



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
COMMUNITY PLANNING AND REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON
MONDAY 13 MARCH 2017 AT 6.30 PM**

In the Chair	:	Councillor P Brett
Committee Members Present	:	Aldermen - W Ball, M Cosgrove Councillors – A Ball, J Blair, L Clarke, T Girvan, N Kells, N Kelly, A Logue, R Lynch, V McWilliam, P Michael, J Scott
Non Committee Members Present	:	Alderman J Smyth Councillors D Arthurs, S Ross and W Webb
Officers Present	:	Director of Community Planning and Regeneration - M McAlister Head of Property and Building Services – B Doonan Head of Economic Development – P Kelly Head of Capital Development – R Hillen Media and Marketing Officer – A Doherty ICT Officer - A Cole Members Services Officer – V Lisk Senior admin Officer – S McAree

CHAIRMAN'S REMARKS

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

1 APOLOGIES

Councillor J Montgomery

2 DECLARATIONS OF INTEREST

None

3.1 PBS/BC/3 STREET NAMING – BELFAST ROAD

Correspondence was received on 13 February 2017 from MDF Architects on behalf of PRH Construction Ltd., regarding the naming of a residential development at Belfast Road, Antrim. The development is for fifteen dwellings, a mixture of detached and semi-detached. The four development names and the developer's rationale had been submitted as outlined below with a site location map and site layout plan circulated.

- 1 – Woodbury Lane
- 2 – Killeen Manor
- 3 – Woodgrove
- 4 – Carnwood

Proposed by Councillor Scott
Seconded by Councillor Kelly and agreed that

the Committee selects the name Killeen Manor for this development.

ACTION BY: Liam McFadden, Principal Building Control Surveyor

3.2 PBS/BC/3 STREET NAMING - MAIN STREET CRUMLIN

Correspondence was received on 1 March 2017 from Michael Irwin (McAdam Stewart Architects) on behalf of M P Coleman Ltd, regarding the naming of a residential development at Main Street, Crumlin. The development is for eleven dwellings, a mixture of detached and semi-detached. The three development names and the developer's rationale had been submitted as outlined below with a site location map and site layout plan had been circulated.

- 1 – Manse Way
- 2 – Church View
- 3 – Manse Walk

Proposed by Councillor Scott
Seconded by Councillor Kelly and agreed that

the Committee selects the name Church View for this development.

At a later point in the meeting this decision was withdrawn and it was agreed that

the developer be asked to provide an appropriate selection of names for this development relating to the heritage of the area.

ACTION BY: Liam McFadden, Principal Building Control Surveyor

3.3 CPR/PBS/PS/1 ANNUAL ACTION RENEWABLES AWARDS EVENT

Members were aware that Council is a member of the Action Renewables Awards Event and on occasions availed of guidance, training and seminars supported by the grouping. The annual awards event was being held on the 27 March 2017 at the Irish Railway Gallery in the Ulster Folk and Transport Museum, Cultra. Council was offered 2 complimentary tickets to the event and the option to purchase additional tickets for £85 each. The Committee's instructions were requested.

Proposed by Alderman Cosgrove

Seconded by Councillor Scott and agreed that

the Chairman, or nominee, and the appropriate officer be nominated to attend the awards event.

ACTION BY: Bronagh Doonan, Head of Property and Building Services

3.4 PBS/PS/10 ANTRIM LOUGHSHORE PUBLIC CONVENIENCES -INTERIM OPTIONS

Antrim Loughshore Public Conveniences are located within the Loughshore Park on Lough Road in Antrim, adjacent to the Sixmile River. It is a picturesque location and is frequented by members of the public and visitors to the Borough all year round, but particularly at weekends, Bank Holidays and during the summer months. The building itself houses both the Public Conveniences and the Loughshore Café, and serves as the toilets for the Café as well as the Park in general. The building is subject to moderate to high levels of vandalism and misuse particularly during periods of high use.

The building is approximately 30 to 40 years old and investment has been minimal over the last number of years as the potential for the Gateway Centre has been developed. However, Members were aware that works on the Gateway Centre were planned to begin late summer 2017 with a view to completing in late summer 2018. This new building would incorporate the Public Conveniences and a Café/Restaurant, with the result that the existing building would be demolished.

With this in mind, Property Services Officers had investigated a number of options to improve the experience of visiting of the Loughshore Park in relation to using the Public Conveniences, until the new Gateway Centre was opened in late summer 2018.

Option 1 – Redecorate the Internal Areas in both the Male and Female Sides.

Proposal: - this option would involve leaving the existing stainless steel fittings in place as they were generally in good condition but replacing the smaller items that were routinely damaged – such as soap dispensers and hand dryers, with more robust alternatives.

General repairs and redecoration would be undertaken, including making good damage to walls, doors and cubicles, with the internal walls then being repainted. Replacing the vinyl flooring would also enhance the look of the toilets, as it was showing signs of age and wear.

Considerations:

- Whilst this option would cosmetically improve the look of the toilet areas, the layout and overall condition of the building would not be improved.

Budget Cost for Option 1 **£10,000 - £12,000**

Option 2 – Close the Public Conveniences and Place Semi-Permanent, Self-Contained Public Conveniences Adjacent to the Building.

Proposal: - this option would involve placing a semi-permanent toilet block close to the existing building, sharing the services such as water supply, electrical supply and sewage systems.

There were a number of sub-options within this proposal, depending on:

- The size of the unit - for the purposes of this report we had considered a smaller unit than was currently provided within the existing building.
- Whether the unit was rented then returned after 18 months, or alternatively bought and reused elsewhere at the end of the 18 months.

Considerations:

- Both of the sub-options would require a base, and connections to water, sewage and electricity. These 'base costs' would need to be replicated should the unit be bought and reused elsewhere and would be in the region of £8,000 to £10,000 on top of the Budget Cost below, depending on the new location.
- The electrical infrastructure in the existing building was almost at its capacity, and further detailed investigations would need to be undertaken to ensure it would be suitable for additional loading from an adjoining unit.
- The unit proposed would not be permanent and this would be reflected in its aesthetics and longevity. It would not be a long term solution either at the Loughshore Park, or elsewhere if relocated.

Budget Cost for Option 2a – Rent a Separate Unit for 18 months £8,000 base costs plus rental costs of £12,000 = **£20,000**

Budget Cost for Option 2b – Buy a Separate Unit £8,000 base costs plus purchase cost of £30,000 - **£38,000**

Option 3 – Close the Public Conveniences and Use the Nearby Sixmile Water Caravan Park toilets.

Proposal: - this option would involve opening the toilets in the facility block at Sixmile Caravan Park for general public use.

Considerations:

- The toilet facilities in the caravan park were not stand alone but were part of the shower room, with free access between the showers and toilets and limited privacy. They were not suitable for use as both a general public convenience and a caravan park wash facility, and substantial remodelling would be required. This would reduce the numbers of toilets and/or showers.
- The quantity of toilets within the caravan park was within guidelines for the number of caravan and tent pitches within the park. However, this would no longer be the case if the toilets were shared with other visitors to the Loughshore Park, particularly over the summer months when footfall was highest.
- The caravan park was fully closed or partially closed for four months per year. During this time, the main shutter was closed to secure the building. In order to allow use of the toilets as a public convenience when the caravan park was closed, the shutter would need to either remain open, or be substantially modified to allow access to the toilets and showers while preventing access to the rest of the building. This would also require builders' works.
- The Caravan Park was approximately 250m walk from the Café, which did not have its own toilet facility.

This option would require further investigation but budget costs could be in the region of **£30,000 - £35,000** to remodel the toilet/shower block and restrict access to the remainder of building.

Proposed by Councillor Kelly

Seconded by Councillor Lynch and agreed that

Option 1 – Redecoration of the Internal Areas of the Public Conveniences be undertaken by Property Services Officers at a cost of approximately £10,000 to £12,000.

ACTION BY: Graham Reid, Senior Assets Officer

3.5 CD/PM/24 UPDATE ON COSTS FOR CRUMLIN LEISURE CENTRE

At the Community Planning & Regeneration Committee in October 2015 a report was presented detailing the predicted outturn cost for Crumlin Leisure Centre and Allen Park Developments as detailed below:

- Crumlin Leisure Centre £4,227,334 (main works contract)
- Allen Park & Crumlin Leisure Centre £9,785,840 (main works contract + fees)

This report provided an update on the current status.

Officers from Capital Development had been working closely in recent months with the Council's Consultant Team and the Contractor to agree a final account for the Crumlin Leisure Centre project.

Current negotiations had indicated that the anticipated maximum main works cost for Crumlin Leisure Centre was £4,290,000. This was £62,666 (1%) above the sum presented to the Committee in October 2015 and was due to a number of works variations not being finalised at the time. It was anticipated that the Council could secure a further £10,000 saving on this maximum sum.

The Allen Park main works contract cost still required to be finalised. However it was anticipated this would be agreed at a sum which would bring the final cost for both projects within the approved overall budget of £9,785,840 for all works and fees. A further update report would be presented to a future Committee meeting.

To meet the Council's contractual obligations the final payment for the Crumlin Leisure Centre was now due to the Main Contractor.

Proposed by Councillor Blair
Seconded by Councillor Clarke and agreed that

to enable Officers to conclude negotiations with the Contractors, the maximum cost for the main works contract for Crumlin Leisure Centre in the sum of £4,290,000 be approved.

ACTION BY: David Traynor, Capital Development Officer

3.6 D/VPK/32 Vol 4 VALLEY PARK SHARED SPACE PROJECT

In 2014 Members approved the development of the Valley Park Shared Space Project which encompassed the construction of a civic events space, an outdoor adventure play area and a flood lit 3rd generation synthetic pitch. The project was completed in September 2015 and since then had been a successful addition to the recreation and leisure facilities provided by the Council within the Borough.

In addition, at the Community Planning and Regeneration Committee in June 2015, Members approved the refurbishment of the Valley Pavilion Toilets. The total approved funding for this development was as detailed below.

Funding

SEUPB Original Letter of Offer	£3,580,500.00
Additional funding awarded by SEUPB	<u>£379,267.00</u>
3,959,767.00	

Council original contribution	£400,000.00
Additional funding agreed by Council (Nov 2014)	<u>£300,000.00</u>
	<u>700,000.00</u>
Total Funding	
4,659,767.00	

Predicted Outturn Cost

Main Contract Works
4,003,136.42
Consultancy Fees
204,263.50
Other Professional Fees
33,687.49
Public Art
138,590.00
Miscellaneous Expenditure
<u>17,802.13</u>

4,397,479.54

VLC Pavilion Toilets Refurbishment (Estimated)
<u>128,000.00</u>

Total Predicted Outturn Cost
4,525,479.54

Remaining Budget (Estimated)
134,287.46

Other Issues

Officers had identified a list of additional items which were required to further enhance safety and improve the customers/visitors experience at the Valley Park Shared Space. It was proposed the additional items were completed before the summer. These are detailed below;

Play Area

Increase existing areas of bark safety surfacing adjacent to zip line.
3,900.00
Increase areas of wet pour safety surfacing between swing units, Giant's chair and bottom of slides.
10,000.00
Additional grass mats and handrails in play areas
4,300.00
Provide footpath to picnic benches in play area
5,800.00

Park

Fencing to rear of new carpark (health and safety hazard)
3,600.00
Amendments to wi-fi (to comply with Council requirements)
7,200.00

Upgrade fence adjacent to Pavilion
4,000.00
Amendments to Peace Gate Water Feature (installation of a
Chlorine system to the water feature)
6,000.00
Total
44,800.00

Fee allowance 10%
4,500.00
Total proposed expenditure
48,300.00

It was proposed that the above expenditure be met within the remaining estimated budget of £134,287.46. This would leave an anticipated remaining budget of £85,987.46

Proposed by Councillor Girvan
Seconded by Councillor Blair and agreed that

the additional items identified be approved at a cost of £48,300, provision for which exists within the Valley Park Shared Space Project budget.

ACTION BY: Denis O'Donnell, Project Development Officer

3.7 ED/ED/39 RYBNIK DAYS 2017

Members were reminded that in October 2015, the Council agreed to collaborate with Rybnik Town Council in Poland on an application to the European for Citizens programme (Strand 2, Measure 2.1 Town Twinning). Rybnik is awaiting official confirmation from the European Commission on the outcome of the application which, if successful, could lever funding in the region of €14,500.

As a partner in the application, the Council could expect to be invited to participate in the 2017 'Rybnik Days' cultural event on 16–17 June 2017 which is to include a series of debates around the future direction of the European Union following the UK's referendum result in 2016. A full programme of activities for Rybnik Days was awaited and in the meantime Rybnik had provided indicative guidelines for the Council to consider in selecting a delegation to send in June as follows:

- Maximum of 10 delegates from Antrim and Newtownabbey made up of:
 - 5-6 representatives from the Council, including officers
 - 3-4 non-Council representatives to participate in the Rybnik Days debates

To meet the requirements of the EU funding application the age of participants should, as far as possible, fall within the following ranges:

- 3-4 participants under 30 years
- 4-5 participants between 30 – 65 years

- 1 participant over 65 years

In previous years the Council had invited participation from local musicians to perform during the cultural activities. This year, following the UK's decision to leave the European Union, it was proposed to invite 3-4 young people (aged 18-21) who reside in the Borough to join the Council's delegation to Rybnik in June to take part in the debates. Working in partnership with the Council's Good Relations team, it was also proposed to hold a series of workshops with the young people and Councillors prior to travelling to Rybnik, to provide the young people with debating skills training. The workshops would give the young people an opportunity to engage with Antrim and Newtownabbey Borough Council's elected Members and develop a level of knowledge and skill to take part in a debate.

Accommodation & Subsistence – to be funded at 100% from the EU, subject to the application being successful.

Flights – approx. £2,000 (including baggage) for 10 people to be covered by the Council.

Debating Skills – the Good Relations team is currently seeking funding from the Executive Office to assist with the delivery of the proposed workshops that would be held prior to travelling to Rybnik at an approx. cost of £2,000.

It was anticipated that formal confirmations on the approval of funding and an invitation to Rybnik Days would be received during March 2017.

Proposed by Councillor Clarke

Seconded by Councillor McWilliam and agreed that

- a) **Subject to formal notification of funding for the programme, 4 young people be recruited and up to 6 Council representatives (Members and Officers) be nominated to take part in the Rybnik Days cultural event from 16 – 17 June 2017 in Rybnik, Poland**
- b) **Officers bring back proposals for the recruitment of young people to take part in the visit and Members be nominated to attend.**

ACTION BY: Paul Kelly, Head of Economic Development

3.8 ED/ED/80 CORPORATE EVENTS SPONSORSHIP PROGRAMME

Members were reminded that a new Corporate Events Sponsorship Programme was agreed by the Council in November 2016 to replace Corporate Financial Assistance funding inherited from the legacy Antrim Borough Council. The total budget agreed for the new programme was £50,000 for 2017-18, subject to review.

Members were also reminded of the agreed principles for the new sponsorship programme against which applications were scored as set out

below:

- Sponsorship would be awarded up to a maximum of £10,000 per event, subject to applicants demonstrating evidence of need (deficit funding);
- Applicants must indicate how the event furthers the Council's corporate objectives to develop and promote tourism opportunities in the Borough;
- Applications must demonstrate economic benefit to the Borough from the event (including evidence of bed nights, increase in visitor numbers and visitor spend);
- Events must enhance the visitor experience and raise the profile of the Borough.

Officers would evaluate the events supported under the sponsorship programme.

A call for applications was advertised in the local press and also promoted through the Council's social media channels. Only three applications were received by the deadline of 22 February 2017 and a summary of the assessment process carried out by officers is set out in the table below. Members noted that one further application was received after the published deadline from The Northern Ireland Cat Club and therefore could not be assessed.

APPLICANT	EVENT NAME	LOCATION/DATE	SCORE (PASS RATE = 50%)	AWARD RECOMMENDED
Shane's Castle Vintage Steam Group	Shane's Castle May Day Steam Rally	Shane's Castle 30 th April – 1 st May	35%	Nil
Country Lifestyle Exhibitions Ltd	Battle of Antrim Re-enactment	Antrim Castle Gardens June – Date TBC	22.5%	Nil
Country Lifestyle Exhibitions Ltd	Irish Game Fair	Shane's Castle Estate 24 th - 25 th June	65%	£10,000

Proposed by Alderman T Girvan

Seconded by Councillor Michael and agreed that

- a) the Council award corporate events sponsorship up to the sum of £10,000 to the Irish Game Fair**
- b) a second call for applications be released on 3 April 2017 and a report be presented to the May Committee with recommendations**
- c) Applications that failed on the first round be eligible to reapply**

ACTION BY: Paul Kelly, Head of Economic Development

3.9 ED/GEN/6 ECONOMIC DEVELOPMENT PROGRAMMES 2017-18

The Economic Development section provides a range of business support programmes to encourage entrepreneurship and new start-ups and to support existing local firms to develop and grow. Officers had undertaken a review of the existing programmes and consulted with delivery agents and businesses to plan for the incoming year. A suite of programmes were proposed which offer support ranging from start-up to growth and these are indicated below.

'Go for It' – Northern Ireland Business Start-Up Programme

Members were reminded that the Council agreed to collaborate with the 10 other local Councils to deliver a new business start-up programme following the transfer of functions in April 2015. Due to the complexities around applying for EU and Invest NI funding to support the new programme it had taken until now for the funding application to be approved. A letter of offer has now been issued by Invest NI to Lisburn and Castlereagh City Council, acting as lead partner on behalf of all 11 Councils, offering a maximum of 80% grant aid towards eligible expenditure and a public tender would be published in the Official Journal of the European Union (OJEU) on 13 March to recruit a delivery agent for the whole of Northern Ireland. It was anticipated that the new programme would commence from June this year and in the meantime the Council would continue to deliver its interim service as agreed by the Council last year by extending the contract with the delivery agent on a month by month basis from 1 April 2017 until the new arrangements were in place.

The new 3.5 year programme would be promoted under the recognisable 'Go for It' brand which Invest NI transferred to the Council as part of the transfer of ownership process. Antrim and Newtownabbey had been allocated a target of a minimum of 436 new start-ups over the 3.5 years

Sales Growth Programme

This programme would support 20 local businesses to explore growth opportunities through workshops and one to one mentoring support, resulting in increased sales, job creation, skills development and potential for exporting. Each business would be asked to contribute £100 to participate on this programme.

Build Your Own Website

Following the success of a pilot initiative delivered in 2016-17, it was proposed to run a similar programme supporting 20 businesses to develop an online presence to identify sales and marketing opportunities. Participants would receive one to one mentoring and participate in a series of group workshops. Each business would be asked to contribute £50 to participate on this programme.

LEAN Business Network

It was proposed to continue delivery of this successful business network, engaging keynote speakers and specialist consultants to deliver topics of interest and relevance to the local business community. In 2016/2017, 12

events took place with over 300 attendees from local businesses and feedback on the network had been excellent.

ASK Programme

This programme provided one to one mentoring support with a specialist adviser to improve business performance, such as online marketing, business planning or financial management. Within the 2016/2017 financial year this programme had assisted 55 local businesses by the end of February.

Due to the success and demand for this programme, it was proposed to increase the number of hours of free mentoring support available per business to 10 hours (currently 5), with an opportunity to avail of a further 10 hours by contributing 25% towards the cost of delivery (which equates to £12.50 per hour of support required). Officers were investigating sources of external funding for this service and would report back to the Committee on progress later in the year.

New Business Bootcamp Programme

This service built on the Council's existing 'Bricks 'n Clicks' programme and proposed to focus on entrepreneurs, including social entrepreneurs, who had already been through the 'Go for It' programme and who intended to operate their business from commercial premises. Bootcamp aimed to assist 8 new start-up/fledgling businesses (trading up to one year) through one to one mentoring, business skills workshops, 'test trading' opportunities along with a bursary of £200 for each entrepreneur. The proposed programme would provide those who are at the critical start-up phase of their business with valuable hand holding, management skills and networking opportunities.

Provision for the delivery of the proposed suite of programmes had been made within the 2017/2018 Economic Development budget.

Programme	Estimated Cost to Council
Ni Business Start-Up Programme	£163,182 (over 3.5 years)
Sales Growth Programme	£33,000
Build Your Own Website	£19,000
LEAN Business Network	£5,000
ASK Programme	£23,750
New Business Boot Camp Programme	£19,250

Proposed by Councillor Lynch

Seconded by Councillor Blair and agreed that

- i. **Total funding in the sum of £163,182 towards the delivery of the Northern Ireland Business Start-Up Programme over 3.5 years up to 31 March 2021 be approved**
- ii. **Continued delivery of the Interim Northern Ireland Business Start-Up Programme at an approximate cost of £10,450 by extending the Letter of Offer to Antrim Enterprise Agency (in partnership with LEDCOM) until the full programme gets underway be approved**

- iii. **5 business support programmes; Sales Growth Programme, Build Your Own Website, LEAN Business Network, Ask Programme and the New Business Bootcamp for delivery in the 2017/2018 financial year at a total cost of £100,000, provision for which exists within the Economic Development budget, be approved**
- iv. **Staff be congratulated for the tremendous amount of work involved in the programme and in the detailed reports provided to the Committee.**

ACTION BY: Paul Kelly, Head of Economic Development

3.10 CP/GR/50 GOOD RELATIONS ACTION PLAN 2017 / 2018

Members were reminded that an annual submission is made by the Council to The Executive Office (TEO) requesting financial assistance for the delivery of a local Good Relations Action Plan. A commissioning letter was received from the Executive Office in January 2017 with a submission deadline of 27 February 2017, a copy of the letter was circulated for Members' information. A Draft Action Plan 2017-18 which reflected the aims and objectives of the central government strategy *Together Building a United Community* (T-BUC) published in 2013 had been submitted to the Executive Office subject to Council ratification.

This Strategy reflects the government's commitment to improving community relations and continuing the journey towards a more united and shared society. It outlines how government, community and individuals will work together to build a united community and achieve change against the following key priorities:

1. Our children and young people;
2. Our shared community;
3. Our safe community; and
4. Our cultural expression.

Members were reminded that to date, the 2016/17 Programme had engaged over 59,804 people through a series of targeted programmes and events for young people, women, community groups and the general public. The 2017/18 Action Plan also reflects the priorities identified through the Good Relations Audit completed in February 2017. The key issues to be addressed were summarised on the 2017/2018 project schedule and the full 2017/18 Good Relations Action Plan was circulated for Members' approval.

Members were reminded that the Executive Office requires match funding of 25% from local councils. The total amount required to enable implementation of the Good Relations Action Plan in 2017/18 is £220,503.42 which consisted of £130,100 programme costs and £90,403.42 staff costs. A total amount of £165,377.56 had been requested from TEO, the Council would therefore be required to allocate a sum of £55,125.86 towards delivery of the Plan, provision for which existed in the 2017/18 estimates.

A decision and confirmation of the amount awarded was expected at the end of April 2017.

The Good Relations Action Plan 2017-18 had been equality screened and a copy of the Equality Screening document was circulated. To date there was no requirement to complete a full Equality Impact Assessment.

Proposed by Councillor Scott

Seconded by Councillor Lynch and agreed that

(a) the draft Good Relations Action Plan 2017/18 be approved.

(b) match funding up to a maximum of £55,125.86 be provided, provision for which had been made in the 2017/18 estimates.

ACTION BY: Valerie Crozier-Nichol, Good Relations Officer

3.11 CP/GR/51 GOOD RELATIONS AUDIT AND STRATEGY 2017 - 2020

Members were reminded that an annual submission is made by the Council to The Executive Office (TEO) requesting financial assistance for the delivery of a Good Relations Action Plan.

In order to identify updated Good Relations priority issues, and as a condition of funding, the Executive Office also requires that an independent audit of issues in the Borough be carried out every three years. In March 2016, following a tender process, Blu Zebra Ltd was commissioned to undertake a Good Relations audit in conjunction with the Peace IV audit and community consultation process.

The research and consultation process undertaken by the consultant included: desk based research on other complementary strategies and initiatives, an online survey, a comprehensive consultation and engagement process (including public meetings, focus groups, one to one meetings, staff engagement and Elected Member consultation). A comparative analysis was also completed to examine how the audit findings and recommendations complemented the "Together: Building a United Community" Strategy. This analysis highlighted how existing strategies complemented and added value to other relevant local strategies. In total, 546 people took part in the consultation informing the development of the Good Relations Plan.

A copy of the Good Relations Audit and Strategy had been circulated for Members' perusal.

The Audit and Strategy had both been equality screened and a copy of the Equality Screening document was circulated. To date there was no requirement to complete a full Equality Impact Assessment.

Proposed by Councillor Lynch
Seconded by Councillor Clarke and agreed that

the Committee approves the Good Relations Audit and Strategy 2017-2020.

ACTION BY: Valerie Crozier-Nicholl, Good Relations Officer

Councillors Kells and Logue arrived during consideration of this item.

3.12 CPRD/GR/3 GOOD RELATIONS WORKING GROUPS

Members were reminded that it was agreed at the Community Planning and Regeneration Committee in March 2015 to pilot a number of Good Relations subgroups in line with the Government's Together Building a United Community Strategy (TBUC) for the development of good relations.

The TBUC strategy has four key themes:

1. Cultural Expression
2. Children and Young People
3. Shared Community
4. Safe Community

The Council agreed to pilot subgroups on the first three themes (Cultural Expression, Children and Young People and Shared Community). It was agreed that the most prominent issues under the Safe Community theme would be adequately covered by the Policing and Community Safety Partnership (PCSP) and therefore a subgroup on this theme would not be required. Members were invited to self-select one or more subgroups to attend. It was agreed that the Mayor would be invited to attend all three.

The three subgroups first met in October 2015 and have each met on three occasions since. These subgroup meetings were initially facilitated by the Interaction Institute for Social Change until an agreed area of focus was reached. It was agreed at the meetings taking place in October and November 2016 that a review of the current subgroup structure was necessary to ensure reporting and monitoring mechanisms were appropriate to meet the needs of the Good Relations Programme within the Council.

Having completed a desktop research exercise and a best practice review with the Interaction Institute for Social Change, the following options were presented for consideration:

Option 1: Maintain the current structure of three thematically based subgroups based on the Together Building a United Community themes (TBUC).

Option 2: Dissolution of current subgroups. Replaced by monthly presentation of Good Relations Programme reports to the Council's Community Planning and Regeneration Committee.

Option 3: Replace three thematic subgroups with bi-annual (twice per year) Good Relations Member's workshops. Content of workshops to include update reports and feedback on the Good Relations Programme, and best practice site visits to projects operating within, and outside of the Borough.

Option 4: Replace three thematic subgroups with a quarterly Good Relations Working Group to be made up of Chair and Vice Chair of the following Council Committees and partnerships bodies along with the Council's three diversity champions, namely Councillor Michael Goodman, Alderman Mandy Girvan and Councillor John Blair:

- Community Planning and Regeneration Committee,
- Operations Committee,
- PEACE IV Partnership,
- Community Planning Partnership,
- Working group would be supported by relevant Council Officers from each function.

Proposed by Councillor Girvan

Seconded by Councillor Lynch and agreed that

Option 4, replace three thematic subgroups with a quarterly Good Relations Working Group to be made up of Chair and Vice Chair of the following Council Committees and partnerships bodies along with the Council's three diversity champions namely Councillor Michael Goodman, Alderman Mandy Girvan and Councillor John Blair:

- **Community Planning and Regeneration Committee,**
- **Operations Committee,**
- **PEACE IV Partnership,**
- **Community Planning Partnership,**
- **Working group will be supported by relevant Council Officers from each function.**

be progressed on a pilot basis for 12 months.

Proposed by Councillor Blair

Seconded by Alderman Cosgrove and agreed that

officers be as inclusive as possible in identifying groups to take part in Good Relations Programmes through the delivery of the Good Relations Action Plan.

ACTION BY: C O'Dornan/Elaine Manson, Community Services and Tackling Deprivation Manager

3.13 CP/CD/123 COMMUNITY SUPPORT PROGRAMME - EVALUATION

Members were advised that correspondence had been received from the Department for Communities (DFC) advising of plans to conduct a formal evaluation of the Community Support Programme.

The evaluation would be led by the Strategic Policy and Resources Branch and would begin in February 2017 with a report planned for May 2017, a copy of the Terms of Reference was circulated for Members' information.

In particular, the evaluation would seek to address the following areas:

- What is the rationale for the central government support for the programme and what need is the programme addressing.
- How well does the programme align with the current strategic priorities of the Executive and Minister for Communities?
- How well is the programme delivered?
- What are the impacts of the programme?
- Does the programme generate value for money?
- To what extent does the programme complement or duplicate other programmes supporting community services?

Councils would be invited to contribute to the evaluation and to meet with the evaluation team. Further details would be reported to the Community Planning and Regeneration Committee at its meeting in March.

Members are advised that the Council's current Community Support Plan runs until 31 March 2017. Members may wish to extend this for a six month period to 30 September 2017 to allow time for the evaluation to take place and a new Plan developed for the Borough based on the outcomes of the evaluation.

Proposed by Councillor Kells

Seconded by Councillor Scott and agreed that

the Community Support Plan 2013-2017 be extended to 30 September 2017 to allow for the evaluation process to be completed and a new Plan developed.

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

3.14 CP/CD/53 NEIGHBOURHOOD RENEWAL CP/CD/6 AREAS AT RISK

It was agreed that

the matter be deferred and a further report be submitted to the next Council Meeting.

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

3.15 CP/CP/3 DEA FUNDING PROGRAMME 2016/17

Members were reminded of the workshop on 21 February 2017 regarding allocation of DEA Funding. The full schedule of projects supported through

the 2016/2017 programme budget was circulated for Members' information. For ease of reference, projects had been categorised as follows:

- Complete or will complete in the current financial year (green)
- Progressing and will complete in the next financial year (amber)
- No or limited progress to date (red)

New or amended projects which had not previously been considered by Committee were highlighted for consideration and approval.

Proposed by Councillor McWilliam

Seconded by Councillor Kells and agreed that

a) the schedule of projects supported through the DEA Funding Programme 2016/17, including proposed amendments, be approved

b) £5,450 of the savings in the Ballyclare DEA funding Programme be used to assist in the delivery of the Ballyclare May Fair theme for this year, Unbelievable Universe, which would include the following elements:

- 6x2 hour workshops - £1,575
- Float - £2,875
- Transport - £1000 maximum

ACTION BY: Alison Keenan, Community Planning Manager

3.16 CP/CP/3 DEA PROGRAMME OFFICER

Members were reminded of the DEA Programme which has an annual budget of £700,000 (£100,000 per DEA) and currently supports more than 50 projects across the Borough ranging in scale and scope from small local initiatives to capital development projects. Delivery of the DEA Programme is currently co-ordinated by the Community Planning Manager with responsibility for different projects allocated to relevant Heads of Service.

In order to expedite the delivery of funded projects and improve communication regarding the implementation process it was proposed that an allocation of £5,000 from the budget of each DEA would be provided to create a total budget of £35,000 to cover the cost of an officer to co-ordinate delivery of the DEA funding programme. The post would be fixed term for 12 months and would report to the Community Planning Manager.

Proposed by Councillor Logue

Seconded by Alderman Cosgrove and agreed that

the appointment of a DEA Programme Officer for a fixed term of 12 months be approved with funding of £35,000 provided through the DEA budget.

ACTION BY: Alison Keenan, Community Planning Manager

3.17 CP/CD/139 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2017/18 – FUNDING RECOMMENDATIONS (SMALL GRANTS)

Members were reminded of the Small Grants Programme which was agreed by the Council in October 2014 as part of the new Antrim and Newtownabbey Borough Council Community Development Grant Aid Programme. The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance.

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 January and February 2017 four applications were received requesting a total of £1,726.07 and were assessed by Officers as outlined below:

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded
British Koi Keepers Society (Ireland Section)	Small Activity Grant for costs relating to hosting the Koi show in Greenmount in August 2017	33%	£500.00	£0
Coiste Ghaeloideachais Chromghlinne (Crumlin Irish Education Committee)	Small Activity Grant for running costs of an Afterschool's Club	60%	£500.00	£500.00
Straid Village and District Community Group	Small Seeding Grant for set up costs including insurance and stationery & postage	53%	£500.00	£500.00
Tidy Randalstown	Small Activity Grant for insurance costs	73%	£226.07	£226.07

The total budget available for Small Grants for the 2017/18 financial year is £1,570.93. The total amount of financial assistance awarded to date, including the above 3 successful applications, is £1,226.07, leaving a balance of £344.86 to fund future applications that may be submitted to the Council during the remainder of the year.

Should Members wish to continue the programme throughout 2017/18 then an additional allocation would be required. Through a reallocation of existing budgets within the Department it was proposed that an additional £5,000 be allocated to the 2017/18 Small Grants Programme.

Proposed by Councillor Michael

Seconded by Councillor Clarke and agreed that

- i. **the Small Grant award recommendations be approved**
- ii. **an additional £5,000 be allocated to the Programme from the existing departmental budget.**

ACTION BY: Kerry Brady, Community Support Officer

3.18 ED/TOU/30 BALLYCLARE MAY FAIR 2017

Members were reminded that the Ballyclare May Fair will take place from 23-27 May 2017. Following a review of the horse fair, it was proposed that this takes place in the Sixmile Water Park, with parking for horse traders being made available at the Council yard. A secure area would be made available in the park to allow the 'flashing' of horses. This would help eliminate the incidents which occurred in 2016 and improve health and safety for the public and animal welfare.

Following the success of relocating some of the amusements to Harrier Way Car Park in 2016, it was proposed that this arrangement would continue and approximately 15 spaces would remain available to the public. Set up and take down of the amusements on 21 and 28 May, as well as the main events on 23 and 27 May, would require a full closure of the car park. It was further proposed to ask the PSNI to close Harrier Way to traffic during the operation of the amusements, on the grounds of public safety. The amusement site at the Sixmile Leisure Centre would remain as before.

It was proposed that a marquee, stage and screen was located at Market Square Car Park during the May Fair week however this would necessitate a partial closure of the car park, approximately 30 car parking spaces would remain available to the public. Set up and take down of the marquee on 22 and 28 May, as well as the main events on 23 and 27 May, would require a full closure of the car park.

As in 2016, it was also proposed to locate the stalls in The Town Hall Car Park, Market Square Car Park and Harrier Way Car Park on Tuesday 23 May and Saturday 28 May. This would mean that Main Street and The Square could remain open on May Fair day.

Food businesses in the town centre had been invited to advertise special offers in the programme and, following discussions with Ballyclare Chamber of Trade, it was proposed that only food vendors offering gourmet options, or food not available in local takeaways would be invited to trade at the event.

Proposed by Councillor Girvan
Seconded by Councillor McWilliam and agreed that

- 1. The horse trading fair take place in Sixmile Water Park on Tuesday 23 May**
- 2. Amusements be located at Harrier Way Car Park from Sunday 22 May to Sunday 28 May inclusive**
- 3. A marquee, stage and screen be located in the Square Car Park from Monday 22 May to Sunday 28 May inclusive**
- 4. No parking be available at Harrier Way Car Park and The Square Car Park on Monday 22 May, Tuesday 23 May, Saturday 27 May and Sunday 28 May**
- 5. Gourmet food stalls be invited to participate in the event.**

ACTION BY: Paul Kelly, Head of Economic Development

3.19 CP/GR/52 SATELLITES FOR EUROPE PROJECT

Members were reminded that in 2015/16 the Council participated in the 'All Quiet on the Western Front' Programme. The All Quiet Programme brought young people (aged 16 to 21) living in Europe together to examine the impact of World War I and explore issues around peace, democracy and European citizenship. Project partners included representatives from Belgium, Estonia, Germany, Greece, Italy, Spain and Republic of Ireland.

The Council had now been invited by the lead partners based in Belgium - Jeugd, Cultuur en Wetenschap vzw (JCW), translated to English means Youth, Culture and Science which is a nationally recognized Youth Association, to apply to the Erasmus Plus Programme for 2017/18. The aim is to develop and implement a progression programme for 2017 entitled 'Satellites for Europe'.

The objective of the Erasmus Plus Progression Programme is to encourage participants to become critically aware of the authenticity of news reports they encounter. Through workshops and interactive learning, using the example of the World War, they will assess how they interpret stories they see in papers, on social media platforms and on TV. Participants will also create their own news and report their experiences to peers all over Europe.

The Council had returned an initial expression of interest for inclusion in the project and had submitted a funding bid to the Erasmus Plus Programme with the other partner countries. The proposed project would take place on the following dates:

5-7 May 2017 - Advanced Planning Visit to Brussels to plan and develop the programme content for the young people engaged on the project (1 officer per delegation).

16-23 July 2017- Encounter meeting in Antwerp (5 young people per delegation, 1 leader and the Mayor or nominated representative).

A final decision on the joint application was expected by 15 April 2017.

Should the application be successful, final programme content and cost implications would be presented to the Council for approval in April 2017. Based on previous years, the cost of implementing the project was estimated to be £1,745; £470 Council match funding to cover programme development, administration and implementation and £1,275 (travel, accommodation and subsistence) for the Mayor, or appointed Council representative, to accompany the delegation to Antwerp in July 2017. These costs had been included within the Draft Good Relations Action Plan and Council estimates for 2017/18. All expenses relating to the accompanying Council Officer would be covered under the Programme funding.

As in previous years, advertisements for places on the Programme would be placed in local newspapers and on the Council website and social media pages. Information would be circulated to all secondary level schools within the Borough and to other schools in surrounding areas which young people from Antrim and Newtownabbey also attended. Information would also be circulated to youth groups, uniformed groups, and organisations which worked with young people not in education.

Proposed by Councillor McWilliam
Seconded by Alderman Ball and agreed that

the Committee participates in the Erasmus Plus Programme 2017/18 provision for which had been made within the Draft Good Relations Action Plan and Council estimates 2017/18.

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

3.20 CP/GR/21 GOOD RELATIONS SUMMER INTERVENTION GRANT AID PROGRAMME 2017

Members were reminded that the Elected Member Good Relations briefing on the 22 February 2017 included a discussion on potential adjustments to the Summer Intervention Grant Aid Programme. While it was agreed that Summer Intervention Grant Aid would remain a Good Relations priority, it was also proposed that some changes should be implemented to ensure continued delivery in accordance with the Together Building a United Community Strategy (TBUC) for the development of good relations.

Previously, the Summer Intervention Grant Aid process had been an open call for applications announced in March with a closing date in late April. Constituted organisations are eligible to apply for up to a maximum of £2,500 for Good Relations Summer Intervention activity taking place between 1 July and 31 August.

The proposal was to continue to administer the Summer Intervention Grant Aid Programme through an open call but with some adjustments as follows:

1. Applicants must include a specific and significant Good Relations element within their programming and budget. Not only would successful applicants be expected to deliver Summer Intervention activities through diversionary or other programmes, but would be required to demonstrate where the good relations specific message and impact is incorporated.
2. The Summer Intervention grant aid application form, guidelines, criteria and letter of offer would be adjusted to reflect the change above and applicants would be assessed on the quality of their proposed programme as a whole (including good relations specific content).
3. Updated grant aid guidelines would provide a list of potential good relations activities which would be deemed appropriate for Summer Intervention programmes with indicative costs attached.

If Members agreed to incorporate the above changes into the new Programme an open call for applications would then be issued on 31 March 2017 and closed on 21 April 2017. Officers would assess applications and report on the outcomes to the Council in May 2017, applicants would then be notified in early June.

It was also agreed that the Good Relations Officers would make a concerted effort to attract applications from groups or areas which have not previously applied where there is an identified need in line with the programme criteria.

Proposed by Councillor Lynch
Seconded by Councillor Clarke and agreed that

the proposed changes to the Good Relations Summer Intervention Programme 2017/18 and that an open call for applications be issued on 31 March 2017 be approved and officers be congratulated.

ACTION BY: Valerie Crozier-Nicholl, Good Relations Officer

3.21 CE/OA/24 BALLYCLARE RELIEF ROAD

Members recalled that it had been agreed at the Community Planning & Regeneration Committee on 16 January 2017 that the Council would co-fund on a 50/50 basis an economic appraisal/business case for the development of the Ballyclare Relief Road. The developer Neptune/Ballyclare Developments Ltd had confirmed as per the letter circulated that they wished to proceed on this basis as per the circulated letter.

Members were advised that normal procurement arrangements applied and that following the development of appropriate Terms of Reference, the required quotations would be sought.

Proposed by Councillor McWilliam
Seconded by Councillor Girvan and agreed that

Terms of Reference be developed and an appropriate individual/organisation be appointed to undertake the appraisal/business case.

ACTION BY: Majella McAlister, Director of Community Planning & Regeneration

3.22 ABBOTS CROSS IMPROVEMENT WORKS

Abbots Cross is a recognised local shopping area located off the Doagh Road. Legacy Newtownabbey Borough Council had agreed to provide funding for up to £10,000 towards the preparation/design/fees to develop and cost a plan for improvement works. Due to a number of factors this work had just recently been completed and a copy of the proposal with related costs was circulated, which totalled £10,520.60 (including VAT). It had been requested by Ulster Garden Villages Limited that the funding available from the Council be directed towards the proposed works rather than the preparation/design as originally planned.

If Members wished to proceed on this basis a Letter of Offer would be issued to the owner, Ulster Garden Villages Limited, who would then be required to undertake the relevant procurement exercise in line with the funding award.

Proposed by Councillor Scott
Seconded by Councillor Ball and agreed that

a Letter of Offer be issued to the owner, Ulster Garden Villages.

ACTION BY: Majella McAlister, Director of Community Planning & Regeneration

3.23 CP/GR/10 US: NI LEADERSHIP INITIATIVE

Members were advised of the circulated correspondence received from the Consulate General of the United States of America regarding the US:NI Leadership Initiative.

Further information would be reported to the Committee in due course.

Proposed by Councillor Girvan
Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

3.24 CP/P4/1 PEACE IV UPDATED LETTER OF OFFER

Members were reminded of the decision at the Community Planning and Regeneration Committee in January 2017 to accept a Letter of Offer for £3,233,469.00 from the Special European Union Programmes Body (SEUPB) for the Antrim and Newtownabbey Peace IV Local Action Plan 2016-2020.

Following receipt of this Letter of Offer dated 22 December 2016, SEUPB issued correspondence highlighting that feedback from a number of Peace IV Partnerships had raised concerns over the level of detail in the Letter of Offer. As a result, SEUPB re-issued the Letters of Offer on 17 January 2017 in a more simplified format with less project detail under *Item 1: Award and Description of Project*. The updated Letter of Offer had been circulated for Members' information. Projects, areas of work, funding allocations, terms and conditions, and programme rules had not been adjusted.

The updated Letter of Offer for £3,233,469.00 was approved by the Peace IV Partnership on 31 January 2017 and had been signed by the Council's Chief Executive and returned to SEUPB.

The Peace IV Partnership had responded to a number of pre-commencement conditions set out within the Letter of Offer and was completing a number of pre-implementation conditions due for return to SEUPB by 17 March 2017.

Proposed by Councillor Lynch
Seconded by Councillor Scott and agreed that

the report be noted and staff be congratulated.

NO ACTION

3.25 CP/CP/1 HSC PROCUREMENT AWARENESS EVENTS

Members were advised that the circulated correspondence had been received from the Health and Social Care (HSCNI) Business Services Organisation regarding legislative changes to procurement processes for health care and social care services.

In order to raise awareness of the changes, HSCNI would deliver a series of events across the region targeted at service providers. The event for Antrim and Newtownabbey would be held in the Dunsilly Hotel on 12 April 2017 at 2.00pm.

Proposed by Councillor Logue
Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

3.26 ED/ED/74 GILBERT STUDENT EXCHANGE PROGRAMME

Members were advised that two students, both residents of the Borough, Ben McCormick attending Ballyclare High School, and Lauren Burrows attending Ballymena Academy, have been selected to represent Antrim and Newtownabbey during the 2017 Student Exchange Programme. Ben and Lauren will fly to Gilbert in June 2017 returning with the American students in July to embark on the Antrim and Newtownabbey element of the programme.

Members of the Committee, the Mayor and past participants would be invited to meet the American students and their hosts during the summer months.

Proposed by Councillor Blair

Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

3.27 ED/TOU/30 BALLYCLARE MAY FAIR 2017

Members were advised that the Ballyclare May Fair Working Group met on 28 February 2017. It was agreed that the May Fair would take place from 23-27 May 2017 and the theme would be Unbelievable Universe.

Potential programme events were discussed, including an opening and closing parade, schools carnival programme, music concerts and films.

A detailed programme would be presented to the Committee in due course.

Proposed by Councillor Girvan

Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

3.28 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 31 JANUARY 2017

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 – 37 applications and 14 subsites

Building Notices – 131

Regularisation Certificates – 104

Full Plans

Approvals – 40

Rejected applications requiring resubmissions – 52

Commencements & Completions

Commencements – 214

Completions - 170

Inspections

A total of 663 Site Inspections were carried out

Regularisation Certificate

33 Regularisation Certificates issued

Building Notice

93 Completion Certificates issued

Property Certificates

Received – 202

Completed – 116 & 59% completed within timescale

EPB

EPC's checked – 1 & 100% compliance

DEC's checked – 22 & 56% compliance

Air Conditioning checked – 4 & 0% compliance

Income

Plan Fees Received for Month	£11003.75
Inspection Fees Invoiced for Month	£29931.02
Building Notice Fees Received for Month	£10452.00
Regularisation Fees Received for Month	£4373.40
Property Certificate Fees Received for Month	<u>£12540.00</u>
TOTAL	£68300.17

Proposed by Councillor Kells

Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

3.29 CP/CP/4 THE NI EXECUTIVE FRESH START AGREEMENT: FUNDING OF SHARED HOUSING

Members were advised of the circulated correspondence received from the Department for Communities regarding the funding of delivery of shared housing in Northern Ireland.

As outlined in the circulated correspondence, the proposals included:

- Additional shared neighbourhoods
- UK Government financial support
- Shared, mixed tenure and affordable housing
- Fresh Start Shared Housing Challenge Fund

Proposed by Councillor Kells

Seconded by Councillor Ball and agreed that

the report be noted.

NO ACTION

3.30 D/LG/177 & CP/CP/30 NEWTOWNABBEY COMMUNITY HIGH SCHOOL CONCEPT MASTERPLAN

Members were advised that the matter would be deferred and a report would be submitted to the next meeting of the Committee.

4 ANY OTHER BUSINESS

The Mayor congratulated Councillors Lynch and Ross on their election campaigns.

There being no further business the meeting ended at 7.20pm.

MAYOR

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