



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COMMUNITY PLANNING AND
REGENERATION COMMITTEE HELD IN MOSSLEY MILL ON MONDAY 8 APRIL 2019
AT 6.30 PM**

In the Chair	:	Councillor S Ross
Committee Members Present	:	Alderman M Girvan, Councillors – L Clarke, A Logue, R Lynch, M Maguire, J Montgomery and J McGrath
Officers Present	:	Director of Community Planning – N Harkness Head of Property & Building Services – B Doonan Head of Arts & Culture – U Fay Head of Capital Development – R Hillen ICT Change Officer – A Cole Media and Marketing Officer – J Walmsley Mayor and Member Services Officer – S Fisher

CHAIRPERSON'S REMARKS

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

1 APOLOGIES

Aldermen - T Burns, M Cosgrove and J Smyth
Councillors - P Brett, S McCarthy and V McWilliam

2 DECLARATIONS OF INTEREST

Item 6.2 - Councillor Ross

3. REPORT ON BUSINESS TO BE CONSIDERED

3.1 PRESENTATION – RETAIL NI

Glyn Roberts, Chief Executive of Retail NI, gave a presentation regarding regeneration and how to create 21st century town and city centres.

Mr Roberts answered Members' questions and the Chair thanked him for his presentation and he left the Chamber.

4. ITEMS FOR DECISION

4.1 AC/GEN/039 THE JOHN HEWITT INTERNATIONAL SUMMER SCHOOL 2019

Correspondence had been received from the John Hewitt Society, a copy of which was circulated for Members' information. The letter related to the annual John Hewitt International Summer School held in the Market Place Theatre on the last week of July.

This is a cross community festival celebrating culture and creativity through literature and creative writing. A significant part of the society's ethos is to encourage attendance from those who would not normally attend, or whose socio-economic circumstances would not allow them to attend.

The society had requested that the Council showed its support for the Summer School by awarding two bursary places for residents to attend at a cost of £400 each. The John Hewitt International Summer School provides challenging and informed ideas, discussion and learning in a safe environment and by participation in the school has the potential to have benefits for residents and the Borough. More information on the society and programmes for previous years can be viewed at www.johnhewittsociety.org

The Council had supported the provision of bursaries to attend this event in the past and participants who had attended have found it very beneficial. Recipients of the 2019 bursaries would be asked to provide a written report of their experience which would be brought to a future meeting of the committee.

It was proposed to offer two bursaries of £400 each for arts practitioners, who are residents of the Borough, to attend the 2019 John Hewitt International Summer School, with these opportunities advertised publically and funded from the 2019/20 Arts Grants Budget.

Proposed by Councillor Montgomery
Seconded by Councillor Logue and agreed that

- i. the provision of two bursaries of £400 each for residents to attend the 2019 John Hewitt International Summer School, which are advertised**

publically and funded from within the 2019/20 Arts Grant budget, be approved;

- ii. **bursary recipients provide a written report of their summer school experience which will be brought to a future meeting of the Committee.**

ACTION BY: Bernard Clarkson, Art Services Manager

4.2 AC/EV/011 SUMMER SUNDAY MUSIC PROGRAMME 2019

Members were reminded that the Summer Sunday Music outdoor music programme had been approved at the March 2018 Operations Committee on the following basis:

- Concerts to be held in the 2 venues that attract larger audience numbers namely Antrim Castle Gardens and Jordanstown Loughshore Park, each Sunday from mid-May until the end of August.
- Concerts programmed in May to be contemporary acts with the traditional band concerts commencing in both venues from June.
- All Concerts to be held from 3pm to 4pm
- The total cost for the delivery of 6 contemporary music concerts and 26 summer band concerts across both venues to be £8,200. Members were advised that a satisfaction survey with participating bands would be carried out at the end of the programme.

Following a review in 2017 this programme combined the previous Sunday Treats programme of contemporary music which was delivered in Antrim Castle Gardens only and the Summer Band programme which was delivered in a number of parks in the Borough. The combined programme was rebranded in 2017 as Summer Sunday Music.

The Summer Sunday Music programme in 2018 attracted good audience numbers and was well received so it was proposed to deliver the programme in 2019 on the following basis:

- i. 6 contemporary music concerts in Antrim Castle Gardens and Jordanstown Loughshore Park from Sunday 12 May to Sunday 26 May 2019 at a total cost of £3,000
- ii. 26 traditional band concerts in both venues from Sunday 2 June until Sunday 25 August 2019 at a total cost of £5,200.
- iii. All concerts to be held from 3pm until 4pm and will be free of charge.

Proposed by Councillor Lynch

Seconded by Councillor Montgomery and agreed that

- i. **the delivery of the proposed Summer Sunday Music 2019 programme as outlined, at a cost of £8,200, be approved**
- ii. **a satisfaction survey with participating bands be carried out at the end of the programme.**

ACTION BY: Ursula Fay, Head of Arts and Culture

4.3 AC/EV/017 ARTS AND CULTURE ARTISAN MARKETS 2019

Members were reminded that the delivery of two Artisan markets in the Civic Square Mossley Mill during summer 2018 in June and August, with an admission charge of £2 per person and Under 16's free, had been approved by the Operations Committee in June 2018. The popularity of Artisan Markets as part of the Arts and Culture offer had been demonstrated by inclusion of this element within Antrim Live in 2017 and 2018 and the two summer markets held in 2018. Entertainment including inflatables, storytelling and music was provided alongside the markets to add value to the experience with both events well attended.

The benefit of the Civic Square as a venue is that event infrastructure and therefore costs of the event are minimal as the Mill facilities provide necessary amenities as well as a poor weather option. It was proposed to hold a further two Artisan Market events in the Civic Square Mossley Mill on Saturday 15 June and Saturday 17 August 2019 from 11am until 5pm with an admission charge of £2 per person and U16's free. The markets will include a range of local food and drink as well as indigenous craft and novelty products with promotion of local produce and craft a priority and be complemented once again by family entertainment in the form of music, arts, children's entertainment and inflatables.

Members were advised that the Arts and Culture team will also be supporting delivery of a special Artisan Craft Market in the Civic Square at Mossley Mill on Saturday 14 September 2019 from 11am to 5pm which is being delivered as part of the GROW Rural Development Programme.

Proposed by Councillor Logue
Seconded by Councillor Clarke and agreed that

the delivery of Artisan markets in the Civic Square Mossley Mill on Saturday 15 June and Saturday 17 August 2019 from 11am to 5pm, with an admission charge of £2 per person and Under 16's free, be approved.

ACTION BY: Ursula Fay, Head of Arts and Culture

4.4 AC/EV/12 BRIGHTER NIGHTS PROGRAMME 2019

Brighter Nights is a summer programme of arts and culture activity, delivered since 2012 on Friday evenings throughout July and August in Lilian Bland Community Park Glengormley.

The programme commenced in 2012 with the award of Peace III funding to deliver it as a pilot over two years. Through the delivery of a targeted programme of culture and arts for a family audience from tots and teens through to senior citizens there has been a reduction in incidents of anti-social behaviour and a huge increase in the positive use of a community space.

The programme has been continued successfully as part of the arts and cultural annual programme and has been one of a number of initiatives including the Beat Programme (July and August) and Glengormley Christmas Market in December, which have contributed to the Lilian Bland Community Park becoming a focal point for positive community use in recent years.

It was proposed that Brighter Nights Programme 2019 would be run weekly in Lilian Bland Community Park from Friday 5 July until Friday 30 August 2019 (with the exception of Friday 12 July) from 6.30pm until 8.30pm at a total cost of £16,000, provision for which exists in the 2019/20 Arts and Culture budgets, with the following programme themes:

Week	Date	Time	Theme
1	Friday 5 July	6.30pm-8.30pm	Schools Out For Summer
2	Friday 19 July	6.30pm-8.30pm	Superheroes Come Out to Play
3	Friday 26 July	6.30pm-8.30pm	Animal Antics
4	Friday 2 August	6.30pm-8.30pm	Dance & Fitness
5	Friday 9 August	6.30pm – 8.30pm	Science & Nature
6	Friday 16 August	6.30pm-8.30pm	Sports
7	Friday 23 August	6.30pm-8.30pm	Circus
8	Friday 30 August	6.30pm – 8.30pm	Final Fling Best Bits Back!

Brighter Nights has grown year-on-year with visitor numbers of approximately 3,000 throughout the summer in 2018. It is now an important fixture in the annual calendar of events at Lilian Bland Community Park.

The PCSP has recently confirmed there had been a reduction in the number of reported incidents of youth disorder in Glengormley. It is hoped that due to the success of Brighter Nights Programme and similar initiatives, in engaging the local community, that it can once again play its important role, along with the various other measures that have been deployed in achieving positive outcomes. These interventions have been endorsed by community stakeholders including the local community police, community representatives, teachers and youth leaders.

Proposed by Councillor McGrath
Seconded by Councillor Maguire and agreed that

the delivery of the proposed Brighter Nights 2019 Programme as outlined above, at a cost of £16,000, be approved.

ACTION BY: Ursula Fay, Head of Arts and Culture

4.5 AC/EV/001 SPOOKED OUT HALLOWEEN EVENT AT V36

Members were reminded that the 'Spooked Out at V36' Halloween event incorporating a fireworks display had been successfully delivered in V36 at The Valley since 2015 with an audience of around 10,000 attending. This large-scale seasonal family event including fireworks is one of the Council's two Halloween celebration events, the other being 'Spooktacular' which is held

annually at The Junction, Antrim. As part of the Halloween programme a funfair / fairground has also been held in V36 for the last two years in the run up to the Spooked Out event, which has also been well attended and provided a popular activity over the school holidays for the local community.

Having considered the scheduling of other Halloween activities, including the Council's own annual 'Spooktacular' event planned for The Junction on Thursday 24 October 2019 and 'The Monster Mash' planned for The Odyssey on Sunday 27 October 2019, it is proposed that 'Spooked Out at V36' be held on Thursday 31 October 2019 at a cost of £20,000. This includes £10,000 from the Peace IV funding approved for delivery of a V36 events programme in 2019. It was also proposed to run the 'Screams and Tricks at V36' funfair once again from Friday 25 October until Thursday 31 October 2019 at no cost to the Council.

The Spooked Out event format will be similar to previous years with a range of free family fun building up to a spectacular fireworks display. The funfair will include special discounted sessions, a 'Sensory Sunday' session adapted for children and adults with specific needs and will be used to promote the Spooked Out event as a grand finale.

Proposed by Councillor Montgomery
Seconded by Councillor Clarke and agreed that

- (i) the 'Spooked Out at V36' Halloween event including fireworks display be held on Thursday 31 October 2019 in V36 at the Valley and**
- (ii) the 'Screams and Tricks at V36' funfair to operate in V36 at The Valley from Friday 25 October until Thursday 31 October 2019 at no additional cost.**

ACTION BY: Ursula Fay, Head of Arts and Culture

4.6 PBS/BC/005 PROPERTY DETAILS SURVEYS CONTRACT WITH LAND AND PROPERTY SERVICES

Members were reminded of the numerous strands of work that the Building Control section undertakes in partnership with Land and Property Services (LPS) section of Department of Finance. Last year the Council agreed a new contract with LPS for the property details surveys undertaken by the Building Control section, Council had received correspondence on the 15 March from LPS, a copy of which was circulated, requesting we extend the current contract from April 2019 until the end of March 2020.

The aim of this strand of the LPS partnership is to deliver greater efficiency (lower unit cost of assessment), and effectiveness (increased valuation list growth) in the rate revenue generating process while reducing disruption to the ratepayer and minimising the backdating of the rates bill. This activity will enhance the timeliness, accuracy and thus fairness of the valuation list and consequently the distribution of rate liability. It is an example of collaborative working across central and local government, optimising the use of resources.

Proposed by Councillor Lynch
Seconded by Councillor Clarke and agreed that

the Property Details surveys contract with Land and Property Services be extended until April 2020.

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

4.7 AC/GEN/21 ARTS COUNCIL CHALLENGE FUND UPDATE – FINAL QUARTER

Members were reminded that it was agreed at the October 2017 Council meeting to accept an offer of £122,640 from the Arts Council of Northern Ireland (ACNI), following a successful application to their Arts Challenge Fund, for the delivery of the Love Living Here through the Arts Project Plan for arts development across the Borough in 2018/19. It had been agreed within the overall DEA Funding Plan that the required match funding of £122,640 be provided in equal contributions from each of the seven DEAs.

It had been reported to the Operations Committee in June 2018 that the project was officially launched by the then Mayor Councillor Paul Hamill in Museum at The Mill on 23 May 2018 when lead artists for each of the five project strands were announced. Members were advised that each Lead Artist would be working closely with the Community Planning Manager and the Arts Service Manager to identify suitable locations and to set up groups in line with the outcomes determined in Community Plan and in order to ensure an even spread of activity across the seven DEA's.

The Arts Services Manager and four of the Lead Artists working on the project delivered a presentation to Members on Thursday 28 February 2019, and as work on each of the five strands of the project nears completion a final quarterly update on the project is set out below.

Love Living Here: Twenty-five schools expressed an interest in participating in the project, three schools subsequently decided that they were unable to incorporate the project into their programme. Since then, twenty-one schools have completed their projects, and a further two schools are scheduled to be completed by May 2019. The principals of each of the schools have expressed an interest in launching the art works and invitations will be circulated to all Members and the Arts Council of Northern Ireland once each school has decided upon a date. Each school has completed an evaluation and all schools have expressed a strong desire for future opportunities to work with artists within their school.

Arts Apprenticeship Scheme: The Lead Artist has worked with Community Planning, and local agencies to help identify and recruit candidates to the scheme. A list of organisations contacted in an attempt to identify young people for the scheme includes: Valley Job Fair, Creative Culture Skills, Creative Employment Programme, CAMHs (Children and Adolescents with Mental Health), Careers Advisors in schools and colleges, Community Officers, Northern Regional College, Newtownabbey and Ballymena, Newtownabbey

Training Centre, the Department for Economy, Network Personnel, Antrim Job Centre, Newtownabbey Job Centre, Careers Services with Department of Economy in Antrim, Barnardos, Newtownabbey Family Connections, Children in Looked After Care, Northern Trust, Rutledge Recruitment, Youthways, Specialisterne, Oh Yeah, Red Box Studios, STRIDE, Education welfare officers, Home schooling, Network NI, Monkstown Guidance centre, New Horizons, Clotworthy, Youth Action Partnership, Community Arts Partnership, Community organisations and local schools. Additionally, the scheme had been widely publicised in the media, including two radio interviews, social media, Borough Life, local press and by attendance at local job fairs. Five young people were recruited to the scheme, with four young people continuing on the scheme which is due to end in May 2019. Disappointed with the limited uptake on a scheme that was viewed as particularly progressive by the Arts Council of Northern Ireland, nonetheless the Arts Council kindly agreed to a request to re-profile £10,000 of the underspend to meet additional expenditure identified as part of the Village Artist in Residence Programme. Undoubtedly this strand of the Arts Challenge Fund proved to be the most challenging, and with hindsight, would have benefitted from a greater lead in period and from an infinitely deeper knowledge of the needs and support required by a targeted young group of people living in the Borough.

Older People's Project: Weekly classes have been delivered in eleven different areas, with capacity and enthusiasm continuing to increase over the life of the programme. Seven groups were fully subscribed with a further four groups in Monkstown, Mossley, Ballyduff and Glengormley continuing to increase. Two schemes in Killead and Crumlin have been particularly successful and it was suggested that these schemes be extended with the agreement of Council, Arts Council, and the facilities in Crumlin and Killead to run until June 2019, and funded from the existing budget. Members are advised that the funding for this extension will be managed so as to ensure the DEA portion of funding is spent as required by end March 2019 and the Arts Council funding used for expenses incurred beyond March given it is not year-end sensitive.

Members have expressed a desire that if at all possible that this programming element should be continued beyond the project and officers are going to explore the potential to do this from within current budgets and will report back to committee.

Village Artist in Residence: Work is underway with representatives from the local community organisations in the ten villages identified, which are Burnside, Straid, Ballynure, Ballyrobert, Templepatrick, Monkstown, Killead, Creggan, Moneyglass and Doagh. Each artist is working with the local schools and community organisations to determine the content of the art work for each project. Templepatrick village has taken a phased approach to their project with the Arts Challenge Fund realising the design and casting of tiles for their project, the additional £2,000 budget reinvested from the Arts Apprentice Scheme will allow construction of the cement platform, with the third phase to be completed after a fundraising campaign by the Village Society. Ballyrobert village were keen to realise an arts shelter for the village, the additional £8,000 budget will ensure this vision is realised subject to

gaining consent from the Department of Infrastructure, early indications are proving very positive. This project is expected to be completed by early April 2019. A diary invite will be circulated to all Members, and the Arts Council for the launch of each of the 10 village projects.

Issue Based Theatre Project: All four projects are progressing well with a private showing to the peers of the participants on school premises. The project culminated in a special performance at the Theatre at the Mill on 4 April 2019. The project includes 20 hours of post-performance work with participants which will be delivered by May 2019. The four groups taking part include: one project devised with the involvement of Autism NI; a second project at Antrim Grammar School; a third at the Northern Regional College; with a fourth project at Abbey Community College. A diarised invite was extended to all Members and the Arts Council of Northern Ireland to attend the gala evening at the Theatre at the Mill on 4 April 2019.

In closing the report, Members were advised that the allocation of each art work was informed directly from the findings of the Community Plan, *Love Living Here*, and the cost of each project has been matched equally between the relevant DEA and the Arts Council of Northern Ireland, and with each DEA paying for the projects delivered in their particular area. Detailed below is a breakdown of the projects delivered in each DEA.

THREE MILE WATER

Older Peoples Programme: Monkstown Jubilee Community Centre; Ballyduff Community Centre; Mossley Pavilion.

Love Living Here: Rostulla.

Issue based theatre: Mossley Pavilion; Abbey Community College.

Village Artists in Residence: Monkstown

BALLYCLARE

Love Living Here: Ballynure.

Village Artist in Residence: Ballyrobert; Ballynure; Doagh; Burnside; Straid
Arts Apprenticeship x 1

MACEDON

Older Peoples Programme: Inniscoole Day Centre.

Love living Here: Rathcoole; Abbotts Cross; St James'; King's Park

Issue Based Theatre: Northern Regional College

Arts Apprenticeship x 1

AIRPORT

Older Peoples Programme: Crumlin Leisure Centre; Killead St Judes;

Love Living Here: Straidhaven; Crumlin; Templepatrick; Loanends

Village Artist in Residence: Templepatrick; Killead

ANTRIM

Older Peoples Programme: Antrim Day Centre, Greystone Community Centre, Stiles Community Centre.

Love Living Here: Ballycraigy; Six Mile Intergrated.

Issue Based Theatre: Antrim Grammar School; Parkhall College.

Arts Apprenticeship x 1

DUNSILLY

Older Peoples Programme: *Tidal Toome.*

Love Living Here: *Duneane; Creavery; Groggan; Maine; Tildarg; Tannaghmore.*

Village Artist in Residence: *Moneyglass; Creggan.*

Arts Apprenticeship x 1

GLENGORMLEY

Older Peoples Project: *Lillan Bland.*

Love Living Here: *Glengormley Integrated; Mossgrove; St Bernard's; St Mary's on the Hill; Carnmoney*

Village Artists in Residence: *Glengormley Village*

Arts Apprenticeship x 1

The Head of Arts and Culture undertook to revert to Alderman Girvan with further details on the Ballyclare proposition.

Proposed by Councillor Montgomery

Seconded by Councillor Logue and agreed that

- a) **the Older People's Project be extended for a further period of 15 weeks in Killead and Crumlin and that approval be extended for free use of the Community Centre in Killead and Crumlin Leisure Centre.**
- b) **Officers explore potential to continue with this programming beyond the project with a report to be brought to a future meeting of the committee.**
- c) **the final update on the Arts Challenge Fund be noted.**

ACTION BY: Bernard Clarkson, Arts Service Manager/Ursula Fay, Head of Arts and Culture

4.8 CP/CD/281 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2019/20 – SMALL GRANTS FUNDING RECOMMENDATIONS

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

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members were advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2019/20 financial year.

To be successful in securing a small grant groups applying must score a minimum of 50% in their application assessment and all proposed awards are

subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

During the month of March, six applications totalling £3,000 were received and assessed by Officers as outlined below.

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded	Notes
Creggan Local Heritage Group	Small Activity Grant for Family Fun Day	73%	£500	£500	–
Happy Tots Antrim	Small Activity Grant for Insurance & Room Hire Costs	66%	£500	£500	–
Muckamore Women's Institute	Small Activity Grant for Hall Hire, Printing & Transport	66%	£500	£500	–
Templepatrick Action Community Group	Small Activity Grant for Big Lunch Event	66%	£500	£500	–
Crumlin Men's Shed	Small Seeding Grant for Insurance	53%	£500	£500	–
Ballynure Women's Institute	Small Activity Grant for an Outing	0%	£500	£0	Limited information provided

The total budget available for Small Grants for the 2019/20 financial year is £14,812.34. The total amount of financial assistance awarded to date, including the above applications, is £3,500, leaving a balance of £11,312.34 to fund future applications that may be submitted to the Council during the remainder of the year.

Proposed by Councillor Logue
Seconded by Councillor Lynch and agreed that

the Small Grant award recommendations be approved.

ACTION BY: Kerry Brady, Community Support & Governance Officer

4.9 CP/CP/007 COMMUNITY PLANNING PARTNERSHIP MINUTES

Members were reminded that the Community Planning Partnership operates as a working group of the Council. As such the minutes of the 11 December 2018 meeting of the Partnership were circulated for approval.

Proposed by Councillor Lynch
Seconded by Councillor Clarke and agreed that

the Community Planning Partnership minutes of 11 December 2018 be approved.

ACTION BY: Alison Keenan, Community Planning Manager

4.10 CP/CD/289 DUNANNEY CENTRE - LIFT ACCESS OPTIONS APPRAISAL

Members were reminded that, in March 2016, the Rathcoole Churches Community Group, sought interest from the Council regarding the gifting of the Dunanney Centre, Rathcoole. Following a procurement exercise, Lorraine McCourt Consulting was appointed and undertook a review of the Centre which was presented to the Council on 30 August 2016, where the Council approved to accept the 'the gift' of the Centre. Following a legal process, the Council took ownership of the Dunanney Centre in February 2018.

Members were reminded that in January 2019 Council approved the commissioning of a feasibility study to explore current and future community need, assets and programme mapping, models of excellence, in order to produce a report with a number of design concept options for the Dunanney Centre. This will be carried out collaboratively with Council's Capital team in order to produce a report, which outlines community need and future demands, twinned a number of capital options. Members were advised that this is currently in a live procurement process and further updates will be brought to future Community Planning and Regeneration Committee meetings.

Since the approval of the feasibility study, feedback has been obtained indicating that the lift within the Centre, at times does not work correctly. A most recent incident saw users trapped in the lift for approximately 40 minutes. Given the serious and immediate nature of this, Officers have prepared an economic appraisal which considers options from the repair and replacement of the current lift. The economic appraisal was circulated and presents 3 options which are ranked to include monetary, non-monetary and risks. The options are detailed below. The appraisal indicates that the most feasible option is Option C, which is the replacement of the existing 25 year old lift. Members were advised that these are only approximate costings and that a formal procurement process would need realised in order to establish exact costs.

3. Options

Option A – Upgrade - £[REDACTED]

Removal and replacement of the controller panel, board and wiring.

Option B – Overhaul - £[REDACTED]

Removal and replacement of the controller panel, board and wiring, along with mechanical refurbishment.

Option C – Replacement with new lift - £[REDACTED]

Removal of existing lift assembly and replacement with a completely new lift to include all electrical and mechanical services.

Proposed by Councillor Lynch
Seconded by Councillor McGrath and agreed that

option C, the removal of existing lift in the Dunanney Centre and replacement of a new lift at a cost of £[REDACTED] to the repairs and renewal fund, be approved.

*ACTION BY: Louise Moore, Head of Community Planning & Bronagh Doonan
Head of Property Services and Building Control*

4.11 CP/CD/030 COMMUNITY FESTIVALS FUND GRANT AID RECOMMENDATIONS 2019/2020 SECOND CALL

Members were reminded of the Council decision in February 2019 to invite the 8 groups who were unsuccessful in their Community Festivals Fund applications under the first call (October –December 2018) to re-submit their applications. The closing date for re-submitted applications was 19 March 2019.

To support groups prior to the re-submission deadline Officers delivered a grant information seminar in Antrim Civic Centre on 7 March 2019 and offered one-to-one support to all eight groups. Following the submission deadline eight applications were received requesting a total of £39,170. The total budget available for the second call is £39,570. The maximum award for a Community Festivals Grant under the current programme is £5,000.

Applications were assessed by Officers and a summary of the applications and score sheets are detailed below for Members' consideration.

Organisation	Project Brief	% Scored	Amount Requested	Amount Awarded
A Safe Space to be Me	Series of Summer Events	50	£5,000	£5,000
Antrim Festival Group	10 Day Festival in Antrim Town	58	£5,000	£5,000
Ballyhenry Presbyterian Church	One day 'Meet the neighbours' event	62	£5,000	£5,000
Whiteabbey Community Group	Series of Seasonal Events	54	£5,000	£5,000
Crumlin Community Group	3 day Christmas Themed Winter Festival	64	£5,000	£5,000
Rathfern Regeneration Group	Inter-generational Christmas Themed Event	52	£4,570	£4,570

Tir Na Nog GAC	3 day festival sport, music, dance and culture	50	£5,000	£5,000
Moneyglass Community Centre	1 week Christmas Festival	44	£4,600	£ 0
TOTAL			£39,170	£34,570

Following assessment 7 applications requesting a total of £34,570 successfully achieved the required 50% scoring threshold leaving a balance of £5,000 to be utilised under other areas of the Community Planning and Regeneration budget.

Proposed by Councillor Montgomery
Seconded by Alderman Girvan and agreed that

the 7 applications totalling £34,570 which successfully achieved the required 50% threshold be approved and Officers provide support to assist the unsuccessful group with future submissions.

ACTION BY: Jonathan Henderson, Community Services Officer

4.12 CP/GEN/031 COMMUNITY DEVELOPMENT GRANT AID RECOMMENDATIONS 2019/2020 SECOND CALL

Members were reminded of the decision taken in February 2019 to invite the twelve groups who were unsuccessful in their Community Development Grant Aid Applications under the first call (October –December 2018) to re-submit their applications. The closing date for re-submitted applications was 19 March 2019.

To support groups prior to the re-submission deadline Officers delivered a grant information seminar in Antrim Civic Centre on 7 March 2019 and offered one-to-one support to all twelve groups. Following the submission deadline seven applications were received requesting a total of £19,490. The total budget available for the second call is £31,008.50. The maximum awards for Community Development Grants are Premises £3,500, Community Outreach and Involvement £2,000, Insurance £500 and Technical Assistance £3,000 under the current programme.

Applications were assessed by Officers and a summary of the applications and score sheets are detailed below for Members' consideration.

Organisation	Project Brief	% Scored	Amount Requested	Amount Awarded	Insurance
A Safe Space to be Me	Afternoon Tea and Spa Pamper for Carers	64	£2500	£2500	Yes

Mae Murray	Connecting Diverse Communities Project	68	£2500	£2500	Yes
Rathfern Community Regeneration Group	Housing Rights Project for Private Tenants	44	£1950	£ 0	-
Glengormley Ambulance & Rescue Unit	Provision of Premises in Glengormley	72	£3500	£3500	n/a
Glengormley Amateur Boxing	Provision of Premises	76	£2850	£2850	n/a
CLASP	Provision of Premises	64	£3210	£3210	n/a
Rathfern Community Regeneration Group	Rathfern Beyond 20/20 Action Plan	60	£2980	£2980	n/a
TOTAL			£19,490.00	£17,540.00	

Following assessment 6 applications requesting a total of £17,540 successfully achieved the required 50% scoring threshold leaving a balance of £13,468.50 to be utilised under other areas of the Community Planning and Regeneration Budget.

Proposed by Councillor Lynch
Seconded by Councillor Clarke and agreed that

the 6 applications totalling £17,540 which successfully achieved the required 50% threshold be approved and Officers provide support to assist the unsuccessful group with future submissions.

ACTION BY: Jonathan Henderson, Community Services Officer

4.13 AC/EV/054 FAIRY TALE WOODLAND TRAILS – ANTRIM CASTLE GARDENS AND NEWTOWNABBEY WAY

Members were reminded that the design, development and installation of Fairy Tale Woodland Trails in Antrim Castle Gardens and the Newtownabbey Way on a phased basis at an estimated cost of £[REDACTED] was approved by the Operations Committee in April 2018.

Members were advised that the procurement exercise for the first trail to be installed in Antrim Castle Gardens is now complete with installation planned for April when the trail can be tried with a soft opening as part of the Antrim Live Festival on 6 and 7 April. A further procurement exercise for the trail for the Newtownabbey Way is progressing and it is hoped that this installation will follow in the months ahead.

Members were advised that these trails involve the installation of attractive wooden features in natural settings in particular among trees and some images of these structures was circulated for Members' information. The features are supported with appropriate interpretation and it is proposed to brand them as 'Wonderland Wood' at Antrim Castle Gardens and 'Wonderland Way' at Mossley Mill. Visitors can engage with the trails informally on a casual basis however in order to appreciate the full experience it is proposed that access to the trails is promoted through ticketing at £3 per child, £1.50 per adult with Under 2's free. This ticket will include the interactive booklet and guidance which brings the trails to life. Ticketing will be available online using the ticketing system and visitors can also access the facilities without advance booking through both Antrim Castle Gardens and Theatre at The Mill receptions.

It is also proposed to develop birthday party packages linked to both trails in the coming months with a further report including financial projections to be brought back to committee. Birthday packages will be developed in line with other offers currently available in leisure facilities with a view to enhancing and complementing the Councils current provision. The Policy has been equality screened with a copy of the screening form circulated for Members' information. It does not need to have an Equality Impact Assessment carried out.

Proposed by Councillor Maguire

Seconded by Councillor Clarke and agreed that

- i. the operation of the trails in Antrim Castle Gardens and the Newtownabbey Way, branded as Wonderland Wood and Wonderland Way respectively, including charges of £3 per child £1.50 per adult and Under 2's free, be approved with a further report on birthday party packages to be brought back to a future meeting of the Committee.**
- ii. the equality impact screening form be approved.**

ACTION BY: Ursula Fay, Head of Arts and Culture

4.14 CP/P4/033 PEACE IV – BPR PROGRAMME 7, LEADERSHIP FOR PEACEBUILDING

Members were reminded that Antrim and Newtownabbey Borough Council are currently delivering a PEACE IV Local Action Plan; which included the Building Positive Relations Programme 7 – Leadership for Peacebuilding with a budget allocation of £44,890.

The Programme includes a number of elements delivered to 20 participants; which includes the delivery of a leadership programme, an international good relations study visit, follow up workshops, resource allocation, and the establishment of a mediation and dialogue skills sharing forum. A thread of this was accredited training. SEUPB have communicated that unfortunately this has been deemed ineligible due to being vocational in nature. As vocational training is covered by other funders this, in the view of SEUPB, could be a duplication of training input.

In order to deliver the desired high quality training opportunity to programme participants and in order to promote educational attainment and employability the PEACE IV Partnership on 12 Feb 2019 recommended that a formal request be presented to Community Planning and Regeneration Committee to fund the ILM Accreditation element of the Leadership for Peacebuilding Programme.

Members were asked to consider that Community Planning and Regeneration Committee cover cost to BPR Programme 7 Leadership for Peacebuilding to include accreditation; with approximate costs of £4,000 to cover the ILM. Members were advised of available funds within departmental budgets.

Proposed by Councillor Lynch
Seconded by Councillor Maguire and agreed that

£4,000 be approved to resource the ILM accreditation of the Leadership for Peacebuilding Programme.

ACTION BY: Jen Cole, PEACE IV Implementation Officer

4.15 CP/CD/285 EAST ANTRIM OLD VEHICLE CAVALCADE 2019 – REQUEST FOR ASSISTANCE

Members were advised that correspondence had been received from the East Antrim Old Vehicle Club requesting sponsorship for its Annual Portrush Cavalcade, Charity Classic Car Run 2019. This event has been supported by Antrim and Newtownabbey Borough Council since 2015 and previously by Newtownabbey Borough Council. Each year the Old Vehicle Club donates all sponsorship raised to a nominated charity.

Last year the event attracted approximately 125 vintage vehicles, more than 200 participants and raised £5,000 for the Northern Ireland Children to Lapland Trust. A similar amount is anticipated this year for their chosen charity "The Welcome Organisation" that provides vital and potentially life-saving services to people who are homeless and at risk of repeat homelessness. Whilst a Belfast based organisation, this project works with individuals across NI.

Following the event at Mossley Mill the Cavalcade will travel to the West Strand Car Park, Portrush, to showcase the vehicles in a static display, passing through Mallusk, Templepatrick, Dunadry, the outskirts of Antrim Town, Ballymena and finally arriving in Portrush. This is a popular event which has potential benefits for the Borough in terms of Marketing and Tourism.

East Antrim Old Vehicle Club has requested the use of the car parks at Mossley Mill to host the event on Sunday 4 August 2019, from 7.30am to 11.00am and has asked that the Council meets the cost of breakfast for all participants.

Should Members wish to approve the support requested, sufficient provision exists within the Community Planning and Regeneration Budget 2019/20.

Proposed by Councillor Lynch
Seconded by Councillor Clarke and agreed that

hosting the Portrush Cavalcade, Charity Classic Car Run at Mossley Mill on Sunday 4 August 2019 from 7.30am until 11.00am and providing a breakfast for approximately 200 participants in the Yarns Bistro be approved.

ACTION BY: Jonathan Henderson, Community Services Officer

4.16 CP/CP/289 DUNANNEY CENTRE – TENANCY UPDATE

Members were reminded that in March 2016 the Rathcoole Community Churches Group sought interest from the Council regarding the gifting of the Dunanney Centre for which the Council approved to accept the gift in August 2016. The Council took ownership of the Dunanney Centre in February 2018.

Members were reminded that there are a number of offices in the Dunanney Centre and rental was approved at a cost of £■■■■ per square metre per annum. All tenancy agreements are subject to review after 6 months and can be terminated by either tenant or the Council at this stage.

Members were advised that there are currently 3 rooms available for rent with Bryson House and Bytes terminating their contract. The remaining tenants include Citizens Advice Bureau, Sure Start, Barnardo's, and Rathcoole Regeneration Project.

Two groups, the Listening Ear Project, who are a community run voluntary organisation and provide a counselling service, and the HUBB Community Resource Centre who provide mentoring in community relations, community development and social enterprise, had responded to the advertisement and had requested to rent office space.

The Listening Ear Project wish to rent the office area previously used by Bryson House, which is 37.08 square metres in size. The annual rental for which would be £■■■■ per annum. The group would be initially interested in a 1 year tenancy agreement.

The HUBB Community Resource Centre wish to use a small office previously used by The Bytes Project, which is 12.7 square metres in size. The annual rent for which would be £■■■■ per annum. They would be interested in a 1 year tenancy agreement to be reviewed after 6 months dependent on their obtaining further funding.

Proposed by Councillor Maguire
Seconded by Councillor Lynch and agreed that

tenancy agreements with the Listening Ear Project and the HUBB Community Resource Centre be approved, subject to review, to April 2020.

ACTION BY: David Jordan, Community Facilities Officer

4.17 CP/CD/232 AREAS AT RISK FUNDING 2019/20

Members were reminded that the Areas at Risk programme is delivered across 6 Super Output Areas in Antrim and Newtownabbey. In 2018/19 the programme made investments as follows:-

- Newtownabbey - (Monkstown, Carnmoney and Mossley) had an allocation of £124,920 (Department for Communities £66,750 and the Council £58,170)
- Antrim - (Farranshane, Ballycraigy and Steeple) had an allocation of £113,210 from Council.

Members were advised that whilst a formal letter of offer from the Department for Communities (DfC) is yet to be received in relation to the 2019/20 programme, email correspondence from DfC has indicated that the funding should remain as per 2018/19 level of £66,750. Continuing the Areas at Risk projects within the Antrim and Newtownabbey Borough for delivery in 2019/20 it is therefore proposed at a total of £238,130 with a Council contribution of £171,380 (unchanged from 18/19) as per the Council estimates. The 2019/20 Areas at Risk Programme was circulated for Members' consideration.

Members were advised that the Areas at Risk Programme will be reviewed in 2019 to ascertain the current status and progress of projects twinned with identifying projects for the 2020/21 programme. Members were advised that a workshop for Members would be organised in due course and the Director of Community Planning advised that details of how groups are selected would be made available to Members.

Proposed by Councillor Lynch

Seconded by Councillor Clarke and agreed that

- i. the Areas at Risk programme 2019/20 is approved;**
- ii. the Council budget allocation of £171,380 is approved for 2019/20;**
- iii. the Areas at Risk Programme, projects and areas be reviewed.**

ACTION BY: Karin McKinty, Neighbourhood Renewal Co-ordinator

4.18 CP/F/CD/CFF/063 COMMUNITY RELATIONS FORUM EVENT

Members were reminded that the Council agreed in February 2019 to fund the Community Relations Forum in the sum of £5,000 through Community Festivals programme for a 'The Great Glengormley Get Together'.

Funding has been secured and the Community Relations Forum has for the second year in a row asked the Council for support to deliver the event which

will now be called to be held at the start of September 2019. A copy of the letter was circulated.

The assistance requested includes free use of Lillian Bland Community Park and Pavilion, loan of the Council's gazebos, staff support to advise and assist with the event and potentially assistance with insurance if needed.

Proposed by Councillor Maguire

Seconded by Councillor McGrath and agreed that

the request be approved.

ACTION BY: Louise Moore, Head of Community Planning

Councillor Clarke left the meeting during the next item

4.19 AC/EV/17 ENCHANTED WINTER GARDEN 2019

Members were reminded that it had been agreed by the Operations Committee in February 2018 that following the success of the 2017 Enchanted Winter Garden event, that an event of similar size, scale and net cost to the Council (£46,000) be approved in principle for 2018.

Overall, the event was once again very successful with 60,736 attending which is a slight increase on 2017. In terms of financial performance, the net cost was £49,559 against an approved budget of £46,000. However, the anti-social behaviours encountered incurred additional unplanned expenditure of £6,373. Without this additional expense, the event would have come in under budget.

A detailed review including recommendations for 2019 was circulated for Members' information with the recommendations highlighted as follows:-:

- i. Retain higher specification lighting for future events with expansion into other areas of the Gardens to add to the experience and value of the event.
- ii. Retain attraction arrangements with the 'vintage' brand on a hire basis so that the Council controls the charges.
- iii. Consider an Increase online prices to either Option A or Option B as detailed in point 3 with a greater increase of walk up prices to encourage customers to book online in advance.
- iv. Outsource the Festive Fayre element of the event in 2019
- v. Locate the Festive Fayre in one location within the Gardens with the 2018 branding used to create distinct areas within the Fayre.
- vi. Provide seating and some covering such as a tepee or canopy alongside the traders to enhance the experience for customers
- vii. Engage PSNI early in planning 2019 event along with key local community reps to address anti-social behaviour risk.
- viii. Plan for a repeat of the security issues in 2019 with similar additional security measures as put in place post opening in 2018.

- ix. Expand marketing plan and spend for greater impact outside of the Borough
- x. Develop partnership and packages with the local hospitality sector.

In addition having carried out a detailed analysis of all aspects of the event and given the Council ambition for the event to become Northern Ireland premier Christmas event the following arrangements for Enchanted Winter Garden 2019 were proposed for Members' consideration:

- 1. Event Duration** - Operate the event from Friday 6th December until Sunday 22nd December but close on Monday, Tuesday and Wednesday of week beginning 9th December and on week beginning 16th December, it is recommended to close on Monday and Tuesday but hold the inclusive evening on Wednesday 18th December 2019. This will not increase the number of evenings of the event or therefore cost, which will remain as 12. However, there will be 9 weekend evenings and 3 weekday evenings as opposed to 6 of each in 2018.
- 2. Opening Times and Sessions** – It was proposed to alter opening times to 4.30pm until 9.30pm to increase the number of booking sessions from 3 at 4pm, 5.30pm and 7pm to every 30 minutes from 4.30pm until 7.00pm.
- 3. Admission Prices** This event started out as a free event so admission charges were introduced at very low levels to bring in this policy change gently and keep access to the event as open as possible. However given the review findings and research it was proposed to increase tickets to £5 per adult and £2.50 per child with Under 2's free and a family ticket £12 for 4 and keep these rates fixed for the next Council term. In addition it was proposed to increase for walk up prices to £6 Adult/£3.00 Child to encourage customers to book online in advance which facilitates improved queue and capacity management of the event.

It was further recommended to introduce a policy of no date changes/refunds unless the event is cancelled.

- 4. Budget** Retain the budget of £46,000 for delivery of the event however financial projections have been carried out which estimate a more favourable outturn should the ticket increase be approved.

Proposed by Councillor Lynch
Seconded by Councillor Logue and agreed that

the recommendations as outlined from the Enchanted Winter Garden 2018 Review and the proposed arrangements for the 2019 event be approved and that Option A for admission prices be adopted.

ACTION BY: Ursula Fay, Head of Arts and Culture

4.20 PBS/BC/003 STREET NAMING

An application had been received on 28 March 2019 from Lorna Blair on behalf of Montgomery Developments, regarding the naming of a residential development at Hillhead Road, Ballyclare. The development consists of 3 units, these being a mixture of detached and semi – detached. The development names were submitted as outlined below, with the developer's rationale, a site location map and site plan circulated.

- 1 – Forest Lane
- 2 – Ballygallagh Lane
- 3 – Hillhead Mews

Members were advised that should the Committee not wish to select one of the above names; the matter would be referred back to the developer via the Building Control section for further consideration.

Proposed by Alderman Girvan
Seconded by Councillor Maguire and agreed that

the name Hillhead Mews be selected for this development.

ACTION BY: Liam McFadden, Principal Building

4.21 AC/ACG/011 SHANE'S CASTLE STEAM RALLY 2019

Members were reminded that the Council agreed at its meeting in March 2019 to award £10,000 to the Shane's Castle May Day Steam Rally as part of the Corporate Event Sponsorship programme. This event takes place on Sunday 5 and Monday 6 May 2019 the Bank Holiday at Shane's Castle.

The organisers have been in contact to advise that they are planning a Road Run with some of the Steam Engines on Saturday 4 May 2019. This will involve a mixture of local exhibitors and those who have travelled up from the South of Ireland. They plan to leave the estate mid-morning and travel a distance of 10-15 miles in total in the surrounding Antrim and Randalstown area.

The engines create a lot of attention when on the road and organisers have offered to spend a few hours parked up on display in Antrim Castle Gardens to allow people to view the engines, which would create a bit of interest in the town and provide engagement with the local community.

Proposed by Councillor Montgomery
Seconded by Councillor Lynch and agreed that

permission for steam engines participating in the 2019 Steam Rally to go on display in Antrim Castle Gardens Large Parterre area on Saturday 4 May 2019 be granted.

ACTION BY: Ursula Fay, Head of Arts and Culture

4.22 CP/CP/009 CO3 LEADERSHIP & PEACEBUILDING IN NI - HONORARY AWARDS DINNER

Correspondence had been received from Chief Officers 3rd Sector (CO3) inviting Council to participate in an event being held on 14 May 2019 in La Mon Hotel, Belfast, a copy of which was circulated.

As Members were asked to note, the event is designed to honour Senator George Mitchell who will receive an honorary leadership award from CO3. The event was presented as an opportunity to engage directly with Senator George Mitchell to hear his leadership story to date.

Proposed by Councillor Lynch
Seconded by Councillor Montgomery and agreed that

the correspondence be noted.

NO ACTION

The Chair advised that the following supplementary reports would be taken at this point.

4.23 CP/CD/282 BONFIRE MANAGEMENT PROGRAMME 2019

Members were reminded that a review of the Bonfire Management Programme was undertaken in October 2018 and that the revised Bonfire Management Programme was approved by the Council in December 2018, with a budget of £ 2,700 for family fun events based on 16 participating sites. A copy of the Programme was circulated for Members' information.

Subsequently 2 information sessions were held with the relevant groups in Antrim and Newtownabbey in February 2019. The purpose of these meetings was to receive feedback from the groups in relation to the 2018 programme and to compile a list of potential participants for the programme in 2019.

Council Officers accompanied by representatives from the PSNI, NIFRS and the NIHE met with community group representatives for each bonfire site on an individual basis in Antrim and Newtownabbey on 25 and 26 March 2019. During these meetings the necessary documentation was signed enabling the groups to participate in the 2019 programme.

In total 18 sites across the Borough have signed up; 5 sites in Antrim and 13 in Newtownabbey which are detailed as follows:

Area	Bonfire Location	Type
Antrim	Ballycraigy	Bonfire
	Kilgreel (Parkhall Lower)	Beacon
	Oaktree	None
	Newpark & Caulside	None
	Neilsbrook	Bonfire
	Ballyduff	Bonfire

Area	Bonfire Location	Type
Newtownabbey	Burnside	Beacon
	*Doagh	Beacon
	Erskine & Rashee	Bonfire
	Grange	Bonfire
	Monkstown – Abbeytown Square	Bonfire
Newtownabbey	Monkstown – Devenish Drive	Bonfire
	New Mossley	Bonfire
	*Old Mossley	Beacon
	Queen's Park	Bonfire
	Rathfern – Knockenagh Avenue	Bonfire
	Rathcoole – Foyle Hill	Bonfire
	Rathcoole - Dunanney	Bonfire

Members were reminded that it was agreed at the Committee meeting in November 2017 that if additional sites from the list of recognised sites wished to participate, then this would be brought to the Council for approval on a site by site basis.

Members were also reminded that under the Bonfire Management Programme the agreed collection start date for this year's programme is 17 May 2019. Inter-agency inspection dates have been set to coincide with this on 16 May 2019.

At present the groups are developing their 11th/12th July Family Fun Day Programmes and completing their event pro-formas. Members were reminded that funding will be administered by the Council up to a maximum of £2,700 per group. It was expected that the procurement of all goods and services in relation to each site would be completed by the end of June 2019.

Information detailing the dates, times and venues of these family fun events will be reported to the Community Planning and Regeneration Committee in June 2019.

Councillor Logue commended the work done by Officers and Members with Ballycraig, welcomed their participation and looked forward to a review of the funding criteria with regard to flags and effigies.

Proposed by Councillor Montgomery
Seconded by Alderman Girvan and agreed that

the 18 sites listed above be approved for inclusion in the 2019 Bonfire Management Programme, and the use of beacons on the 2 Council owned/leased sites be approved.

ACTION BY: Louise Moore, Head of Community Planning

4.24 CP/CD/170 SHINE 2019-REQUEST FOR FREE USE OF BALLYDUFF COMMUNITY CENTRE

Members were advised that a written request had been received from SHINE Missions, a copy of which was circulated, for free use of Ballyduff Community Centre for the annual summer scheme from 15 to 19 July 2019. The scheme will run daily from 10.30am - 1pm for ages 5-9 and 7.30pm-9pm for ages 10-16. The Team will also be out and about in Ballyduff each afternoon engaging children and young people in games and stories.

SHINE Missions is a collaboration between the Crown Jesus Ministry and Scripture Union NI and works with young people in schools and communities to share with them key messages about Jesus.

Last year the scheme attracted approximately 150 children throughout the week. The cost if charged for the Summer Scheme would be approximately £550.

Members were advised that the SHINE Youth Scheme had not applied for any other funding from the Council for this activity.

Proposed by Alderman Girvan
Seconded by Councillor Montgomery and agreed that

the Council approves free use of Ballyduff Community Centre for SHINE Summer Scheme from 15-19 July 2019.

ACTION BY: Louise Moore, Head of Community Planning

ITEMS FOR INFORMATION

5.1 AC/GEN/042 UK EXPERIENCE SURVEY – AUDIENCE FEEDBACK

Members were advised that the arts and culture service had been participating in a UK wide theatre experience survey which asks audience Members to assess the experience they have had after a visit to the theatre. The study asked customers to complete an outline survey as soon as possible after their visit and aimed to capture both artistic and operational feedback and therefore the total customer experience.

The survey is carried out annually between August and January as this is traditionally a very busy season for the theatre, which by including the Christmas audience captures the widest possible range of all theatre goers within the study sample.

The results of previous surveys had been reported to the Operations Committee annually and had shown that the Council's theatres have performed very well when compared with participating venues.

The Council is one of 13 organisations who participated in the 2018/19 survey with audience members of The Old Courthouse, Theatre at The Mill and The Courtyard Theatre taking part. The main purpose of the survey is to:

- Assess the impact of the artistic experience.
- Quantify service levels within the venue.
- Compare performance with other organisations.

Over the period, 501 members of the theatres audiences completed the experience survey, compared with 384 the previous year, and results compared data taken from 38,309 respondents throughout the UK, compared with 20,007 the previous year.

The Council's theatres once again have performed very well achieving ratings out of 5 as follows:

- Quality of Service 4.3 equal to the UK average of 4.3
- Quality of Facilities 4.4 against an UK average of 4.2
- Value for Money 4 against an UK average of 3.7
- Overall Experience 4.3 equal to the UK average of 4.3

In general terms the results achieved across all the survey areas shows that Council theatres are performing very well against the national average across all quality and service areas measured.

Proposed by Councillor Lynch

Seconded by Alderman Girvan and agreed that

the report be noted.

NO ACTION

5.2 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-31 JANUARY 2019

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 – 43

Building Notices – 160

Regularisation Certificates – 104

Full Plans

Approvals – 39

Rejected applications requiring resubmissions – 41

Commencements & Completions

Commencements – 278

Completions - 259

Inspections - A total of 824 Site Inspections were carried out.

Regularisation Certificate - 62 Regularisation Certificates issued.

Building Notice- 122 Completion Certificates issued

Property Certificates Received – 197

Energy Performance of Building Regulations

Energy Performance Certificate's checked – 3 & 1000% compliance

Display Energy Certificate's checked – 1 & 0% compliance (this had went out of date but has since been updated)

Air Conditioning Units Checked – 1 & 100% compliance

Income

Plan Fees Received for Month	£
Inspection Fees Invoiced for Month	14540.50
Building Notice Fees Received for Month	£
Regularisation Fees Received for Month	34042.02
Property Certificate Fees Received for Month	£
	11372.00
TOTAL	£
	7764.00
	£
	<u>11760.00</u>
	£
	79478.52

**Projected Annual
Income
£741,663**

**Year to Date Actual
Income
£852,366**

Postal Numbering & Development Naming

Numbers of official postal numbers issued – 60

LPS Partnership

Commercial Vacancies – 60 (Commercial vacancy tranche received on 15/11/2017).

Property details surveys completed 50

Proposed by Councillor Lynch

Seconded by Alderman Girvan and agreed that

the report be noted.

NO ACTION

5.3 CP/GR/077 PCSP STRATEGIC PLAN 2019-2022 AND PCSP ACTION PLAN 2019/20

Members were reminded of the requirement for Antrim and Newtownabbey PCSP to produce a Strategic Plan for the 2019-2022 period and an annual Action Plan for 2019-2020. The Joint Committee (Department of Justice and Northern Ireland Policing Board) advised that the submission date for the finalised plan was the 8 February 2019, however no indication of available budget was offered.

Members were advised that PCSP Members attended two plan development sessions on 14 and 21 January 2019, which helped facilitate the development of the Strategic Plan and Action Plan. The Strategic Plan and Action Plan was circulated for information. The agreed Strategic Plan and Action Plan was submitted to the Joint Committee for approval on 6 February 2019.

The PCSP Strategic Plan 2019-2022 and Action Plan 2019/2020 have been equality screened and a Rural Needs Impact Assessment had been carried out. A copy of the Equality Screening document and Rural Needs Impact Assessment was circulated for Members' consideration. To date there is no requirement to complete a full Equality Impact Assessment.

Proposed by Alderman Girvan
Seconded by Councillor Maguire and agreed that

the report be noted.

NO ACTION

5.4 CP/CP/085 DEA FUNDING PROGRAMME

Members were reminded of the DEA funding programme which commenced in December 2015. In the financial year 2018/2019 there was budget provision of £50,000 per DEA.

The appendix circulated details, for each DEA, the projects which were scheduled for completion in the financial year 2018/2019 and their status.

Proposed by Councillor Lynch
Seconded by Councillor Montgomery and agreed that

the report be noted.

NO ACTION

7 ANY OTHER RELEVANT BUSINESS

Councillor Montgomery and Councillor Lynch paid tribute to the Council Team for their help and support for Antrim Live and commented that this gets bigger and better every year.

Councillor Montgomery also paid tribute to the Chairperson and Vice Chairperson, Councillors Ross and Maguire, for their service to the Committee.

The Chairperson also thanked all the Committee, the Director and Officers for all their help and support across the year.

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Montgomery
Seconded by Alderman Girvan and agreed that

the following Committee business be taken In Confidence.

6.1 IN CONFIDENCE AC/TH/002 ARTS AND CULTURE BOX OFFICE AND TICKETING SERVICES

Members were advised that the Arts and Culture Service operates an integrated customer facing box office and ticketing service on the following basis:

- Theatre at The Mill Mossley Mill Monday to Saturday 10am to 5pm and open to 8pm on performance evenings
- The Old Courthouse Antrim Monday to Saturday 9.30am to 4.30pm and open to 8pm on performance evenings
- Clotworthy House, Antrim Castle Gardens as part of reception Monday, Wednesday and Friday 9am to 5pm, Tuesdays and Thursdays 9am to 9.30pm and Saturday and Sunday to Sunday 10am to 5pm

When the Council formed in 2015 there were two legacy systems in use and a limit to how much the service could converge however the purchase and installation of Ticketsolve Software in January 2017 enabled significant convergence from the previous legacy systems to one integrated system operational across all facilities.

Currently customers use the service to make enquiries, book classes and courses, purchase theatre tickets and other tickets such as for Enchanted Winter Garden either in person, over the telephone or online. Each of the three sales points can service the majority of arts and cultural activity so that if a customer calls into the Old Courthouse they can purchase a ticket for Theatre at The Mill and if a customer visits Theatre at The Mill they can make a booking for a Clotworthy House class and so on.

Currently each venue has its own separate telephone number so there are three different telephone numbers listed in all mediums for the three facilities and at any one time a maximum of two staff available to take calls at each venue. During busy times such as when brochures are mailed out or an event is scheduled the volume of calls coming in can significantly exceed the capacity to handle the calls and as a result significant numbers of calls can be dropped.

An ongoing strategy to encourage customers to book online has been in place in order to minimise the impact of the telephone capacity at busy times and has been very successful with the percentage volume of tickets sold online rising from 25% in 2010 to 66% in 2019. However there will always be some customers who wish to and need to make contact with someone and speak to a member of staff so it is important to try to improve the capacity and effectiveness of this service element.

The Old Courthouse in addition to providing a box office service is also the Visitor Information Centre (VIC) for Antrim and delivers a comprehensive tourist information service with high volumes of face to face and telephone enquiries for this service common. The current resource of 1 FTE allocated to the Old Courthouse from within the box office team is at times under pressure to meet the needs of both the VIC and the box office simultaneously given the VIC enquiries are often in person and can be lengthy. In contrast there are limited numbers of customers coming into the Theatre at The Mill box office with most choosing telephone or online engagement.

In the context of the current circumstances, a service review has been carried out with a view to addressing service pressure points and achieving the following:

- Further convergence of the legacy services achieving further operational efficiency and improved customer service
- Improved telephone answering capacity and therefore customer service with a reduction in dropped calls.
- Staff development and more cohesive team working across the service
- Improved Visitor Information Service from the Old Courthouse
- Greater utilisation of digital technology to better and more efficiently service customer needs in person, on the telephone and online.

As a result of the review the following changes to current arrangements are proposed for consideration:

1) Given the very small numbers of in person customers using the Theatre at The Mill box office it was proposed to reduce the opening time from 10am until 1pm Monday to Saturday. Customers will still be able to contact the venue on the telephone or digitally and box office services will be manned in Antrim.

2) Create one new telephone number for the Council's box office and ticketing service, which can be resourced from all three venues, which will improve call answering and reduce the number of dropped calls. There is an opportunity to move to an 0300 number similar to the Planning Service with a distinctive and easily remembered number available for purchase for a one off payment of £[REDACTED] from BT. Any introduction of a new number would be carried out ensuring that existing numbers were redirected to the new number ensuring seamless introduction of the change. Marketing materials would promote the new number with the old numbers being phased out over time.

- 3) Introduce, after a six month marketing campaign, an online booking discount of £1.00 per ticket with a view to incentivise customers to use the online booking facilities. Increasing the volume of online transactions will also enable growth of databases and further very targeted direct digital marketing to be carried out in order to grow sales.
- 4) Reallocate resources from within the box office team between Theatre at The Mill and the Old Courthouse to address the shortfall in resource required to support the dual VIC and box office functionality and much greater number of in person enquiries in the main related to the VIC.
- 5) Deliver staff training across the box office and reception teams to ensure that all staff are upskilled in all service elements so customers have consistently high quality engagement with staff no matter what venue or service they are contacting, in turn, staff develop their knowledge and skills and there is more readily available cover for each venue when busy times require support.
- 6) Clotworthy House – In winter months the footfall in the evenings falls to very low levels and some of the long standing customers using Clotworthy do not need a reception service but can be assisted if required by the duty officer. Therefore it is proposed to introduce seasonal operation for the reception/ box office as follows:
 - a. Winter – October to March Monday to Friday 9am to 5pm
 - b. Summer - April to September – As current arrangements
 Antrim Castle Gardens and Clotworthy House opening hours will remain unchanged year round with the ongoing facilitation of bookings and events unchanged irrespective of reception operation.
- 7) The introduction of iPad technology to the reception at Mossley Mill, Antrim Civic Centre and the Council's leisure centres, set to the online ticketing service and used to promote the online discount. Reception staff will be trained in how to offer assistance as required.

Proposed by Councillor Montgomery
 Seconded by Alderman Girvan and agreed that

the following operational arrangements proposed for the Arts and Culture box office and reception services be approved:

- i. **Theatre at The Mill opening hours change from 10am until 5pm to 1pm until 5pm Monday to Saturday.**
- ii. **Move to one box office telephone number, which is resourced at Clotworthy House, Theatre at The Mill and the Old Courthouse.**
- iii. **Introduction of a £1.00 per ticket online booking discount.**
- iv. **Introduction of seasonal operation of reception/box office at Clotworthy House with no evening opening Tuesday and Thursday during the October to March winter period.**
- v. **Introduction of iPad technology to the receptions at Mossley Mill and Antrim Civic Centre as well as the leisure centres which will provide**

access to the ticketing system, promote online booking discounts and direct customers to other online Council services.

ACTION BY: Ursula Fay, Head of Arts and Culture

Having declared an interest in the next item, Councillor Ross left the Chamber and Councillor Maguire took the chair.

6.2 IN CONFIDENCE CP/CD/278 & CP/CD/279 SERVICE MANAGEMENT AGREEMENTS - RATHFERN COMMUNITY CENTRE & THE JUBILEE COMMUNITY CENTRE – CLEANING SERVICES

Members were reminded that both the Jubilee Community Centre, Monkstown and Rathfern Community Centre operate under Service Management Agreements, (SMA), with Monkstown Community Association and Rathfern Regeneration Group respectively. Members were reminded that the current SMA's expired on the 31 March 2019 with Monkstown Community Centre renewing theirs for 3 years and Rathfern Regeneration Group extending theirs, for a further 3 months, until they close out the review of their current structure. The current SMA's were based on a review commissioned in 2016, undertaken by Lorraine McCourt Consulting in parallel with legal advice. Members were aware that the SMA means that the appointed groups operate the centres on behalf of Council, providing the necessary staff/volunteers to service bookings and deliver programmes in return for retaining the income generated. The Council undertakes key maintenance and provides cleaning services, of 15 hours per week, twinned with an annual grant of £5,000 to help with running costs.

Both Monkstown Community Association and Rathfern Regeneration Group had requested that the cleaning service, currently provided by Council, transfer to operate under the Service Management Agreement, in order to meet the busy demands of their Centres which deliver a number of services that do not always align with the contracted hours of the cleaner. Both groups had also articulated that a set pattern cannot be drafted as the activities change on a weekly basis due to community and stakeholder demands and therefore set up and recovery may have to take place late on an evening or very early in the morning to ensure that rooms are ready for user groups.

Members were asked to consider the financial transfer of the cleaning services to operate within the Service Management Agreement, to the current value of £■■■■ per annum. This would mean that each group would take on the responsibility of the cleaning and would receive an additional £■■■■ per annum, pro rata to cover this under their Service Management Agreement.

Current cleaning staff would be redeployed to other vacancies which currently exist across Council services; subject to consultation with the employees and their trade unions.

Proposed by Councillor Montgomery

Seconded by Councillor Lynch and agreed that

- i. **the cleaning services, currently provided for both the Jubilee Centre Monkstown and Rathfern Community Centre are transferred to operate within the Service Management Agreements, to the current value of £[REDACTED] per annum each for Monkstown Community Association and Rathfern Regeneration Group and come into effect from 1 June 2019;**
- ii. **that consultation is undertaken with current cleaning staff and their trade unions in regard to redeployment to alternative roles across the Council.**

ACTION BY: Louise Moore, Head of Community Planning

Councillor Ross returned to the Chamber.

6.3 IN CONFIDENCE CP/P4/020PEACE IV MOVING FORWARD TOGETHER PROGRAMME

Members were reminded that a letter of offer for £3,063,346.40 was received from the Special European Union Programmes Body (SEUPB) in August 2017 for delivery of the PEACE IV Local Action Plan in Antrim and Newtownabbey. The approved Local Action Plan includes 16 programmes (encompassing 31 projects) under the three key themes of Children and Young People, Shared Spaces and Services, and Building Positive Relations.

Members were reminded that an invitation to tender for the Children and Young People Programme 2 – Moving Forward Together Programme was published on 19 October 2018 on eSourcingNI and sign-posted on eTenders.ie and eTendersNI. The closing date was 19 November 2018; no tender submissions were received. Following approval from the PEACE IV Partnership and SEUPB, in January 2019, the process proceeded with a direct contract award to a suitable delivery agent. Feedback from a scoping exercise identified that due to the scale of the programme, it may have been uninviting for a single delivery agent. In response to this a consortium of delivery agents was approached and invited to submit a collaborative bid, comprised of [REDACTED], [REDACTED], and [REDACTED]. BEAM Creative Network was identified as the lead delivery agent within the consortium. The tender submission was subject to quality assurance through tender assessment outlined below.

Members were advised that the scoring panel considered the submission in two stages:

Stage 1 – Selection Stage: The submission was evaluated using criteria such as professional conduct, economic and financial standing, management systems and practices, previous relevant experience, technical capacity and capability of the team and team leader, declarations and form of tender. The submission met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

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

Tenderer	Quality Score % (out of 70%)	Cost Score % (out of 30%)	Total Score % (out of 100%)	Total Cost (£) (excl. VAT)	Rank
BEAM Creative Network	████	████	86%	£195,750	1

Councillor Montgomery expressed disappointment that only one group submitted an application and asked that a review of the criteria be considered for future requirements. The Director of Community Planning confirmed that the bid received met the criteria and that the criteria for future procurement exercises would be kept under review in order to get the balance between achieving a competitive environment and at the same time getting quality bids.

Proposed by Councillor Lynch
Seconded by Councillor Montgomery and agreed that

having achieved a score of 86%, BEAM Creative Network be appointed to deliver the CYP Prog 2 – Moving Forward Together Programme at a cost of £195,750 (excl VAT) subject to PEACE IV Partnership and SEUPB approval. The cost is within the maximum budget available of £██████████(excl VAT).

ACTION BY: Leanne Holmes, PEACE IV Co-ordinator

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman Girvan
Seconded by Councillor Lynch and agreed that

the remainder of Committee business be taken in Open Session.

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

There being no further committee business the Chairperson thanked everyone for their attendance and the meeting concluded at 7.58 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.