



19 August 2020

**To: Each Member of the Council**

Dear Member

**MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL**

A remote meeting of Antrim and Newtownabbey Borough Council will be held on **Monday 24 August 2020 at 6.30 pm.**

All Members are asked to attend the meeting via "Zoom".

To ensure social distancing it is only possible to facilitate 11 Members in the Council Chamber. The calculation for this is done by d'Hondt plus the Independent Member (4 DUP, 2 UUP, 2 Alliance, 1 SDLP, 1 Sinn Fein, 1 Independent). The Members present in the Chamber will also access the meeting via Zoom. This does not affect the voting rights of all Members.

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**

**For any queries please contact Member Services:**

Tel: 028 9034 0048/028 9448 1301 [memberservices@antrimandnewtownabbey.gov.uk](mailto: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 Annual Meeting of Antrim and Newtownabbey Borough Council held on Monday 27 July 2020, a copy of which is **enclosed**.
- 5 To take as read and confirm the minutes of the proceedings of the Council Meeting of Antrim and Newtownabbey Borough Council held on Monday 27 July 2020, a copy of which is **enclosed**.
- 6(a) To approve Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 17 August 2020, a copy of which is **enclosed**.
- 6(b) To take as read and confirm the Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 17 August 2020, a copy of which is **enclosed**.
- 7 ITEMS FOR DECISION
  - 7.1 Community Centres – Facilitating Groups Requiring Increased Space and/or Time for Social Distancing Compliance
  - 7.2 Gilbert Sister Cities Student Exchange Programme 2021
  - 7.3 Events Funding Requests
  - 7.4 European Regional Development Programme 24 August 2020
  - 7.5 New Street Trading Designations
  - 7.6 Presentation request from NI Water
  - 7.7 Areas at risk Programme
  - 7.8 Ballyduff Community Centre – Newtownabbey Capacity Building Consortium
  - 7.9 Community Development Grant Aid Programme Recommendations 2020/2021 Second Call
  - 7.10 Dunanney Centre – Tenancy Agreement for Assure Healthcare

- 7.11 Installation and Operation of Festive Lighting
- 7.12 Working Group Minutes
- 7.13 Economic Development Recovery Update
- 7.14 Planning Service Recovery Report

## 8 ITEMS FOR INFORMATION

- 8.1 Local Government Partnership Panel
- 8.2 Correspondence from DfI regarding Blue/Green Infrastructure
- 8.3 Good Relations Week 2020
- 8.4 Motion – Newry, Mourne and Down District Council
- 8.5 Northern Ireland Housing Council

## 9 ITEMS IN COMMITTEE

- 9.1 Grange Lane Bridge
- 9.2 Residual Waste Treatment Project Correspondence
- 9.3 Game of Thrones, Winterfell Castle, Moneyglass
- 9.4 Response to Noarc21 Correspondence
- 9.5 Repairs to Market Square Public Realm, Antrim
- 9.6 The Gateway Catering Lease
- 9.7 The Gateway Visitor Centre Interpretation/Exhibition Space
- 9.8 V36 Skate Park
- 9.9 Catering Contracts
- 9.10 Emergency Financial Plan

## **REPORT ON BUSINESS TO BE CONSIDERED AT THE COUNCIL MEETING ON MONDAY 24 AUGUST 2020**

### **7. ITEMS FOR DECISION**

#### **7.1 CP/CC/011 COMMUNITY CENTRES – FACILITATING GROUPS REQUIRING INCREASED SPACE AND/OR TIME FOR SOCIAL DISTANCING COMPLIANCE**

Members are reminded that at the Council meeting on 27 July 2020 it was agreed to bring a further report detailing how best to facilitate groups using Community Centres who may need additional space or time to satisfy social distancing. This is to ensure there was no additional financial burden placed upon groups as a result of complying with social distancing requirements.

Community Centres started to open on a needs basis from Monday 3 August 2020. However, most regular bookers will likely not return until September at the earliest.

Some regular bookers who previously booked a specific space may now need to book a larger space or a longer duration and run multiple sessions in order to comply with social distancing for their participants. This would normally result in groups having to incur additional costs.

It is anticipated that this will only impact a small number of bookers and as restrictions ease further, the need for this proposed option may reduce.

Increased Space:

- At the Council meeting on 27 July 2020 playgroups were approved to use Main Halls on a short term basis at no additional cost if their current space could not accommodate their intake for September. Muckamore Playgroup have already indicated that they will likely require this to satisfy social distancing requirements for their September intake of children. Muckamore Playgroup have expressed their gratitude to the Council for agreeing to this request.
- Where possible, it is proposed to offer groups, who have previously used spaces that no longer satisfy social distancing, a larger space if required at no additional cost. This would be applicable to Community Centres that have multiple spaces. An assessment of this need can be carried out by the Community Facilities Co-ordinator. This will only apply to regular bookings and not new bookings.

Increased Time:

- If moving a booking to a larger space within the same centre or an alternative centre is not feasible, it is proposed to offer the booker additional time instead. Many groups who use Community Centres have equipment stored within specific centres for their activity and therefore relocation is not practice. It is proposed to offer these groups the option of

additional time at no additional expense to the booker. This time will be limited to what is necessary to facilitate social distancing and will be based upon their previous bookings. An assessment of this need can be carried out by the Community Facilities Coordinator.

The options of both additional space and additional time will incur a minimal additional staff cost to facilitate the booking. It should be noted that some of the groups who may benefit from this would not be able to return or offer the same level of service to the Community if this request can't be facilitated.

The Council may wish to consider that Officers are approved to offer regular Community Centre users the option of additional space or additional time at no increased cost to the user to facilitate social distancing of their activities.

**The Council's instructions are requested**

Prepared by: Paul Townsend, Community Facility Co-ordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning

## **7.2 ED/ED/159 GILBERT SISTER CITIES STUDENT EXCHANGE PROGRAMME 2021**

Members are reminded that the 2020 Sister Cities Student Exchange Programme was approved by Council in August 2019. The programme provides two students from Antrim and Newtownabbey and two from Gilbert, Arizona with an opportunity to develop an understanding of a different country, its culture, and its people through a family living experience. The programme lasts approximately six weeks during the summer with half the time spent in Gilbert and half in Antrim and Newtownabbey.

The 2020 Antrim and Newtownabbey and Gilbert Sister Cities Student Exchange Programme was cancelled due to the Coronavirus outbreak. Officers have recently received a request from programme organisers in Gilbert to consider arrangements to run the programme in the summer of 2021.

If conditions permit, Gilbert would intend to offer the opportunity to the two students selected for the 2020 programme in the first instance. It would therefore be the intention to offer Antrim and Newtownabbey's initial students from the 2020 recruitment drive the same opportunity. If they are unable to commit then the offer would be made to the reserve candidates. If the reserve candidates are unable to participate then a new recruitment process will be initiated at the opportune time.

If necessary, financial provision for the 2021 Gilbert Sister Cities Student Exchange Programme can be made within the Economic Development 2021/22 budget at a cost of £3,500.

**The Council's instructions are requested.**

Prepared by: Carly Long, Economic Development Project Officer

Agreed by: Colin McCabrey, Head of Economic Development

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

**7.3 EVENTS FUNDING REQUESTS**  
**ED/TOU/062 CIRCUIT OF IRELAND RALLY/ED/ED/080 VOL 4 MAY DAY STEAM**  
**RALLY/ED/TOU/062 ISPS HANDA WORLD INVITATIONAL/ED/TOU/062**  
**STATSPORTS SUPERCUP NI/ED/ED/080 VOL 4 IRISH GAME FAIR**

Members will recall that prior to the COVID-19 pandemic, funding had been approved for the events outlined below which have all been postponed until 2021.

**TABLE 1**

<b>Event</b>	<b>Date of Event</b>	<b>Funding Agreed</b>	<b>Request For Alternative Support</b>
Circuit of Ireland Rally	9-11 Apr 2020	£25,000 – Decr 2019	N/A
May Day Steam Rally	9-10 May 2020	£15,000 – Jan 2020	N/A
ISPS Handa World Invitational	5-9 Aug 2020	£37,500 – Jan 2020	Contribution towards outlay for 2020 - £10,000
Statsports Supercup NI	2-7 Aug 2020	£30,000 – Jan 2020	£10,000
Irish Game Fair	27-28 Jun 2020	£15,000 – February 2020	Requested £2,500 for virtual event in 2020
NI Open	2-6 Sep 2020	£nil	£9,000

Letters of Offer had not been issued to any Event Organiser prior to COVID-19 and the event organisers have all confirmed that their events have been postponed until 2021.

Three of the Event Organisers have approached the Council to request support for alternative delivery arrangements in 20/21 via virtual events and towards costs already incurred to promote their 2021 event.

**1 Irish Game Fair Virtual Event**

The Irish Game Fair is postponed until 26-27 June 2021. The organisers are planning to hold a Virtual Game Fair which will open on 28<sup>th</sup> August 2020 and will be active throughout the year to attract tourists to the Borough. The Virtual Game Fair is organised in pavilions similar to the traditional fair and will feature virtual competitions and streaming of some live events. The organisers have offered the Council a sponsorship opportunity of £2,500 to sponsor the Tourism Pavillion, featuring up to 4 attractions and 8 accommodation providers in the Borough and a one page advert in the Autumn Magazine.

**2 ISPS Handa World Invitational**

The ISPS Handa World Invitational has been postponed until 29 July - 1 August 2021. The organisers have requested a funding contribution towards £62,000 of expenditure incurred to date for the 2020 event. These costs are attributed to NI Open Golf Limited (IOLG) the not-for-profit company with legal responsibility

for the tournament. In line with the event's elevation to a co-sanctioned European Tour and LPGA Tour tournament, early planning required expenditure to be incurred in relation to media, branding and site infrastructure. Based on the other requests contained in this report a contribution of £10,000 would seem appropriate.

### **3 Statsport SuperCupNI**

The Statsport SuperCupNI is postponed until 25-30 July 2021. Focus will be on the home and near to home markets and 80+ clubs will compete, including the women's section. The tournament is taking a business approach to managing its planning through the current crisis and has developed a business recovery strategy which has 2 main elements – maintaining a positive media presence over the next 6 months to reflect and celebrating its success, whilst enabling the continuation of detailed event planning for the new tournament format in 2021. Organisers have indicated that they require a budget of £132,664 for this financial year. As this was to be the first year partnership with Antrim and Newtownabbey Borough Council, organisers have requested £10,000 from the Council to cover areas including event and tournament planning, consultancy and business planning, social media, advertising and promotion media monitoring, administration, insurance and legal fees. Financial support has been confirmed from Tourism Ireland, Causeway Coast and Glens and Mid and East Antrim Councils. A sales strategy and approach to tickets and programme sales is planned to commence in September 2020.

### **4 Northern Ireland Open 2-6 September 2020 at Galgorm Castle**

Members are advised that the NI Open is to be hosted at Galgorm Castle, Ballymena in September 2020. The tournament will be supported by the R&A Covid19 Support Fund, a £7million package to help golf deal with the impact of the global pandemic. The R&A's fund is providing an additional £300,000 in support of the Challenge Tour in 2020 on top of its existing annual grant.

Due to Covid restrictions the tournament will be different from previous years, with likely no spectators. The players will come mainly from Europe with a few from further afield. All must pass a Covid test before travelling and will be tested on arrival. They must follow strict guidelines and protocols throughout their stay in NI to ensure they are no risk to the public or our health services. The NI Open will also be used as preparation for the course, facilities and selection of suitable accommodation for the players etc. for the Irish Open, which will take place during the 3rd week in September.

The core benefits of partnering the NI Open are stated as follows:-

1. Significant bed nights in your Borough from players, support staff and TV crews. Approximately between 700 - 900 room nights in your Borough.
2. On-course branding that will be seen on the TV highlights production to a potential 350 million TV audience worldwide.
3. Listed as a Tournament partner.
4. Opportunities for PR activations pre, during and post tournament. These opportunities should be activated by the Council, as our event team is



focusing on delivering the tournament, due to the short event lead-in time.

Due to the Covid restrictions of a behind closed doors tournament and safety bubbles, the Council can not have any representatives on site during the week. However there may be pre-arranged photo opportunities and a VIP guest programme during the week.

The request is therefore to support the tournament with funding of £9,000 to help offset the various operational costs by managing the COVID safety protocols.

The total cost of supporting these requests is £31,500.

**The Council's instructions are requested.**

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

Agreed by: Colin McCabrey, Head of Economic Development

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

## 7.4 ED/ED/173 EUROPEAN REGIONAL DEVELOPMENT PROGRAMME 24 AUGUST 2020

Members are reminded that a number of programmes are being delivered under the European Regional Development Fund (ERDF), which attracts 60% funding from the European Union, 20% from Invest NI and 20% match funding is provided from Council. To date, Council has successfully secured funding to deliver the Go for It programme, OPTIMAL business mentoring Programme and a Small Business Procurement Programme. Two additional programmes under this funding scheme are being proposed:

### 1 **Joint Council Business Recovery Programme**

Members will be aware of the significant and ongoing collaboration between Councils, Invest NI, Central Government and other stakeholders to assist businesses to recover in the wake of COVID-19. Correspondence has been received from the Department for the Economy (DfE) a copy of which is enclosed.

The initiative proposed by Invest NI is to allow Council's to bring forward a joint scheme to help alleviate the impact of the pandemic on small and micro businesses across Local Council areas. The initiative will be funded through the current underspend in the (LED) Scheme with up to £1.1million available (£660,000 ERDF, £220,000 each from Council's and Invest NI) and will ideally be delivered on a joint basis similar to the NI Business Start-Up Programme. The new programme will not have to comply with the £1,000 cost per job restriction which will offer greater flexibility for recruitment and participation. It is anticipated that the initiative would complete by December 2022, and would focus on a form of mentoring/expert support to businesses.

In broad terms the details of the funding are summarised as follows:

1. A new application is required.
2. All Councils should ideally be involved.
3. It can focus on job retention rather than creation.
4. It is a revenue funding programme – no capital available.
5. The application will be subject to the same application process as previous submissions to Invest NI: however the appraisal will be done internally.
6. The main focus is on supporting business recovery.
7. The types of eligible activities are likely to include mentoring and other businesses support activity.
8. The application will need to have a lead Council.
9. Certain sectors that may have been exempt previously – retail, tourism, etc will be eligible for support.

Economic Development Teams across the Councils are now engaging with Invest NI in relation to the parameters of what may be eligible with a view to bringing forward an application at the earliest opportunity. Given the level of funding involved, the appraisal can be completed by Invest NI internally, which should expedite the process however, it is still likely to be a number of months before approval will be granted and the programme becomes operational.

## **2 Business Mentoring Programme**

The OPTIMAL Business Mentoring Programme is due to complete December 2020. For service continuity the Council previously approved a new funding application to Invest NI to deliver a programme seamlessly from January 2021 through to December 2022. Approval for the application was granted by the Council in August 2019.

The proposed programme is in the final stages of appraisal by Invest NI and intends to support 220 businesses over 3 years, creating 155 new jobs and sustaining 50 existing jobs.

The overall value of the programme over the 3 years is £333,371, with 80% (£266,696) being funded by EU and Invest NI. The remaining 20% funding of £66,674 is required from Council across 3 financial years. The project application is still being appraised but the indicative annual contributions are:-

- £5,000 (Jan 2021 – March 2021),
- £33,000 (April 2021 – March 2022)
- £28,674 (April 2021 – Dec 2022)

### **RECOMMENDATION: that the Council**

- i. applies to Invest NI for additional funding as part of a collaborative bid under the Joint Council Business Recovery theme and makes provision for the revised match funding of approximately £20,000 over the next 3 financial years;**
- ii. approves match funding totalling £66,674 from January 2020 to December 2022 as match funding towards a Business Mentoring Programme worth £333,371;**
- iii. Council accepts and seals any Letter of Offer received for funding for the business programmes.**

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

## 7.5 EH/EHS/LR/010 NEW STREET TRADING DESIGNATIONS

Members will be aware that under the provisions of the Street Trading Act (Northern Ireland) 2001, street trading from stationary pitches is prohibited, except at prescribed locations within streets which have been designated by a resolution of the Council and under the authority of a Stationary Trader's Licence.

A request has been received to consider the suitability of a lay by area at the A51 Templepatrick Road, between Ballymartin Park and Ride and Ballyhartfield Road. A map of the location is **enclosed**.

In determining the suitability of an area for street trading, the following aspects are considered:

- The safety of the public and any risks which may arise
- Any future development plans for the location
- The appropriateness and suitability of the site and commodities in relation to the location and to the potential adverse impact it may have on the character and appearance of the area in question
- The proximity of existing street traders and retail outlets, trading in similar goods
- The amount of interference or inconvenience to persons or vehicles using the street and/or footpath
- The potential environmental effects arising from the location at the proposed designated site such as litter, cleansing requirements, noise, odour and the possibility of increasing anti-social activities
- Any statutory grounds which it would be appropriate to consider
- Complaints arising from or about the current trading location
- Any relevant Planning Policy

Prior to passing a designation relating to street trading within the Borough, the Council must consult with the Police Service of Northern Ireland and the Department for Infrastructure, Roads. This is to ensure full consideration of potential undue nuisance, interference or inconvenience to persons and vehicles.

A notice stating the Council's intention to pass a resolution for a trading site must also be published in two local newspapers on two consecutive weeks, and a designating resolution cannot come in to effect until at least one month after the date of passing the resolution.

Not less than 28 days after the first publication of the notice in the paper, the Council will consider all written representations.

Having considered all representations made, the Council is empowered to proceed to pass the resolution, or equally after hearing all the views submitted,

may decide that the proposed resolution should not be passed. The final decision in respect of a designating resolution rests with the Council.

Members are advised that following consultation, both the PSNI and DFI Roads have confirmed that they have no objections to trading from the proposed location.

A notice has been placed in two local papers as required (week commencing 24 August 2020) and representations can be made up to and including 23 September 2020. In the absence of any representations, and if approved, the area outlined will be designated for street trading. Where representations are made, these will be brought back to a future meeting of Council for Members to consider.

A designating resolution, if granted can be reviewed annually and can be varied or rescinded should any problems arise. All licenced trading pitches are monitored by Environmental Health Licensing Officers during trading hours to ensure early detection of any traffic or nuisance issues.

**RECOMMENDATION: that subject to no representations being received within 28 days of publication, that a designating resolution permitting street trading at the lay by area at the A51 Templepatrick Road, between Ballymartin Park and Ride and Ballyhartfield Road be approved.**

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

## **7.6 G/MSMO/7/VOL 3 REQUEST TO PRESENT TO COUNCIL – NORTHERN IRELAND WATER**

Members are advised that a request has been received from Northern Ireland Water requesting an opportunity to make a presentation.

The request advises that NI Water would like to outline the significant risks to the infrastructure in the Council area as a result of what it has termed Government underfunding.

NI Water expects to have sight of the level of funding being recommended by the Utility Regulator for the 2021-2027 period in September and would then like to present an update on how this will deliver on infrastructure investment plans in the Antrim and Newtownabbey Borough area.

**RECOMMENDATION: that NI Water be invited to make a presentation to a future meeting of Council.**

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

## 7.7 CP/CD/350 AREAS AT RISK PROGRAMME

Members are reminded that the Areas at Risk Programme (AAR) was previously delivered across six Super Output Areas in Antrim and Newtownabbey. Historically the Newtownabbey AAR Programme was part funded by DfC and Council, whilst the Antrim AAR Programme was fully funded by Council. A summary of the 2019/20 breakdown of the funding is outlined below:

	DfC contribution	Council Contribution	Totals
Newtownabbey AAR	£66,750	£60,170	<b>£126,920</b>
Antrim AAR	£0	£111,210	<b>£111,210</b>
<b>Totals</b>	<b>£66,750</b>	<b>£171,380</b>	<b>£238,130</b>

Council contributions to Areas at Risk funding were deferred due to COVID 19. The Newtownabbey Projects still have the external funding of £66,750 from DfC which normally attract a contribution of £60,170 from the Council. The Antrim Projects normally attract £111,210 from the Council.

The relaxation of the restrictions imposed by the NI Executive, allows groups to recommence activities from September 2020 with adaptations, online alternatives, social distancing and COVID-19 risk assessments in place as relevant.

The normal allocation of funding is detailed in the tables below:-

### NEWTOWNABBEY

Organisation	ANBC Contribution £ (Amount based on 19/20)	DfC Contribution £ (Amounts confirmed for 20/21)	Total Costs for 2020/21 (Pre Covid-19)
Monkstown Community Association	15,500	9,500	25,000
Monkstown Community Forum	12,650	4,750	17,400
Monkstown Boxing Club	10,200	4,750	14,950
Church of the Good Shepherd, Monkstown	1,000	5,000	6,000
Hollybank Primary School, Monkstown	13,820	4,750	18,570
Hollybank Pre-school, Monkstown	2,500	2,500	5,000
Carnmoney Presbyterian Church	2,500	22,500	25,000
New Mossley Presbyterian Church Youth Club (DAM Project)	2,000	13,000	15,000

**ANTRIM**

<b>Organisation</b>	<b>ANBC Contribution £ (Amount based on 19/20)</b>
St Joseph's Nursery School (includes Steeple NS link)	16,500
Antrim Enterprise Agency	6,000
St Joseph's Primary School	12,980
Ballycraig Primary School	16,000
Parkhall Primary School	14,420
Muckamore Parish Development Association	14,810
Rathenraw Youth Scheme	8,500
Antrim Grammar School	6,500
Inter Estate Partnership	10,500
Farranshane Community Trust	5,000

**The Council's instructions are requested.**

Prepared by: Lara Townsend, Tackling Deprivation Coordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning



## **7.8 CP/CD/345 BALLYDUFF COMMUNITY CENTRE - NEWTOWNABBEY CAPACITY BUILDING CONSORTIUM**

Members are advised that Newtownabbey Capacity Building Consortium were granted permission at the Community Planning Committee on 10 February 2020 for the tenancy of the front office within Ballyduff Community Centre. This was initially for a 6 month period from 2 March 2020 to 1 September 2020 with review at the end of the period.

The group have been highly involved with the COVID-19 relief work and their base at Ballyduff Community Centre has worked well with supporting the local Community. The group would like to continue their tenancy.

Members are asked to consider extending their tenancy for an additional 6 month period from 2 September 2020. The same tenancy rate would be applied of £104 sq. metre per annum. This would generate £1,378 income per annum. The group currently have signed up to the keyholder policy which has worked well for their out of hours and weekend needs.

**RECOMMENDATION: to extend the tenancy of the front office in Ballyduff Community Centre to Newtownabbey Capacity Building Consortium for 6 months from 2 September 2020.**

Prepared by: Paul Townsend, Community Facility Co-ordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by Nick Harkness, Director of Community Planning

## 7.9 CP/GEN/034 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME RECOMMENDATIONS 2020/2021 SECOND CALL

Members are reminded of the Council decision taken in February 2020 to reopen the Community Development Grant Aid Programme for a second Call.

To support groups prior to the submission deadline Officers delivered grant information seminars in Antrim Civic Centre on Wednesday 11 March 2020 and Mossley Mill on Thursday 12 March 2020 and offered one-to-one support to all groups in attendance.

The closing date for the submission of completed applications was Friday 27 March 2020 however due to the COVID-19 pandemic this remains open.

During the month of August one application in respect of a Premises Grant has been received and assessed by Officers and a summary of the application and the score awarded is detailed below for Members' consideration.

Organisation	Category/Project Brief	% Scored	Amount Requested	Amount Awarded
Ballyclare Men's Shed	Premises Grant	84	£5,000	£5,000
<b>TOTAL</b>			<b>£5,000</b>	<b>£5,000</b>

### **RECOMMENDATION: that**

- I. the application outlined above having exceeded the 50% minimum scoring threshold be approved for funding at a total cost of £5,000;**
- II. the Second Call for applications to the Community Development Grant Aid Programme (apart from Small Grants) be closed on Monday 31 August 2020 in advance of the new call for applications for 2021/22 being made on Monday 12 October 2020.**

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by Nick Harkness, Director of Community Planning

## **7.10 CP/CD/289 DUNANNEY CENTRE – TENANCY AGREEMENT FOR ASSURE HEALTHCARE**

Members are reminded that in August 2016 the Rathcoole Community Churches Group gifted the Dunanney Centre to the Council and the Council took ownership of the Dunanney Centre in February 2018.

Members are reminded that there are a number of offices in the Dunanney Centre and rental was approved at a cost of £104 per square metre per annum. The current occupancy rate of the building is 100%.

A request by Assure Healthcare (formerly Domus Home Care Ltd) was approved at the Council meeting on 27 August 2019 for the rental of room 22 until 31 August 2020.

Assure Healthcare would like to continue with the rental of this office from 1 September 2020 to 31 August 2021 with an annual rental of £1,414.40. In line with other tenants in Dunanney Centre, a keyholder option will also be offered to the tenant.

**RECOMMENDATION: that a new tenancy agreement and keyholder option is approved for Assure Healthcare from 1 September 2020 to 31 August 2021.**

Prepared by: Paul Townsend, Community Facility Co-ordinator

Agreed by: Ronan McKenna, Community Planning Manager

Approved by: Nick Harkness, Director of Community Planning

## 7.11 FI/PRO/TEN/303 INSTALLATION AND OPERATION OF FESTIVE LIGHTING

Members are aware that on 27 August 2019 the Council approved a contract for the installation, maintenance and removal of festive lighting for the Christmas period 2019 with an option to extend for the Christmas period 2020. The option to extend has not yet been implemented. The contract has a value of approximately £245,550 over the two years with some in built flexibility. Later that year Members agreed:

“That officers are also authorised to extend the relevant contract for installation [of Christmas lighting] to include Crumlin”... and ...

“Authorise the appropriate officers to take all necessary steps to ensure that Crumlin is included ... as part of 2020's Christmas event.”

Currently the scope of the contract includes:

- The dressing of Christmas Trees in nine locations (does not include any costs of purchasing and transporting trees, installation of tree pits or electrical supplies where alternative locations are chosen).
  1. Airport DEA – Crumlin Community Centre
  2. Antrim Town DEA – Antrim Town Centre
  3. Ballyclare DEA – Ballyclare Town Centre
  4. Glengormley DEA – Glengormley Town Centre
  5. Dunsilly DEA – Randalstown Town Centre
  6. Macedon DEA – Dunanney Centre
  7. Threemilewater DEA – Mossley Pavilion (2019)
  8. Antrim Civic Centre
  9. Mossley Mill Civic Centre
  
- The installation of town centre festive lighting in five locations:
  1. Antrim
  2. Ballyclare
  3. Crumlin
  4. Glengormley
  5. Randalstown

If the Council proceeds with festive lighting in 2020, Property Services Officers will be required to undertake preparatory works, including submitting applications to NIE and Transport NI, along with the contractor testing, inspection and repair as required for both equipment and fixings. These works need to commence in early September 2020, along with the extension of Council's 2019 Festive Lighting Contract to include Christmas 2020 at the tendered rates.

The total cost of providing festive lighting in 2020 is a maximum of £165,000.

**The Council's instructions are requested.**

Prepared by: Bronagh Doonan, HOS - Building and Property Services

Approved by: Nick Harkness, Director of Community Planning

## **7.12 ED/GEN/015 & ED/GEN/016 WORKING GROUP MINUTES**

Members are advised that Antrim and Newtownabbey Borough Council has established two forums to strengthen two of the sectors most heavily impacted by COVID-19. The Retail and Town Centre Re-opening Mobilisation Team and Tourism COVID-19 Recovery Team will focus on collaborative working between local businesses from across the Borough, the Council and Central Government Partners.

The forums are informing joint recovery plans aimed at building consumer confidence, driving footfall and delivering best practice in accordance with Central Government guidance. Representation on each Team consists of Party Group Leaders, business, shopping centres, central government and stakeholder organisations. The Teams are supported by Council Officials from Economic Development, Environmental Health and Health and Safety.

A copy of the minutes of the Retail and Town Centre Re-Opening Mobilisation Group held on 12 August 2020 are **enclosed** for Members' consideration.

A copy of the minutes of the Tourism COVID-19 Recovery Team held on 13 August 2020 are **enclosed** for Members' consideration.

### **RECOMMENDATION: that**

- (i) the minutes of the Retail and Town Centre Re-Opening Mobilisation Group dated 12 August 2020 be approved;**
- (ii) the minutes of the Tourism COVID-19 Recovery team dated 13 August 2020 be approved.**

Prepared by: Colin McCabrey, Head of Economic Development

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

### 7.13 ED/ED/ ECONOMIC DEVELOPMENT RECOVERY UPDATE

Members are reminded that in December 2019, the Council approved the Economic Development Action Plan update (copy enclosed at Appendix 1) update and that provision for the projects contained with the Action Plan were subsequently made in 20/21 Estimates.

Since then, the Council's Economic Development Plan has been suspended due to the Covid19 pandemic with the exception of the following projects which were already in contract or for which the Council has a statutory duty to deliver. Further detail on each project is enclosed at Appendix 2. Also included are the budgets approved by the Council in July 2020 in relation to the Retail & Town Centre and the Tourism Recovery Plans.

<b>Programme Description</b>	<b>Net Cost to Council</b>
Contribution to DFC Antrim Town Shopfront Improvement Scheme - Revitalise Revenue only	2,500
Integrated Development Framework DfC commitment	30,000
Workspace Development facilitation by Norman Apsley	3,000
Illumination scheme DfC Commitment	5,000
Optimal ERDF current commitment plus Optimal 2 ERDF programme	28,000
Bid 2 Win ERDF current commitment	6,000
FFNI Revenue commitment	25,000
LGV Academy remaining commitment	4,105
Sensee	8,000
NI Business Start Programme (Go For It) and Go for it+ contract in place - Council only	60,100
Social Enterprise Development - statutory	30,000
Women's enterprise challenge	6,160
Cork near market visit – defer to last quarter	11,000
Grow South Antrim – contribution to management & administration costs	17,300
Glengormley Public Realm Scheme – Design stage – Total £375,000 with £40,000 anticipated in 2020/21	£40,000
Glengormley PSNI Station; Business Case & Concept Design	20,000
Tourism Recovery – Marketing & Communication	62,000
Tourism recovery – Attraction & Product Development	20,000
DFC/DAERA Town Centre & Villages Recovery Programme – External funding of £510,000	Nil cost
<b>TOTAL COST</b>	<b>£378,165</b>

Members will note that the total cost of these projects is £378,165. Members will be aware that the Council currently receives £196,890 towards the cost of the programmes which it has utilised to deliver the Social Economy Project and the Business Start Programme.

When the Council agreed the Estimates it was anticipated that net spend on Economic Development and Tourism would be £1,711,228 including staff costs and overheads. Should the Council decide not to deliver any other projects

other than those specified then the projected net costs of Economic Development delivery until the end of March 2021 will be approximately £850,000 including staff costs and overheads.

Further to the projects/programmes which the Council has already committed to as outlined above, there are a number of previously agreed projects which Members may wish to consider taking forward as follows;

## **1 ASK and LEAN**

The Council provides tailored mentoring to businesses through the ASK programme which was suspended in early April due to the pandemic. During the last financial year 63 businesses were offered mentoring, ranging from financial planning and business sustainability support to social media marketing and sales opportunities.

In order to promote networking and share best practice amongst businesses the Council also hosts the LEAN network. All LEAN initiatives with a cost implication have been suspended however some pro gratis support has been provided. This included 10 webinars available to watch via the Council's website and 3 virtual business support workshops benefitting 11 participants. Officers are now working with the recently appointed Digital Commissioner for Belfast, Ms Jayne Brady to deliver a further event aimed at helping fledgling businesses to innovate. The budget ring-fenced for LEAN could be utilised to extend and enhance this support.

The budget required to continue this type of support until March 2021 is £20,000.

## **2 ESF funded projects (ED/ED/102)**

The Council issued Letters of Offer to 6 ESF projects for a 4-year period with annual funding being subject to satisfactory performance and the council budget process. These ESF projects are designed to support training and employment opportunities to those individuals who experience difficulties accessing the labour market including people with disabilities. Appendix 3 **enclosed** provides an overview of the projects supported and the results which have been delivered to date.

The total value of the awards in this financial year is approximately £60,000 and the current year represents Year 3 of delivery.

A breakdown of the project costs and funding are noted below:

<b>Organisation</b>	<b>Project</b>	<b>Total Project Cost</b>	<b>Total ANBC Match funding (over 4 years)</b>	<b>Year 3 ANBC Funding</b>
Workforce Online	Path 2 Employment	966,144	25,400	6,350
Network Personnel	Jobmatch	3,181,360	41,328	10,332
NOW Group	Verve Project	3,994,000	50,000	12,500
USEL	Stride Project	3,703,391	47,942	12,500
Enterprise NI	Exploring Enterprise	2,069,931	31,617	9,156
GEMS NI Limited	Co-Ment Project	1,321,890	31,606	7,902
<b>TOTAL</b>			<b>270,369</b>	<b>58,740</b>

Should the Council decide not to fund these projects in the current financial year then Officers would advise that from a legal perspective the Council may therefore wish to consider reducing the funding or committing to a shorter time period. A number of funding options are also included within Appendix 4 for consideration.

### **3 Town Teams**

Members will be aware that the recently formed Retail and Town Centre Forum is acting as the main conduit for delivery of recovery actions at this time and will make recommendations in relation to the £510,000 funding to be received from DFC and DAERA. Subject to the level of need/demand which arises from businesses, members may wish to consider allocating some of this budget at a later stage in the year. Members will also recall that it was agreed that areas outside the town centres should be considered for similar support including Whiteabbey and Templepatrick. It is suggested that an initial sum of £50,000 be allocated for this purpose and a further report be presented to the Council in due course.

### **4 Partnerships (ED/ED/055 V3, ED/ED/040 V2, ED/TOU/045, ED/TOU/042)**

The Council contributes to a range of external bodies which support local businesses and promote the Borough. All of these organisations were contacted and asked to indicate the minimum level of support which they required during the 2020/21 year, in light of Covid-19.

The following contributions have been requested with further details provided in Appendix 4 **enclosed**:

(a) Lough Neagh Partnership	£22,000
(b) Lough Neagh Rescue	£12,000
(c) NI Tourism Alliance	£5,000
(d) Visit Belfast	£20,000
(e) NI Chamber of Commerce	£2,500
(f) SENI	£500
<b>TOTAL</b>	<b>£62,000</b>



In light of the benefits to the Borough, Members may wish to continue this support in the current financial year.

## **5 GROW (Match Funding)**

4 proposed Village Renewal projects have not been progressed due to Covid-19. The total cost of the projects is £170,514 with £42,629 requested from Council as follows:

Killead Environmental Scheme	£8,348.43
Toomebridge Community Garden	£10,346.38
Creggan Community Space	£10,769.26
Moneyglass Parking & Outdoor Space	<u>£13,164.46</u>
TOTAL	*£42,629.00

\*Part of the Council match funding will be 'in kind' through professional fees already incurred in the design of the project, so the cash requirement to complete all 4 projects is approximately £35,000.

Expressions of Interest were also previously submitted for Ballynure, Creggan, Doagh, Templepatrick and Toome however Members should note that these projects will not be progressed as DAERA has recently confirmed that there is no additional funding for Village Renewal projects at present.

## **6 Town Centre Regeneration**

### **6.1 Public Realm Scheme - Glengormley & Antrim (ED/REG/092 & CD/PM/087)**

With respect to Town Centre regeneration only the design of the Glengormley Public Realm scheme at an estimated cost of £375,000 (which can be capitalised as part of the overall scheme and it is estimated that £40,000 will be incurred in the current financial year) and the completion of the Antrim Public Realm scheme will be progressed at this time. A further report on this matter will be presented to the Council in due course.

### **6.2 Former Glengormley Police Station (ED/REG/037)**

Ground Surveys and Concept design work are underway on the former Glengormley Police Station.

As previously agreed, a Business Case for office and workspace development is currently under development and a progress report will be provided to the Council in due course. The Department for Communities has indicated that the funding ring-fenced for the Glenwell Road scheme which has not progressed may be re-allocated to the demolition of the police station building and to introduce a 'meanwhile' use on the site subject to a successful application and appraisal. This offer may be restricted to the current financial year and Officers are working with Departmental Officials to progress this opportunity. A further report on this matter will be presented to the Council in due course.

The following table demonstrates the cumulative impact of proceeding with the above projects.

<b>Projects Approved/Under Consideration</b>	<b>Economic Development Financial Commitment – Running Total</b>
All contracted and previously approved schemes	£850,000
ASK and LEAN	£20,000
ESF funded projects	£60,000
Town Teams – Recovery of Whiteabbey, Templepatrick and other commercial areas agreed by the Council	£50,000
Partnerships	£62,000
GROW (Match Funding from Council) for Village Renewal Projects	£35,000
Town Centre Regeneration – Glengormley Public Realm Scheme design costs of £375,000 can be capitalised as part of the overall scheme when approved - £40,000 anticipated to be incurred in 20/21	£40,000
<b>TOTAL</b>	<b>£1,117,000</b>
Projects which are the subject of separate reports for August Council meeting:	
Joint Council Business Recovery ERDF Funded Programme OPTIMAL II Business Mentoring Programme See agenda item 7.4	£15,000
External Tourism Events – See agenda item 7.3 Assumes £10,000 for ISPS Handa incurred costs, £2,500 for virtual Game Fair and £10,000 for Statsport SuperCupNI	£31,500
<b>TOTAL if these additional projects are approved</b>	<b>£1,163,500</b>

**RECOMMENDATION: that**

- i. the Council's instructions are requested in relation to the funding of each of the projects outlined above;**
- ii. an application to DfC for the demolition of the former Police Station and the introduction of an appropriate 'meanwhile use' on the site be progressed.**

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

## 7.14 P/PLAN/055 PLANNING SERVICE RECOVERY REPORT

Members will be aware that the Planning Service normally receives around 760 applications annually. A breakdown of the application numbers and income is enclosed at Appendix 1.

Members will note the reduced number of applications and projected income for the current financial year as a result of the COVID 19 pandemic and in particular the reduction in 'Major' applications received year to date.

### 1. Planning Applications

There are currently 5 Major and 235 Local applications under consideration. Whilst the Section normally processes on average 12 Majors and 750 Local applications annually, based on applications received year to date, it is anticipated that we will process approximately 530 local and some 8-10 major applications during this current financial year.

The Planning Section would normally have some 27 FTE staff in place (excluding the Head of Service and 2 Principal Planning Officers), however during Furlough this has been significantly reduced as shown in the table below. In order to efficiently process the anticipated volume of applications outlined it is proposed to amend the furlough arrangements as follows:

	<b>Development Management</b>	<b>Enforcement</b>	<b>Forward Plan Team</b>	<b>Admin</b>	<b>Total</b>
Staff Complement at work in March	9.2 FTE	3.4 FTE	6 FTE	7.6 FTE	26.8 FTE
Staff Complement during Furlough (typical week)	4.6 FTE	1.8 FTE	2 FTE	5 FTE	13.4 FTE
Proposed Changes to Furlough	+3.1 FTE			+0.4 FTE	+3.5 FTE
Revised Staff Complement September	7.7 FTE	1.8 FTE	2 FTE	5.4 FTE	16.9 FTE

#### Notes

- (1) 1 FT Planning Asst. post available in March is now vacant following the recent resignation of a Temp Planning Asst. that takes effect at the end of August.
- (2) In the Admin Section the 1 FT Exec Officer in post in March is now on secondment to Dfl, whilst a 0.6 FTE Admin has retired and a further 0.6 FTE Admin has gone on Maternity leave.
- (3) Both the Senior Planner and 1 FTE Planning Officer in the Enforcement section have been engaged predominantly on planning application work since May due to the overall reduced staff resource available at this time.

Members should also note that following engagement with a key developer, Officers are anticipating the submission of a number of Major development

applications which will require a timely turnaround. It is therefore proposed, as part of the proposed amendments to the furlough arrangements, that the Temporary Senior Planning Officer post previously introduced to process such applications be reinstated at a cost of approximately £1,500 per month.

The financial implication of removing the 4 members of staff (3 FTE) from Furlough and reinstating the Temporary Senior Planning post as proposed is a cost of £8,450 per month.

## **2. Enforcement**

There are 150 live enforcement investigations currently in the system including some 65 new cases only recently registered as enforcement work has largely been put on hold, with only priority breaches being progressed during the pandemic period. As noted previously the enforcement team have only been dealing with priority enforcement breaches in order to assist with the processing of planning applications during the period of the pandemic. However, it is proposed that the team will now revert to its normal enforcement workload.

## **3. Local Development Plan Revised Timetable**

Members are reminded that the Council published a revised Local Development Plan (LDP) Timetable in July 2018. The Planning Act (Northern Ireland) 2011 and the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 require the Council to keep under review the published Timetable for the preparation and adoption of its LDP. In addition, the Planning Act requires the Council's Plan Strategy and Local Policies Plan to be prepared in accordance with its published Timetable. The Timetable must set out indicative dates for each stage of the preparation of the LDP.

The Council has published its draft Plan Strategy in accordance with the Revised 2018 Timetable, taking into account the Chief Planner's update No. 4 (published in November 2019) which provided three months' flexibility to published timetables.

In May 2020, the Chief Planner's update No 6 gave further flexibility to existing agreed LDP Timetables proving a further 3 months' flexibility from that already permitted in the November 2019 update. This was in response to the impact of COVID-19.

The next stage of the LDP process is the submission of the draft Plan Strategy to the Department for Infrastructure to cause an Independent Examination. Taking into account the flexibility granted by the Chief Planner, the submission to DfI to progress to the Soundness Based Independent Examination was scheduled to take place at the end of September 2020. However, preparation of the LDP continues to be impacted upon due to the on-going COVID -19 pandemic and for this reason it is recommended that the Council update its LDP Timetable for the submission of the draft Plan Strategy to DfI in the 3rd quarter of 2020/2021 (September- December 2020). A new 2020 Timetable is enclosed.

Since the publication of the 2018 Timetable, the Department has also clarified that it will take 8 weeks to assess the LDP once submitted. The Planning Appeals Commission has advised that the IE will take 9 – 12 months. These matters have been factored into the Revised 2020 Timetable.

In line with legislative requirements, the Council must consult the Planning Appeals Commission and such other consultation bodies as the Council considers appropriate. The Council must also submit the draft Timetable to the Department for Infrastructure for approval.

The Department has four weeks to respond unless it asks for the Council for an extension. If no response is received after four weeks the Timetable is deemed to be agreed at the end of that period. An update report will be brought back to Committee regarding consultation with the Department and PAC. Following the agreement of this, the new Timetable will be made publicly available.

**RECOMMENDATION: that**

- i. an Admin Officer (0.4 FTE) be returned to work from furlough at a cost of £750 per month;**
- ii. 3 Planning Assistants (2.6 FTE) in Development Management be returned to work from furlough at a cost of some £6,200 per month;**
- iii. the temporary Senior Planning Officer post be reinstated at a cost of approximately £1,500 per month;**
- iv. the Enforcement Officers assisting to date with planning applications revert to their normal enforcement caseload;**
- v. the Revised 2020 LDP Timetable be approved and submitted to the Planning Appeals Commission and Department for Infrastructure.**

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

## 8. ITEMS FOR INFORMATION

### 8.1 CE/OA/012 LOCAL GOVERNMENT PARTNERSHIP PANEL MEETING

A Local Government Partnership Panel Meeting will be held on 16 September 2020 hosted via Zoom by the Communities Minister, Carál Ní Chuilín.

The Local Government Partnership Panel provides a structured, political relationship between central and local government to discuss strategic policy and operational matters of mutual interest and concern. This will be the first meeting of the Partnership Panel since October 2016.

The Agenda is expected to focus on the following areas:

- Critical sustainability and regional issues – Local Government Finances
- Empowered Local Government – Implementation of outstanding legislation from RPA
- Councillors Code of Conduct
- Review of Community Plans

Correspondence and associated papers are **enclosed** for Members' information.

Alderman Mark Cosgrove is Antrim and Newtownabbey Borough Council's nominated representative on the Panel and the Chief Executive will be attending in her role as Chair of Solace.

Members are invited to advise of any specific areas of importance which they feel should be raised at the meeting.

**RECOMMENDATION: that the report be noted.**

Prepared and approved by: Jacqui Dixon, Chief Executive

## **8.2 PK/BIO/019/VOL3 CORRESPONDENCE FROM Dfi REGARDING BLUE/GREEN INFRASTRUCTURE**

Correspondence was received from the Department for Infrastructure, in July requesting details of any greenway projects that Councils are ready to take forward to construction.

Officers responded by both confirming the status of the Doagh to Larne Greenway proposal and also referring to interest from a number of members in the development of new walking and cycle routes. A copy of the response is **enclosed**.

A report will be brought to the Operations Committee in September setting out the specific requests from members.

**RECOMMENDATION: that the report be noted.**

Prepared by: Geraldine Girvan, Director of Operations

### 8.3 CP/GR/116 GOOD RELATIONS WEEK 2020

Members are advised that Good Relations Week 2020 will take place from 14 - 21 September 2020. The initiative is co-ordinated regionally by the Community Relations Council and supported by the Northern Ireland Executive's, Together Building a United Community Strategy. Due to measures in place in response to the COVID-19 pandemic Good Relations Week 2020 will be delivered entirely online using digital content.

The theme is 'Celebrating Our Journey, Embracing Our Future.' celebrating the efforts of people and communities in tackling sectarianism and racism and promoting cultural diversity in Northern Ireland.

The Council's Good Relations Team is hosting the following digital content available on the Council Website:

- Grant Aid 2020 Showcase
  - A demonstration of how Good Relations Grant Aid has been utilised across the Borough with examples from BEAM Creative Network's 'Our Island Project', and Monkstown Amateur Boxing Club's 'Newtown Good Relations Project'.
- Clotworthy House Showcase
  - A demonstration of the history of Clotworthy House and current examples of its use.
- Sentry Hill Showcase
  - A demonstration of the history of Sentry Hill and current examples of its use.
- Good Relations Diversity Colouring Book
  - The production of a bespoke children's colouring book for distribution and download from the Council Website, with images reflective of locations across the Borough, Council events, and services.
  - A limited supply of Multicultural colouring pencils will be available for distribution to encourage children to consider including different skins tones when colouring.

Members are reminded that provision has been made for the above events in the estimates as part of the Good Relations Action Plan 2020/21.

Further information about all the activities planned for Good Relations Week can be found at [www.goodrelationsweek.com](http://www.goodrelationsweek.com).

**RECOMMENDATION: that the report be noted.**

Prepared by: Jen Cole, Good Relations Officer

Agreed by: Ronan McKenna, Community Planning Manager

Approved by Nick Harkness, Director of Community Planning



#### **8.4 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

Members are advised that correspondence has been received from Newry, Mourne and Down District Council regarding a Motion adopted by that Council requesting Antrim and Newtownabbey Borough Council's support.

A copy of the letter is **enclosed** for Members' information.

**RECOMMENDATION: that the correspondence from Newry, Mourne and Down District Council be noted.**

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

## **8.5 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL**

As agreed at the August 2019 meeting of the Council, the Northern Ireland Housing Council's August 2020 monthly bulletin is **enclosed** for Members' information. A copy of the minutes of the Housing Council meeting on 11 June 2020 is also **enclosed**.

**RECOMMENDATION: that the report be noted.**

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive