



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN
MOSSLEY MILL ON MONDAY 26 NOVEMBER 2018 AT 6.30 PM**

- In the Chair** : The Mayor (Councillor P Michael)
- Members Present** : Aldermen – A Ball, P Barr, T Burns, T Campbell,
M Cosgrove, W DeCourcy, M Girvan, J Smyth and R Swann
Councillors – D Arthurs, P Brett, L Clarke, H Cushinan,
B Duffin, P Dunlop, S Flanagan, R Foster, T Girvan,
M Goodman, J Greer, P Hamill, T Hogg, D Hollis, N Kelly,
A Logue, R Lynch, M Maguire, S McCarthy, N McClelland,
J McGrath, V McWilliam, J Montgomery, M Rea and B Webb.
- In Attendance** : David Porter – Divisional Roads Manager
Stephen Gardiner – Section Engineer for Antrim and
Newtownabbey
- Officers Present** : Chief Executive – J Dixon
Deputy Chief Executive – M McAlister
Director of Organisation Development – A McCooke
Director of Finance and Governance – S Cole
Director of Community Planning – N Harkness
Head of Governance – L Johnston
Borough Lawyer – P Casey
ICT Officer – C Bell
Media and Marketing Officer – J Heasley
Member Services Manager – V Lisk
Member Services Officer – S Fisher
Member Services Officer – S Boyd

1 BIBLE READING, PRAYER AND WELCOME

The Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by The Venerable Dr Stephen McBride, Archdeacon of Connor. Dr McBride congratulated the Council on the recent Rededication Service at Antrim War Memorial.

Councillors Kelly, Cushinan, Logue and Goodman joined the meeting at this point.

2 APOLOGIES

Alderman Agnew,
Councillors – J Bingham, M Magill, D Ritchie and S Ross

3 DECLARATIONS OF INTEREST

Item 9.6 – Councillor Kelly
Item 9.20 – Councillor Foster

4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Alderman Smyth
Seconded by Councillor Brett and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 29 October be taken as read and signed as correct.

NO ACTION

5 MINUTES OF THE OPERATIONS COMMITTEE MEETING

Moved by Councillor Greer
Seconded by Councillor Girvan and

RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 5 November 2018 be approved and adopted.

NO ACTION

6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING

Moved by Alderman Barr
Seconded by Councillor McClelland and

RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday 6 November 2018 be approved and adopted.

NO ACTION

7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE MEETING

Moved by Councillor Maguire
Seconded by Councillor Clarke and

RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting of Monday 12 November 2018 be approved and adopted.

NO ACTION

8(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1

Moved by Councillor Cushinan
Seconded by Alderman Campbell and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Thursday 22 November 2018, Part 1 be taken as read and signed as correct.

NO ACTION

8(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2

Moved by Councillor Cushinan
Seconded by Alderman Campbell and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Thursday 22 November 2018, Part 2 be approved and adopted.

NO ACTION

9. REPORT ON BUSINESS TO BE CONSIDERED

9.1 DEPARTMENT FOR INFRASTRUCTURE ROADS – AUTUMN CONSULTATION

Members were reminded that it was agreed at the September Council meeting to grant a request from the Department for Infrastructure Roads to address Members.

David Porter, Divisional Roads Manager and Stephen Gardiner, Section Engineer for Antrim and Newtownabbey, were in attendance to make the presentation.

The address provided an update on the current year's work, including the use of the Roads Recovery Fund, and consulted the Council about priorities for next year's programmes. A copy of the report was circulated.

Mr Porter answered Members' queries, paid tribute to the good working relationship between Officers and the local Section Engineering Team and asked that Members continue to forward details of any issues.

The Mayor thanked Mr Gardiner and his team in relation to the speed and efficiency in clearing the roads during the recent strong winds, thanked Mr Porter for his presentation and they left the meeting.

9.2 TO APPROVE THE SEALING OF DOCUMENTS

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

To approve the Sealing of Documents:

- Agreement - Design and Supervision Consultants, Threemilewater Woodland Path Works
- Agreement – Design and Supervision Consultants, Lilian Bland Refurbishment Works
- Agreement – Design and Supervision Consultants, Rathcoole Play Parks

Moved by Councillor McCarthy

Seconded by Councillor Arthurs and

RESOLVED – that the Sealing of Documents be approved.

ACTION BY: Paul Casey, Borough Lawyer

9.3 CE/GEN/61 CORPORATE WORKSHOP 2018

Members were reminded that the Corporate Workshop was held in Mossley Mill, Council Chamber on Friday 19 October 2018.

The Workshop focused on Performance 2018/19 and included the Council's approach to growing our economy. Members reviewed the Corporate Plan progress and reports were provided on Capital Projects and Capital Expenditure, Corporate Financial Position and Proposed Draft Estimates.

A workshop report including appendices was circulated along with the presentation slides, for Members' information.

Moved by Alderman Smyth

Seconded by Councillor Hogg and

RESOLVED: that the 2018 Corporate Workshop Report be approved.

ACTION BY: Laura Campbell, PA to Director of Organisation Development

9.4 ED/ED/133/VOL 2 BALLYCLARE BID

Members were reminded of the ongoing process being supported by the Council regarding the establishment of a Ballyclare Business Improvement District (BID). Following the report to the August Council meeting it had been agreed that the BID ballot should now take place in February 2019. The main emphasis of the work at this point in the process is the development of the business plan for the BID area, which includes both the operational arrangements of the BID partnership and the delivery of actual

projects/services. This plan will indicate how the levy will be collected and the related cost implications.

(a) Levy Collection

The Council is required through BID legislation to collect the levy either directly or by appointing an appropriate organisation to undertake this task. If executed directly, this will be through the Council's Finance Section with invoicing likely to take place once per year. Due to the nature of the ballot and the BID legislation, 'no' voters will be required to pay the levy if there is a successful 'yes' vote and the BID is established, therefore in Year 1 the volume of non-payers, or late payers, is expected to be quite high, requiring resources to chase this bad debt.

As stated, the Council may either undertake this role itself or alternatively appoint a provider to do so, the cost of which (up to £3,500) may be claimed back from the total BID levy.

The Council's Finance and Legal sections had considered the resource implications and proposed that a charge of £3,500 be applied and recouped from the levy.

(b) Additional Contribution/support by the Council

The Council may also wish to consider how additional support might be provided, beyond the payment of the required levy for Council properties.

Additional support may be in the form of a financial contribution or 'in kind' support towards the staff/operational costs and/or additional money to support the proposed projects to be delivered. A copy of the draft business plan was circulated for members' information. Currently £100,000 from the projected levy of approximately £137,000 is ring-fenced for projects with an estimated £27,000 for operational costs and a contingency of around £10,000.

Should the ballot be successful, a BID Company will be established in Spring 2019 and the Council will be invited to nominate a member, or members, to the company.

Moved by Alderman Girvan
Seconded by Councillor Arthurs and

RESOLVED: that

- (a) a charge of £3,500 be applied and recouped from the BID company for the Council services related to the collection of the levy;**
- (b) a further report be provided in relation to additional contributions/support by the Council after the ballot has taken place.**

ACTION BY: Majella McAlister, Strategic Director of Economic Development & Planning

9.5 ED/REG/018/VOL 3 BELFAST REGION CITY DEAL UPDATE

Members were made aware of the announcement as part of the Autumn Statement that a City Deal for the Belfast region of £350 million had been approved. The amount of £350 million represented the UK Treasury contribution to the overall deal which will include Central Government, Local Government and private sector contributions. This commitment is a major step towards achieving the overall target investment package of £1 billion, which includes Central Government, Local Government, Universities and private sector support.

A copy of the final proposition document and a letter of thanks from the Chief Executive of Belfast City Council were circulated for Members' information. A video illustrating the City Deal bid was also available to view via the following link <https://www.youtube.com/watch?v=pvflJTjN-l4>.

The Secretary of State met with the Chief Executives and Mayors of the 6 partner Councils on Wednesday, 31 October 2018, to discuss the Bid and the next steps required. Central to progressing to the next stage is the approval of 'Heads of Terms' which must be signed off by each partner within 5 weeks of the announcement of the funding.

Members were reminded that the allocation from the UK Treasury would fund projects under the Digital and Innovation Pillar of the City Deal, which includes the QUB Advanced Manufacturing Innovation Centre. Officers are working closely with Queens University to provide the information required in relation to the global Point site and it was hoped that a final decision in relation to the project location will be made before Christmas.

Other City Deal projects that would benefit the Borough include the extension of the Belfast Rapid Transit (BRT) scheme into the Borough. From discussion with key officers in the BRT team, it is envisaged that the business case development will take 12-18 months and cost in the region of £700-800,000. This business case will include Route Selection Analysis, Traffic Modelling, Community Consultation, etc. A copy of the executive summary for the current BRT scheme in Belfast was circulated for Members' information. In determining the route for the Glider service it will be important, to maximise the number of passengers that can be serviced whilst seeking to keep the route under 15km to ensure customer satisfaction with the transport experience. The route will end with a Park and Ride facility, which should ideally be able to facilitate up to 1,000 cars. Officers working on the City Deal BRT project would like to engage formally with the Council early in the New Year regarding the project.

With respect to the HBO Moneyglass Tourist Experience, Members were advised that work is progressing on the planning application for the facility with a target date of July 2019 for the facility to open. Officers are engaging with the promoters regarding council support for the scheme and will present a further report in December. Plans are also underway to schedule a visit to the site in early December when Members will hear further detail in relation to the plans for the attraction.

Further work is also progressing in relation to the Regional Innovators Network and the Infrastructure Enabling Fund alongside the Employability and Skills programmes which will operate across the 6 Council areas.

The next stage in the process would require the development of detailed business cases for each project, which will take place over the next 6-12 months. It was proposed that the Council agrees in principle to contribute towards the costs of the business cases for the QUB Advanced Manufacturing Innovation Centre and the HBO Moneyglass Tourist Experience subject to confirmation of the budget required.

Members thanked Officers for the hard work involved in this initiative.

Moved by Councillor Webb
Seconded by Councillor McClelland and

RESOLVED: that the Council delegates authority to the Mayor and Chief Executive to sign up to the Heads of Terms required to progress the City Deal for the Belfast Region.

ACTION BY: Majella McAlister, Strategic Director of Economic Development & Planning

Having declared an interest in the next item, Councillor Kelly left at this point of the meeting.

9.6 ED/ED/80/VOL 3 CORPORATE EVENTS SPONSORSHIP PROGRAMME

The Northern Ireland Open, hosted annually at Galgorm Castle, is NI's national annual professional golf tournament and one of the region's core international tourism events. The organiser advised that the NI Open delivered significant international exposure with the majority of companies involved in providing services being local companies, which augments the local economic benefit and civic pride created by delivering a world-class event. The organiser NI Open Golf Ltd is a not for profit organisation and in 2019 proposes to include the Massereene Golf Club as a venue for part of the event. Massereene has been approved by the European Tour as a venue for the NI Open and will be used by the European Challenge Tour and Ladies European Tour professionals from Monday to Friday of the event week. Further details are included within the correspondence received, a copy of which was circulated.

In line with the proposal to incorporate Massereene Golf Club the organiser was requesting funding support of £80,000 from the Council plus a range of 'in kind' support including car parking and advertising.

Members were made aware that, to date, requests for support of that nature were considered through the Flagship Sponsorship fund, which the Council had agreed to make separate budgetary provision for to accommodate any applications for special events that may come in during the year. No upper limit was set as each request was to be considered on its individual merit. In the current financial year, 2 events have been supported by the Council as

follows:

- Easter Stages Rally £20,000
- Ulster Rally £35,000

In addition, a range of other events had been supported under the Council's mainstream Corporate Events programme in 2018-19, out of a total budget available of £50,000 (maximum award of sponsorship is £10,000 per event), as follows:

- Antrim Festival £8,700 offered. Paid out £5,875
- Atlantic Challenge £5,000
- Battle of Antrim £5,000 offered but event did not go ahead
- Irish Game Fair £10,000
- May Day Steam Rally £10,000

The total budget for the 2018-19 programme is £50,000 of which just £30,875 has been allocated by the Council to date following two calls for applications. It was therefore proposed to release a third call for applications in December to attract proposals for any events that will take place in the Borough before 31 March 2019.

Members were also reminded of the agreed principles for the Corporate Events Sponsorship Programme against which applications are assessed as set out below:-

- Applications from community based and voluntary organisations and groups to fund festivals and local events to be directed to the Community Development and Festivals grant programme in the first instance;
- Sponsorship will 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 using an economic calculator (the post project evaluation report must detail evidence of bed nights, increase in visitor numbers and visitor spend);
- Events must enhance the visitor experience and raise the profile of the Borough.

Event organisers have requested that the Council releases calls for applications as early as possible to assist with the event planning process. It is, therefore proposed that applications for Corporate Events Sponsorship in 2019-20 be invited by public advertisement in December 2018 with a further call to be made in April 2019 for events to be held before 31 March 2020, subject to budget availability.

Moved by Alderman Smyth

Seconded by Councillor Lynch and

RESOLVED: that Council

- i. **approve the third call for applications be released in December 2018 for events that can take place before 31 March 2019, along with a new call for applications for events that will be held from 1 April 2019, subject to budget availability;**
- ii. **agrees to provide a total budget for the Corporate Events Sponsorship Programme in 2019-20 of £50,000, subject to the annual estimates process;**
- iii. **approve that Officers engage with NI Open in relation to sponsorship and provide a further report, including the cost of in kind support.**

ACTION BY: Majella McAlister, Strategic Director of Economic Development & Planning

Councillor Kelly returned to the meeting.

9.7 EH/EL/183 APPLICATION FOR GRANT OF AN ENTERTAINMENT LICENCE (14 DAY OCCASIONAL LICENCE) UNIVERSITY OF ULSTER STUDENTS ASSOCIATION, SHORE ROAD, BT37 0QA

An application had been received for the grant of an Entertainment Licence (occasional licence) for the following area.

Licensee	Location of Premises	Type(s)and hours of entertainment	File Number	New Application or Renewal
Conor Keenan	University of Ulster Students Association, Shore Road, BT37 0QA	Singing, Music, dancing or entertainment of a like kind Monday to Sunday 10 am to 1am Number of persons 250	EL183	New

In line with the Council Protocol for the hearing of Entertainment Licence applications, approved in December 2016, the application must be considered at a full meeting of the Council.

The Council could decide the following:

- i. Grant the licence

- ii. Grant the licence with specific additional terms, conditions and restrictions
- iii. Refuse the licence
- iv. Defer an application for further consideration or to obtain further information.

Members were advised that if the Council made a decision against an Officer's recommendation then Members must state their reasons for doing so. In such circumstances, a recorded vote will be taken.

Moved by Alderman Barr
Seconded by Councillor Flanagan and

RESOLVED: that an Entertainment Licence (occasional licence) be granted to the applicant; Mr Conor Keenan, for University of Ulster Students Association, Shore Road, BT37 0QA

Operating hours: Monday to Sunday – 10am to 1am

ACTION BY: Clifford Todd, Head of Environmental Health

9.8 ED/ED/20 SOCIAL ENTERPRISE

Members were reminded that the function of local economic development, which included responsibility for supporting social enterprise, transferred to the Council under the Review of Public Administration. The Council is providing specific assistance to the sector through the Pilot Social Enterprise Programme and is a member of Social Enterprise NI, being shortlisted in the 2018 awards for 'Council of the Year'.

Social Enterprise NI are planning to hold their annual conference on 31st January 2019, under the theme of 'Supply and Demand'. They are expecting an audience of approximately 160 people, bringing together a range of personnel from all sectors to hear from topical speakers and promote the good work of Social Enterprises.

A request had been received from Social Enterprise NI to host the annual conference at Theatre at the Mill, together with tea and coffee for attendees upon arrival. The proposed layout would cost £1,300, together with an estimated cost for catering of £165.00.

Moved by Councillor Arthurs
Seconded by Councillor Lynch and

RESOLVED: that the Social Enterprise NI Annual Conference be held at Theatre at The Mill on 31st January 2019, at an estimated cost of £1,465.00, provision for which exists within the Economic Development budget.

ACTION BY: Seonaid Rooney, Economic Development Officer

9.9 CE/GEN/004/VOL2 SHARED CYCLEPATH A57 BALLYCLARE ROAD – PARADISE WALK TEMPLEPATRICK – DEPARTMENT FOR INFRASTRUCTURE CORRESPONDENCE

Members were advised that correspondence has been received from the Department for Infrastructure outlining a proposal for a shared cycle path on the south side of the A57 Ballyclare Road from Ballymartin Park and Ride to Paradise Walk Roundabout and on the south west side of Paradise Walk for 360m in a north westerly direction (circulated).

The Department had requested a letter confirming that the Council is in agreement with the proposal.

Moved by Councillor McGrath
Seconded by Councillor Clarke and

RESOLVED: that the Department for Infrastructure be advised that the Council is in agreement with the proposal.

Councillor Montgomery's objection to this proposal was noted.

ACTION BY: Member Services

9.10 PK/GEN/30 NOMINATIONS FOR BRITAIN IN BLOOM 2019

Correspondence had been received from the Northern Ireland Local Government Association (NILGA) following the success of Antrim and Randalstown in the Translink Ulster in Bloom competition.

To take the success further, NILGA proposed, with Council's support, to nominate both Antrim and Randalstown to represent Northern Ireland in the 'Town' and 'Small Town' categories of the 2019 Royal Horticultural Society, Britain in Bloom Competition. Involvement in competitions such as this generates a huge amount of enthusiasm, boosting civic pride and community involvement.

Council's support was required for these nominations which are subject to RHS approval. Details on the date and venue of the award ceremony will be provided in the event that nominations are confirmed by RHS.

Members were reminded that both Antrim and Randalstown are previous winners; Randalstown achieved a Gold and Overall Winner in the Small Town category in 2017 and Antrim Town achieved Silver Gilt success in 2015 in the Town category.

Moved by Councillor McClelland
Seconded by Councillor Clarke and

RESOLVED: that Council supports the nomination of both Antrim and Randalstown for the RHS Britain in Bloom Competition 2019.

ACTION BY: Lindsay Houston, Parks Development Officer

9.11 ED/EUP/2 RURAL DEVELOPMENT PROGRAMME: APPLICATION

Members were reminded that GROW South Antrim is responsible for delivering the Northern Ireland Rural Development Programme 2014-2020 across the Borough to include grant aid funding to support rural businesses, community organisations and village renewal projects and for working in cooperation with other Rural Development clusters across Europe.

Village Renewal: Rural Speed Project

Members were reminded that villages and hamlets across the Borough created or updated Village Plans in 2017. All areas identified speeding as a major concern for their village. Working alongside the Community Planning Outcome Group for Safe, Clean and Vibrant Places, an opportunity has been identified to work in partnership with PCSP, PSNI and the Department of Infrastructure to purchase a portable speed detection unit for each village. This unit will display the speed of oncoming cars, flashing if the car is speeding, and will record traffic speed (not number plates) to be used by PSNI to appropriately allocate resources. One unit will be purchased per participating village, and the Village Committee will agree with the Department of Infrastructure appropriate sites for the speed indicator devices and will take responsibility for moving the portable device to the various agreed village entry points. The Village may also take on charging of any battery units (if required) for the operation of the units. Formal agreement will be sought by the Village Committee before a device is purchased for that village.

The villages and hamlets which have identified speeding in their Village Plan and have expressed an interest to take part in the project are:

Ballyeaston	Ballynure	Ballyrobert
Burnside	Cranfield	Doagh
Killead	Groggan	Moneyglass
Parkgate	Straid	Templepatrick
Toome		

The estimated cost of each unit is £3,000, and with 13 villages, the estimated cost is £39,000. It is intended to apply to the GROW Village Renewal Scheme for 75% of project costs, so £29,250 and to PCSP for the balance of £9,750. In kind support will be provided by the other project partners for posts to position the units and to assist with installation and movement of the units. The only eligible applicant under the Rural Development Programme to the Village Renewal Scheme is Council, and therefore it was proposed that Council make the formal application for funding to GROW South Antrim, in partnership with PCSP, PSNI and the Department of Infrastructure.

Moved by Councillor McWilliam
Seconded by Councillor Arthurs and

RESOLVED:

- (i) **that the Council agrees to apply to GROW South Antrim for a Rural Village Speed Project for up to 13 villages, subject to formal agreement with each Village Committee. Project to be funded in full by GROW South Antrim and the PCSP;**
- (ii) **that Mallusk and Aldergrove be included in the Rural Village Speed Project and any additional cost be provided by Council.**

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

9.12 ED/ED/120 BALLYCLARE HIGH SOCIAL ENTERPRISE

Members were reminded that the function of local economic development along with a significant budget transferred to the Council under the Review of Public Administration, and this includes responsibility for supporting social enterprises. Council is currently running a Social Enterprise Programme to offer workshop and mentoring support to those thinking of setting up a social enterprise, and those who are already running a social enterprise.

Members were aware that Ballyclare Group Practice intended to move from current premises in George Avenue, Ballyclare to new premises in the town, which would render the current premises and site vacant. An opportunity had been identified by the premise owners and Ballyclare High School to develop the site to benefit the school and to provide opportunities for the social economy sector. Representatives from the school would be taking part in the Council's Social Economy Programme to explore the potential of setting up a social enterprise to support the school and its activities.

In order to establish the development opportunities for the site and to determine its suitability for use to support the school development and for social economy initiatives, it was proposed to undertake a feasibility assessment of the site. The assessment will include consultation with a range of key stakeholders including the school, Education Authority, Board of Governors, PTA, building owner, Ballyclare Town Team, Local Enterprise Agencies, local businesses, elected members and community organisations and a site options assessment with cost estimates.

It was anticipated that the cost of this study would be approximately £16,000. As the site has the potential to create a vacant site in the town, an application will be made to Department for Communities for up to 90% of the costs of the feasibility study, with the remainder funded through budget provision which exists through the Economic Development budget.

Moved by Councillor Girvan
Seconded by Councillor Arthurs and

RESOLVED: that

- a) the Council appoints a multi-disciplinary team for the technical assistance project at a cost of up to £16,000.**

b) the Council makes an application to the Department for Communities for up to 90% of the project costs and provides the match funding required to deliver the study.

c) Social Enterprise NI be invited to contribute their advice to this project.

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

9.13 G/BCEP/3 JULY FLOODING - MULTI-AGENCY MEETING

On Monday 15th October, a meeting took place involving Elected Members from Antrim Town and Airport DEA's following a request from Members for a meeting to discuss the flooding which impacted these areas in July.

Prior to this, an internal review was held with Council departments involved in the response and a subsequent debrief held with multi-agency partners. Both reviews looked at what went well during the response and what improvements could be made.

At the Elected Members' meeting, representatives from the Drainage Agencies, namely Northern Ireland Water, Department for Infrastructure Roads and Rivers sections were in attendance as well as the Met Office. Members raised concerns about areas where flooding had occurred, however the main aim of the discussion was to prevent recurrences of flooding in the future. A summary of agreed actions is listed below:

1. Councillor Dunlop to share exact locations of drainage issues within Garden Village with Department for Infrastructure for follow-up;
2. Alderman Burns to share exact locations of culverts in Crumlin where flooding was experienced with Department for Infrastructure for follow-up;
3. Department for Infrastructure to provide Household Flood Protection Grant Scheme leaflets to Council for circulation to Members in attendance.
4. Borough Life to be used to share information with residents on available Emergency Schemes and Grants following severe weather. This is currently planned to be included within the January 2019 edition.

(Action 3 has been completed and this information has been uploaded to Council's website).

At a regional level recovery is becoming an area of focus and Council will be involved in developing our own specific recovery plan following direction of the Regional Working Group.

The main outcome of the debriefing process was the proposal for a Community Resilience project to be progressed with the community in Garden Village, as they have experienced recurring flooding in the last five years. The success of this project requires commitment of both the community and the drainage agencies and will be co-ordinated and facilitated by Council. Members will be kept up to date on any progress.

Moved by Councillor Brett

Seconded by Councillor Montgomery and

RESOLVED: that the report be noted.

NO ACTION

9.14 CE/OA/039 APPOINTMENT OF INDEPENDENT MEMBERS TO THE NORTHERN IRELAND POLICING BOARD – CORRESPONDENCE FROM SECRETARY OF STATE

Members were advised that correspondence had been received from the Rt Hon Karen Bradley MP, Secretary of State for Northern Ireland, advising that, under the terms of the Northern Ireland (Executive Formation and Exercise of Functions) Act 2018, the Secretary of State has interim responsibility for urgent appointment functions normally exercised by Northern Ireland Ministers including the Northern Ireland Policing Board.

A copy of the correspondence was circulated for Members' information.

Moved by Councillor Brett
Seconded by Councillor Montgomery and

RESOLVED: that the correspondence be noted.

NO ACTION

9.15 FI/FIN/4 BUDGET REPORT – OCTOBER 2018

A budget report for October 2018 was circulated for Members' information.

The Council's variance on Net Cost of Services for the period to the end of September is £150k favourable, with income from District Rates and the De-Rating grant being on budget for the period, resulting in an increase to the Council's General Fund of £150k.

This includes a contribution of £436k to the Council's Strategic Projects and Rates Appeal Reserves.

Moved by Councillor Arthurs
Seconded by Councillor Clarke and

RESOLVED: that the report be noted.

NO ACTION

9.16 G/MSMO/14 MOTION – ARDS AND NORTH DOWN BOROUGH COUNCIL

Members were advised that correspondence had been received from Ards and North Down Borough Council regarding a Motion adopted by that Council requesting support in lobbying central government in relation to financial cuts in the provision of community transport introduced since 2015.

A copy of the letter was circulated for Members' information.

Moved by Alderman Smyth
Seconded by Councillor Hollis and

RESOLVED: that the correspondence from Ards and North Down Borough Council be noted.

ACTION BY: Member Services

The Mayor advised Members that the Motion would be taken at this point of the meeting.

10. MOTION

Moved by Councillor Noreen McClelland
Seconded by Councillor Roisin Lynch

"This Council notes the Concluding Observations of the United Nations Committee on the Convention of the Rights of Persons with Disabilities. Council recognises the valuable contribution that those living with disabilities make to our society and will undertake to prepare a review on how the Council meets local obligations within the Convention on the Rights of Persons with Disabilities."

Members spoke in support of this Motion and requested that this review include hidden disabilities.

RESOLVED – that the Motion be declared unanimously carried.

ACTION BY: Andrea McCooke, Director of Organisation Development

At this point in the meeting Councillor Logue requested that her objection to Part (ii) of Item 9.13 of the minutes of the October Council Meeting be noted.

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor McWilliam
Seconded by Councillor Montgomery

RESOLVED: that the Council proceeds to conduct the following business 'In Committee'.

Members were advised that the audio recording would cease at this point.

9.17 IN CONFIDENCE FI/PRO/TEN/160 EXTENSION OF TENDER FOR OPERATED PLANT HIRE

Contract Period: 1 November 2017 to 30 September 2018 (with an option to extend for a further 24 months, in 3 month increments, subject to review and performance)

At the Operations meeting held on 2 October 2017, the contract for the above service was awarded to M Large Tree Services Ltd.

Having reviewed the contract, the Contract Manager is satisfied with the services provided by the service provider under the terms of the contract.

As the market conditions are broadly similar, the Contract Manager recommends that the option to extend be exercised and that the contract be extended until 30 September 2019. A further review will be performed at that date.

Moved by Alderman Smyth
Seconded by Councillor Foster and

RESOLVED: that the contract with the above noted suppliers be extended until 30 September 2019.

ACTION BY: Melissa Kenning, Procurement

9.18 IN CONFIDENCE FI/PRO/TEN/240 TENDER FOR THE SUPPLY AND DELIVERY OF SUMMER BEDDING PLANTS 2019

Two tenders for the supply and delivery of summer bedding plants were opened via eTenders NI on 16 November 2018 and referred to the evaluation panel for assessment. The tenders were evaluated on a two-stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, delivery timescale, and declarations and form of tender. All tenders met the requirements of Stage 1 and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Compliance

Both tenderers confirmed their compliance with all elements of the specification and therefore proceeded to the next stage of the assessment.

Sub-Stage 2 – Quality/Commercial Assessment

The tenders were evaluated on the basis of Quality (30%) and Lowest Total Overall Cost (70%). One tender did not meet the agreed quality thresholds, and therefore their tender did not proceed further in the evaluation. The recommendation is as follows:

Recommendation	Quality Score (out of 30%)	Cost Score (out of 70%)	Total Score (out of 100%)	Total Overall Cost (£) (excl. VAT)
Pentland Plants Ltd	30.00	70.00	100.00	£44,378.90

RESOLVED: that having achieved an acceptable score of 100%, Pentland Plants Ltd be appointed to supply and deliver summer bedding plants at the tendered rates.

Moved by Alderman Smyth
Seconded by Councillor Kelly and

ACTION BY: Melissa Kenning, Procurement

9.19 IN CONFIDENCE FI/PRO/TEN/223 TENDER FOR SIXMILEWATER CARAVAN PARK UPGRADE WORKS

Members were reminded that in June 2018 the Council approved a budget of £[REDACTED], for the upgrade of utility pillars to include water provision and grey water drainage at Sixmilewater Caravan Park in Antrim.

PROJECT SCOPE

The project consists of an upgrade to the existing utility bollards, which at present only supply electricity and a night light for each of the 37 caravan pitches.

Project Scope – The contract will include the following works:

- Excavation for new Grey Water Drainage pipework from Existing Caravan Pitches
- Supply and laying of new Grey Water Drainage Pipework and Construction of New Manholes
- Connection of new Grey Water Drainage Pipework to existing pumping station and manholes
- Disconnection and removal of existing utility bollards
- Supply and installation of new utility bollards including connection of new water and electrical supplies and testing
- Reinstatement of all disturbed surfaces including grass, existing roadways and existing caravan pitches

PROCUREMENT

R Robinson & Sons Ltd were appointed in June 2018 to assist the Capital Development section in the preparation of the detailed contract documents.

Nine completed Pre-Qualification Questionnaires (PQQs) were received from contractors via the eSourcing NI portal on 23 August 2018 and referred to the evaluation panel for assessment. The completed PQQs were evaluated on a Pass/Fail basis using criteria of Past Performance, Economic and Financial Standing and Professional Conduct, Health and Safety and Declarations. All

contractors passed this stage of the assessment and proceeded to be evaluated on the basis of Technical and Professional Ability.

The six (and ties) highest scoring contractors (ie. seven) were shortlisted and invited to submit tenders for the project.

Invitation to Tender (ITT) documents were issued to the seven contractors on 12 October 2018. Six completed ITTs were received via the eSourcing NI portal on 2 November 2018 and referred to the panel for assessment. One of the contractors did not submit a tender.

One of the tender submissions failed to meet completeness and compliance checks and was rejected. The remaining five tenders were assessed on cost only and the recommendation for the award on the basis of lowest acceptable tender assessment total price is as follows;

Contractor	Tendered Total of the Prices (excl. VAT)	Model Compensation Event Total* (excl. VAT)	Tender Assessment Total Price (excl. VAT)	Rank
CCNI Ltd T/A Campbell Utilities	£ [REDACTED]	£ [REDACTED]	£ [REDACTED]	1

**The model compensation event is included in the evaluation exercise to assess the cost impact of change resulting from potential future compensation events (variations due to unforeseen items). It includes costs for people, materials and equipment.*

TENDER ANALYSIS

The tenders were assessed on the basis of lowest acceptable tender assessment total price. The lowest tender assessment total price £ [REDACTED] (excl VAT) was received from CCNI Ltd T/A Campbell Utilities. The tender from CCNI Ltd T/A Campbell Utilities is consistently priced and meets the required specification for the works.

COST SUMMARY

Based on the lowest tender from CCNI Ltd T/A Campbell Utilities, the predicted out-turn cost for the project is as follows:

Tendered Total of the Prices	£ [REDACTED]
Model Compensation Event Total (contingency for unforeseen items)	£ [REDACTED]
Tender Assessment Total Price	£ [REDACTED]
Professional fees	£ [REDACTED]
Total Predicted Project Cost	£ [REDACTED]
Approved Budget	£ [REDACTED]

The predicted project cost based on the current lowest tender is £ [REDACTED] ([REDACTED]%) above the approved budget.

PROGRAMME

It was envisaged that the caravan park upgrade works would commence in January 2019 and be completed by the end of February 2019.

Moved by Councillor Montgomery
Seconded by Councillor Kelly and

RESOLVED: that

- i. **the tender for the full scope of works from CCNI Ltd T/A Campbell Utilities in the Tendered Total of the Prices of £[REDACTED] (excl. VAT) giving a Tendered Assessment Total Price of £[REDACTED] (excl. VAT) be approved;**
- ii. **the Total Estimated Budget for the works and professional fees of £[REDACTED] be approved.**

ACTION BY: Sharon Logue, Procurement Manager

Having declared an interest in the next item, Councillor Foster left at this point of the meeting.

9.20 IN CONFIDENCE FI/PRO/TEN/15 SUPPLY & DELIVERY OF CLEANING PRODUCTS

Members will recall that the tender 'FI/PRO/TEN/15 Supply and Delivery of Cleaning Products' was granted an extension to 30 November 2018 in order to finalise research, complete supplier engagement and consider the report on single use plastics in order to report accordingly on the environmental impact of this contract.

Research and supplier engagement had now been completed after consultation with a chemical producer working in partnership with Banner, who are named on the Crown Commercial Services Framework RM3703 which includes janitorial products.

Two 'eco labels' are widely agreed to be the only acceptable labels which provide products which are scientifically proven and policed by DEFRA and the UK Government and these are the EU Ecolabel and Nordic Swan. Both labels meet high standards of both performance and environment quality and pass rigorous environmental fitness trials. Products bearing the labels have been independently measured, tested and verified on the following aspects:

1. Biodegradability Test
2. Performance Test (benchmarked against the market leader)
3. Packaging in Use Ratio (concentration)

These products are limited to the following:

1. Degreaser
2. All Purpose Cleaner
3. Hand Dishwashing Detergent
4. Washroom Cleaner

5. Toilet Cleaner

It should be noted that it will not be possible to be totally 'environmentally friendly' or to only use products that have an EU Ecolabel or Nordic Swan label. This is because some products are essential for sanitising and disinfecting e.g. toilets, poolside. For these products, our aim would be to use products which will have the least negative environmental impact. Where no eco-label option exists Council should opt for an industrial environmental standard e.g. TRECOS, which covers all aspects of a product's environmental profile, including transport impact, biodegradability, packaging, energy etc.

In relation to the plastic packaging that the cleaning products come in, the containers will be recycled through the Council's internal waste management systems.

Officers recommended a trial of the 5 products above at the Mossley Mill site for a period of 4 weeks in order to gain valuable feedback from end users.

In order to facilitate the required time to trial the EU Ecolabel products, an extension to the cleaning products contract of a further two months was requested.

Members would receive a further report detailing the findings of the trial of products at the Mossley Mill site along with further details of the final number of products to be sourced for the new cleaning products contracts.

Councillor Webb welcomed the introduction of a biodegradability test.

Moved by Councillor Webb
Seconded by Councillor Brett and

RESOLVED: that the contract above be extended for a further period of three months until 28 February 2019.

ACTION BY: Sharon Logue, Procurement Manager

Councillor Foster returned to the meeting.

9.21 IN CONFIDENCE FI/PRO/TEN/236 TENDER FOR THE SUPPLY, DELIVERY AND MAINTENANCE OF MOBILE PLANT AND MACHINERY

Council had previously approved a Capital Fleet Replacement programme and a procurement exercise was initiated for the purchase of a range of replacement plant and machinery for several departments within the Council. The tender was prepared to enable operational prioritisation and it was split into twelve lots to ensure best value for money.

Eight tenders for the supply, delivery, and maintenance of mobile plant and machinery were opened via eTenders NI on 2 November 2018 and referred to the evaluation panel for assessment. The tenders were evaluated on a two-stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience and declarations and form of tender. All tenders met the requirements of Stage 1 and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Sub-Stage 1 – Technical Assessment

For each lot, the tenderers' bids were evaluated on a pass/fail basis for compliance with all aspects of the specification. No viable bids were received for Lot 10 and Lot 12. Lot 11 requires further consideration of operational needs and therefore was not being considered in the evaluation.

- LOT 1 Three bids were received for this lot. All bids met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 2 Two bids were received for this lot. Both bids met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 3 Three bids were received for this lot. All bids met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 4 Three bids were received for this lot. All bids met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 5 Three bids were received for this lot. One bid failed to meet the requirements of this stage and did not proceed further in the evaluation. The remaining bids met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 6 Four bids were received for this lot. Three bids failed to meet the requirements of this stage and did not proceed further in the evaluation. The remaining bid met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 7 Five bids were received for this lot. Two bids failed to meet the requirements of this stage and one bid was withdrawn. These three bids did not proceed further in the evaluation. The remaining bids met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 8 One bid was received for this lot. The bid met the requirements of this stage and proceeded to the next stage of evaluation.
- LOT 9 Three bids were received for this lot. One bid failed to meet the requirements of this stage and did not proceed further in the evaluation. The remaining bids met the requirements of this stage and proceeded to the next stage of evaluation.

Sub-Stage 2 – Commercial Assessment

The tenders were evaluated on the basis of Lowest Estimated Total Overall Cost (100%) and the recommendation is as follows:

Lot	Recommendation	Total Cost of Vehicle(s) and Optional Extras (£) (excl. VAT)	Estimated Total Cost of Maintenance in the Warranty Period (£) (excl. VAT)
Lot 1: 2 x 19 HP Tractor with Mid Mounted Mower and Hi Lift Tip			
Lot 2: 2 x Ride On Triple Cylinder Mower			
Lot 3: 4 x 33HP Tractor with Mid Mounted Rotary Cutting Deck			
Lot 4: 1 x 35HP Tractor			
Lot 5: 1 x Fairway Mower			
Lot 6: 1 x 50 HP Tractor			
Lot 7: 1 x 57HP Tractor			
Lot 8: 2 x 135HP Tractor			
Lot 9: 1 x Utility Vehicle with Sprayer			

RESOLVED: that this item be deferred to allow Officers to review the specifications for the lots relating to tractors.

ACTION BY: Melissa Kenning, Procurement

9.22 **IN CONFIDENCE** CE/STC/088 ORGANISATION STRUCTURES

- (a) Members were reminded that at the Council meeting on 29 October 2018 structures were approved in principle, subject to consultation with staff and trade unions. Following consultation, it was recommended that the final structures for Community Planning (Community Services & Tackling Deprivation) Appendix 1 and Finance Appendix 2 be approved.
- (b) The Chief Executive had recently reviewed the level of resource required in the Council's Legal Services Department. The Legal Services section currently consists of two officers: Borough Lawyer and Paralegal. It had become evident over the past year that there are increasing demands on this service, which cannot be met using existing resources. This was evidenced by Council spend of £70,000 per annum on external legal advice.

Additional in house resource was required to provide a service that meets the needs the organisation. With this in mind, it was proposed to increase

resources in this section by one officer, which would provide the necessary level of service and allow staff to take leave and still have a small team providing sufficient cover. It had also been identified that the department required more involvement from the Chief Executive due to the sensitivity and corporate nature of a lot of the work involved.

The legal services structure of a NI local authority of equivalent size of Antrim and Newtownabbey contains three solicitors. It was anticipated that building in house legal skills would deliver a more agile service for the Council and provide better value for money in the long term as the current reliance on external legal services can be reduced.

The proposed restructure of the department was anticipated to address these issues and provide the necessary level of service for a Council of this size.

Given the estimated savings in the cost of external legal services, the estimated increase in cost can be met from existing budgets.

The proposed structure was circulated as Legal Services Appendix 3

Moved by Alderman Campbell
Seconded by Councillor Arthurs and

RESOLVED: that the final structures be approved for Community Planning (Community Services & Tackling Deprivation) Appendix 1, Finance Appendix 2 and the proposed structure for Legal Services Appendix 3.

ACTION BY: Joan Cowan, Head of Human Resources

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor McCarthy
Seconded by Councillor Foster

RESOLVED: that the Council proceeds to conduct any remaining business 'In Public'.

Members were advised that the audio recording would restart at this point.

Members congratulated Alderman Burns and his family on the selection of his son, Bobby, for the NI National Squad.

The Mayor thanked everyone for attending on behalf of himself and the Deputy Mayor and the meeting concluded at 7.35 pm.

MAYOR

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

