



4 March 2020

Chairman: Councillor V McWilliam

Vice Chairman: Alderman L Clarke

Committee Members: Aldermen - M Girvan, D Kinahan and J McGrath
Councillors - P Dunlop, G Finlay, R Kinnear, D McCullough,
T McGrann, P Michael, S Ross, M Stewart, L Smyth and
R Wilson

Dear Member

MEETING OF THE COMMUNITY PLANNING COMMITTEE

A meeting of the Community Planning Committee will be held in the **Council Chamber, Mossley Mill on Monday 9 March 2020 at 6.30pm**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Dixon".

Jacqui Dixon, BSc MBA
Chief Executive, Antrim & Newtownabbey Borough Council

PLEASE NOTE: a fork buffet will be available in the Members Room from 5:30pm

For any queries please contact Member Services:

Tel: 028 9448 1301 or Email: memberservices@antrimandnewtownabbey.gov.uk

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 ITEMS FOR DECISION

- 3.1 Street Naming, Ballycorr Road
- 3.2 Brighter Nights Programme 2020
- 3.3 Ballyduff Community Centre
- 3.4 UAC Easter Stages Rally 2020
- 3.5 Access and Inclusion Programme
- 3.6 Civic Square Events and Artisan Markets
- 3.7 John Hewitt International Summer School
- 3.8 Garden Show Ireland Logistics
- 3.9 Summer Sunday Music Programme
- 3.10 Sentry Hill Anniversary Celebration
- 3.11 Arts and Culture Grant Aid
- 3.12 Arts and Culture Schedule of Charges
- 3.13 Audio Visual Upgrades
- 3.14 Closures for Arts and Culture Facilities

4 ITEMS FOR INFORMATION

- 4.1 Building Control Matters
- 4.2 Community Planning Section – Partnership Minutes

5. ITEMS IN CONFIDENCE

- 5.1 Council Art Collection

6 ANY OTHER RELEVANT BUSINESS

REPORT ON BUSINESS TO BE CONSIDERED AT THE COMMUNITY PLANNING COMMITTEE MEETING ON MONDAY 9 MARCH 2020

3 ITEMS FOR DECISION

3.1 PBS/BC/003 STREET NAMING – BALLYCORR ROAD, BALLYCLARE

An application was received on 27 February 2020 from Billy Quinn on behalf of Craighill Ltd regarding the naming of a residential development at Ballycorr Road, Ballyclare. The development consists of 26 detached dwellings. The development names along with the developer's rationale have been submitted as outlined below, with the developer's application, location map and site plan **enclosed**.

1 – Quarry Heights – To reflect the history of the site and its elevated nature.

2 – Quarry Manor – To reflect the history of the site and the type of detached dwellings.

3 – Quarry Hill – Again the history and elevation of the site.

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

RECOMMENDATION: that the Committee selects a name for this development.

Prepared by: Liam McFadden, Principal Building Control Surveyor

Agreed by: Bronagh Doonan, Building and Property Services

Approved by: Nick Harkness, Director of Community Plan

3.2 AC/EV/012 BRIGHTER NIGHTS PROGRAMME 2020

Members are advised that Brighter Nights 2019 was held for the 8th consecutive year in Lilian Bland Community Park, Glengormley throughout the summer of 2019 on Friday evenings, 6.30pm-8.30pm from 5 July 2019 until 30 August 2019. This programme of arts, culture and entertainment once again proved very popular and attracted an approximate total number of attendees of more than 4,200, over the 8-week programme.

Members are reminded that it was agreed at the October 2019 Committee meeting that Brighter Nights in 2020 use a similar format but with an increased budget of £18,600 be approved.

It is proposed to run Brighter Nights 2020 from Friday 03 July 2020 until Friday 28 August 2020, 6.30pm - 8.30pm as outlined in the table below, provision for which exists in the 2020/21 Arts and Culture budgets, with the following programme themes proposed:

Brighter Nights 2020 Proposed Themes

Week	Date	Event Time	Theme
1	Friday 3 July	6.30pm-8.30pm	Schools Out For Summer
2	Friday 10 July	6.30pm-8.30pm	Outer Space & Science
3	Friday 17 July	6.30pm-8.30pm	Animal Antics
4	Friday 24 July	6.30pm-8.30pm	Olympic Activities
5	Friday 31 July	6.30pm-8.30pm	Explore Outdoor
6	Friday 7 August	6.30pm-8.30pm	Mini Mindfulness
7	Friday 14 August	6.30pm-8.30pm	Clowning around
8	Friday 21 August	6.30pm-8.30pm	Story time and tales
9	Friday 28 August	6.30pm-8.30pm	Final Fling Best Bits Back!

The Arts and Culture team will continue to work with the Good Relations section to enhance the event through positive partnerships.

RECOMMENDATION: that the delivery of Brighter Nights 2020, as themed on Fridays, from 3 July to 28 August, in the Lilian Bland Community Park, be approved.

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.3 CP/CD/345 BALLYDUFF COMMUNITY CENTRE – PRIDE OF THE HILL FLUTE BAND

A request has been made by the Pride of the Hill Flute Band to sell and consume alcohol at an event they have booked at Ballyduff Community Centre on Saturday 16 May 2020 from 12noon until 10pm.

This group is a regular booker at the Centre and one of its activities is to hold an annual fundraising competition for the band. This event was also held in 2019.

This can be facilitated with Council's permission if the Pride of the Hill Flute Band applies for and is granted an alcohol licence.

Committee's instructions are requested.

Prepared by: Paul Townsend Community Facilities Coordinator

Agreed by: Diane Clarke, Temporary Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

3.4 ED/TOU/062 ULSTER AUTOMOBILE CLUB (UAC) EASTER STAGES RALLY 2020

Members are advised that the 2020 Ulster Automobile Club 'Wastewater Solutions Circuit of Ireland International Rally and UAC Easter Stages' is being held on 10 and 11 April 2020.

The organisers have requested to hold the closing ceremony in the large Parterre in Antrim Castle Gardens on Saturday 11 April 2020, from 12pm to 6pm approximately.

All facilities will remain open to the public, however, there will be some cordons in place to ensure vehicles and pedestrians/spectators are kept apart.

RECOMMENDATION: that the request from the Ulster Automobile Club to finish the 2020 Easter Stages Rally in Antrim Castle Gardens on Saturday 11 April 2020 be approved.

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.5 AC/GEN/065 ACCESS AND INCLUSION PROGRAMME

Members are reminded that the Department for Communities (DfC) had invited applications from Councils for capital funding from their Access and Inclusion Programme 2019/20. This funding was aimed at improving access to and therefore participation in arts and cultural activities by people with disabilities across Northern Ireland with a maximum 100% funding of £30,000 per project available.

Members were advised at the Community Planning Committee in November 2019 that the DfC had approved funding a Disability Hub in Castle Mall, Antrim.

Following a procurement exercise to appoint a provider to manage the Disability Hub the actual cost is higher than was anticipated following initial market testing. The costs have increased by £7,000 from £13,172 to £20,172. This was communicated to DfC who have confirmed provision of additional funding of £7,000 to cover the additional cost.

RECOMMENDATION: that the additional funding offer of £7,000 from DfC be accepted.

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.6 AC/EV/017 ARTS AND CULTURE CIVIC SQUARE EVENTS AND ARTISAN MARKETS

Members are reminded that it was approved by the Committee in April 2019 to deliver two family cultural events including Artisan Markets at the Civic Square Mossley Mill in summer 2019, with an adult admission charge and Under 16's free.

The benefit to the Council of the Civic Square venue is that event infrastructure and therefore costs attached to each event are minimal and the Mossley Mill site has the necessary amenities including a poor weather option. The admission income is used to cover the programming cost of the events so they can be delivered at no cost to the Council.

It is proposed to deliver another two such events in 2020 with the market element to include a range of local food and drink, indigenous craft, and novelty products with promotion of local produce and craft given a priority. The events will feature a range of family entertainment, including music, arts, Children's entertainment, and inflatables, with a particular focus on young families for one of the markets.

The dates proposed this year are 20 June 2020 and 15 August 2020, from 11am until 4pm with an admission charge of £3 adults, and U16s free. Members are also advised that markets in the Civic Square will be included as part of the previously approved events Spinning Yarns event in September 2020 and VE Day 75 event on Saturday 9 May 2020.

RECOMMENDATION: that two family events with Artisan Markets be staged in Civic Square Mossley Mill on 20 June 2020 and 15 August 2020, with admission charges of £3 per adult and U16's free.

Prepared by: Bernard Clarkson, Art Services Manager

Agreed by: Ursula Fay Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.7 AC/GEN/039 THE JOHN HEWITT INTERNATIONAL SUMMER SCHOOL

Correspondence has been received from the John Hewitt Society, a copy of which is **enclosed** for Members' information. The email relates to the annual John Hewitt International Summer School held in the Market Place Theatre, this year from 27 July 2020 to 1 August 2020.

The Summer School is a cross cultural festival celebrating culture and creativity and aims to increase the audience for literary and cultural events, in particular to provide opportunities to those who would not normally attend the Summer School.

The Society has requested that the Council demonstrates its support for the Summer School by awarding two bursary places for residents from our Borough to attend at a cost of £400 each. The John Hewitt International Summer School provides challenging and informed ideals, discussion and learning in a safe environment. The 2020 School will have an environmental slant encouraging writers and artists to use their creativity to examine ecological and environmental themes.

The Council has supported the provision of bursaries for two art practitioners from the Borough in the past, and attendees who have participated have found it very beneficial. Recipients of the 2020 bursaries will be asked to provide a written report of their experiences which will be brought to a future meeting of the Committee.

It is proposed to offer two bursaries of £400 each for arts practitioners who are residents of the Borough to attend the 2020 John Hewitt International Summer School, with these opportunities advertised publically and funded from the 2020/21 Arts Grant Budget.

RECOMMENDATION: that provision of two bursaries of £400 for residents to attend the 2020 John Hewitt International Summer School, to be advertised publically and funded from the 2020/21 Arts Grant Budget, be approved with bursary recipients to provide a written report of the experience which will be brought to a future meeting of the Committee.

Prepared by: Bernard Clarkson, Art Services Manager

Agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.8 AC/EV/019 GARDEN SHOW IRELAND LOGISTICAL ARRANGEMENTS

Members are reminded that Garden Show Ireland is being held at Antrim Castle Gardens from Friday 1 to Sunday 3 May 2020 as a Council owned and operated event. Allianz had been headline sponsors of the event in previous years and Members are advised that they have confirmed that this sponsorship will continue in 2020 with event naming rights once again part of their sponsorship package – the show is therefore now named as Allianz Garden Show Ireland.

As part of the event planning process logistical arrangements put in place from the last show in 2018 have been reviewed, for the set up/take down as well as the show itself, and it is proposed to implement various operational measures, taking into account the new layout of the event, as follows:

- I. Closure of the Castle Gardens car park for the duration of the Show.
- II. Provision of a free park and ride bus service operating for show visitors from The Junction to Market Square in the town centre.
- III. Implementation of a traffic signage plan to town centre car parks with pedestrian signage to the entrance of the show at Barbican Gate.
- IV. Parking provision for exhibitors, event sponsors and corporate visitors to be made in a specially designated car park in the hospital field area of Antrim Castle Gardens.
- V. Closure of Clotworthy House to the public for the duration of the show with this area used instead as an integral part of the show and focal point for visitors.
- VI. Restrictions of the Clotworthy House car park to vehicles and pedestrians (with the exception of blue badge holders) to accommodate the show build from Monday 20 April with the car park opening fully again on Wednesday 6 May 2020 once the show dismantle has been completed safely. Efforts will be made to keep the car park open to public as much as possible with restrictions in place as necessary to avoid visitor interaction with heavy machinery/equipment.
- VII. It is proposed to erect a perimeter cordon around the main show area from Monday 27 April until 6 May 2020 with no public access to the area including Deer Park Bridge. This closure will incorporate the build, event and dismantling. Where possible efforts will be made to reduce these dates and extent of the closures to allow public access where possible during the build and dismantle of the event if there is no risk from operational activity. A site map showing the event area is **enclosed** for Members' information.
- VIII. A variety of communications about planned closures will be used to ensure that regular visitors to the Gardens are fully informed of the

restrictions for the duration of the show and any inconvenience is kept to a minimum.

In addition to the logistical arrangements above it is also proposed that in order to incentivise Schools' to participate in the Schools' Garden Competition element of the show a prize of £500 be offered for the winning school.

RECOMMENDATION: that

- i. the proposed operational arrangements for Garden Show Ireland 2020, being held in Antrim Castle Gardens from 1 to the 3 May 2020 as outlined above be approved.**

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.9 AC/EV/011 SUMMER SUNDAY MUSIC PROGRAMME 2020

Members are reminded that following a review and rebranding of the previous Sunday Treats programme in 2017, the Summer Sunday Music outdoor music programme was 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 2020.
- Concerts programmed in May 2020 to be contemporary acts with the traditional band concerts commencing in both venues from June 2020.
- 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.

The Summer Sunday Music programme in 2019 attracted good audience numbers and was well received.

It is proposed to deliver the programme in 2020 on the following basis:

- i. 32 music concerts in Antrim Castle Gardens and Jordanstown Loughshore Park from Sunday 10 May 2020 to Sunday 30 August 2020 (excluding Sunday 12 July) with a revised budget of £9,000 to reflect a broader mix of traditional and contemporary bands.
- ii. Music to be a mix of contemporary and traditional bands in both venues.
- iii. All concerts to be held from 3pm until 4pm.

RECOMMENDATION: that the delivery of the proposed Summer Sunday Music Programme 2020 as outlined in points above at a cost of £9,000, be approved

Prepared and agreed by: Naomi Litvack, Arts Development Officer and Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.10 AC/MU/008 SENTRY HILL 15 YEARS ANNIVERSARY CELEBRATION

Members are reminded Sentry Hill Historic House opened to the public in April 2005 and has been entertaining and informing its visitors ever since. The House and its contents provide a rare insight into life in rural Ulster during the 19th and early 20th centuries. Sentry Hill was the home of the McKinney family, who came to Ireland from Scotland in the early 1700s. Remarkably the contents of the House have survived along with an extraordinary collection of artefacts, both from the local area and from around the world.

Sentry Hill offers an entertaining and educational day out to visitors of all ages with facilities including guided tours, attractive gardens, a café, gift shop and allotment area. In addition to the school groups, historical societies and community groups that have regularly frequented Sentry Hill over the past 15 years, it has also hosted a variety of special events such as family fun days, antiques fairs, vintage car rallies and outdoor jazz concerts.

In order to celebrate the 15th anniversary of the opening of Sentry Hill on 28 April 2005, it is suggested that provision is made for a celebratory event on 25 April 2020. It is envisioned that this event would include family friendly activities in the garden, craft activities, live music and living history actors, in original costume, guiding visitors around the historic house. The anticipated cost of approximately £1,500 - £2,000 for the event can be funded from within Arts and Culture existing budgets.

RECOMMENDATION: that a family event to mark the 15th Anniversary of Sentry Hill opening, on 25 April 2020, provision for which exists in the 2020/21 budgets, be approved.

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.11 AC/GEN/037 ARTS AND CULTURE GRANT AID

Members are reminded that a revised Arts and Culture Grant Aid Programme was approved by the Operations Committee in March 2017. The purpose of the grant programme is to provide financial assistance to individuals and groups in the Borough for a range of arts and heritage purposes.

To be successful applicants must score a minimum of 50% in their application and all proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

The grants are delivered on a rolling funding programme linked to the financial year or until the funding for the year is exhausted. Four applications have been assessed by officers under the appropriate funding category and maximum award available.

A summary of the applications are set out below along with the proposed awards:

Ref	Group Individual	Funding Category	Funding Purpose	Score	Amount Awarded
5219	Action Mental Health, Antrim	Arts Group	AMH Men's Shed, Steeple Antrim. Arts classes and an exhibition at Oriel Gallery, Clotworthy House.	65%	£1,000
5311	Maya Reilly-Stewart Applicant is from Glengormley. Distinguished young musician with Grade 8 violin and music theory. Has future ambitions as a musician, attendance on this course will help to realise these. Strong letter of support provided from Paula Klein, General Manager of Ulster Youth Orchestra.	Arts Individual	Attendance at Ulster Youth Orchestra Summer Course 2020	60%	£365.25
5312	Hugo Reilly-Stewart Applicant is from Glengormley. Grade 7 violin and Grade 5 music theory, applicant is 14 years old. Has future ambitions as a musician, attendance on this	Arts Individual	Attendance at Ulster Youth Orchestra Summer Course 2020	65%	£365.25

	course will help to realise these. Strong letter of support provided from Paula Klein, General Manager of Ulster Youth Orchestra.				
5325	<p>Stephen McCracken</p> <p>Applicant is from Antrim. Has written two books previously and is publishing a book on the Battle of Antrim, has many speakers involved in the event with Arts and Heritage backgrounds, e.g. Antrim Town Tour Group, Dromore Historical Association, Innishcore and Kilmainham Historical Society.</p> <p>The walk will become an annual event.</p>	Heritage Individual	1798 Historical Walk. Historical walk on 07.06.20 presenting the history of the 1798 Battle of Antrim, open to the public and featuring presentations from various academic speakers.	60%	£1,000

The Arts Groups grant awarded to Coiste Ghaeloideachais Chromghlinne was underspent by £110. This amount was added back in to the arts grants budget giving a total remaining budget of £8,510. The total amount proposed for these awards is £2,730.50 leaving a balance of £5,779.50 to fund any future applications in the current financial year.

RECOMMENDATION: that the Arts and Culture Grant Awards be approved.

Prepared by: Naomi Litvack, Arts Development Officer

Agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.12 AC/GEN/001 ARTS AND CULTURE SCHEDULE OF CHARGES 2020/21

Members are advised that a review of Arts and Culture charges is carried out annually. The current Arts and Culture Schedule of Charges was approved by the Operations Committee in March 2018. The review carried out in 2019 identified that no changes were required.

Following this year's review an updated Schedule of Charges is **enclosed** for Members' information. It is proposed to make some adjustments to current charges, which are indicated in red on the enclosure. The 2020/21 proposed Schedule of Charges also includes room hire rates for The Gateway Visitor Centre, Antrim. Where modest increases are proposed these are based on the typical staff costs, benchmarking with similar facilities and further convergence between legacy arrangements.

An additional note has been added to the proposed Schedule of Charges indicating that any exceptional levels of cleaning/caretaking costs would be charged to the group and that failure to pay could have a negative impact on future bookings.

RECOMMENDATION: that the Schedule of Charges for Arts & Culture 2020/2021 be approved.

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.13 AC/GEN/047 AUDIO VISUAL UPGRADES

Members are advised the original Audio Visual systems in Mossley Mill, Antrim Civic Centre and Clotworthy House were installed in 2009 and 2005 respectively. These systems are now beyond their useful lives and require updating if Council's conferencing venues are to retain their high quality reputation for both internal and external business use.

An economic appraisal is **enclosed** for Members' information. A Policy Screening Form is also **enclosed** and it has been determined that a full Equality Impact Assessment is not required.

If approved, this expenditure would be capitalised over a 10-year period.

RECOMMENDATION: that

- i. that the Economic Appraisal and associated Equality Screening form for the audio visual equipment upgrade at Mossley Mill, Antrim Civic Centre and Clotworthy House be approved.**
- ii. to proceed with the Option 5 upgrade as detailed in the Economic Appraisal at a cost of £123,000.**

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

3.14 AC/GEN/009 FACILITY CLOSURES FOR ARTS AND CULTURE FACILITIES 2020-21

A schedule for the closure arrangements on Bank/Public Holiday times during 2020/2021 is enclosed for Arts and Culture facilities.

RECOMMENDATION: that the arrangements for closures of Arts and Culture facilities as set out in the schedule for 2020/2021 be approved.

Prepared and agreed by: Ursula Fay, Head of Arts and Culture

Approved by: Nick Harkness, Director of Community Planning

4 ITEMS FOR INFORMATION

4.1 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-31 DECEMBER 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 – 41
Building Notices – 108
Regularisation Certificates – 44

Full Plans

Approvals – 33
Rejected applications requiring resubmissions – 48

Commencements & Completions

Commencements – 184
Completions - 196

Inspections - A total of 601 Site Inspections were carried out.

Regularisation Certificate - 28 Regularisation Certificates issued.

Building Notice- 99 Completion Certificates issued

Property Certificates Received – 151

Energy Performance of Building Regulations

Energy Performance Certificate's checked – 4 & 100% compliance
Display Energy Certificate's checked – 21 & 77% compliance

Income

Plan Fees Received for Month	£11371.63
Inspection Fees Invoiced for Month	£27247.89
Building Notice Fees Received for Month	£6000.00
Regularisation Fees Received for Month	£3052.80
Property Certificate Fees Received for Month	£8880.00
TOTAL	£56552.32

**Projected Income To
Date
£602,024**

**Year to Date Actual
Income
£609,487**

Postal Numbering & Development Naming

Numbers of official postal numbers issued – 6
Number of new developments named - 3

LPS Partnership

Commercial Vacancies – 119 complete (1st April 2019 – 31 December 2019)
Property details surveys completed - 39

RECOMMENDATION: that the report be noted.

Prepared by: Vicky Jordan, Business Support Officer

Agreed by: Bronagh Doonan, Head of Property & Building Services

Approved by: Nick Harkness, Director of Community Planning

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

Members are advised that the quarterly update Partnership Minutes as listed below can be viewed in the electronic folder called “**Partnership Minutes for Members Information**” on your I pads.

Community Development		
File Ref	Date of Meeting	Name of Partnership
D/Gen/91	-	Antrim & Newtownabbey Citizens Advice Bureau
D/CSP/48	21 Nov 2019 27 Nov 2019	Antrim & Newtownabbey Policing & Community Safety Partnership (PCSP)
D/DP/67	19 Mar 2019 24 June 2019	Rathcoole Neighbourhood Renewal Partnership
D/DP/67	24 July 2019 20 Nov 2019	Grange Neighbourhood Renewal Partnership
	-	Joint Cohesion Group
CP/GR/43	22 Nov 2019	Traveller Issues Local Government Partnership

RECOMMENDATION: that the Partnership Minutes be noted.

Prepared by: Wendy Donaldson, Business Support

Agreed and Approved by: Nick Harkness, Director of Community Planning