



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN  
MOSSLEY MILL ON 29 AUGUST 2017 AT 6:30 PM**

- In the Chair** : The Mayor (Councillor P Hamill)
- Members Present** : Aldermen – F Agnew, W Ball, P Barr, T Campbell,  
M Cosgrove, W DeCourcy, M Girvan, J Smyth and R Swann  
Councillors – A Ball, J Bingham, J Blair, H Cushinan, B Duffin, T  
Girvan, M Goodman, T Hogg, D Hollis, N Kelly, B Kelso, R  
Lynch, M Magill, M Maguire, J Montgomery, N McClelland, V  
McWilliam, P Michael, M Rea, S Ross, J Scott and W Webb.
- Officers Present** : Chief Executive - J Dixon  
Director of Operations - G Girvan  
Director of Finance and Governance – C Archer  
Director of Community Planning and Regeneration – M  
McAlister  
Director of Organisation Development – A McCooke  
Legal Services Manager – P Casey  
ICT Officer – C Bell  
Media and Marketing Officers – J Coulter and K McKeever  
Senior Administrative Officer – S McAree  
Member Services Officer – V Lisk

**1 BIBLE READING, PRAYER AND WELCOME**

The meeting opened with a Bible reading and prayer by Rev Dr Ivan Neish.

Councillors A Ball, P Barr, H Cushinan, M Goodman and N Kelly  
joined the meeting at this point.

## MAYOR'S REMARKS

The Mayor welcomed everyone to the meeting and especially welcomed James Abbot who was working with the Mayor for work experience. He also welcomed Councillor Hogg back into the chamber. He advised Members of the audio recording procedures.

The Mayor requested that a minute's silence be held for the victims of the recent terrorist attacks in Barcelona.

### **2 APOLOGIES**

Apologies were recorded from Alderman Burns and Councillors Arthurs, Brett, Clarke, Greer, Kells, Logue and Ritchie

### **3 DECLARATIONS OF INTEREST**

None

### **4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Councillor Blair  
Seconded by Alderman Smyth and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 31 July 2017 be taken as read and signed as correct.**

*NO ACTION*

### **5(a) MINUTES OF THE PLANNING COMMITTEE, PART 1**

Moved by Councillor Bingham  
Seconded by Councillor Duffin and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 14 August 2017, Part 1 be taken as read and signed.**

*NO ACTION*

### **5(b) MINUTES OF THE PLANNING COMMITTEE, PART 2**

Moved by Councillor Bingham  
Seconded by Councillor Duffin and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 14 August 2017, Part 2 be approved and adopted.**

NO ACTION

## 6.1 ATTENDANCE BY CONTACT NI

Members were reminded that it was agreed at April Council Meeting that Contact NI be invited to attend a meeting of the Council to provide an overview in respect of their campaign call for a Suicide Prevention Bill for NI based on a zero suicides approach.

Mr Fergus Cumiskey, CEO, Contact NI made a verbal presentation to the Council and answered Members' questions. He asked Members to attend a conference to be held in the Titanic Centre on 16 November to raise suicide awareness and to support the call for a new Suicide Prevention Bill.

## ANNOUNCEMENT BY COUNCILLOR SCOTT

Councillor Scott thanked Members for their support over the summer during a very difficult period for himself and his family.

He also stated that due to issues within his party he intends to serve as an independent member of Council.

Councillor Scott left the meeting at this point.

## 6.2 TO APPROVE THE SEALING OF DOCUMENTS

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

To approve the Sealing of Documents:

1. Lease for office space at Mossley Mill between Council and Atos IT Services UK.
2. Lease for office space at Mossley Mill between Council and Solid Solutions Management Ltd.
3. Release of a Deed of Charge document for Randalstown Arches Association.

Moved by Councillor Duffin  
Seconded by Councillor Hollis and

**RESOLVED - that the Sealing of Documents be approved.**

*ACTION BY: Paul Casey, Legal Services Manager*

### 6.3 G/LEG/14/102/9 RANDALSTOWN ARCHES ASSOCIATION – DEED OF CHARGE

Officers had received a letter from Cleaver Fulton Rankin Solicitors seeking the discharge of a deed of charge on behalf of their client Randalstown Arches Association in relation to property at 9 John Street, Randalstown.

In 2009 Antrim Borough Council had provided grant aid to the Randalstown Arches Association through an EU funded programme to redevelop and commercialise properties in and round John Street in Randalstown. One of the funders' requirements was that the Council took out a Deed of Charge to ensure that the properties could not be disposed of or reassigned within a 7 year period. This charge has now expired.

Moved by Alderman Smyth  
Seconded by Councillor Duffin and

**RESOLVED – that the deed of charge in relation to the property at 9 John Street, Randalstown be discharged.**

*ACTION BY: Paul Casey, Legal Services Manager*

### 6.4 WM/GEN/2 RECYCLING & WASTE MANAGEMENT SHOW 2017

In recent years a number of Elected Members had attended the Recycling & Waste Management (RWM) Show at the Birmingham NEC. This year's show would be held from 12 to 14 September 2017 in the same venue and includes over 500 exhibitors and expert speakers from the waste management sector. Information relating to the show and free seminars was available at the following link:

<http://www.rwmexhibition.com/>

Registration and entry into the exhibition and seminars was free. At the time the report was drafted prices for return flights for 13 September 2017 between Belfast City Airport and Birmingham International Airport were being quoted at £115 per person. It was noted that there was no longer an early morning service between Belfast International Airport and Birmingham.

Moved by Councillor Lynch  
Seconded by Councillor T Girvan and

**RESOLVED - that the Chair and Vice Chair of Operations Committee, or nominees, and appropriate officer attend as an approved duty.**

*ACTION BY: Member Services/Michael Laverty*

## **6.5 CE/GEN/18 ASSOCIATION OF PUBLIC SERVICE EXCELLENCE ENVIRONMENT SERVICE 2017**

Members were reminded that Council is a member of the Association of Public Service Excellence (APSE) and it was reported to the July Council meeting that the Council had been shortlisted in the Best Service Team category of the 2017 APSE Service Awards.

The Head of Arts and Culture had received correspondence from APSE in relation to their 2-day annual Environment Seminar being held on 19 and 20 October in Harrogate, a copy was circulated for Members' information. The correspondence included an invitation for the officer to speak about Antrim Castle Gardens at one of the seminars on Parks and Green Spaces. The invitation had come about as a result of the submission made to the APSE Service Awards and was an opportunity to share the story of the transformation of the gardens with a UK wide industry audience. The draft Seminar programme was also circulated for Members' information.

APSE will provide accommodation and some hospitality but not the cost of travel which is estimated to be no more than £150 in total.

Moved by Councillor McClelland  
Seconded by Councillor Bingham and

**RESOLVED - that the attendance of the Head of Arts and Culture at the APSE Annual Environment Seminar in Harrogate on 19 and 20 October, including travel costs, estimated at £150, be approved.**

*ACTION BY: Member Services/Ursula Fay, Head of Arts and Culture*

## **6.6 L/P/11 REQUEST TO USE COUNCIL LAND – FOR CIRCUS**

Members were advised that an application had been received from Circus Vegas to host an event at Jordanstown Loughshore Park.

The Circus had indicated that they would like to host the event between Friday 8 September 2017 through to Sunday 17 September 2017. These dates included set up on 8<sup>th</sup> and recovery of the site on 17<sup>th</sup>.

**They had requested permission to erect:**

- Circus tent (34 m in size)
- Portable Toilet Facilities
- Seating

**Provision was also required to facilitate:**

- On-site parking of circus vehicles (19 in total, including caravans, lorries, vans, trailers, and motorhome)

**The Circus had confirmed the following:**

- There would be no animals in the programme
- The event would be fully accessible
- The site would be cleaned at the end of each day

The Parks Manager had met with the Circus owner to discuss the site and the requirements, and £1,000 would be taken as security against damages. The Circus would also be required to make good any damage to grass or other areas as a condition of the booking.

Moved by Councillor Kelly  
Seconded by Alderman Campbell and

**RESOLVED - that approval be given to Circus Vegas to use Jordanstown Loughshore Park from 8 – 17 September 2017, subject to any damage being made good by the organisers.**

*ACTION BY: Ivor McMullan, Head of Leisure*

**6.7 AC/EV/1 SPOOKED OUT AT V36**

Members were reminded that it was agreed in 2015 to relocate the 'Spooked Out at The Mill' Halloween event incorporating a fireworks Display from Mossley Mill to V36 at the Valley given the significant increased capacity of this venue with purpose built large scale event space. This proved to be very successful with 5,000 attending the Spooked Out at V36 event in 2015 and 10,500 attending in 2016.

As part of the 2016 Halloween programme a funfair/fairground was also held in V36 from Friday 28 October until Tuesday 1 November to engage the community over the school holidays with the Spooked Out event and fireworks display taking place alongside the funfair on Saturday 29 October. The Funfair attracted between 23,000 -30,000 visitors over the 5 day period.

Having considered the scheduling of other Halloween activities including the Council's own annual 'Spooktacular' event planned for The Junction on Thursday 26 October 2017 and 'The Monster Mash' at The Odyssey on Sunday 29 October 2017 it was proposed that 'Spooked Out at V36' be held on Tuesday 31<sup>st</sup> October at a cost of £15,000, provision for which existed in the 2017/18 Arts and Culture budgets. It was also proposed to run the funfair once again in V36 at The Valley from Saturday 28 October until Tuesday 31 October 2017.

The Spooked Out event format would be similar to previous years with a range of free family fun building up to a spectacular fireworks display. The funfair would include special discounted sessions and be used to promote the Spooked Out event as a grand finale.

Moved by Councillor Blair  
Seconded by Councillor T Girvan and

**RESOLVED - that the 'Spooked Out at V36' Halloween event, including fireworks display, be held on Tuesday 31 October 2017 in V36 at the Valley with a funfair/fairground event to operate in V36 at The Valley from Saturday 28 October until Tuesday 31 October at no additional cost.**

*ACTION BY: Ursula Fay, Head of Arts and Culture*

#### **6.8 FI/ICT/14 EXPANSION OF FREE PUBLIC WIFI IN COUNCIL FACILITIES**

A number of Council Facilities offer free WiFi to the public.

The following additional sites had been identified as potentially benefitting from the installation of free public WiFi zones.

- Ballyclare Town Hall
- Ballyduff Community Centre
- Lilian Bland Pavilion
- Monkstown Jubilee Centre
- Mossley Pavilion
- Muckamore Community Centre
- Parkhall Community Centre
- Rathenraw Community Centre
- Rathfern Social Centre
- Sentry Hill
- Stiles Community Centre
- V36 Outdoor Space
- Whiteabbey Community Centre

The WiFi zone would allow visitors and members of the public to connect their personal devices to the internet.

Internet content would be filtered to ensure the facility was not abused or security breached.

The total capital cost was £15,058. Licensing costs for the first two years were £3,878. The annual running costs of the requisite broadband provision were £7,644.

A copy of the full Economic Appraisal was circulated.

Moved by Alderman Smyth  
Seconded by Councillor McClelland and

**RESOLVED - that Council approves the capital expenditure as detailed within this report.**

*ACTION BY: Graham Smyth, Head of ICT*

#### **6.9 EH/EHS/8 CONSULTATION ON THE TRANSPOSITION OF THE MEDIUM COMBUSTION PLANT DIRECTIVE**

The Department of Agriculture, Environment and Rural Affairs (DAERA) had issued a consultation on the transposition of the Medium Combustion Plant Directive (1-50 megawatts) including the regulation of thermal electricity generators. This consultation sought views on proposals designed to reduce emissions of harmful air pollutants from medium sized combustion plants and generators in Northern Ireland. These plants were a significant source of air pollutants that impact on air quality.

Air pollution harms our health and wellbeing, damages biodiversity and reduces crop yields. The combined impact of Nitrogen Dioxide and Particulate Matter pollution across the UK was estimated to lead to the equivalent of approximately 50,000 premature deaths per year, at a cost of around £30 billion per year.

DAERA was committed to tackling air pollution and improving air quality in Northern Ireland. The UK also had EU and international obligations to protect air quality by preventing harmful pollutant levels and limiting national emissions of pollutants.

The Medium Combustion Plant Directive would help to reduce air pollution by bringing in emission controls for combustion plants with a thermal input of 1 to 50 megawatts. The Directive was supported by the UK, as it would deliver a cost-effective improvement to air quality. It required all plant in scope to be registered or permitted and set limits on the levels of pollutants that these plants could emit according to their type, size, age, fuel type and annual operating hours. It also required operators to test emissions from their plants to demonstrate compliance with emission limits.

Medium Combustion Plants were used to generate heat for large buildings (offices, hotels, hospitals, prisons) and industrial processes, as well as for power generation. The Directive provided important flexibilities to account for specific circumstances which might otherwise give rise to excessive costs to businesses or a risk to energy security.

The referendum on 23 June 2016 resulted in a decision that the UK should leave the European Union. However, until such time as exit negotiations are concluded, the UK remains a full Member of the European Union, and all the rights and obligations associated with EU membership remain in place. EU legislation would continue to be negotiated, implemented and applied during this period. It was the outcome of those exit negotiations that would determine the arrangements that should apply in relation to legislation in the future once the UK has left the European Union.

The Directive must be transposed into Northern Ireland law by 19 December 2017. The controls would apply to new plants from December 2018. Existing plants must comply with requirements from 2024 or 2029, depending largely on size (5MW+ plant from 2024 and 1-5MW plant from 2029). Full implementation would be achieved in 2030.



While many of the requirements in the Directive were set, there were options on how to implement it in the UK. It was those options which were the focus of this consultation.

A copy of the full consultation could be found via the following link and a draft response was circulated.

<https://www.daera-ni.gov.uk/consultations/consultation-medium-combustion-plant-directive>

Moved by Councillor Lynch  
Seconded by Councillor Duffin and

**RESOLVED - that the response to the consultation on the Transposition of the Medium Combustion Plant Directive be approved.**

*ACTION BY: Clifford Todd, Head of Environmental Health*

#### 6.10 CP/GR/67 GOOD RELATIONS GRANT AID PROGRAMME 2017

Members were reminded that the annual Good Relations Action Plan submitted to The Executive Office included a budget of £22,113.29 for the implementation of a Good Relations Grant Aid Programme to support community and race relations locally. This was a rolling programme open until November 2017 subject to budget availability.

A summary of the Good Relations applications received for August and an overview of the assessment and funding details was provided below for information. Members were aware that a pass threshold of 50% for Good Relations Grant Aid applications was agreed at the Community Planning and Regeneration Committee in November 2014. One application had been received in August requesting £880. Should the recommendation to fund be approved, this would leave a remaining grant budget for 2017/18 of £13,733.29.

Group Name/ Project Promoter	Project Description/Title	Scored (%)	Amount Awarded
Community Relations Forum	United Irish Men: Learning about shared history visiting sites in the Borough and undertaking a dialogue session after the visits. The Poppy and the Lily: Examining the meaning and historical origins of the poppy and lily.	68%	£880

	Recruitment of 30 people from the Ballyclare area including local bandsmen.		
		<b>TOTAL AMOUNT AWARDED</b>	<b>£880</b>

Moved by Councillor T Girvan  
 Seconded by Councillor Lynch and

**RESOLVED - that the proposed funding award of £880 be approved.**

Councillor Blair requested that a report be submitted to the Council including the measures, targets outputs and results with regard to Good Relations Grants.

*ACTION BY: Valerie Crozier-Nicholl, Good Relations Officer*

#### 6.11 ED/ED/91 GRANT AID: CHRISTMAS SWITCH-ON EVENTS 2017

Members were aware that each year the Council invited applications from groups in Randalstown, Toome, Crumlin, Parkgate and Templepatrick to organise Christmas Switch-On events. Applications were invited and received from ARCHES in Randalstown, TIDAL in Toome, Parkgate Youth Club, Crumlin Community Group and Templepatrick Action Community Association (TACA) for grant aid towards Christmas Switch-on events. A maximum budget of £8,000 had been set aside for all events. Officers had assessed the applications and the level of grant requested.

Grant Aid Requested Events by Area	Date	Time	Grant requested	Grant recommendation
Randalstown Switch-on Event, at Moores Lane	Friday 24 <sup>th</sup> November	6.30pm-10pm	£5,610	£2,855
Templepatrick Switch-on Event, 12 <sup>th</sup> Milestone	Friday 1 <sup>st</sup> December	6pm-8.15pm	£720	£720
Crumlin Switch-on event, Crumlin Leisure Centre, Main Street	Friday 1 December	6-9pm	£2,346	£2,000 (And free use of Crumlin Leisure Centre at £300)
Toome Switch-on & Carol Service, at Toome House	Friday 8 <sup>th</sup> December	7-9pm	£2,000	£2,000
Parkgate Switch-on event,	Friday 8 <sup>nd</sup> December	7pm-9.30pm	£425	£425

Parkgate Village Green				
		<b>TOTALS</b>	<b>£11,101</b>	<b>£8,000</b>

An updated schedule including these switch on events was circulated for Members' convenience.

Moved by Councillor Magill  
Seconded by Alderman Smyth and

**RESOLVED - that:**

- i. The Council provides grant aid of up to £2,000 each to TIDAL and Crumlin, £2,855 to ARCHES, £720 to TACA and £425 to Parkgate Youth Club in support of Christmas Switch-on events. Provision for which is available from existing Economic Development and Community Planning budgets.**
- ii. The Council waives the hire charge of Crumlin Leisure Centre at a total cost of £300 for the evening as part of the grant aid requested by Crumlin Community Group.**

*ACTION BY: Karen Uprichard, Tourism, Town Centre & Regeneration Officer*

**6.12 ED/ED/58 PROPOSED BALLYCLARE BUSINESS IMPROVEMENT DISTRICT (BID)**

Members were reminded that one of the projects included in the DEA funding programme for 2016-17 in Ballyclare was a feasibility study for a potential Business Improvement District (BID) to support the regeneration of the town going forward. A BID is a formal mechanism, backed by legislation, which allows dedicated funds, on top of normal business rates, to be collected for the delivery of an agreed action plan that is delivered by a BID Partnership made up of local business representatives and other stakeholders. The completed feasibility study's findings and recommendations, a copy of which was circulated, were endorsed by the Council in February and officers were instructed to seek sources of funding to take the BID project forward by undertaking a full business plan that would support the establishment of a BID Partnership. In June, the Council agreed to allocate £27,000 from the 2017-18 Ballyclare DEA budget towards the total costs of establishing the BID Partnership, which, it was estimated, would be up to £77,000 over 12 months.

The feasibility study concluded that there was broad support in the town amongst businesses for a BID Partnership to be established. 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 million<sup>1</sup>. Assuming a levy rate of 2% on each business within the BID a potential income of approximately £730,000 could be

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

generated over the 5 years of the BID term (or around £146,000 pa) towards marketing and promotion activities, town centre events, improving accessibility and providing business support to local traders. At this rate, the consultants suggested that 86% of eligible businesses would pay an average of less than £1 per day in terms of the BID levy. Members noted that included in the 494 identified properties which could be subject to a 2% levy were a number of sites that belong to the Council (8 in all, including the Town Hall and off street car parks).

Members were invited to a briefing on 9 August that set out the Council's role in helping to establish a BID Partnership. The process, which was expected to 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. Based on the experiences of BIDs in other towns in Northern Ireland, specialist expertise was required to ensure that the BID Partnership was successfully established by April 2019 and it was proposed to tender out for these services.

The timetable for the process was set out in the table below. In the meantime, the Department for Communities had invited the Council to make an application for grant assistance of up to £30,000 towards setting up the Ballyclare BID and this would be submitted by 31 August. If the application was successful, there would be a shortfall of £20,000 to meet the total budget of £77,000, which could be met from a number of sources eg DEA programme, Townhall budget, general Economic Development budget. It was proposed that the Council considers meeting this from the Ballyclare Town Team budget in 2018-19, subject to the Town Team's agreement.

#### **BALLYCLARE BID: PROPOSED TIMELINE**

<b>Phase</b>	<b>Key Milestones</b>	<b>Estimated Date</b>
<b>Foundation Phase</b>	Complete Feasibility Study	Completed
	Secure Resources for Development & Campaign Phase	Month 1
	Agree Preliminary Study Area	Month 2
	Agree Preliminary Ballot Date	Month 3
<b>Development Phase</b>	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
<b>Campaign Phase</b>		
	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

Moved by Councillor Girvan  
 Seconded by Alderman Girvan and

**RESOLVED -**

- i. to tender for consultancy services to establish a BID Partnership in Ballyclare**
- ii. to indicatively allocate £20,000 to meet the funding shortfall, subject to the estimates process and agreement as to which budget this will be provided from and to a successful application to the Department for Communities.**

*ACTION BY: Paul Kelly, Head of Economic Development*

**6.13 CS/MK/172 CHARTERED INSTITUTE OF PUBLIC RELATIONS (CIPR), NORTHERN IRELAND PRIDE AWARDS 2016**

Members were advised that the Council had been shortlisted for six awards in the Chartered Institute of Public Relations (CIPR) Pride Awards 2017.

The CIPR Pride Awards recognise outstanding work in public relations across the United Kingdom, in both the public and private sectors.

The six award categories the Council was shortlisted for are:

1. Internal Communications Campaign (Launch of the Staff App iConnect)
2. Best Use of Photography or Design (It's In Our Nature Tourism Campaign)
3. Best Publication (Borough Life)
4. Best Event (Enchanted Winter Garden)
5. Public Sector Team of the Year
6. Outstanding In-House Public Relations Team

Category winners would be announced at the Northern Ireland CIPR Pride Awards Dinner on Friday 13 October 2017 at the Culloden Estate and Spa.

Last year Members agreed to reserve a table of 12 and to nominate the Mayor, Deputy Mayor, and Chair of Policy and Governance, and that 9 officers attend.

The cost options to attend the Awards Dinner are:

- Individual reservations @ £104 + vat
- Table of 10 @ £988 + vat
- Table of 12 @ £1144 + vat

Moved by Alderman Smyth  
Seconded by Councillor Duffin and

**RESOLVED - that**

- a) a table of 12 be reserved**
- b) the Mayor, Deputy Mayor, Chair of Policy & Governance Committee, or nominees, take up 3 places as an approved duty.**
- c) 9 places be for officers directly involved in achieving the shortlist for the awards**

*ACTION BY: Tracey White, Head of Communications & Customer Services*

#### **6.14 CCS/REG/17 & CCS/REG/18 APPLICATION FOR APPROVAL OF PREMISES FOR CIVIL MARRIAGE/CIVIL PARTNERSHIP CEREMONIES**

Under the terms of the Marriage (NI) Order 2003 and the Civil Partnership Act (2004), the Council has the responsibility to approve appropriate applications for Place Approvals for Civil Marriages and Civil Partnerships.

An application for the renewal of approval of an area at the specified premises had been received from:

Dunsilly Hotel, Antrim  
The Old Courthouse, Antrim

Part of the process required that a Notice of Interest was displayed for a three week period in a prominent place at the complex to allow for public objection.

No objections had been received to any of the notifications to apply for Place Approval and the premises had been formally inspected and no problems had been found with regard to the application.

Moved by Councillor Lynch  
Seconded by Alderman Campbell and

**RESOLVED - that Dunsilly Hotel and The Old Courthouse be re-approved to hold Civil Marriages under the terms of the Marriage (NI) Order 2003 and Civil Partnerships under the Civil Partnership Act (2004)**

**(a) Dunsilly Hotel, Antrim**

- **Laburnum 1**

- Laburnum 2
- Fernhill
- Patio area

**(b) The Old Courthouse, Antrim**

- Theatre

Councillor Blair requested that a report be submitted to the Council on the possibility of Mossley Mill being used as a venue for Civil Ceremonies.

*ACTION BY: Emma Thompson, Registrar*

**6.15 A/GEN /13 SCHEDULE OF MEETINGS OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL**

The following schedule of dates for Council and Committee meetings were proposed for the period 1 January – 31 December 2018.

**Meetings marked in red are held at Antrim Civic Centre, while those in black are held at Mossley Mill. All meetings commence at 6:30 pm with the exception of Planning Committee which will start at 6 pm if "In Confidence" items are to be considered.**

<b>Council / Committee Meetings</b>	<b>Date of Meeting</b>
Operations Committee	Monday 8 January 2018 *
Policy & Governance Committee	Tuesday 9 January 2018
Community Planning & Regeneration	Monday 15 January 2018
Planning Committee	Monday 22 January 2018
Council Meeting	Monday 29 January 2018
Operations Committee	Monday 5 February 2018
Policy & Governance Committee	Tuesday 6 February 2018
Community Planning & Regeneration	Monday 12 February 2018
Special Council Meeting	Monday 12 February 2018
Planning Committee	Monday 19 February 2018
Council Meeting	Monday 26 February 2018
Operations Committee	Monday 5 March 2018
Policy & Governance Committee	Tuesday 6 March 2018
Community Planning & Regeneration	Monday 12 March 2018
Planning Committee	Tuesday 20 March 2018*
Audit Committee	Wednesday 21 March 2018
Council Meeting	Monday 26 March 2018

<b>Council / Committee Meetings</b>	<b>Date of Meeting</b>
Operations Committee	Monday 9 April 2018*
Policy & Governance Committee	Tuesday 10 April 2018
Community Planning & Regeneration Planning Committee	Monday 16 April 2018
Council Meeting	Monday 23 April 2018
Operations Committee	Monday 30 April 2018
Operations Committee	Wednesday 9 May 2018*
Policy & Governance Committee	Tuesday 8 May 2018
Community Planning & Regeneration Planning Committee	Monday 14 May 2018
Council Meeting	Monday 21 May 2018
Annual Meeting	Tuesday 29 May 2018*
Policy & Governance Committee	Monday 4 June 2018
Operations Committee	Tuesday 5 June 2018
Community Planning & Regeneration Planning Committee	Wednesday 6 June 2018
Audit Committee	Monday 11 June 2018
Council Meeting	Monday 18 June 2018
Planning Committee	Tuesday 19 June 2018
Council Meeting	Monday 25 June 2018
Planning Committee	Monday 23 July 2018 *
Council Meeting	Monday 30 July 2018
Planning Committee	Monday 20 August 2018 *
Council Meeting	Tuesday 28 August 2018 *
Operations Committee	Monday 3 September 2018
Policy & Governance Committee	Tuesday 4 September 2018
Community Planning & Regeneration Planning Committee	Monday 10 September 2018
Audit Committee	Monday 17 September 2018
Council Meeting	Tuesday 18 September 2018
	Monday 24 September 2018
Operations Committee	Monday 1 October 2018
Policy & Governance Committee	Tuesday 2 October 2018
Community Planning & Regeneration Planning Committee	Monday 8 October 2018
Council Meeting	Monday 15 October 2018
	Monday 29 October 2018



<b>Council / Committee Meetings</b>	<b>Date of Meeting</b>
Operations Committee	Monday 5 November 2018
Policy & Governance Committee	Tuesday 6 November 2018
Community Planning & Regeneration Planning Committee	Monday 12 November 2018
Council Meeting	Monday 19 November 2018
	Monday 26 November 2018
Operations Committee	Monday 3 December 2018
Policy & Governance	Tuesday 4 December 2018
Community Planning & Regeneration	Monday 10 December 2018
Audit Committee	Tuesday 11 December 2018
Planning Committee	Wednesday 12 December 2018 *
Council Meeting	Monday 17 December 2018*

\* Denotes change of date due to bank/public holiday.

Moved by Councillor McClelland  
Seconded by Councillor Maguire and

**RESOLVED - that the 2018 Schedule of Meetings for Antrim and Newtownabbey Borough Council be approved.**

*ACTION BY: Member Services*

#### **6.16 CD/PM/111, CD/PM/92, ED/REG/29 FUNDING FROM DEPARTMENT FOR COMMUNITIES FOR PUBLIC REALM SCHEMES 2017/2018**

Members were aware that due to the current suspension of the NI Executive there had been a delay in receiving confirmation of the 2017/18 budget for Public Realm Schemes. To ensure that preparatory work could proceed, the Council approved 'at risk' funding in March 2017 of £104,000 in the expectation that Central Government funding would be forthcoming. Council Officers had received notification that £300,000 would be available in 2017/18 shared by 2 projects:-

- i. Railway Street, Antrim (including the Courtyard) - £150,000
- ii. Glenwell Road, Glengormley - £150,000

The match funding to be provided by the Council would be approximately 10% of the total cost.

In addition to these schemes, the Council had agreed in March to begin preparation work on 2 other key public realm schemes namely:-

- iii. Fountain Street, Antrim

iv. Glengormley Town Centre

The costs of this work could be met through the 'at risk' budget approved in March 2017, in the expectation that capital funding would be available from the Department for Communities (DfC) in 2018/19. To access any capital funding which became available, the proposed schemes needed to be at an advanced stage of readiness. To this end, Officers sought permission to proceed 'at risk' with the consultation site investigation and design phase with no commitment to the capital works.

Moved by Councillor Duffin  
Seconded by Councillor Lynch and

**RESOLVED - that work progresses on the Council's Public Realm Programme in partnership with DfC as outlined.**

*ACTION BY: Reggie Hillen, Head of Capital Development*

**6.17 CP/CP/26 COMMUNITY PLANNING – STATUTORY GUIDANCE AND PARTNERSHIP**

Members were reminded that in November 2015, it was agreed that the Chairperson of the Community Planning & Regeneration Committee be nominated to the position of Chairperson of the Community Planning Partnership. At that time Councillor Brett held the position of Chairperson of Community Planning & Regeneration Committee.

Since the Annual General Meeting, this role was now held by Councillor Logue however, she was not a member of the Community Planning Partnership.

Members considered inviting the Councillors on to the Community Planning Partnership to nominate a Member to Chair the Group at its next Partnership meeting on 26 September 2017.

Moved by Alderman Cosgrove  
Seconded by Councillor Blair and

**RESOLVED - that Members of the Community Planning Partnership select a Chairman from the current membership at the next meeting.**

*ACTION BY: Alison Keenan, Community Planning Manager*

**6.18 G/MSMO/7/Vol 3 #1PILLWILLKILL – REQUEST FOR PRESENTATION**

Members were advised of correspondence received from Teena Patrick, Campaign Member for #1PILLWILLKILL, copy circulated, requesting the opportunity to give a brief overview and present to Members the #1PILLWILLKILL message.

Members were aware of the campaign launched by the parents of Jamie Burns, a young man who died following a night out in Belfast last November. As a result of taking just one pill, Jamie who was their only son, passed away.

William and Lesley Burns had campaigned tirelessly in the fervent hope that doing so would save other families going through the trauma, anguish and heartache they did following Jamie's death.

Moved by Alderman Cosgrove  
Seconded by Councillor Ross and

**RESOLVED – that the request to present to the Council be approved and the matter also be referred to the PCSP.**

*ACTION BY: Member Services*

#### **6.19 CE/GEN/65 RESERVE FORCES AND CADETS ASSOCIATION FOR NI**

Correspondence had been received from the Reserve Forces and Cadets Association for Northern Ireland, a copy of which was circulated, inviting the Council's representatives to their annual briefing dinner on Thursday 21 September 2017, 5.30pm, at Hyde Park Army Reserve Centre, Hospital Road, Belfast.

The dress code for the event was lounge suit and photographic ID would be required to access the centre.

The cost for the dinner was £30 per person.

Moved by Councillor McWilliam  
Seconded by Councillor Bingham and

**RESOLVED - that Alderman Ball and Councillor Michael, the Council's representatives on the Reserve Forces and Cadets Association, attend the event as an approved duty.**

*ACTION BY: Member Services*

#### **6.20 ED/REG/18 BELFAST CITY GROWTH DEAL**

Members recalled that the Council committed its support to the Belfast City-region growth deal in December 2016.

Northern Ireland was the only region of the UK that had not yet obtained a city-region growth deal; other places such as the Manchester, Glasgow and Cardiff city-regions had secured £1 billion plus deals for significant infrastructure programmes, including transport and housing development as

well as skills programmes designed to get local people into work. For example, it was anticipated that the Cardiff city-region deal, which amounted to £1.2billion in infrastructure investment, would deliver 25,000 jobs and lever in an additional £4billion of private sector investment.

Members were aware that Councils across Northern Ireland had been developing Community Plans and Local Development Plans and these included ambitions to attract investment, improve infrastructure, create good jobs and ensure people have the skills they need to succeed. These were issues that were not contained within any one council boundary, therefore local Councils needed to work together at a sub-regional level to ensure competitiveness in a changing global and European environment. Put simply, each sub-region (or functional economic area) needed significant investment in transport infrastructure, tourism product and skills development in order to compete with other regions of the UK and beyond for investment and jobs.

A key area of potential to help us compete was the development of a city-region growth deal. Members recalled that following the General Election in June, the creation of "city-deals" in Northern Ireland was part of a range of commitments made by the new Government.

A "city deal" or "growth deal" was not just for a city but was designed to drive investment and growth across a much wider region and ensure that as large a population as possible felt the benefits of increased investment and employment. Normally functional economic areas (mostly based on Travel to Work regions) were the basis for the established geography of such deals. For the Belfast City Region this included Lisburn & Castlereagh, Ards & North Down, Antrim & Newtownabbey, Mid & East Antrim, and Newry, Mourne & Down. A long list of potential projects for the Antrim and Newtownabbey Council area had been developed and was circulated for Members' consideration.

The leadership of elected Members on this issue was vital. Members were asked to agree that Officers from this Council work with colleagues from the other five in this sub-region to explore the potential for a city region growth deal and the benefits this would bring to those who live and work in our Council area. Members were asked to endorse efforts to obtain a growth deal that would bring measurable benefits to our Council area and beyond. Specific information sessions and workshops were being arranged so that Members could continue to shape this process. In due course new governance arrangements would be developed involving elected representatives and regular progress reports would be provided.

Moved by Alderman Cosgrove  
Seconded by Councillor Lynch and

**RESOLVED - that**

**(a) Officers and Members participate in the Growth Deal development process as outlined**

**(b) The long list of projects for the Antrim and Newtownabbey Borough Council area be approved in principle.**

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

## **6.21 CD/PM/113 ADDITIONAL CAR PARKING OPTIONS AT MOSSLEY MILL**

### Background

Members were aware that a number of private sector companies are based at Mossley Mill, alongside Council staff and other support service staff eg Mount Charles employees. The total number of spaces available at the Mill was 283. The demand for spaces was broken down as follows:

Antrim and Newtownabbey Borough Council staff - 181

Mount Charles staff - 7

Designated spaces for the Mayor and Councillors – 6

Lower ground floor tenant – 20 (The final tenant for lower ground (McCloy Consulting) moved in on the 1<sup>st</sup> August)

Ground floor tenant advises up to 50 staff (numbers not finalised).

Designated Disabled spaces – 14

Designated Parent and child spaces - 3

### **Total - 281**

This figure made no allowance for visitors, customers, meeting attendees or conferencing delegates, which can be high on particular days.

Capital Projects staff had considered a number of options for the development of additional space, two of which were outlined below and shown on the circulated sketch plan for consideration:-

#### Site 1

Location: As you enter the site into the high level car park on the right

No of spaces: approx 10

Approx costs: £12,700 (£1,270 per space)

Site Analysis: Car park provision in this location will erode the landscaped areas that currently complement the existing car park and some spaces may not be acceptable to Transport NI.

#### Site 4

Location: (as shown on the circulated sketch plan)  
Beyond the boundary of the car park to the extreme rear of the buildings

No of spaces	approx 21
Approx costs	£43,000 (£2,047 per space)
Site analysis:	This will encroach further into the public walkway/park area and will require sensitive design that may result in the overall reduction of available spaces.

These two options combined would provide an additional 31 spaces, however it was noted that planning permission would be required. The other options for additional car parking were at Site 2 overlooking the Dam and Site 5 which would be a multi-storey facility. These sites were challenging due to residential proximity and cost. From an operational perspective it was not felt that Site 3 offered a workable solution.

#### Way Forward

During the forthcoming months it was proposed that a survey would be undertaken to ascertain 'normal' car parking levels at the Mill and 'exceptional' levels during conferencing events.

Should it be determined that further spaces needed to be developed, Sites 1 and 4 would be progressed to a further detailed design and cost stage.

Moved by Alderman Smyth  
Seconded by Councillor Blair and

#### **RESOLVED - that**

**(a) a survey be undertaken to ascertain 'normal' car parking levels at the Mill and 'exceptional' levels during conferencing events.**

**(b) should it be determined that further spaces need to be developed, Sites 1 and 4 be progressed to a further detailed design and cost stage.**

*ACTION BY: Reggie Hillen, Head of Capital Development*

Councillor Hollis left the meeting at this point.

## **6.22 AC/EV/7 ENCHANTED WINTER GARDEN 2017 – PROPOSALS**

It was reported that the Enchanted Winter Garden event at Antrim Castle Gardens had been running since 2013 with improvements being made year on year and visitor numbers in 2016 rising to 44,000 (8 to 18 December).

The success of this event highlighted two challenges - parking and bottlenecks due to high volume of people attending. The weather was dry and mild which undoubtedly resulted in visitor numbers.

The 2016 event was delivered for a net cost of £46,000 which was the budget provided in the estimated in 2016/2017. There was no entry fee, and there were charges for the train (£1 for children only – parents were free). The carousel was operated privately and £2 was charged. Santa's Grotto was

delivered by a charity on a pilot basis with donations rather than charges. This raised £5,700 and was oversubscribed throughout the event. In addition, there was lighting in the Large Parterre Garden, Clotworthy House & Courtyard, Wonderland Wood, fire performers and food vendors.

It was proposed that the 2017 event would retain all of these elements as they proved very popular. Provision of £46,000 had again been made within current budgets.

Following a report to the Operations Committee in January it was agreed that options for the potential development of the event would be brought to the Council for consideration. There was the potential to create the 'premier' Christmas event in Northern Ireland at no additional cost to the Council. Three options had been developed for consideration as set out below with estimated costings and income.

**Option 1** was to run the event on the same basis as 2016 as set out above at an estimated cost of £46,000.

**Option 2** was to add to the Option 1 format by re-orientating the event with entry through the Barbican Gate (no vehicle parking on site). Parking would be in town centre car parks and additional lighting would be required from the Barbican Gate through the underpass to the Italianate Tower and Motte (estimated at £20,000). Additional entertainment and street theatre would be required at £10,000 each. This option would also require additional security and marshalling at an estimated cost of £20,000.

It was proposed that the additional £60,000 cost would be met by a £2 per head admission charge for adults and £1 for children, based on 40,000 visitors. As per the 2016 event, the sundry income plus a cover charge, if approved, would be expected to result in no shortfall and any surplus could be donated to the Mayor's charities. This option addressed the challenges experienced in 2016 by extending the scale of the event and concentrating car parking in the town centre.

**Option 3** was to retain all features of option 2 including the entrance charges and adding a Ferris Wheel (approximate cost - £80,000) and/or a Christmas Boat (approximate cost £15,000).

The Ferris Wheel could take up to 250 people per cycle and each cycle takes 15 minutes. Based on 3 cycles per hour and 60% uptake per cycle the estimated income at a charge of £3 per person was £81,000.

The Christmas Boat could take 40 people per cycle and each cycle lasts 10 minutes. Based on 6 cycles per hour and 55% uptake per cycle the estimated income at a charge of £2 per person was £15,840.

Pictures of both attractions were circulated.

This option also addressed the challenges experienced in 2016 by extending the scale of the event and concentrating car parking in the town centre.

### **Santa's Grotto**

It was proposed that, due to the demand for this activity in 2016, at least 2 grottos be put in place in partnership with the charity which provided the grotto in 2016, Cancer Fund for Children NI, and the Mayor's charities with income shared on a 50/50 basis. Income from donations was £5,700 in 2016 and it was proposed that donations, rather than a cover charge, be made again, as per 2016.

### **Event Duration**

The projections were based on operating the event for 12 nights from Saturday 9 December until Tuesday 19 December from 4pm until 9pm daily.

### **Glengormley**

To complement the Christmas Market in Glengormley during the weekend of 2<sup>nd</sup> and 3<sup>rd</sup> of December it was proposed that either the Christmas boat or a small fun fair would be arranged to enhance the event at no cost to the Council.

Moved by Councillor Montgomery  
Seconded by Alderman Cosgrove

### **RESOLVED - that**

- (i) Option 3, including entrance fees at £1 for children, £2 for adults and both Ferris Wheel and Christmas Boat charged at a cost of £3 and £2 per ride respectively be approved. Customers to be issued with a means of identification that will allow repeat access free of charge after initial payment of entrance fee(s). A plan setting out access arrangements to the Gardens to be provided to Operations Committee for noting.**
  
- (ii) The Christmas boat or a funfair during the weekend of 2<sup>nd</sup> and 3<sup>rd</sup> of December at Lilian Bland Community Park be approved.**

On the Motion being put to the meeting 24 members voted in favour of the proposal, 4 voted against and 1 member abstained.

**The Motion was declared carried.**

ACTION BY: Ursula Fay, Head of Arts and Culture

### **6.23 G/MSMO/2 CHANGES TO COMMITTEE MEMBERSHIPS BY THE DEMOCRATIC UNIONIST PARTY**

Following recent membership changes within the Democratic Unionist Party, the Nominating Officer, had advised of the following adjustments to Committee Memberships:



<b>Councillor</b>	<b>Committee</b>	<b>Effective Date</b>
Cllr M Magill	Audit Committee	1 August 2017
Cllr J Greer	Community Planning and Regeneration Committee	1 August 2017
Cllr S Ross	Planning Committee	1 August 2017 to 31 August 2017
Cllr T Hogg	Planning Committee	1 September 2017

Moved by Councillor Webb  
 Seconded by Alderman Campbell and

**RESOLVED - that the changes to Committee Memberships by the Democratic Unionist Party be noted.**

*ACTION BY: Member Services/Terence Wells, Payroll Manager (Temp)*

#### **6.24 L/GEN/53 OFFICIAL OPENING – RATHFERN ACTIVITY AREA**

Works to develop the Rathfern Activity Area were scheduled to be finished by early September 2017. An official opening of the new facility had been scheduled for Saturday 23<sup>rd</sup> September, from 11am to 1pm. Invitations would be issued in due course.

The format for the day would include a ribbon cutting ceremony, activities for the community and displays by the local group.

Moved by Councillor Webb  
 Seconded by Alderman Campbell and

**RESOLVED - that the report be noted.**

*ACTION BY: Elaine Upton, Countryside Officer*

#### **6.25 CE/OA/1 TRANSPORT NI – THE PRIVATE STREETS (NI) ORDER 1980 DEVELOPMENT AT RUSSELL COURT, BALLYCLARE**

Correspondence had been received from Transport NI advising that the streets at the above development had now been adopted (*copy correspondence circulated*).

Moved by Councillor Webb  
 Seconded by Alderman Campbell and

**RESOLVED - that the correspondence be noted.**

NO ACTION

**6.26 CE/OA/1 TRANSPORT NI – THE PRIVATE STREETS (NI) ORDER 1980  
DEVELOPMENT AT ST JOSEPH'S COURT, CRUMLIN**

Correspondence had been received from Transport NI advising that the streets at the above development had now been adopted (*copy correspondence circulated*).

Moved by Councillor Webb  
Seconded by Alderman Campbell and

**RESOLVED - that the correspondence be noted.**

NO ACTION

**6.27 CE/OA/1 TRANSPORT NI – THE PRIVATE STREETS (NI) ORDER 1980  
DEVELOPMENT AT LAURELVALE, CRUMLIN**

Correspondence had been received from Transport NI advising that the streets at the above development had now been adopted (*copy correspondence enclosed*).

Moved by Councillor Webb  
Seconded by Alderman Campbell and

**RESOLVED - that the correspondence be noted.**

NO ACTION

**6.28 FI/FIN/4 BUDGET REPORT – JULY 2017**

A budget report for July 2017 was circulated for Members' information. For the period the Council's variance on Net Cost of Services was £722k favourable, with income from the District Rates and De-Rating Grant being in line with their respective budgets.

Members were advised that should this favourable variance on services continue to the end of the financial year, this would result in a decrease to the General Fund of £35k against a budgeted decrease of £757k.

Moved by Councillor Webb  
Seconded by Alderman Campbell and

**RESOLVED - that the report be noted.**

NO ACTION

**6.29 CE/GEN/74 ANNUAL BUSINESS PLAN – QUARTER ONE UPDATE**

Members were reminded that at the meeting of Full Council in May 2017, a new approach to business planning was agreed.

In July 2017, the Annual Business Plan for 2017-18 was approved.

An update on progress on the delivery of the Annual Business Plan, as at quarter one (April – June 2017), was circulated for Members' attention.

Moved by Councillor Webb  
Seconded by Alderman Campbell and

**RESOLVED - that the quarter one update on the 2017-18 Annual Business Plan be noted.**

NO ACTION

**6.30 PBS/BC/2 BUILDING CONTROL MATTERS FOR THE PERIOD 1- 30 JUNE 2017**

**BUILDING REGULATIONS**

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

**Applications Received**

Full Plans – 43 applications and 45 subsites  
Building Notices – 139  
Regularisation Certificates – 104

**Full Plans**

Approvals – 69  
Rejected applications requiring resubmissions – 69

**Commencements & Completions**

Commencements – 275  
Completions - 238

**Inspections**

A total of 810 Site Inspections were carried out

**Regularisation Certificate**

52 Regularisation Certificates issued

**Building Notice**

129 Completion Certificates issued

**Property Certificates**

Received – 259  
Completed – 243 & 46.9% completed within timescale

**EPB**

EPC's checked – 10 & 80% compliance  
DEC's checked – 3 & 100% compliance  
Air Conditioning checked – 2 & 50% compliance

**Income**

Plan Fees Received for Month	£13280.13
Inspection Fees Invoiced for Month	£40380.90
Building Notice Fees Received for Month	£8736.00
Regularisation Fees Received for Month	£3348.80
Property Certificate Fees Received for Month	<u>£14760.00</u>
<b>TOTAL</b>	<b>£80505.83</b>

Moved by Councillor Webb  
Seconded by Alderman Campbell and

**RESOLVED - that the report be noted.**

*NO ACTION*

**6.31 CP/GEN/22 & CP/GEN/23 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME AND COMMUNITY FESTIVALS FUND 2018/19**

Members were reminded that funding under the current Community Development Grant Aid Programme closes on 31 March 2018 and it is anticipated that a public call will be made on 16 October 2017 and close on 15 December 2017 for Community Development Grants and Community Festivals from 1 April 2018.

Members were reminded that the total budget for the Community Development Grant Aid Programme included in the 2017/18 estimates is £180,000 (£103,721.50 ANBC, £76,278.50 DFC) and £79,600 for the Community Festivals Fund (£50,000 ANBC/ £29,600 DFC).

Central Government funding is not yet confirmed for 2018/19 but Officers recommend proceeding on the assumption that funding will be forthcoming at approximately the same levels as the previous year. Assuming that the Council approves the same levels of funding in the 2018/19 estimates for the Grant Aid Programme and Community Festivals Fund this would equate to overall budgets for both programmes similar to 2017/18; £180,000 for Community Development Grants and £79,600 for Community Festivals.

As was the case in previous years a series of interactive information sessions will be organised in both Antrim and Newtownabbey for those groups interested in submitting applications to the 2018/19 Programme. It is

proposed to include the following categories again in the 2018/19 Programme:

**Current Grant Categories**

Grant Scheme	Grant Type	Rolling / Call	Maximum Award
Small Grants	Seeding Grant and/or Insurance	Rolling programme	£500
	Activity Grant and/or Insurance	Rolling programme	£500
Community Development Grants	Insurance	Public Call	£500
	Outreach and Involvement	Public Call	£2,000
	Summer Schemes	Public Call	£1,500
	Technical Assistance	Public Call	£3,000
Premises Grants		Public Call	£3,500
Good Relations Grants		Rolling programme	£2,500
Festivals Grants		Public Call	£5,000

Moved by Councillor Webb  
 Seconded by Alderman Campbell and

**RESOLVED - that the report be noted.**

NO ACTION

**6.32 CD/PM/2 & ED/ED/38 LOUGH NEAGH GATEWAY CENTRE**

Members were reminded that Officers have been pursuing funding from the Rural Tourism Scheme towards the development of the Lough Neagh Gateway Centre. Correspondence has now been received, a copy of which was circulated confirming that the Council was successful in the first round of the scheme (expression of interest call) and has now been invited to submit a full application. Officers will complete the application within the next 2 weeks and it is hoped that as the programme is operating on a rolling basis that a decision may be forthcoming over the next few months.

Members were reminded that the tender for the Gateway Centre is due for return on the 31 August 2017. A further report will be provided to Members in due course.

Moved by Councillor Webb  
 Seconded by Alderman Campbell and

**RESOLVED - that the report be noted.**

NO ACTION

Councillor Webb proposed that,

under 28.1 of Standing Orders, 17.1 (1) of Standing Orders be suspended to allow a motion of urgency concerning the impact of proposed health service cuts by the Northern Trust in the Antrim and Newtownabbey Borough Council area.

Seconded by Alderman Cosgrove

**RESOLVED – that 17.1 (1) of Standing Orders be suspended.**

#### **MOTION OF URGENCY**

The Council is concerned about the impact of the proposed Health Service cuts of £70m and, in particular, the proposed Northern Trust's £13m share of this. As there is a short window to make responses to the consultation paper, Councillor Webb proposed that a cross-party Working Group be set up for the purpose of responding on behalf of the Council. This Working group would be made up of one Member from each Party and an appropriate Officer. The names of Members are to be supplied by the Group Leaders to the Chief Executive.

Seconded by Councillor Kelly.

**RESOLVED - that a cross-party Working Group be set up for the purpose of responding on behalf of the Council. This Working group to be made up of one Member from each Party and an appropriate Officer. The names of Members to be supplied by the Group Leaders to the Chief Executive.**

#### **MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Councillor Magill  
Seconded by Councillor Michael and

**RESOLVED - that Council proceeds to conduct the following business 'In Committee'.**

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

#### **ITEMS IN COMMITTEE**

##### **6.33 IN CONFIDENCE FI/PRO/TEN/79 TENDER FOR THE PROVISION OF TEMPORARY RECRUITMENT SERVICES Contract Period 12 September 2017 to 31 August 2018 (with an option to extend for a further three periods of twelve months, subject to review and performance)**

Tenders for the provision of temporary recruitment services were opened via the E-Tenders NI Portal on the 15<sup>th</sup> June 2017 and referred to the Evaluation Panel for

assessment. The tenders were evaluated on a two stage basis for each Lot of the framework as follows:

### Lot Description

Lot 1: Operational positions (SCP6 – SCP14 inclusive)

Lot 2: Administrative & Leisure positions (SCP15 – SCP28 inclusive)

Lot 3: Technical positions (SCP29 – SCP65 inclusive)

### STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as mandatory exclusion, economic and financial standing, previous relevant experience (company and team members), monthly management information, invoicing requirements and declarations and form of tender. A total of twelve service providers tendered over the three Lots. One tenderer failed Stage 1 and the remaining eleven tenderers met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

### STAGE 2 – AWARD STAGE (Service Delivery Proposals and Cost)

Two tenderers submitted non-compliant costing bids due to completion of incorrect costing templates and therefore were not considered further in the evaluation process.

The nine remaining tenderers were evaluated on the basis of meeting the specification and service delivery proposals (accounting for 60% of the available marks) including the following aspects:

- Meeting the specification (Pass/Fail)
- Methodology (10%)
- Capacity to Deliver (40%)
- Contract Management (10%)

All tenders met the specification and proceeded to be evaluated on the basis of service delivery proposals (60%) and cost (40%).

The scores for Lots 1, 2 and 3 were as follows:

#### LOT 1

	Service Provider	Service Delivery Score (max. 60%)	Total (Mark Up) Cost (£) excl. VAT	Total % (Mark Up) Cost Score (max. 40%)	Total Score (max. 100%)
1	Premiere Employment Group Ltd.				
2	Kennedy Recruitment Ltd.				
3	MPA Recruitment Ltd.				
4	Grafton Recruitment Ltd.				
5	Brook Street Bureau Ltd.				
6					
7					

8					
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**LOT 2**

	Service Provider	Service Delivery Score (max. 60%)	Total (Mark Up) Cost (£) excl. VAT	Total % (Mark Up) Cost Score (max. 40%)	Total Score (max. 100%)
1	Premiere Employment Group Ltd.				
2	Kennedy Recruitment Ltd.				
3	MPA Recruitment Ltd.				
4	Grafton Recruitment Ltd.				
5	Brook Street Bureau Ltd.				

**LOT 3**

	Service Provider	Service Delivery Score (max. 60%)	Total (Mark Up) Cost (£) excl. VAT	Total % (Mark Up) Cost Score (max. 40%)	Total Score (max. 100%)
1	Premiere Employment Group Ltd.				
2	Kennedy Recruitment Ltd.				
3	MPA Recruitment Ltd.				
4	Grafton Recruitment Ltd.				
5	Brook Street Bureau Ltd.				

Moved by Councillor Webb  
 Seconded by Councillor Magill and

**RESOLVED:** that the five highest scoring tenderers in each Lot, be appointed to the framework for the provision of temporary recruitment services for the period 12 September 2017 to 31 August 2018 (with an option to extend for a further 3 periods of 12 months, subject to review and performance).

*ACTION BY: Julia Clarke, Senior Procurement Officer*

**6.34 IN CONFIDENCE FI/PRO/TEN/129 TENDER FOR THE PROVISION OF PRINTING SERVICES Contract Period 12 September 2017 to 31 August 2019 (with an option to extend for a further one year subject to review and performance)**



11 tenders for the provision of a framework for printing services were opened via the E-Sourcing NI Portal on 23 June 2017 and referred to the Evaluation Panel for assessment. Lots 1 to 4 will be appointed to the top three highest scoring suppliers for each lot. Lot 5 will be awarded to the highest scoring supplier with a reserve supplier (second highest scoring supplier) appointed. The tenders were evaluated on a two stage basis as follows:

### STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, previous relevant experience, management systems and practices and declarations and form of tender. Two of the tenders did not meet the requirements of Stage 1 of the evaluation process and therefore did not proceed to Stage 2. The remaining 9 tenders were evaluated on the basis of service delivery proposals (30%) and cost (70%) where previous relevant experience could be demonstrated. A basket of high frequency items was used to assist the cost analysis for each lot. Details are as follows:

### STAGE 2 – AWARD STAGE

#### Quality/ Commercial Assessment (30%/ 70%)

#### Lot 1 - Corporate Publications

Supplier	Quality Assessment (out of 30%)	Cost Assessment (out of 70%)	Total % Score	Cost of High Frequency Items (£) (Excl VAT)
GPS Colour Graphics Ltd	████	████	████	████████
W & G Baird Limited	████	████	████	████████
Nicholson & Bass Ltd	████	████	████	████████
████████	████	████	████	████████
████████	████	████	████	████████

Moved by Alderman M Girvan  
 Seconded by Councillor Lynch and

**RESOLVED: that**

- A) having achieved the highest three scores for lot 1, GPS Colour Graphics Ltd, W & G Baird Limited and Nicholson & Bass Ltd be appointed to the framework for this lot for the period 12 September 2017 to 31 August 2019 (with an option to extend for a further one year subject to review and performance)**

B) appointed suppliers will be invited to quote for work each time the Council requires printing services that fall under this lot.

**Lot 2 – Corporate Stationery**

Supplier	Quality Assessment (out of 30%)	Cost Assessment (out of 70%)	Total % Score	Cost of High Frequency Items (£) (Excl VAT)
Impro Printing Ltd	████	████	████	████
Minprint Ltd	████	████	████	████
The Dargan Press (Henderson Print)	████	████	████	████
██████████	████	████	████	████

Moved by Alderman M Girvan  
 Seconded by Councillor Lynch and

**RESOLVED: that**

A) having achieved the highest three scores for lot 2, Impro Printing Ltd, Minprint Ltd and The Dargan Press (Henderson Print) be appointed to the framework for this lot for the period 12 September 2017 to 31 August 2019 (with an option to extend for a further one year subject to review and performance)

B) appointed suppliers will be invited to quote for work each time the Council requires printing services that fall under this lot.

**Lot 3 – Continuous Paper**

No award due to only one compliant bid being received for this lot which was not competitive. Quotations will be sought as and when required.

**Lot 4 – Promotional Printed Flyers, Leaflets and Posters**

Supplier	Quality Assessment (out of 30%)	Cost Assessment (out of 70%)	Total % Score	Cost of High Frequency Items (£) (Excl VAT)
Impro Printing Ltd	████	████	████	████

<b>The Dargan Press (Henderson Print)</b>				
<b>GPS Colour Graphics Ltd</b>				

Moved by Alderman M Girvan  
 Seconded by Councillor Lynch and

**RESOLVED: that**

- A) having achieved the highest three scores for lot 4, Impro Printing Ltd, The Dargan Press (Henderson Print) and GPS Colour Graphics Ltd be appointed to the framework for this lot for the period 12 September 2017 to 31 August 2019 (with an option to extend for a further one year subject to review and performance)**
- B) appointed suppliers will be invited to quote for work each time the Council requires printing services that fall under this lot.**

**Lot 5 – Promotional Banners, Posters and Display Boards**

Three tenders were received for this lot however the samples submitted for one of the tenders were unacceptable. The samples for the other two tenders were acceptable and proceeded to be evaluated as follows:

<b>Supplier</b>		<b>Quality Assessment (out of 30%)</b>	<b>Cost Assessment (out of 70%)</b>	<b>Total % Score</b>	<b>Cost of High Frequency Items (£) (Excl VAT)</b>
<b>4 Corners Sign Print and Display Limited</b>					
<b>GPS Colour Graphics Ltd</b>					

Moved by Alderman M Girvan  
 Seconded by Councillor Lynch and

**RESOLVED: that**

- A) having achieved the higher score for lot 5, 4 Corners Sign, Print and Display Limited be appointed to provide promotional banners, posters and display boards for the period 12 September 2017 to 31 August 2019 (with an option to extend for a further one year subject to review and performance).
- B) having achieved the second highest score for lot 5, GPS Colour Graphics Ltd be appointed as reserve supplier to provide promotional banners, posters and display boards for the period 12 September 2017 to 31 August 2019 (with an option to extend for a further one year subject to review and performance).

*ACTION BY: Sharon Logue, Procurement Manager*

#### 6.35 IN CONFIDENCE

1. **PM/TEN/159 CONTRACT FOR MANNED SECURITY AND CCTV MONITORING, MOBILE PATROL AND KEY HOLDING**
2. **PM/TEN/ANNUAL/13 CONTRACT FOR THE PROVISION OF CLEANING SERVICES AT ANTRIM CIVIC CENTRE, ENVIRONMENTAL SERVICES DEPOT, CLOTWORTHY HOUSE AND OLD COURTHOUSE (LEGACY ANTRIM)**
3. **TQ/626 CONTRACT FOR THE PROVISION OF CLEANING SERVICES (LEGACY NEWTOWNABBEY)**
4. **FI/PRO/TEN/39 CONTRACT FOR THE OPENING, CLOSING & CLEANING OF PUBLIC CONVENIENCES & OTHER GATED AREAS**

Members were advised that the above contracts with (1) Securitas Security Services (2) Mount Charles (3) Precision Industrial Services Ltd AND (4) OCS Group UK are all due to expire on 31 August 2017.

The new tender for the provision of Manned Security and CCTV Monitoring, Mobile Patrol and Key Holding (incorporating opening & closing of gated areas) closes on 18 August 2017 with a view to commencement of the new contract on 1 November 2017. In order to provide continuity of service, Officers wish to extend the current contract to 31 October 2017.

The new tenders for the provision of cleaning services (which will incorporate the opening, closing and cleaning of Public Conveniences) will be issued in August 2017. In order to facilitate the tender process, Officers wish to extend the current contracts for a further period to 31 December 2017 to allow the necessary time required to procure the services required, merge legacy Council services and to ensure service continuity until the new contracts are in place.

The Council has no experience of any significant issues with the services provided by those service providers listed above under the terms of these contracts.

Moved by Alderman Cosgrove  
Seconded by Alderman Smyth and

**RESOLVED: that**

- i. the contract for Manned Security and CCTV Monitoring, Mobile Patrol and Key Holding as detailed above, be extended to 31 October 2017.
- ii. the contracts for cleaning services with Mount Charles and Precision Industrial Services Ltd be extended to 31 December 2017.
- iii. the contract for opening, closing and cleaning of public conveniences with OCS Group UK be extended up to 31 December 2017.

*ACTION BY: Sharon Logue, Procurement Manager*

**6.36 IN CONFIDENCE PBS/PS/5 PROCUREMENT OF PROPERTY SERVICES SOFTWARE**

Members were reminded that the Property Services section currently use [REDACTED] for all works requests. [REDACTED]

[REDACTED] The replacement of the existing [REDACTED] was one of the key digital convergence projects and was identified as an initial early project to progress the overall digital strategy.

[REDACTED]

To address this a Business Case/Economic Appraisal has been developed, a copy of which was circulated. Officers also researched best practice technology in Croydon Council and the Scottish Fire and Rescue Authority. The Council's Digital Transformation Team has undertaken a review and recommended the replacement of the existing software, with a new software package that will meet the needs of the Property Services section to address the demands being placed upon it. The replacement cost of the existing [REDACTED] package with a Property services software package using a Crown Commercial Service, is approximately £[REDACTED] over a 3 year period, with a contractual review after 3 years.

Officers have identified two procurement frameworks, which include property management systems, both provided for by Crown Commercial Service. Officers intend to procure the replacement system using one of these frameworks, however additional work is required to identify which framework will best meet the needs of the Property Services Section.

The Crown Commercial Service framework is fast and easy to use, which results in substantial process efficiencies, as buyers do not need to carry out lengthy procurements under the Official Journal of the European Union (OJEU) process as the frameworks on the Digital Marketplace are fully compliant with EU procurement regulations.

Moved by Councillor Lynch  
Seconded by Councillor Duffin and

**RESOLVED: that approval be granted to replace the existing [REDACTED] software package with a Property Services software package using the Crown Commercial Service, at an approximate cost of £[REDACTED] over a 3 year period, with a contractual review after 3 years.**

*ACTION BY: Colin Meneely, Business Support Manager*

#### **6.37 TQ/806 TENDER FOR THE PROVISION OF ADVERTISING PLACEMENT SERVICES**

Members were advised that the above contract is due to expire on 31 August 2017.

Following a review of advertising placement by the Council, largely associated with planning notices, a new procurement process has commenced. Moreover, Council has no experience of any significant issues with the advertising services received by the service provider.

Officers wish to extend the current contract for a further period to 31 December 2017 in order to allow the necessary time for the new tender process to be completed.

Moved by Alderman Barr  
Seconded by Councillor Lynch and

**RESOLVED: that the current contract for advertising placement services be extended for a further period to 31 December 2017.**

*ACTION BY: Julia Clarke, Senior Procurement Officer*

#### **6.38 IN CONFIDENCE CE/STC/88 ORGANISATION STRUCTURES AND SEVERANCE**

A report relating to organisational structures and severance was presented at the meeting.

Moved by Councillor Montgomery  
Seconded by Councillor McClelland and

**RESOLVED – that the proposed amended structures and severance be approved subject to consultation with the trade unions and employees.**

*ACTION BY: Joan Cowan, Head of Human Resources*

**MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Alderman Agnew  
Seconded by Councillor Webb and

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

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

The Mayor thanked everyone for attending and the meeting concluded at 9.06pm.

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**Mayor**

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

