions on Planning Matters.

Subsequently, Officers have considered the Standing Orders which make provision for a recorded vote at item 24.5. Any Member may currently call for a recorded vote on any decision and this also applies in the case of decisions on planning applications.

The suggestion being made is that for all decisions in relation to planning applications, a recorded vote would be required. Should Members wish to proceed in this way, the Standing Orders would have to be amended to reflect this for the operation of the Planning Committee.

The Council's instructions are requested.

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

10.7 ED/ED/140 ECONOMIC DEVELOPMENT PARTNERSHIP AND WORKING GROUP MINUTES

Members are advised that the Partnership and Working Group Minutes as listed below can be viewed in the new electronic folder called "**Partnership Minutes for Members Information**" on Members iPads.

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/REG/002	5 July 2019	Ballyclare Town Team
ED/REG/006	12 June 2019	Randalstown Town Team

RECOMMENDATION: that the Town Team Meeting Minutes as listed be approved.

Prepared by: Kim Murray

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

10.8 CP/CC/005 LEGACY NEWTOWNABBEY - SENIOR CITIZENS GRANTS 2019

Members are reminded of the annual legacy opportunity for Senior Citizens Groups in Antrim to apply for funding to run Christmas events. Following Members' feedback from the 14 October 2019 Community Planning & Regeneration Committee, Members may wish to consider opening funding to legacy Newtownabbey Senior Citizens Groups.

The total budget allocated for the Senior Citizens Groups in Antrim for Christmas 2019 was £8,000 with recommended grants for 22 applications totalling £7,995.75. Members may wish to consider a similar budget for the legacy Newtownabbey Groups.

If approved, it is proposed to open a call for applications from legacy Newtownabbey Groups from 1 November 2019 for Senior Citizens Christmas Events and the budget would be found from departmental underspends.

Sufficient time needs to be made available for applications to be advertised, received, processed, approved and payments to be issued for Christmas 2019 events. As such, given the short timeframe available, Members may wish to consider delegating authority to the Director of Community Planning to approve the grant aid with a report going to a future meeting of the Community Planning Committee for Member's information.

RECOMMENDATION: that

- i. £8,000 funding for Senior Citizens Christmas events is made available to legacy Newtownabbey Senior Citizens Groups.**
- ii. Applications for funding to open on 1 November 2019.**
- iii. Delegation of authority be granted to the Director of Community Planning to approve the grant with a report going to a future meeting of the Community Planning Committee for Member's information.**

Prepared by: Paul Townsend, Community Facilities Co-ordinator

Agreed by: Louise Moore, Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

10.9 ED/ED/040 Vol 2 LOUGH ROAD TRAFFIC SOLUTION

Members are reminded that it was agreed in July 2019 that the Chief Executive should write to the Department seeking a traffic management solution at the Lough Road. Measures proposed included traffic lights, a small roundabout or other similar interventions to control the flow of traffic. A response has now been received from the Network Development Manager, copy **enclosed**, which indicates that traffic surveys and monitoring of the junction have been undertaken during peak times to ascertain how it is performing. The feedback indicates that delays can be experienced when there are events at Antrim Forum or Massereene Golf Club, however, there are no significant delays during the peak times with traffic moving satisfactorily.

The Traffic Management Team will continue to monitor the site after the Gateway Centre is operational.

RECOMMENDATION: that Officers follow-up with the Traffic Management Team three months after the opening of the Gateway Centre.

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

11. ITEMS FOR INFORMATION

11.1 FI/FIN/4 BUDGET REPORT – SEPTEMBER 2019

A budget report for September 2019 is enclosed for Members' information. The Council's variance on Net Cost of Services for the period to the end of September is £456k favourable. In setting the Estimates for the year, Council has budgeted to apply a credit balance from reserves of £700k, equating to £350k for the period of the report.

Taking account of the credit balance application and the income from District Rates and the De-Rating grant being on budget for the period, the overall position of the Council is an increase of £106k to the General Fund.

RECOMMENDATION: that the report be noted.

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

11.2 PK/GEN/024 CORRESPONDENCE FROM TIDY RANDALSTOWN

Correspondence has been received by the Chief Executive from Helen Boyd, Tidy Randalstown (copy enclosed), expressing her thanks to the Council for nominating Tidy Randalstown for the Queen's Award for Voluntary Service and for the Awards Ceremony and Reception.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.3 CP/CD/106 QUEENS AWARD FOR VOLUNTARY SERVICE

Members are advised that correspondence has been received from the Queens Award for Voluntary Service expressing their thanks and appreciation of the support provided to them at the four Presentation Ceremonies which took place between June and September 2019.

A copy of the letter is enclosed for Members' information.

RECOMMENDATION: that the correspondence be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.4 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL – OCTOBER BULLETIN

As agreed at the August meeting of the Council, the Northern Ireland Housing Councils monthly bulletin is enclosed for Members' information.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.5 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Members are advised that correspondence has been received from Newry, Mourne and Down District Council regarding a Motion adopted by that Council calling for a review of bowel and breast cancer screening and requesting support.

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

RECOMMENDATION: that the correspondence from Newry, Mourne and Down District Council be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.6 CE/EL/004 LOCAL GOVERNMENT ELECTIONS 2019

Members are advised that in accordance with Section 23 of the Electoral Law Act (Northern Ireland) Act 1962, the Returning Officer shall submit to the local authority a detailed account of the expenses incurred in the conduct of an election. Enclosed is an account of the expenditure incurred in the Local Government Election in May 2019.

Prior to the election, correspondence was received from the Northern Ireland Office advising that the maximum spend for administration and staffing to be incurred on this election was £286,671 (excluding postage costs).

Assurance is provided that the May 2019 Election cost is within the limit set by Northern Ireland Office.

RECOMMENDATION: that the report be noted.

Prepared by: Richard Murray, Management Accountant

Agreed By: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance