



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

In the Chair	:	Councillor P Brett
Committee Members Present	:	Aldermen - W Ball, M Cosgrove Councillors – A Ball, J Blair, L Clarke, T Girvan, N Kells, N Kelly, A Logue, R Lynch, J Montgomery, V McWilliam, P Michael, J Scott
Non Committee Members Present	:	Councillors - D Arthurs, B Duffin, N McClelland, B Webb
Officers Present	:	Director of Community Planning and Regeneration - M McAlister Head of Property and Building Services – B Doonan Head of Economic Development – P Kelly Head of Capital Development – R Hillen Head of Communications and Customer Services – T White Head of Governance – L Johnston ICT Officer - A Cole PA to Director of Finance and Governance – D Lynn

CHAIRMAN'S REMARKS

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

1 APOLOGIES

None

2 DECLARATIONS OF INTEREST

None

3.1 PRESENTATION

The Chairman welcomed Gareth Kirk, Chief Executive of Action Cancer who was in attendance to make a presentation to Members regarding the work of Action Cancer in Northern Ireland.

Following the powerpoint presentation, several Members took the opportunity to congratulate Mr Kirk for the work and services delivered by Action Cancer and to pose a number of queries which Mr Kirk responded to, elaborating as necessary.

The Chairman thanked Mr Kirk for addressing the Committee and he withdrew from the meeting.

3.2 PBS/BC/3 STREET NAMING PROPOSAL

Members were advised that correspondence had been received on 2 February 2017 from Ryan Dougan on behalf of Vision Design architects, regarding the naming of a residential development at Staffordstown Road, Randalstown. The development was for twelve dwellings, a mixture of detached and semi-detached. The three development names and the developer's rationale had been submitted as outlined below with a site location map and site layout plan.

- 1 – Creeve
- 2 – Creeve Court
- 3 – Creeve Place

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 Councillor Scott
Seconded by Councillor Clarke and agreed that

the name Creeve Court be selected for this development.

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

3.3 CP/GEN/17 COMMUNITY FESTIVALS FUND GRANT AID RECOMMENDATIONS 2017/18

Members were advised that the closing date for receipt of applications under the Community Festivals Fund for 2017/18 was Friday 16 December 2016. To support applications to this grant aid programme, Officers delivered 4 grant workshops and offered one-to-one support to any interested groups. Twenty three applications were received and assessed by Officers and a detailed summary of the applications and score sheets was enclosed for members' information.

Members were reminded that a pass threshold of 50% had been agreed at the Community Planning and Regeneration Committee in November 2014; when it was also agreed that groups would no longer be required to demonstrate match funding, however, where a group evidenced match funding this would be reflected in the scoring. Members were also reminded that proposed awards were subject to the receipt of all relevant supporting documentation, or the offer of funding would be withdrawn.

The Department for Communities (DFC) which provides financial assistance for the Community Festivals Programme had advised that its financial award for 2017/18 would be similar to that offered in 2016/17, which equated to £29,600. The Council contribution for 2017/18, as provided for in the estimates was £50,000, therefore the total budget available for the 2017/18 Community Festivals Fund was £79,600.

The total amount requested from the 23 applications received was £93,563.00 as detailed in the table below. The 12 applications successfully achieving the required 50% threshold totalled £54,138.00, leaving £25,462.00 in the Community Festival Fund budget. In order to utilise the remaining budget it was proposed that a second call for Community Festival Fund Applications for 2017/18 be opened to the 11 Groups who were unsuccessful, on 3 March 2017 with a closing date of 13 March 2017.

Members were advised that Officers would arrange to meet with any unsuccessful groups to provide feedback on their applications or to signpost to other relevant funders.

Proposed by Councillor Lynch

Seconded by Councillor Clarke and agreed that

- i) The 12 successful Community Festival Fund Applications, totalling £54,138.00, be approved.**
- ii) A second Call for Community Festival Fund Applications for 2017/18 be opened to the 11 Groups who were unsuccessful, on 3 March 2017 with a closing date of 13 March 2017**
- iii) And the 11 different groups also be encouraged to reapply with guidance on the application process being provided.**

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

3.4 CS/3 RANDALSTOWN COMMUNITY FESTIVAL 2017: USE OF NEILLSBROOK COMMUNITY CENTRE

Members were advised that a written request had been received from Randalstown Arches Association, a copy of which had been enclosed, for free use of the facilities in Neillsbrook Community Centre. The request was to support a range of activities and events planned for the annual Randalstown Community Festival Week from 15 to 24 June 2017, including line dancing, football and artistic displays.

Members were advised that the normal hire cost for Neillsbrook for the proposed period would be £274.60. Members were reminded that Arches Association had applied to the Council's Festival Grants scheme towards the cost of this year's annual community festival, which included £100 towards venue hire.

Members may therefore wish to consider approving use of the facilities at the Centre at a reduced rate and not free of charge as requested.

Proposed by Councillor Clarke
Seconded by Councillor Lynch and agreed that

the Council grants use of facilities at Neillsbrook Community Centre to Arches Association in support of events and activities as part of the annual Randalstown Festival from 15 - 24 June 2017 at half the normal rate of hire.

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

3.5 CP/CD/112 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2016/17 - FUNDING RECOMMENDATIONS (SMALL GRANTS)

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 was 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 applied for a small grant were not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2016/17 financial year.

To be successful in securing a small grant, groups applying must have scored a minimum of 50% in their application assessment and all proposed awards were subject to the receipt of all relevant supporting documentation or the offer of funding would be withdrawn.

During the month of January, 3 applications were received requesting a total of £1,399.30 and were assessed by Officers as outlined below:

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded
Antrim Retirement Group	Small Activity Grant for Public and Employer's Liability Insurance & Rent	86%	£400.00	£400.00
Mission Motorsport NI	Small Seeding Grant for Flyers, Stationery & Overalls	33%	£500.00	£0
Shogun Ju Jitsu International Ireland	Small Activity Grant to support First Aid Training & associated costs	73%	£499.30	£499.30

The total budget available for Small Grants for the 2016/2017 financial year was £9,500. The total amount of financial assistance awarded to date including the above 2 successful applications was £8,152.03, leaving a balance of £1,347.97 to fund future applications that may be submitted to the Council during the remainder of the year.

Proposed by Councillor Scott
Seconded by Councillor Kelly and agreed that

the Small Grant award recommendations be approved.

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

3.6 CP/GEN/14 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME RECOMMENDATIONS 2017/18

Members were advised that the closing date for receipt of applications under the Community Development Grant Aid Programme for 2017/18 was Friday 16 December 2016. To support applications to this grant aid programme, Officers delivered 4 grant workshops and offered one-to-one support to any interested groups. In total 93 applications were received and assessed by Officers, a detailed summary of the applications and score sheets was enclosed for members' information.

Members were reminded that a pass threshold of 50% had been agreed at the Community Planning and Regeneration Committee in November 2014. It was also agreed that groups would no longer be required to demonstrate match funding, however, where a group evidenced match funding, this would be reflected in the scoring. In relation to insurance, successful applicants under Community Outreach and Involvement, Summer Schemes and Technical Assistance would also be entitled to financial assistance towards insurance cover up to a maximum of £500. Members were also advised that proposed awards were subject to the receipt of all relevant supporting documentation, or the offer of funding would be withdrawn.

The total budget available for the 2017/18 Community Development Grant Aid Programme was £180,000, as provided for in the estimates, of which £39,203.00 (similar to the amount awarded in 2016/17) was expected from the Department for Communities (DFC) under its Community Support Programme for 2017/18. Notification of the 17/18 award was expected in April, therefore the Council was effectively

covering the anticipated amount from DFC 'at risk' in the event that the 2017/18 funding was reduced.

In total 93 applications were received requesting a total of £207,725.27 as detailed in the table below. The 77 applications successfully achieving the required 50% threshold had requested a total of £178,429.07 which when subtracted from the total budget available of £180,000 left a balance of £1,570.93 to be allocated to the 2017/18 rolling Small Grants Programme. Members were advised that this was a significant reduction in the 2016/17 budget of £15,000 for small grants.

As in previous years Officers would arrange to meet with any unsuccessful groups to provide feedback on their applications or to signpost to other relevant funders.

Summary of Community Development Grant Aid 2017/18 - First Call				
Grant Stream	Number of Applications	Successful Applications (Scored 50% and above)	Total Requested	Total Awarded
Premises	27	26	£91,101.31	£88,687.06
CO&I (Inc Additional Insurance)	36	30	£64,227.96	£56,046.01
Summer Scheme (Inc Additional Insurance)	19	15	£27,786.00	£23,286.00
Technical Assistance (Inc Additional Insurance)	8	3	£23,200.00	£9,000.00
Small Grant - Activity and/or Insurance	3	3	£1,410.00	£1,410.00
Small Grant - Seeding and/or Insurance	0	0	£0.00	£0.00
Totals	93	77	£207,725.27	£178,429.07
Balance Remaining	n/a	n/a	n/a	£1,570.93

Proposed by Councillor McWilliam
Seconded by Councillor Kells and agreed that

- i. **The 77 grants totalling £178,429.07 which successfully achieved the required 50% threshold be approved.**
- ii. **The remaining £1,570.93 be allocated to the rolling Small Grants Programme for 2017/18.**

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

3.7 ED/ED/58 BALLYCLARE BUSINESS IMPROVEMENT DISTRICT: FEASIBILITY STUDY

Members were reminded that one of the projects included in the DEA funding programme for 2016-17 in Ballyclare was a feasibility study to establish a Business Improvement District (BID) to support the regeneration of the town. A BID was a formal mechanism which allowed dedicated funds, on top of normal business rates, to be collected for the delivery of an agreed action plan.

The Northern Ireland BID legislation had been introduced in 2013-14. ¹To provide a Northern Ireland context the table below indicated recent NI BIDs' results and the potential 'levy' budget that could be raised to fund local projects identified in the BID action plan, the numbers of businesses involved and the level of support achieved at the time of the ballot of BID members.

Location	BID Budget (5 Year Total)	Total Number of Businesses in the BID area	Ballot Result
Ballymena	£1.5m	488	84% by number 88% by RV ²
Belfast One	£6.25m	900	84% by number 88% by RV
Belfast Cathedral Quarter	£1.7m	700	84% by number 91% by RV
Enniskillen	£1.2m	460	85% by number 82% by RV
Newry	£1.95m	640	87% by number 92% by RV
Strabane	£640,000	215	95% by number 98% by RV

The feasibility study for a Ballyclare BID, which included public consultation with local businesses and other stakeholders, had now been completed and the consultants were satisfied that there was broad support in the town for what was being proposed. The findings also indicated that a BID in the Ballyclare DEA was viable based on the proposed BID area containing 494 eligible 'Business Rated Units' with a combined rateable value of £7.3 million³. Assuming a levy rate of 2% on each business within the BID a potential income of approximately £730,000 could be generated over the 5 years of the BID term (£146,000 pa). At this rate, the consultants indicated that 86% of eligible businesses would pay an average of less than £1 per day in terms of the BID levy. Members were advised that included in the 494 identified properties, which could be subject to a 2% levy, were a number that belonged to the Council (8 in all, including the Town Hall and off street car parks).

¹ (The Business Improvement Districts Act (Northern Ireland) 2013, The Business Improvement Districts (General) Regulations (Northern Ireland) 2014 and The Business Improvement Districts (Miscellaneous) Regulations (Northern Ireland) 2014.

² Rateable Value

³ It is assumed that churches and those properties with a RV of less than £1,500 are excluded

Through the consultation process with stakeholders in Ballyclare a number of key priorities had emerged focusing on marketing and promotion activities, town centre events, improving accessibility and providing business support to local traders. The recommended 2% levy was expected to make a demonstrable impact on addressing these priorities through a 5 year programme of practical actions to build on the public realm, shop front schemes and other promotional projects that the Council had been implementing in partnership with the Department for Communities, Ballyclare Chamber of Trade and the Ballyclare Town Team.

Now that the proposed BID was deemed to be viable, the next step subject to approval was for the Council to accept the recommendations from the feasibility study and move towards forming a BID Partnership through a formal development process. The Council's role in this process, which could take up to 12 months, would be crucial to ensure that a BID could be successfully developed through the production of a business plan leading to a formal ballot of BID members and the formation of a BID company. It was proposed that officers commence this process as soon as possible in line with the timetable set out below:

Phase	Key Milestones	Estimated Date
Foundation Phase		
	Complete Feasibility Study	Month 0
	Secure Resources for Development & Campaign Phase	Month 1
	Agree Preliminary Study Area	Month 2
	Agree Preliminary Ballot Date	Month 3
Development Phase		
	Project Support in Place	Month 4
	Set Up BID Task Group	Month 5
	Complete Detailed Consultation	Month 6
	Agree Initial Project Lists & Costs	Month 7
	Agree Baseline Statements	Month 7
	Agree Delivery Model	Month 7
	Agree Operating Agreement	Month 8
	Agree Final BID Area	Month 9
	Agree Business Plan	Month 9
Campaign Phase		
	Agree Formal Ballot Process	Month 9
	Agree Champions, Campaign Methods & Material	Month 9
	Campaign Period	Month 10
	Formal Ballot Notification	Month 10
	Formal Ballot (42 days/Postal)	Month 11/12

Proposed by Councillor T Girvan
 Seconded by Councillor Kelly and agreed that

- i. the broad findings and recommendations from the feasibility study that has identified up to 494 commercial and publicly owned properties that can form the basis of a proposed BID for Ballyclare and a potential annual levy of 2% on BID members (commencing from 2018-19) towards an agreed programme of actions for the town centre be endorsed;
- ii. Officers are given an opportunity to identify sources of funding to undertake a business plan that will facilitate the establishment of a BID partnership for Ballyclare.

ACTION BY: Paul Kelly, Head of Economic Development

3.8 ED/TOU/2 TOURISM ACTION PLAN (2016-17)

Members were reminded that a Tourism Action Plan had agreed by the Council for 2016-17 and endorsed by the members of the Tourism Forum made up of representatives from the local tourism industry. Members were also reminded that the Council recently commissioned a new tourism strategy for the Council which was to be completed by 31 March 2017.

One of the projects agreed by the Council for inclusion in the 2016-17 Action Plan was the development of a dedicated tourism 'micro website' (a microsite which was a sub-section of the Council's website) at an estimated cost of £[REDACTED]. The proposed domain name for the microsite was [REDACTED] and officers were currently working on its proposed layout and content. Recent quotes obtained for similar microsites would estimate the costs to be in the region of £[REDACTED], therefore it would be necessary to increase this budget. It was proposed that this could be achieved by reallocating monies previously identified for a 'visitor pass' incentive scheme and promotional video clips which would be progressing at a later stage.

A further report detailing the end of year outputs from the Tourism Action Plan 2016-17 would be presented in April with a proposed Action Plan for 2017-18.

Proposed by Councillor Kells

Seconded by Councillor Scott and agreed that

- i. The budget for the tourism micro website be increased from [REDACTED].
- ii. The domain name for the Council's new tourism micro website be agreed as [REDACTED]

ACTION BY: Paul Kelly, Head of Economic Development

3.9 ED/TOU/29 VIKING BOAT RACE 2017

Members were reminded that the Council organised an annual boat race on the Six Mile Water River at Antrim Lough Shore Park in aid of charities and good causes. These events, using a Dragon Boat theme, had proven to be very popular attractions with

thousands of spectators attending and with the Council providing a range of complementary family entertainment.

It was proposed to refresh the content and widen its appeal using a Viking Boat theme for 2017. The Viking theme had links to the heritage around Lough Neagh so it was also proposed to include a 'living history' display to enhance the event featuring Viking paraphernalia, a Viking blacksmith and textiles demonstration, Norse artisan food demonstrations, and Viking 'Myths and Legends' story telling. The proposed date for the Viking Boat Race was Saturday 10 June 2017.

It is proposed to approach the current Mayor (Councillor John Scott), as per the 2016 Boat Race, to gauge interest in delivering the event in partnership with the Council and to be the beneficiaries of the event. There will be no direct cost to the selected charities, other than staff time and the Council would cover the costs of the event including Viking boat hire, family entertainment, promotion and stewarding on the day. Volunteer teams would be recruited by the Mayor's charities and teams would compete against the clock with winners decided in a knockout race.

The estimated cost of the event to the Council is £13,000, provision for which had been included in the tourism estimates for 2017-18. The entry fee per team of 10 was £250 which would go directly to the Mayor's Charities.

Proposed by Councillor Michael
Seconded by Councillor Kells and agreed that

- i. A Viking Boat Race is held at Antrim Lough Shore Park on Saturday 10 June 2017**
- ii. The Council approaches the current Mayor's Charities to become the Council's charity partners for the Viking Boat Race 2017**

ACTION BY: Paul Kelly, Head of Economic Development

3.10 ED/TOU/30 BALLYCLARE MAY FAIR 2017

Members were requested to approve dates for the 2017 Ballyclare May Fair festival which, it was proposed would take place from Tuesday 23 to Saturday 27 May inclusive. Officers would draw up a full schedule of events, entertainment and activities in conjunction with the May Fair Working Group and bring a further report back to the Committee.

In 2016 a Working Group made up of the 5 Ballyclare DEA Councillors, Michelle McGuigan, Valerie Jenkins, George Peoples, Kathy Wolff, Andrew Irvine plus a representative from Ballyclare Chamber of Trade (to be nominated) worked alongside the Council Officer to develop the programme and arrange the Festival. It was proposed that a similar arrangement would be put in place for 2017. A budget of £25,000 had been provided in the 2017/18 estimates.

Proposed by Councillor Girvan
Seconded by Councillor McWilliam and agreed that

- i) **the dates for Ballyclare May Fair be deferred to a future meeting after the May Fair Working Group has met and that the fair be delivered, within the budget provided for in the estimates for 2017-18 and with the support of a Council Officer**
- ii) **relevant Officer(s) consider appropriate branding for Ballyclare May Fair and other Council run festivals recognising the support provided by Antrim and Newtownabbey Borough Council.**

ACTION BY: Paul Kelly, Head of Economic Development

3.11 CE/GEN/4 PROPOSED WAITING RESTRICTIONS - CARNMONEY ROAD, GLENGORMLEY

Members were advised that correspondence had been received from Transport NI regarding proposed waiting restrictions on Carnmoney Road, Glengormley. A copy of the correspondence had been enclosed.

Proposed by Councillor Blair
Seconded by Councillor Kelly and agreed that

the Council supports the proposed waiting restrictions as outlined in conjunction with essential parking control being applied to opposite lay-by.

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

3.12 CE/GEN/17 DISPOSAL OF LAND AT RIVER MAINE, NEILLSBROOK

Members were advised that correspondence had been received from Land & Property Services, indicating that an area of land at River Maine, Neillsbrook had been declared surplus. The land was currently zoned by the NI Housing Executive and was shown on a map, which had been enclosed. An extension had been sought from LPS to allow the Committee time to consider the opportunity to require this land.

Proposed by Councillor Kelly
Seconded by Councillor Lynch and agreed that

officers seek clarification from NIHE in relation to the transfer of land and that an update be brought back to the committee.

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

3.13 FI/PRO/QUO/108 CATERING FRANCHISE AT ANTRIM LOUGH SHORE PARK

Members were reminded that the Council had sought quotations for the catering franchise at Antrim Lough Shore Park, and CBC Catering were appointed for an initial

period from April 2016 until March 2017. The contract stated that the Council may at its sole discretion offer an extension to this agreement at the end of the initial term for a further 6 months and then review on a month by month basis for a further 6 months.

The initial agreement stated that should the initial 12 month period be extended for a further 6 months until 30 September 2017, the payment for this period would be £6,000 and then reviewed on a month by month basis for a further 6 months until March 2018, when the monthly fee would be £850 per month.

As the Gateway Centre would not be complete before the end of March 2018, it was proposed to extend the catering franchise for a further year at a payment of £11,100.

Proposed by Councillor Scott
Seconded by Councillor Clarke and agreed that

the catering franchise at Antrim Lough Shore Park with CBC Catering be extended until 31 March 2018 with a payment of £11,100 due for the period.

ACTION BY: Paul Kelly, Head of Economic Development

3.14 CD/PM/64 SIXMILEWATER PARK ENTRANCE AND SIGNAGE

Members were advised that provision existed within the Capital estimates for an improvement scheme at Sixmilewater Park, Ballyclare to include an entrance, landscaping, features and related signage and facilities. The budget available was £[REDACTED]

A number of options for the scheme had been produced and were discussed with Ballyclare DEA Members on 10th January 2017. The four options discussed were as follows:

OPTION 1

Create a public car park with 27 spaces and public conveniences. Estimated cost: £[REDACTED]

OPTION 2

Create a public car park. Estimated cost: £[REDACTED]

OPTION 3

Pedestrianise the entrance off Main Street and create a landscape scheme to include an events area, mini amphitheatre and enhanced riverside space with feature lighting. Estimated cost: £[REDACTED]

OPTION 4

Create a separate public car park accessed off Avondale Drive with 20 spaces, provide public conveniences, pedestrianise the entrance off Main Street and create a landscape scheme to include an events area, mini amphitheatre with enhanced riverside space and feature lighting. Estimated cost: £[REDACTED]

It was agreed to combine elements of Options 3 and 4, as set out below, to deliver within the indicative budget of £[REDACTED]

- i. Provide a landscape scheme to include an events area, mini amphitheatre and enhanced riverside space with feature lighting
- ii. Pedestrianise the entrance off Main Street
- iii. Provide an entrance sculpture
- iv. Replace the existing public conveniences with a proprietary unit which housed three self-cleansing unisex WCs which would be accessible to the disabled and those with mobility problems

It was agreed that no car parking should be included as part of the scheme but that Officers should meet with Transport NI to discuss how the existing car parking provision in Ballyclare might be improved. A report would be presented in due course to the Operations Committee regarding potential costing options for Harrier Way car park to alleviate the stress on car parking.

Since the meeting with the Ballyclare DEA Members, Officers had met with TransportNI on site to discuss the provision of car parking. A scheme would be designed and costed to provide car parking spaces with a replacement footpath parallel to Avondale Drive. A cost for this provision as shown on the concept plan, which had been enclosed, would be brought to a future Committee.

It was further agreed at the meeting on 10 January 2017 that Officers progress with the appointment of a consultant to prepare a scheme design to bring back to Committee for approval. At that time an accurate cost could be provided to establish if the scope could be delivered within the present budget indicated.

Proposed by Councillor T Girvan

Seconded by Councillor McWilliam and agreed that

(i) the concept outlined be approved with further detailed reports to follow

(ii) a consultant be appointed to design the scheme.

ACTION BY: Reggie Hillen, Head of Service Capital Development

3.15 CP/CD/45 BUSINESS PLANS 2nd QUARTER UPDATE

Members were reminded that departmental Business Plans had been approved in June 2016. Progress updates as at quarter two for Business Support, Capital Development, Community Planning, Economic Development, Planning and Property and Building Services were enclosed.

Proposed by Councillor Kelly

Seconded by Councillor A Ball and agreed that

that the report be noted.

3.16 D/CD/70

COMMUNITY PLANNING & REGENERATION SECTION - PARTNERSHIP MINUTES

Members were advised that the quarterly update Partnership Minutes as listed below could be viewed in the new electronic folder called "**Partnership Minutes for Members Information**" on Members' Ipads.

Community Development		
File Ref	Date of Meeting	Name of Partnership
D/Gen/91	-	Joint Citizens Advice Bureau
D/CSP/48	21 Sept 2016	PCSP Partnership
	28 Sept 2016	
	30 Nov 2016	
D/DP/67	-	PCSP Private Meeting
		Rathcoole Neighbourhood Renewal Partnership
CP/CD/41	-	Joint Community Centre Advisory Committee
D/DP/67	26 Oct 2016	Grange Neighbourhood Renewal Partnership
CP/GEN/5		Community Planning Partnership
CP/P4/3	1 Dec 2016	Peace IV Partnership
	21 Nov 2016	Hazelwood Cohesion Group
	13 Dec 2016	

Economic Development		
File Ref	Date of Meeting	Name of Partnership
ED/MI/250	4 Nov 2017	GROW Local Action Group Meeting

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/TC/5	1 June 2016	Glengormley Town Teams
	8 Sept 2016	
ED/TC/5	7 July 2016	Ballyclare Town Teams
	16 Sept 2016	
ED/REG/5	5 Sept 2016	Antrim Town Team
	10 Oct 2016	
	5 Dec 2016	
ED/ED/56	10 Oct 2016	Antrim Linkages
	5 Dec 2016	

Proposed by Councillor Blair
Seconded by Councillor Clarke and agreed that

the Partnership Minutes be noted.

3.17 CP/GR/9 LEADING LADIES EVENT: INTERNATIONAL WOMEN'S DAY

Members were reminded of the Leading Ladies project delivered through the Good Relations Programme, which brought inspirational and influential women to the Borough to share their perspective on what building positive relationships means to them. The events were traditionally held on a Thursday evening and the next event was scheduled for Thursday 9 March 2017 during the week of International Women's Day.

The event would take place at 7pm at the Corrs Corner Hotel, Newtownabbey. The planned speakers were clergywomen Sister Mary Jo Corcoran and Deaconess Linda Gibson, who will outline their experiences of living, working and administering practice in Northern Ireland and their perspectives on building positive community relations.

Proposed by Councillor McWilliam
Seconded by Councillor A Ball and agreed that

the report be noted.

3.18 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 31 DECEMBER 2016

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 – 26 applications and 31 subsites
Building Notices – 89
Regularisation Certificates – 36

Full Plans

Approvals – 47
Rejected applications requiring resubmissions – 61

Commencements & Completions

Commencements – 204
Completions - 148

Inspections

A total of 579 Site Inspections were carried out

Regularisation Certificate

25 Regularisation Certificates issued

Building Notice

82 Completion Certificates issued

PROPERTY CERTIFICATES

Received – 154

Completed – 217 & 35% completed within timescale

EPB

EPC's checked – 2 & 100% compliance

DEC's checked – 18 & 94% compliance

Air Conditioning checked – 1 & 100% compliance

Income

Plan Fees Received for Month	£5968.50
Inspection Fees Invoiced for Month	£12549.42
Building Notice Fees Received for Month	£4978.80
Regularisation Fees Received for Month	£3026.40
Property Certificate Fees Received for Month	<u>£8700.00</u>
TOTAL	£35223.12

Proposed by Councillor Clarke

Seconded by Councillor Lynch and agreed that

the report be noted.

3.19 CP/CD/3 BONFIRE MANAGEMENT PROGRAMME REVIEW 2017

Members were reminded of the commitment within the Bonfire Management Programme 2016 to undertake an annual review of the Programme. Members were further reminded that a meeting took place in September 2016 to begin this review process. Key issues had been discussed and agreement reached on the following points for inclusion in the Programme in 2017. These had been reported and approved by the Council in October 2016:

The collection date would remain 16 May for 2017.

The 3 day notification period for groups to have all materials removed which were on the site prior to the 16 May would apply.

The amount of funding allocated to groups for the family fun events would remain at £2,700.

The 3 day notification period for groups to have tyres and other toxic materials removed from sites would apply.

The Council would continue to procure all goods and services for the family fun events.

Health and safety training would remain mandatory for groups responsible for the family fun events and who had not undertaken the training in the past 3 years.

In January 2017, as part of the review process, Officers met with the constituted groups in Antrim and Newtownabbey who had participated in the Programme in 2016. Both meetings were positive and the groups were content with the above terms and conditions to be included in the 2017 Programme.

It had also been agreed at the review meeting with Members in September 2016 that Officers would work with groups on an individual site basis to address any specific issues relevant to each area.

Members also previously stipulated that Officers should work closely with the PSNI to identify criminal activity in connection with bonfires. A meeting was to take place with the relevant Police Officers in February 2017 to discuss this matter.

Members were advised that the date for sign up to this year's programme is 3 April 2017.

Proposed by Councillor Scott

Seconded by Councillor T Girvan and agreed that

the report be noted

3.20 ED/ED/77 ENTERPRISE NORTHERN IRELAND: ANNUAL REVIEW 2016

Members were reminded that Enterprise Northern Ireland (ENI) was a not for profit company that represented and promoted the network of local enterprise agencies throughout the region. ENI had recently published its 2016 Annual Review, a copy of which was enclosed, which summarised its activities and achievements during the year. Members were advised that ENI currently delivered an Exploring Enterprise Programme for the Council over 3 years (to 31 March 2018) which gave residents an opportunity to assess if self-employment was a suitable option for them providing essential training in business skills and entrepreneurship.

ENI also jointly administered the Northern Ireland Small Business Loan Fund (along with Ulster Community Investment Trust) which provided low cost lending facilities to small businesses including new start-ups.

Proposed by Councillor Lynch

Seconded by Councillor Kelly and agreed that

the report be noted.

Two undernoted supplementary items were considered at this point.

3.24 CP/CP/29 COMMUNITY PLANNING CONSULTATION AT A LOCAL LEVEL

Members were reminded of the ongoing public consultation on the draft Community Plan – Love Living Here. A range of mechanisms have been put in place to encourage engagement with the consultation process including drop in workshops, promotion via social media, use of the Council's website and posters in Council premises and in libraries.

Following an event on 9th February to further develop a Place Shaping Forum for each DEA, it is proposed that the Council would resource the local community and voluntary sector groups to lead engagement at a local level.

Local groups would be responsible for engagement and recruitment of participants and would be supported by officers to facilitate focus group type discussions about the draft Community Plan. The cost of resourcing up to 3 local meetings in each DEA is estimated at £4,200 (£200 x 3 x 7 District Electoral Areas). To allow for flexibility in the number of meetings required it is proposed that £5,000 be allocated. This cost can be met through existing budget provision for Community Planning.

Proposed by Councillor Kells

Seconded by Councillor McWilliam and agreed that

resourcing for local community and voluntary groups to promote engagement with community planning be approved up to a total cost of £5,000.

ACTION BY: Alison Keenan, Community Planning Officer

3.25 P/FP/LDP/60 NORTH SOUTH INTERCONNECT PROJECT

Members were reminded that a presentation was made to the committee in 2016 regarding the proposed north South interconnector. Further correspondence was received, providing an update on the project, a copy of which was distributed.

Proposed by Councillor Scott

Seconded by Councillor Kells and agreed that

the report be noted.

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Scott

Seconded by Councillor Lynch and agreed that

the following Committee business be taken 'In Confidence'.

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

ITEMS IN CONFIDENCE

3.21 FI/PRO/TEN/20 IN CONFIDENCE TENDER FOR THE PROVISION OF LEGIONELLA MANAGEMENT SERVICES FOR THE CONTRACT PERIOD 13 MARCH 2017 TO 28 FEBRUARY 2018 (WITH AN OPTION TO EXTEND FOR A FURTHER TWO YEARS ON A YEAR BY YEAR BASIS SUBJECT TO REVIEW AND PERFORMANCE)

Members were advised that two tenders for the provision of legionella management services had been opened via e-SourcingNI on 20 January 2017 and referred to the evaluation panel for assessment. The Tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience and declarations and form of tender. The tenders met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2 – Award Stage. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Technical/ Commercial Assessment

Both tenders met the requirements of the Specification of Services and therefore were evaluated on the basis of service delivery proposals (40%) and cost (60%) as follows:

Tenderer	Estimated Total Cost of all the Legionella Management Services Listed (£) (excl. VAT) over Three Year Period	Total Score %
Graham Environmental Services	98,375.00	98.29%
		96.00%

Proposed by Councillor Kelly
Seconded by Councillor Lynch and agreed that

having achieved the higher score of 98.29%, the tender submitted by Graham Environmental Services, at an estimated total cost of £98,375.00 (excl VAT) for the provision of all the legionella management services listed for the contract period 13 March 2017 to 28 February 2018 (with an option to extend for a further two years on a year by year basis subject to review and performance), be accepted.

ACTION BY: Sharon Logue, Procurement Manager

3.22 TQ/785 IN CONFIDENCE PROVISION OF PEST CONTROL SERVICES

Members were advised that the above contract with MITIE Pest Control was due to expire on 28 February 2017 with an option to extend for a further period of 12 months.

Proposed by Councillor Lynch
Seconded by Councillor Logue and agreed that

the contract be extended for a further period of 12 months to 28 February 2018 at the tendered rates.

ACTION BY: Sharon Logue, Procurement Manager

3.23 FI/PRO/QUO/220 IN CONFIDENCE REPAIRS TO MUCKAMORE CEMETERY WALL

Members were reminded of a previous report to Council on 31 May 2016, outlining required works to Muckamore Cemetery boundary wall, following routine structural inspections.

The total costs for the repair works at that time was anticipated to be approximately £23,000. A technical specification was subsequently drawn up and quotes sought from four experienced contractors to undertake these works, two of which returned quotes. Following evaluation, the lowest quote from JPM Contracts was £26,600.

Due to the nature of the environment in which the works would be undertaken, Property Services Officers recommended that a contingency sum of up to £1,500 was made available for any unforeseens which may present once the works were underway.

Proposed by Councillor Lynch
Seconded by Councillor Kells and agreed that

the budget for this project be increased to £28,100 excluding VAT to include £1,500 for contingencies, should it be required.

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

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Lynch
Seconded by Councillor Michael and agreed that

any remaining Committee business be taken in Open Session.

The Chairman advised that audio-recording would re-commence at this point.

There being no further business the meeting ended at 7.50pm.

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