



11 December 2019

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL

A meeting of the Antrim and Newtownabbey Borough Council will be held in the **Round Tower, Antrim Civic Centre on Monday, 16 December 2019 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:
Fork buffet will be available from 5.15 pm in the cafe.

For any queries please contact Member Services:
Tel: 028 9034 0048/028 9448 1301
memberservices@antrimandnewtownabbey.gov.uk

AGENDA

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies.
- 3 Declarations of Interest.
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of the Antrim and Newtownabbey Borough Council held on Monday, 25 November 2019, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Monday, 2 December 2019, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday, 3 December 2019, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning Committee Meeting held on Monday, 9 December 2019, a copy of which is **enclosed**.
- 8 To approve the minutes of the proceedings of the Audit Committee Meeting held on Tuesday, 10 December 2019, a copy of which is **enclosed**.
- 9(a) To approve Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Wednesday, 11 December 2019, a copy of which is **enclosed**.
- (b) To take as read and confirm the Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Wednesday, 11 December 2019, a copy of which is **enclosed**.
- 10 ITEMS FOR DECISION
 - 10.1 Items for Signing and Sealing
 - 10.2 Scheme of Allowances Payable to Councillors 2019-20
 - 10.3 Partnership Minutes
 - 10.4 Circuit of Ireland Rally – Flagship Event Sponsorship Request
 - 10.5 Fly-Tipping Revised Shared Protocol
 - 10.6 Gateway Centre - Game of Dragons Exhibition

10.7 NILGA Annual Conference and Local Government Awards 2019

11 ITEMS FOR INFORMATION

11.1 Summary Rates Position

11.2 Land and Property Services (LPS) Revaluation 2020

11.3 Budget Report – November 2019

11.4 Belfast Region City Deal (BRCD) Council Panel Minutes

11.5 Correspondence from Department for Infrastructure Regarding NI Water

11.6 Northern Ireland Housing Council Bulletin – December 2019

11.7 NILGA Bulletin – December 2019

11.8 Development Trusts NI (DTNI) Good Economy Partnership 2019

12 ITEMS IN COMMITTEE

12.1 Tender for Supply and Delivery of Summer Bedding Plants 2020

12.2 Tender for an Arboriculture Consultant to Undertake Tree Surveys

12.3 Tender for Playground Improved Access and Inclusive Play Works

12.4 Organisation Structures

13 MOTION

Proposed by Alderman McGrath

Seconded by Councillor Finlay

"This Council resolves to:

- *introduce, in liaison with community partners, a school uniform exchange across the Borough where items can be donated or claimed, free of charge, to help provide parents with good quality, clean and pre-worn school uniforms.*
- *help, in liaison with community partners, to make the exchange available to all, without prejudice or means-testing.*
- *liaise with our neighbouring council at Mid & East Antrim Borough with a view to learning from its successes and challenges in delivering the scheme".*

14 MOTION

Proposed by Councillor Webb

Seconded by Aldermen Brett and Cosgrove

"This Council, cognisant of the vital need in a democracy for reasonable, accurate and robust public debate to take place concerning the Council's activities, including those of its Members, expresses concern where comment by former employees of the Council crosses the line, and involves false commentary. This is unacceptable and accordingly it is herewith proposed that Council policies are reviewed to ensure that departing Council employees are expected, save in exceptional circumstances, to agree in writing that they will not communicate anything of an untrue nature in the public domain, to include social media, concerning the Council, its staff and Members".

REPORT ON BUSINESS TO BE CONSIDERED AT THE COUNCIL MEETING ON MONDAY 16 DECEMBER 2019

10. ITEMS FOR DECISION

10.1 TO APPROVE THE SEALING OF DOCUMENTS

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

- Service Management Agreement – Monkstown Community Association

RECOMMENDATION: that the document be signed and sealed.

Prepared by: Elaine Keenan, Legal Services Officer (Solicitor)

Agreed by: Paul Casey, Head of Legal Services and Borough Lawyer

10.2 G/MSMO/001 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2019-20

Members are reminded that an updated Scheme of Allowances enclosed was presented to Council in November with a resolution that the item be deferred for a month to allow a detailed analysis of all Councils.

Details of the current Scheme of Allowances payable to Councillors for all 11 Councils is enclosed.

Following a review of the Scheme of Allowances for other Councils:

- The Mayor/Chair of each Council receives an annual allowance between £10,000 and £34,800.
- The Deputy Mayor/Vice Chair of each Council receives an annual allowance between £5,000 and £9,021
- Chairs of Committees receive an annual allowance between £1,061 and £8,844.
- Vice Chairs of Committees receive an annual allowance between £536 and £3,600
- Other positions which Councils pay an allowance to are:
High Sheriff £6,250, Group Party Leader (including Independent Representatives) £825 to £6,350 Deputy Group Party Leader £2,900, Party Secretary £2,900, Partnership Panel Member £642 to £4,284, Planning Committee Member £1,200 to £3,538, Housing Council £1,500, PCSP Chair £1,284, and arc21 Member £768.
- Some Councils do not pay a special responsibility allowance to Vice Chairs of Committees.

Further analysis of the time commitment of the post of the Mayor shows that they could attend over 750 events in the course of their year in office.

This equates to a time commitment, including travel and enhanced rate for evening and weekend engagements, which, if the national living wage is applied, would exceed the proposed Mayoral allowance.

RECOMMENDATION: that the updated Scheme of Allowances Payable to Councillors for 2019-20 be approved with effect from 1 October 2019.

10.3 ED/ED/140 PARTNERSHIP MINUTES

Members are advised that the Partnership and Working Group Minutes as listed below can be viewed in the new electronic folder called "**Partnership Minutes for Members Information**" on Members iPads.

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/REG/006 Vol 4	18 September 2019	Randalstown Town Team

RECOMMENDATION: that the Town Team Meeting Minutes as listed be approved.

Prepared by: Kim Murray, Business Support

Agreed by: Colin McCabrey, Head of Economic Development

Approved by: Majella McAlister, Director of Economic Development and Planning

10.4 ED/TOU/062 CIRCUIT OF IRELAND RALLY – FLAGSHIP EVENT SPONSORSHIP REQUEST

Members are reminded that Council provided £20,000 in sponsorship towards the Ulster Automobile Club Easter Stages Rally in 2018 and 2019.

The UAC Easter Stages Rally Ltd has submitted a proposal to the Council to sponsor the 2020 Wastewater Solutions Circuit of Ireland International Rally and UAC Easter Stages Rally at a sum of £25,000. The Rally presented an outline of their proposed event to Members alongside other Flagship event promoters on 28th November 2019.

The Club plans to run a closed road car rally with over 100 crews taking part on 18 competitive stages – 9 in Antrim and Newtownabbey Borough and 9 in Lisburn and Castlereagh City Council areas. The rally is one of 7 events which make up the Irish Tarmac Rally Championship, the overall event will be televised comprising of footage from each event. The Ulster Automobile Club is also applying to Lisburn and Castlereagh City Council for £10,000 and Tourism NI for £6,000 (decision pending).

Members are advised that the Corporate Event Sponsorship policy agreed in November 2016 enables applicants to apply for up to £10,000 towards key event costs. Officers are however aware that a number of major events were interested in the Borough as a venue and therefore included £90,000 as an indicative amount within the 2020/21 draft estimates for Flagship Events with no specified maximum award. The application received from UAC Easter Stages Rally Ltd organisers has been assessed against the agreed policy and if approved would be funded from the Flagship Events budget.

Event Summary:

Event Name	Wastewater Solutions Circuit of Ireland International Rally and UAC Easter Stages Rally
Event Date	Friday 10 April – Saturday 21 April 2020
Locations	Rally Headquarters/Control Centre – Chimney Corner Hotel Service Area – Dundrod Motorsports Centre Event Finish/Winners Ceremony– Proposed at Antrim Castle Gardens (subject to approval)
Sponsorship Request	£25,000
Total Cost of Event	£116,000
Estimated Visitors	Up to 6,880 (1,514 from Antrim and Newtownabbey Borough, 4,128 from Northern Ireland and 1,238 from outside Northern Ireland).
Estimated Participants	1,120 competitors and support crews (168 from Antrim and Newtownabbey Borough, 672 from Northern Ireland and 280 from outside Northern Ireland).
Bed nights in the Borough	Projected 900 bed nights (breakdown of 500 participant and 400 visitor) for the event across the two Boroughs with a target set of 500 for Antrim and Newtownabbey Borough.

Economic Impact	Target of £280,000 for the Antrim and Newtownabbey Borough, including bed nights and daily visitor spend delivering a return on investment of £8 for every £1 of sponsorship.
Marketing Budget	£26,500 – TV, radio, newspapers, photo calls, website photography.

Officers have considered the application as summarised in the table below:

Applicant	Event Name	Location / Date	Score (pass rate = 50%)	Amount Requested	Award Recommended
Ulster Automobile Club Easter Stages Rally	2020 Wastewater Solutions Circuit of Ireland International Rally	Stages 10-18 of rally held in AN Borough. 9 th – 11 th April 2020.	67.5%	£25,000	£25,000

RECOMMENDATION: that the Council provides sponsorship in the sum of £25,000 to the Ulster Automobile Club Easter Stages Rally for the ‘2020 Wastewater Solutions Circuit of Ireland International Rally’.

Prepared by: Karen Steele, Tourism, Town Centre and Regeneration

Agreed by: Colin McCabrey, Head of Economic Development

Approved by: Majella McAlister, Director of Economic Development and Planning

10.5 EH/EHS/EP/003 FLY-TIPPING REVISED SHARED PROTOCOL

The Waste and Contaminated Land (Northern Ireland) Order 1997 was amended in 2011, to enable councils to prosecute offenders in respect of the illegal disposal of waste, and to provide the Department of Agriculture, Environment and Rural Affairs (DAERA) with the same powers as councils to require the removal of illegally deposited waste.

Commencement of the legislation enabling these powers was deferred until a joint shared protocol between local and central government was revised to clarify roles and responsibilities.

This work has been completed and the revised protocol is **enclosed**.

It is intended that the new arrangements will commence on 20 February 2020 when DAERA intend to introduce a Commencement Order for the new legislative provisions.

RECOMMENDATION: that the revised shared protocol on fly-tipping with the Northern Ireland Environment Agency be approved.

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

10.6 AC/GEN/068 GATEWAY CENTRE - GAME OF DRAGONS EXHIBITION

Members will be aware that the new Lough Neagh Gateway Centre has been completed and was handed over to the Council on 16 December 2019. Planning to develop the visitor offer is ongoing.

Within the Gateway Centre there is an Exhibition Area which has the capacity to host a variety of activity including travelling exhibitions. Officers have been exploring available exhibitions for this space which will be of a quality to attract visitors from both the Borough and beyond particularly during peak holiday periods such as Easter and Summer.

In selecting a suitable inaugural exhibition, the following factors have been considered:

- Availability of a suitable family offer
- Available space required for potential exhibitions
- Cost of hire
- Resourcing implications
- Quality of visitor experience and exhibition content
- Strength of brand to enable significant visitor appeal both within and outside of the Borough
- Connectivity of the offer with the Gateway brand and Lough Neagh location

Considering all of the above a brand new international exhibition called Game of Dragons, created by World Touring Exhibitions, has been identified as fulfilling all of the above criteria and is proposed for consideration for the Gateway Centre Exhibition Area for the month of April 2020, which includes the two-week Easter school holiday.

This exhibition has been shown only in Saudi Arabia to date and is scheduled to go to Cyprus in February 2020, so hosting it in the Gateway Centre will enable it to be branded as the Irish premier of this new exhibition featuring content which is likely to attract significant interest from in particular a family market.

The exhibition features the following, with images **enclosed** for Members' information:

- Game of Dragons features the imaginary world of these mythical creatures and consists of 7 Dragons and a talking tree.
- Each of the dragons has individual sound and movement; and it features dragons from cartoons, movies, and from all over the world.
- For anyone who has ever dreamt of flying a Dragon there are two dragon-rides for children, a true a once-in-a-lifetime experience.
- The exhibition also features a digital corner where children can play all kinds of dragon games with more interactivity and surprises for the youngest visitors in a kids' corner!
- The company will provide 'scenes', mis en scenes or dioramas around the dragons to create atmosphere and contextualize the exhibits.

The cost of the exhibition for a month long hire including transport, set up and set down is in the region of £30,000.

The content of the exhibition will have significant family appeal as Dragons are hugely popular with children of all ages featuring in various books and films including the Harry Potter series whose popularity never seems to wane. The current John Lewis Christmas advert, which usually leads the way in terms of its Christmas TV campaign, is featuring a cute Dragon. A strong element of the story of Lough Neagh is about Myths and Legends and in the year when Tourism NI is branding the Northern Irish offer as 'Embracing a Giant Spirit' this exhibition connects strongly with the Gateway and Lough Neagh. There is great potential for a strong marketing campaign to attract significant visitor numbers and really put the Gateway Centre on the map with this unique inaugural exhibition offer.

It is usual for this type of exhibition to feature an admission charge. In 2017 Antrim Castle Gardens hosted the Brick City Lego exhibition and Members are advised that this carried an admission charge of £5.00 for adults and £3.00 for children and achieved almost 5000 admissions over the month of October, which included the Halloween school holiday. Whether an admission charge is carried or not there will be a requirement to operate advance booking for the exhibition given that the space will have limited occupancy at any one time and sessions will be required to ensure visitors can be accommodated and not disappointed. Members should note that there is a capacity limit of 50 people per hour.

Members may wish to consider a similar admission charge for Game of Dragons should the exhibition be approved; the following option is proposed for consideration:

General Admission Charges:

£4.00 per adult £2.00 per child (£10.00 family ticket) which would generate approximately £18,000 if there were 1,500 visitors per week.

The calculations above are all based on an estimated attendance of 6,000 over the month with an average of 1,500 weekly.

In addition, it is proposed to contact all schools in the Borough and offer them up to 50 free pupil spaces if they wish to attend at off peak term time. As well as this, Borough schools will be offered the option to attend in term time afternoons at a cost of £1.50 per pupil with teachers free of charge.

Schools outside of the Borough will be offered the option to attend the exhibition off peak or afternoons at a cost of £1.50 per pupil, maximum 50 pupils, with teachers free of charge.

RECOMMENDATION: that the hire of Game of Dragons world touring exhibition for the Gateway Centre for the month of April 2020, including proposed admission charge arrangements, be approved.

Prepared by: Ursula Fay, Head of Arts & Culture

Approved by: Nick Harkness, Director of Community Planning

10.7 G/MSMO/018 NILGA ANNUAL CONFERENCE AND LOCAL GOVERNMENT AWARDS NORTHERN IRELAND

Members are advised that the Council has been shortlisted in the 2020 Local Government Awards in the following categories:

- **Best Local Authority Service Team – New Leisure Strategy**
- **Employee of the Year – Darren Purdy**
- **Best Initiative by a Councillor/Councillor Group – Health & Happiness at the heart of Borough Life**

At the November Policy and Governance Committee approval was given for the Council NILGA representatives to attend the NILGA Annual Conference and Gala Awards Dinner at the Crowne Plaza Hotel Belfast on 20 February 2020.

To reflect the leadership of Elected Members involved in these submissions it is recommended that an additional two Elected Members accompany the NILGA representatives to the Awards Dinner at a cost of £60 per person, plus VAT.

Chair of Operations Committee - Alderman Julian McGrath
Chair of Community Planning – Councillor Vera McWilliam or their nominees.

RECOMMENDATION: that two additional places be secured for Elected Members to attend the Local Government Awards Dinner as an approved duty.

Prepared by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

11. ITEMS FOR INFORMATION

11.1 FI/FIN/011 SUMMARY RATES POSITION 2020/21

An updated draft rates calculation is enclosed for 2020/21. The calculation shows a reduction in the net cost of services to £51.9 million. This follows work by Directors, budget holders and the finance department reviewing and refining spend and income of Council throughout all the Council directorates. This has produced a revised domestic rate increase of 2.1% down from 2.49% presented at the Corporate Workshop on 8th November 2019.

Details of the most significant increases have been explained at Committees during December, where Elected Members took the opportunity to raise queries on various areas of spend.

Work with budget holders is ongoing to critically analyse the funding of Council Services and a revised Estimated Penny Product is expected in mid-December from Land and Property Services. Both will impact further on the rates calculation. A revised figure will be produced for the January 2020 Policy and Governance Committee as per the Estimates Timetable.

RECOMMENDATION: that the revised draft rates position for 2020/21 be noted.

Prepared by: John Balmer, Head of Finance

Agreed by: Sandra Cole, Director of Finance and Governance

11.2 FI/FIN/021 LAND AND PROPERTY SERVICES (LPS) REVALUATION 2020

Notification has been received from Land and Property Services that because of the General Election purdah, the planned release of the draft non-domestic property valuations will be delayed from 26th November 2019 to 7th January 2020.

A revised factsheet on Reval2020 is **enclosed** for Members' information.

As agreed at the November P&G Committee representatives from LPS are attending the February 2020 P&G Committee Meeting to advise on the outcome of Reval2020.

RECOMMENDATION: that the report be noted.

Prepared by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

11.3 FI/FIN/4 BUDGET REPORT – NOVEMBER 2019

A budget report for November 2019 is enclosed for Members' information.

The Council's variance on Net Cost of Services for the period to the end of November is £488k favourable.

In setting the Estimates for the year, Council has budgeted to apply a credit balance from reserves of £700k, equating to £467k for the period of the report. Taking account of the credit balance application, the favourable variance to date and the income from District Rates and the De-Rating grant being on budget for the period, the overall position of the Council is an increase of £21k to the General Fund.

RECOMMENDATION: that the report be noted.

Prepared by: Richard Murray, Management Accountant

Agreed By: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

11.4 ED/ED/171 BELFAST REGION CITY DEAL (BRCD) COUNCIL PANEL MINUTES

The BRCD Council Panel has been established to fulfil an oversight role, ensuring that the BRCD continues to be aligned with the vision for inclusive economic growth. The Panel will meet regularly during the development of the BRCD.

The Panel met on 23 October 2019 and agreed that the minutes of the meeting should be presented to each individual Council. A copy of the minutes is **enclosed** for Members' information.

RECOMMENDATION: that the minutes of the 23 October 2019 meeting be noted.

Prepared and Approved by: Majella McAlister, Director of Economic Development and Planning

11.5 G/MSMO/007 Vol 5 CORRESPONDENCE FROM DEPARTMENT FOR INFRASTRUCTURE REGARDING NI WATER

Members will recall that at the Council meeting of 28 October 2019 a presentation was made by NI Water and Members requested that the Chief Executive write to the Department for Infrastructure to request the allocation of additional funding to NI Water.

Copies of the letter to the Department and the response received are **enclosed** for Members' information.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.6 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL – DECEMBER BULLETIN

As agreed at the August 2019 meeting of the Council, the Northern Ireland Housing Council's December monthly bulletin is enclosed for Members' information.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

**11.7 CE/OA/005 NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION (NILGA)
– DECEMBER 2019 BULLETIN**

Members are advised that NILGA has circulated the December 2019 Bulletin and a copy is **enclosed** for Members' information.

RECOMMENDATION: that the NILGA December 2019 Bulletin be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.8 CP/CP/122 DEVELOPMENT TRUSTS NI (DTNI) GOOD ECONOMY PARTNERSHIP 2019

Further to last month's Council report regarding representation on the Good Economy Stakeholder Group, it has been suggested that the number of nominated Council representatives on the Group be increased to five, one from each of the largest parties. DTNI has confirmed that it is content to increase the number of Elected Members to five (5), therefore a seat is now available to the SDLP.

RECOMMENDATION: that the report be noted.

Prepared and Approved by: Majella McAlister, Director of Economic Development and Planning