



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN  
MOSSLEY MILL ON MONDAY 30 NOVEMBER 2015 AT 6:30 PM**

- In the Chair** : The Mayor (Councillor T Hogg)
- Members Present** : Aldermen - F Agnew, W Ball, P Barr, T Campbell,  
M Cosgrove, B DeCourcy, J Smyth and R Swann
- Councillors - D Arthurs, A Ball, T Beatty, J Bingham, J Blair, P  
Brett, T Burns, L Clarke, H Cushinan, B Duffin, T Girvan, M  
Goodman, P Hamill, T Hogg, D Hollis, N Kells, N Kelly, R  
Lynch, M Maguire, J Montgomery, N McClelland, V  
McWilliam, M Rea, D Ritchie, S Ross, J Scott and B Webb
- Officers Present** : Chief Executive - Mrs J Dixon  
Director of Finance & Governance - Mrs C McFarland  
Director of Organisation Development - Mrs A McCooke  
Director of Operations - Ms G Girvan  
Legal Advisor - Mr P Casey  
Marketing & PR Officer - J Donnelly  
Senior Mayor/Member Services Officer - K Smyth  
Member Services Officer - Mrs D Hynes  
ICT Officer - Mr J Higginson

**1 BIBLE READING, PRAYER AND WELCOME**

The meeting opened with a Bible reading and prayer by Rev. Campbell Dixon MBE.

Councillors Kelly, Cushinan and Goodman arrived following this item.

Members stood for one minute's silence as a mark of respect for the victims of the terrorist attacks that took place in Paris.

**2 APOLOGIES**

Alderman M Girvan  
Councillors A Logue, B Kelso, P Michael and M Magill.

### **MAYOR'S REMARKS**

Condolences were extended to Councillor John Scott and Paul Holly on their recent bereavements.

The Mayor welcomed back Councillor Hollis after his period of illness.

The Mayor condemned the violent attack on Subi Philip's home, a local resident of the Borough.

The Mayor commended Randalstown Traders Association on the towns market and what a fine example this was to other towns and villages.

Councillor Hollis thanked everyone for all their best wishes and thoughts over his period of illness.

### **3 DECLARATIONS OF INTEREST**

Councillor Webb declared an interest in Item 9.25.

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

Moved by Councillor McClelland  
Seconded by Councillor Duffin and

**RESOLVED - that the Minutes of the proceedings of Antrim and Newtownabbey Borough Council Meeting of 26 October 2015 be taken as read and signed as correct.**

*NO ACTION*

### **5 MINUTES OF THE OPERATIONS COMMITTEE MEETING**

Moved by Alderman Smyth  
Seconded by Councillor McWilliam and

Alderman Smyth commended Ursula Fay and her team on the wonderful fireworks displays within the Borough.

**RESOLVED - that the Minutes of the proceedings of the Operations Committee of 2 November 2015 be approved and adopted.**

*NO ACTION*

**6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE**

Moved by Councillor Arthurs  
Seconded by Alderman Barr and

**RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee of 3 November 2015 be approved and adopted and that the Rowan Presentation be brought back to Council at a suitable date.**

*ACTION BY: Member Services*

**7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE**

Moved by Councillor Brett  
Seconded by Councillor Lynch and

**RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee of 9 November 2015 be approved and adopted.**

*NO ACTION*

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

Moved by Alderman Swann  
Seconded by Alderman Campbell and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee of, 16 November 2015 Part 1 be taken as read and signed as correct.**

*NO ACTION*

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

Moved by Alderman Swann  
Seconded by Alderman Campbell and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee of 16 November, Part 2 be approved and adopted.**

*NO ACTION*

**9.1 G/MSMO/7 PRESENTATION BY THE PLANNING APPEALS COMMISSION**

Members were reminded that it was agreed at the August 2015 Council meeting that the Planning Appeals Commission be invited to deliver a presentation to the Council on the role of the Commission.

Members were further reminded that current cases could not be discussed.

The Mayor introduced and welcomed Planning Appeals Commission representatives Elaine Kingham, Chief Commissioner and Trevor Rue, Deputy Chief Commissioner.

The presentation covered the undernoted:

- Background and Functions of the Planning Appeals Commission
- Appeals
- Award of Costs
- PAC had no role in making Policy.

Ms Kingham and Mr Rue responded to enquiries from members elaborating as necessary on challenges, non-determination, appeals, policy application, committee decisions contrary to officers recommendation, evidence, timeframes, costs and precedents.

The Mayor thanked the Planning Appeals Commission for their presentation and they withdrew from the meeting at this point.

Copies of the Guidance on Costs Awards in Planning and Related Appeals were tabled and subsequently circulated to Members.

NO ACTION

## **9.2 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:-

- Enkalon Foundation.

Moved by Alderman Smyth  
Seconded by Councillor Bingham and agreed that

**RESOLVED – that the sealing of documents be approved.**

*ACTION BY: Paul Casey/Liz Johnston.*

## **9.3 G/LEG/2 SOCIETY LOTTERY RENEWAL APPLICATION**

An application to hold a Society Lottery on 12 February 2016 at Drumross Adult Centre had been received from MENCAP. The application met all statutory requirements and PSNI have no objections.

Moved by Councillor Bingham

Seconded by Councillor McClelland and

**RESOLVED: Members approve issuing a licence for the above Society Lottery.**

ACTION BY: Rachel Shaw

**9.4 CE/OA/1 TRANSPORT NI: COLLISION REMEDIAL MEASURES – MONKSTOWN ROAD/BRIDGE ROAD, NEWTOWNABBEY**

Correspondence had been received from Transport NI outlining a proposed series of road safety measures at the junction of Monkstown Road/Bridge Road, Newtownabbey to address a history of traffic collisions involving right turn movements into Bridge Road (copy correspondence was circulated).

Moved by Alderman Ball  
Seconded by Councillor Ross and

**RESOLVED: that a letter be issued to Transport NI welcoming the road safety measures.**

ACTION BY: Member Services

**9.5 CE/OA/1 TRANSPORT NI: PROPOSED SPEED LIMIT – THE BURN ROAD, DOAGH**

Correspondence had been received from Transport NI inviting comments on proposed speed limits for the Burn Road, Doagh (copy correspondence was circulated).

Moved by Councillor McWilliam  
Seconded by Councillor Bingham and

**RESOLVED: That a letter be issued to Transport NI welcoming proposed speed limits.**

ACTION BY: Member Services

**9.6 G/GEN/1 GREYSTONE ROAD POST OFFICE - PROPOSED MOVE TO NEW PREMISES**

Correspondence had been received from the Post Office confirming the proposal to move Greystone Road Post Office to a new location at Spar Greystone, 8 Greystone Shopping Centre, Antrim, BT41 1JW and change to the new local style layout.

Full details of the new branch were circulated.

Moved by Alderman Smyth

Seconded by Councillor Lynch and

**RESOLVED: that Council welcomes the proposed move of Greystone Office.**

ACTION BY: Member Services

#### **9.7 EH/PHWB/5 FUEL POVERTY COALITION CONFERENCE 2015**

Members were reminded that details of the Fuel Poverty Coalition Conference 2015 to be held on 1 December 2015 at the Dunadry Hotel was previously circulated.

The conference will address a wide range of issues including:

- The Fuel Poverty landscape across the UK
- The health consequences of Fuel Poverty
- Policy Responses and upcoming challenges

The cost to attend this conference is £100 + VAT.

Moved by Alderman Cosgrove  
Seconded by Alderman Smyth and

**RESOLVED: That Chair and Vice Chair of the Operations Committee, or their nominees, together with an appropriate officer attend the conference as an approved duty.**

**NOTED: Councillor Beatty would be representing the Chairman.**

ACTION BY: Clifford Todd

#### **9.8 EL156/EL157/EL158 ENTERTAINMENT LICENCE APPLICATIONS**

Applications had been received for the grant of Entertainments Licences for the following premises.

| <b>Licensee</b> | <b>Location of Premises</b>                     | <b>Type(s) of Entertainment</b>                              | <b>New Application Or Renewal</b> |
|-----------------|---|--|-----------------------------------|
| Mr Greig McAfee | Top of The Town<br>77 Fountain Street<br>Antrim | Dancing, singing,<br>music or other similar<br>entertainment | NEW                               |
| Mr S Downes     | Antrim Boat Club<br>14 Castle Street<br>Antrim  | Dancing, singing,<br>music or other similar<br>entertainment | NEW                               |

|                |  |  |     |
|----------------|--|--|-----|
| Mr Daryl Adams | Rococo Wine Bar<br>10-16 Castle Street<br>Antrim | Dancing, singing,<br>music or other similar<br>entertainment | NEW |
|----------------|--|--|-----|

**Approval of the Entertainment Licences above is recommended subject to satisfactory public and statutory consultation with Northern Ireland Fire and Rescue Service.**

**LS.E.210 Knags Bar & Grill**

An application for the variation of an existing Entertainments Licence has been received in respect of Knags Bar & Grill, Olivia Centre, 373 – 375 Antrim Road, Newtownabbey.

**No complaints have been received following publication of a Public Notice as required in a local newspaper.**

**the variation of the licence be granted subject to receipt of a satisfactory report from the PSNI, Northern Ireland Fire and Rescue Service and the completion of a final inspection.**

**LS.E.212 The Loft Bar & Restaurant**

An application for a provisional grant of an Entertainments Licence has been received in respect of The Loft Bar & Restaurant, 28A – 36 Mallusk Road, Newtownabbey.

**No complaints have been received following publication of a Public Notice as required in a local newspaper.**

**the Entertainments Licence be granted provisionally pending receipt of satisfactory reports from PSNI and Northern Ireland Fire and Rescue Service.**

Moved by Councillor Kelly  
Seconded by Councillor Lynch and

**RESOLVED: that the above Entertainment Licence Applications be granted.**

ACTION BY: Clifford Todd

**9.9 FI/FIN/15 PUBLIC APPOINTMENT OPPORTUNITY: MEMBER OF NILGOSC**

Correspondence was circulated to Members from the Department of the Environment, Public Appointments Unit advising of a Public Appointment Opportunity for a new member to the Northern Ireland Local Government

Officers' Superannuation Committee (NILGOSC). The closing date by which an application pack must be requested was Monday 23 November. Alderman Burns and Councillor Lynch had requested application packs.

Appointment will be for a 4 year term, effective from 1 March 2016. All applications require endorsement of Council.

Completed application forms must be returned to the Department no later than 12 Noon on Monday 7 December 2015.

Moved by Alderman Campbell  
Seconded by Councillor Duffin and

**RESOLVED: That Council endorses the expressions of interest from Alderman Burns and Councillor Lynch seeking Public Appointment as a new member to NILGOSC.**

ACTION BY: Jacqui Dixon/Minnie Aiken

#### **9.10 HOCKEY PITCHES**

Following completion of condition surveys of the hockey pitch at the Valley Leisure Centre and synthetic pitch at Antrim Forum (Marks Arena) replacement surfaces are required. Due to age and use, both are in poor condition and are worn in parts.

##### **Valley Leisure Centre**

The survey at the Valley pitch has recommended that the carpet, shock pad, kerbs and run-off margins need replaced, as well as works being required to drainage.

Estimated costings for a sand dressed surface and associated works are approximately £200,000 – with a contingency of 10% and fees of 6% the total estimated cost is in the region of £240,000 (outline business case and economic appraisal attached). Capital provision of £150,000 has been made for replacement of this pitch. A further £700,000 has been made for leisure centre and this can provide the balance in funding.

##### **Antrim Forum**

As Members were aware there had been a number of occasions in the last 2 weeks when the pitch at the Forum has not been playable (due to heavy and prolonged rain many pitches across Northern Ireland have not been playable).

The pitch which primarily facilitates hockey, plus football and training is reaching the end of its useful life and needs replaced. In the meantime work has been carried out this week to improve drainage on an interim basis and ensure that as far as possible the pitch remains playable. A meeting has also taken place with representatives of the two key teams which use the facility – Antrim Men's Hockey Club and Randalstown Ladies Hockey Club.



An initial survey at the pitch has recommended that the carpet needs to be replaced. Further inspection is required of the shockpad, drainage and adjacent banks.

At this initial business case stage for both pitches a small contingency has been included but final costs cannot be quantified until further and detailed testing and design are completed. Business cases and Economic Appraisals were circulated.

Moved by Alderman Smyth  
Seconded by Councillor Kells and

**RESOLVED: That Council approves the replacement of the pitch surfaces at Valley and Antrim Forum, as outlined in the report, subject to completion of further testing, through the appointment of consultants and contractors, the estimated total costs of £480,000 being met through capital budget.**

ACTION BY: Dean Holmes/Roberta Murray

#### **9.11 L/CP/1 CAR PARKING**

At the November 2015 Council meeting Members had approved the introduction of free car parking for 3 hours in both Central and Railway Street car parks in Antrim town with charging on an hourly rate thereafter at 30p per hour in each.

After consultation with Transport NI it has become evident that it is not technically possible to implement free car parking at the Pay and Display car park, in Railway Street. This is due to the fact that a payment needs to be made to receive a parking ticket and therefore determine when a vehicle entered the car park. It is therefore proposed to implement a charge of £0.10 in this car park for up to three hours and an hourly rate of £0.30 per hour thereafter.

Moved by Alderman Smyth  
Seconded by Councillor Kells and

**RESOLVED: that with contracts in place until October next year, approval is given to introduce car parking charge of £0.10 for 3 the first hours in Railway Street, Antrim and an hourly rate of £0.30 per hour thereafter with immediate effect. A further report on charging to be brought to the Council in due course.**

ACTION BY: Paul Holly

#### **9.12 L/SAP/CL/1 SHOGUN JU-JITSU**

A request for funding had been received from Shogun Ju Jitsu for assistance with an event being planned for Saturday 6<sup>th</sup> and Sunday 7<sup>th</sup> February 2016. The club proposes to bring its 4 clubs together for a grading event and approximately 70 – 80 children are expected to take part.

The event fits within the Leisure Grant Aid Scheme which will open for a second call in December, subject to council approval.

As with previous applications for events, submission of an application before the event takes place is sufficient for it to be assessed. Any funding subsequently approved will be confirmed upon consideration by Committee/approval by council in the normal way.

Moved by Councillor Bingham  
Seconded by Councillor Lynch and

**RESOLVED: Shogun Jujitsu progress an application through the Leisure Grant Aid Programme for its February event.**

ACTION BY: Geraldine Girvan

### **9.13 WM/WM/13 RETHINK WASTE FUND**

#### **Background**

As Members were aware, over the last few years applications to the DoE Rethink Waste grant submitted by the former Newtownabbey Borough Council have been successful. Funding for triple stack recycling units, 180 litre black bins and funding for canvassing (education/awareness) was been secured, as well as for the new Household Recycling Centre at O'Neill Road.

The grant scheme has been intermittent in recent years due to budget priorities and calls for applications tend to be made at short notice and with very quick turnaround times for submission of applications and deadlines for spend.

The DoE recently released a call for suitable projects to be implemented by March 2016. Due to the limited time scale Officers submitted a speculative bid for £228,440 for triple stack recycling units, 180l bins and canvassing to roll the scheme out to a further 4,000 properties within the Newtownabbey area – subject to Council consideration/approval.

The introduction of triple stack units and 180 litre bins to date (to replace the red and black kerbie boxes and 240 litre black bins) has proved very successful in increasing recycling.

The DoE has indicated that the cost of 4,000 triple stack units within the application has been recommended for approval. This equates to £149,440 leaving a shortfall to cover the cost of the 180l bins and canvassing of

£79,000. Additional funding from Rethink Waste may become available however; there is no guarantee of this.

Members will be aware that proposals for the future collection of waste/recycling are still under consideration. Therefore in relation to this application a number of options are available to the Council:

- i. Do not proceed with the application for funding until the future arrangements are agreed
- ii. Accept the offer of funding and introduce a further 4,000 triple stack units in the Newtownabbey area without the accompanying 180 litre black bin or associated canvassing
- iii. Accept the offer of funding and introduce a further 4,000 triple stack units in the Newtownabbey area with the accompanying 180 litre black bin and associated canvassing and meet the shortfall of up to £79,000 from the £200,000 budget that was approved in the current capital programme for waste management.

In considering the options it is important to highlight that the roll out of triple stacks in Newtownabbey has been well received and has increased recycling. It is widely accepted that the best recycling results come from the previous approach – introduction of triple stack recycling unit, provision of 180 litre black bin and an education/awareness programme.

Should the council agree to proceed, the 4,000 properties which will receive the triple stack/180 litre black bin will be selected, similar to previous process on the basis of 5 routes covering a wide variety of areas across Newtownabbey.

Moved by Councillor Brett  
Seconded by Alderman Cosgrove and

**RESOLVED: that the Council accepts grant funding of £149,440 from Rethink Waste for the purchase of 4,000 triple stack systems and agrees to meet the shortfall in funding of up to £79,000 for the corresponding 180 litre black bins and canvassing in the Newtownabbey area.**

NOTED: Officers to bring a report on current and future waste management arrangements to the Council in due course.

ACTION BY: Michael Laverty/Lisa Mayne

#### **9.14 WM/FM/3 CORPORATE CAPITAL VEHICLE REPLACEMENT 2015/16**

Members were advised that upon departmental structure review a need had arisen to replace a small van within the Building Maintenance Section with a large van.

The existing vehicle provision is currently being facilitated by a hire vehicle.

The cost of the new vehicle is estimated at £17,000 for which provision exists within the current vehicle replacement budget. It is proposed that the large van be purchased as a replacement vehicle.

A Business Case and Economic Appraisal were circulated.

Moved by Alderman Smyth  
Seconded by Councillor Beatty and

**RESOLVED: That-**

- a) A large van be purchased for Property and Building Services**
- b) The Business case and economic appraisal be approved.**

ACTION BY: Lynda Gregg

#### **9.15 AC/GEN/24 ANTRIM CIVIC CENTRE CAFE**

Members were advised that the operation of Café 4 U at Antrim Civic Centre is operated by a catering contractor who pays a monthly rent to the Council. The current contract is with Manns Catering and runs until the end of March 2016. Café 4 U is usually open from 9.30am until 4.30pm during office hours, whilst also providing out of hours hospitality for all other events at Antrim Civic Centre.

The contractor had requested that, given the usual fall in demand for this service over the Christmas holiday period due to staff leave and a greatly reduced meeting schedule they be permitted to close the café from 3pm on Wednesday 23 December 2015 until 9.30am Monday 4 January 2016. They will use this time to carry out essential deep cleaning and can still provide event or meeting hospitality if required. If the closure proceeds then it is proposed that this information is communicated widely with all those who may be affected and to permit staff to use the café seating area to consume their own food during this period.

Moved by Councillor Kells  
Seconded by Councillor Arthurs and

**RESOLVED: that the request that Manns Catering to close Café 4 U from 3.00pm on Wednesday 23 December until 9.30am on Monday 4 January be approved subject to the provision of meeting or event hospitality during this time if required.**

ACTION BY: Ursula Fay

## 9.16 WM/GEN/10 CHRISTMAS BIN COLLECTIONS

Officers had been assessing refuse and recycling bin collection options for Christmas 2015 with the aim to minimise disruption to the service for residents. The collection days affected are as follows:

- Friday 25 December 2015
- Monday 28 December 2015
- Friday 1 January 2016

The collection service in legacy Antrim is carried out over a 4-day week, Monday to Thursday and therefore the only potential day affected is Monday 28 December 2015, whereas the normal collection schedule in legacy Newtownabbey would occur on all these dates.

Historically, bin collections in legacy Newtownabbey would be postponed to the following day with the Friday service provided on the Saturday until collections were back in sequence. If this system was used this year, it would be 9 January until the bin collections were back on schedule with all 38,000 properties in the legacy Newtownabbey region affected. Therefore, it is proposed to only reschedule the affected days, with approximately 5,000 households affected, and the service will be back to normal by 2 January 2016.

The proposed alternative collection days are:

|                         | <b>Legacy Antrim</b>                                   | <b>Legacy Newtownabbey</b>                             |
|-------------------------|--|--|
| Friday 25 December 2015 | <i>No alternative collection required</i>              | <i>Monday 28 December 2015</i>                         |
| Monday 28 December 2015 | <i>Collection as Normal on Monday 28 December 2015</i> | <i>Collection as Normal on Monday 28 December 2015</i> |
| Friday 1 January 2016   | <i>No alternative collection required</i>              | <i>Saturday 2 January 2016</i>                         |

The collections in legacy Newtownabbey on Monday 28 December will be a double lift and additional resources have been identified to assist in the delivery of the service if required.

The collections affected in legacy Antrim are black, blue, and brown bin services and in legacy Newtownabbey it relates only to the black bin service. Avenue Recycling, who provide the organic waste collection service in the Newtownabbey area, has confirmed that they will be mirroring the Council bin collections arrangements on Monday 28 December and Saturday 2 January.

The proposed arrangements relate to the bin collection service only and there will be no requirement to provide additional street cleansing services on Monday 28 December 2015. Any priority street cleansing requests will be actioned through a daily response process with resources allocated as and when required.

Moved by Alderman Smyth  
Seconded by Councillor Duffin and

**RESOLVED: that Council approves the proposed collection service for Christmas 2015 including the use of additional resources if required.**

ACTION BY: Michael Laverty

**9.17 CE/OA/1 TRANSPORT NI: NIHE PARKING SCHEME AND PROPOSED ONE WAY TRAFFIC SYSTEM**

Correspondence had been received from Transport NI outlining proposals for NIHE alterations to the layout of Bellevue Place to provide better arrangements for on-street parking including the introduction of a short section of one way traffic. Council's comments would be appreciated (copy correspondence and proposed plan were circulated).

Moved by Councillor Arthurs  
Seconded by Councillor McWilliam and

**RESOLVED: that Council welcomes the scheme, however, write to Transport NI and request clarity in relation to flow of traffic, site meeting with all members being informed of details.**

ACTION BY: Jacqui Dixon

**9.18 L/LEI/2 GRANT APPLICATIONS**

The latest round of Leisure Grant Aid applications closed on 16 October 2015 with a total of 14 applications received. Twelve applications were deemed eligible and have meet the scoring threshold. Feedback has been given to those who did not meet the criteria for an award.

**Applications**

Leisure Grant Aid applications have been scored and recommendations were circulated (Appendices 1a-c).

**Grant Aid request Totals – November 2015**

The combined totals for the Leisure Grants Aid requests are as follows:

| <u>Grant</u>                              | <u>Available funding balance</u><br>(assuming council approval of those considered at November Operations Committee) | <u>November applications</u> |
|---|--|------------------------------|
| Capital grants for sports clubs (£20,000) | 4 x £20,000 grants awarded annually (£10,000 per annum for 2 years =<br><br>£20,000                                  | £0                           |

|  |                 |                 |
|--|-----------------|-----------------|
| Club Minor Works Grants – between £5,000 - £20,000 | £47,450         | £3,632.99       |
| Events Grant (local)                               | £19,960         | £0              |
| Events Grant (exceptional/regional)                | £18,900         | £0              |
| Grants to individuals and clubs                    | £11,976         | £3,250          |
| <b>TOTAL</b>                                       | <b>£118,286</b> | <b>£7,153</b>   |
| <b>Balance for 3rd call</b>                        |                 | <b>£104,219</b> |

### **Non Eligible Applications**

One application was did not meet the eligibility criteria and a further application is awaiting further information to be due course.

Moved by Alderman Smyth  
Seconded by Councillor Clarke and

**RESOLVED: that the Grants recommended in Appendix 1a – e be approved.**

ACTION BY: Anna Boyle

### **9.19 L/LEI/2 LEISURE GRANT AID REVIEW**

Members recalled that Council launched a new Leisure Grant Aid Scheme on 1<sup>st</sup> May 2015. Following feedback from Members, sports clubs and Individuals, Officers undertook a review of the Leisure Grant Aid Scheme in order to make the application process more efficient and user friendly.

Following the review, officers have recommended the following key changes to the Leisure Grant Aid Scheme:

#### **Eligibility and Criteria**

1. Inclusion of Clubs who are affiliated to National Governing body recognised Sports
2. Clubs and individuals are requested to demonstrate that they use Council facilities and recruit members from inside the Borough.
3. Clubs have a large number of members from inside the Borough.
4. Clubs are required provide evidence of good governance i.e. constitution, Development Plan and provide a copy of annual accounts.
5. Clubs and individuals are required to demonstrate how they will cover 50% of project costs (maximum grant available is 50%).
6. Clubs applying for a Capital Grant must provide evidence of lease (length of lease to be determined by Council according to project requirements) or deeds of land.
7. Clubs applying for a Capital or Minor works grant must demonstrate how they aim to increase playing capacity by 50%

#### **Amendments to Online Grant Manager application form**

All of the above recommendations will require amendments to the online system.

### **Scoring/Guidance Notes**

Subject to Council approval, scoring matrices and guidance notes will be amended accordingly.

Further details of the review were circulated (Appendix 1)

In order for officers to apply changes to the Leisure Grant Aid scheme it will need to be closed for approximately two weeks in early December.

Moved by Councillor Kells  
Seconded by Councillor Kelly and

**RESOLVED: that Council approves the amendments to the Leisure Grant Aid scheme and the closure of the scheme until mid-December to allow for amendments to be made and that the scheme for Defibrillators in partnership with the Lions Club also be incorporated.**

ACTION BY: Geraldine Girvan

### **9.20 G/MSMO/15 REVIEW OF THE NORTHERH IRELAND LOCAL GOVERNMENT CODE OF CONDUCT INFORMATION GATHERING EVENT**

Correspondence has been received from Local Government Policy Division, a copy of which was circulated, inviting members to an information gathering event in the Foster Room at Clotworthy House, Antrim on 9 December 2015. This event has been arranged following the decision to review the code of conduct. A working group has been set up to review Part 3 (Principles) and Part 8 (Decision Making). The working group would be interested to hear the views of members on whether the code should be amended and how it should be amended.

The information gathering event will take the form of closed sessions for each group or individual councillor wishing to speak to the working group to give their views.

Members wishing to attend should respond as soon as possible by email to [lgpdconsultation@doeni.gov.uk](mailto:lgpdconsultation@doeni.gov.uk) providing contact details so that the scheduled time of each member's' presentation can be sent to them. The allocation of the timing of presenting views to the group will be decided on a first come first served basis.

Moved by Alderman Cosgrove  
Seconded by Councillor Ritchie and

**RESOLVED: that any member wishing to attend do so as an approved duty and respond as soon as possible to [lgpdconsultation@doeni.gov.uk](mailto:lgpdconsultation@doeni.gov.uk).**

ACTION BY: Catherine McFarland



## 9.21 KEEP WARM PACKS

The Public Health Agency has confirmed funding to support the roll-out of the Keep Warm scheme across Northern Ireland.

As with the other years, criteria have been set in relation to pack content and distribution (circulated).

A total of £12,500 has been allocated to Antrim and Newtownabbey Borough Council with the potential for additional funding to be sourced from other grant aid.

As per Public Health Agency criteria, the purpose of the initiative is so that packs go to those most in need.

In order to receive a Keep Warm Pack a person must:

be experiencing fuel poverty and not have received a Keep Warm Pack from a different source and fall into one of the following five categories:

- a) Adult with an underlying cold related illness or illness that makes them more vulnerable in the cold eg:
  - Asthma
  - Chronic Bronchitis or emphysema
  - Coronary heart disease
  - Stroke and TIA
  - Disability that makes them less mobile
  - Any long term condition that worsens in the winter
- b) Rough Sleeper(sleeping in overnight shelters or in the street)
- c) Dependent children
- d) People 65+ and living alone
- e) People over 70

It is important that packs are distributed to those individuals who are experiencing fuel poverty. Thus, knowledge of the individual or households circumstances or a visit to the household is preferred to ensure that the packs are going to those most in need. Distributing packs at public events is not an effective way of targeting those in need.

Groups and elected members requesting the packs will therefore be asked to complete a short application form to satisfy audit requirements and recipients will be required to confirm receipt of the packs as part of the process.

Moved by Councillor Bingham  
Seconded by Alderman Smyth and

**RESOLVED: that the offer of £12,500 from the Public Health Agency is accepted for the roll-out of the Keep Warm Packs Scheme and that potential**

**additional grant funding is identified and allocated to the scheme, subject to a robust audit trail being in place.**

ACTION BY: Geraldine Girvan

**9.22 REVIEW OF BUSINESS RATES REGIONAL CONSULTATION EVENT - FRIDAY 11 DECEMBER 2015.**

The Northern Ireland Local Government Association has organised a free Consultation event for Elected Members and officials. The event entitled "The Review of Business Rates" is scheduled for Friday 11<sup>th</sup> December 2015 in the Lough Neagh Discovery Centre from 9.30 am until 1.30pm.

A copy of the event details had been circulated to Members.

Moved by Councillor Brett  
Seconded by Councillor Lynch and

**RESOLVED: that any Member wishing to do so attends this conference as an approved duty.**

ACTION BY: Catherine McFarland

**ITEMS FOR NOTING**

**9.23 NOTIFICATION OF CHANGE TO PARTY MEMBERSHIP - COUNCILLOR DAVID ARTHURS**

As Members were aware, Councillor David Arthurs had formally resigned from the Traditional Unionist Voice (TUV) and joined the Ulster Unionist Party (UUP).

All administrative arrangements have now been progressed as appropriate.

Moved by Councillor Lynch  
Seconded by Councillor McClelland and

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

ACTION BY: Catherine McFarland

**9.24 L/LEI/44 GREYSTONE ALLOTMENTS – UPDATE ON INITIATIVES TO REDUCE VANDALISM**

**Introduction**

Members were aware of the success of the Greystone allotments and the contribution they are making in the local community and schools. Further to the recent spate of vandalism officers have reviewed the security of the site.

#### **Current Situation**

- A security company is currently patrolling the area nightly.
- The PSNI has a high presence in the Greystone area and is working towards identifying those responsible for the vandalism.
- The local Community Safety Wardens check the site at hotspot times as part of their routine patrols in the Greystone area.
- The Muck and More Allotment Association has recently secured funding, for the planting of defensive hedging around the outside perimeter of the site to prevent access under the fence line; it is anticipated that this will be carried out in March 2016.
- Council has approved the installation of a metal storage unit on the site for allotment holders to store tools, etc.

#### **Meeting**

Officers held a meeting on site with PSNI Crime Prevention Officer and a Muck and More Allotment Association representative.

Arising from the meeting there are a number of minor changes to padlocks/signage which can be undertaken immediately as well as a discussion around more significant options for improving security. As a result of this the perimeter fence will be increased in height from the current 2metres to 3.2 metres at an estimated cost of £18,000 plus £2,000 to replace the turnstile.

In addition, Officers are currently exploring the potential to deliver a series of workshops and events involving local teenagers through an external facilitator to address the wider social issues.

Moved by Alderman Smyth  
Seconded by Councillor Kells and

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

NOTED: Members commended the PSNI Neighbourhood Team, Community Safety Wardens, Geraldine Girvan and all her staff for all the excellent work undertaken.

A site visit to Greystone allotments is to be arranged.

ACTION BY: Paul Holly/Geraldine Girvan

## **9.25 CHRISTMAS CHARITY SUPPORT**

Members were advised that in previous years, a number of events/appeals have taken place to support charities within the Borough around the Christmas period and support will be provided again this year. Arrangements will be reviewed next year. Events/Appeals are listed below:

| Location            | Charity               | Activity   |
|---------------------|-----------------------|--|
| Antrim Civic Centre | NI Hospice            | <u>Selling Christmas Cards/Gifts</u> <ul style="list-style-type: none"> <li>Volunteers from the Antrim branch of the NI Hospice sell Christmas cards and other gifts from ground floor reception area. This happens on a Friday morning in December from approx. 9am – 1pm.</li> <li>Requirements from Council – table and chairs</li> <li>Staff notified of the event via email and PA announcement.</li> </ul>   |
|                     | Homestart             | <u>Hampers for the Needy</u> <ul style="list-style-type: none"> <li>Staff from the Council asked to donate items for Hampers for the needy. Homestart then collect Hampers for distribution</li> <li>Requirements from Council – space to store items.</li> <li>Campaign promoted via staff email.</li> </ul>  |
| Mossley Mill        | Saint Vincent de Paul | <u>Family Appeal</u> <ul style="list-style-type: none"> <li>Staff and members of the public purchase gifts and leave them in Reception area of Mossley Mill. Representatives of SVP and Salvation Army collect gifts and distribute them amongst the 2 organisations.</li> <li>Requirements from Council – space to store gifts, Comms department to launch appeal</li> <li>Campaign promoted to staff and residents via media, staff newsletter and email</li> </ul>  |
|                     | Salvation Army        |  |
|                     | Children's Hospice    | <u>Children's Gift Appeal</u> <ul style="list-style-type: none"> <li>Organised by Kerry-Ann Myers (Environmental Health)</li> <li>Gifts required by the Hospice for children in the Borough were written onto gift tags and placed on a Christmas Tree within the Environmental Health department. Staff would select a tag, purchase the gift and leave it under the tree. The gifts would then be transported to the Hospice and a photocall organised with the Mayor.</li> <li>Requirements from Council – gift tags and a Christmas Tree.</li> <li>Event promoted via staff newsletter, email and notices on staff noticeboard. Photocall at Hospice on presentation of gift.</li> </ul> |

Moved by Councillor McClelland  
 Seconded by Councillor Duffin and

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

ACTION BY: Laura Campbell/Andrea McCooke

## **9.26 WM/GM/1 WINTER GRITTING**

A new Operational Plan had been developed by Officers to assist staff in delivering Council services as safely and efficiently as possible during the winter months. The Plan includes provision for gritting services all Council facilities and designated areas like town centres and car parks, the delivery of the waste collection services during adverse weather, and snow clearance operations.

The Plan outlines the notification procedure for gritting operations which will be activated when the temperature reaches 0°C or if the designated officer believes there is a strong possibility of ice occurring. The procedure takes into account regional climatic differences across the Borough, for example, areas may be gritted in Glengormley due to sub-zero temperatures but there will be no requirement to do so in Crumlin, etc. as the temperature is above freezing.

It is proposed to have Council facilities gritted before staff arrive at work and the main town centres to be serviced before shops and businesses open at 9am. Members should be aware that gritting operations cannot take place during periods of heavy snow or heavy rain (in advance of a forecast of ice).

The Plan also addresses the possible impact of adverse weather on the waste collection services. In the event of severe weather, road conditions will be assessed and operations revised to reflect the increased risks to staff and public safety.

During periods of heavy snow fall, clearance operations will be directed by a dedicated management team chaired by the Director of Operations or other designated officer. The removal of snow is dependent on the availability of resources although during heavy snow events, the street cleansing services will be suspended and staff re-allocated to clearance operations if deemed safe to do so.

All actions resulting from the Plan will be passed to the Communications and Customers Services section to ensure that Elected Members and the public are kept fully informed of Council operations.

The Winter Operational Plan is subject to change throughout the year as and when events occur and working practices kept under review. A copy of the current Plan has been attached along with Appendix 2 which outlines the areas which will be gritted. The remainder of the appendices are not included as they are numerous but can be provided to Members on request.

Moved by Councillor Kells  
Seconded by Councillor Hamill and

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

ACTION BY: Geraldine Girvan

**Item 11 was considered at this point.**

**11 A NOTICE OF MOTION IN THE NAME OF COUNCILLOR BRETT AND SECONDED BY COUNCILLOR ARTHURS: -**

*"That this Council notes that 25 November is the international Day for the Elimination of Violence Against Women; supports the national White Ribbon Campaign pledge never to commit, condone or remain silent about violence against women; and undertakes to work with Women's Aid to attain 'Safe Borough' status for Antrim and Newtownabbey."*

Moved by Alderman Barr  
Seconded by Alderman Smyth and

**RESOLVED – that the Notice of Motion be unanimously declared carried.**

Congratulations were extended to the three members for bringing this motion forward.

ACTION BY: Jacqui Dixon

**MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Alderman Smyth  
Seconded by Councillor Scott and

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

**ITEMS IN COMMITTEE**

**9.27 IN COMMITTEE G/LEG/91 LAND AT JOHN STREET CARPARK, RANDALSTOWN**

Members were reminded that lands at John Street carpark transferred to the Council from the Department of Regional Development.

Officers had been approached by the owner of the Old Forge Café, 8 John Street, Randalstown to ask permission of the Council to rent a small strip of land to the rear of the café in order to place gas bottles to facilitate the heating and cooking requirements of the café. The strip of land in question is currently a flower bed and forms part of John Street carpark. The placement of gas bottles on this strip of land will not affect the carpark in any way. The gas bottles will be enclosed in a decorative safety cage.

Land & Property Services valued the rental of the strip of land at £1 p.a.

Officers propose providing the café owner with a licence for one year at £1 p.a. with the option to extend for a further one year period subject to the following conditions:

1. The land should only be used for the purpose stated and the use will not interfere with the management, control and use of the carpark.
2. The café owner will be responsible for ensuring the area in question is maintained safely during the period of the licence.
3. To ensure that at the end of the licence the land is returned to the Council in no worse condition than it was as of the first day of the commencement of the licence.
4. The café owner will be responsible for the maintenance, repair and management of the area.
5. The café owner will ensure that there is adequate insurance in place in respect of the area.
6. The café owner will be responsible for any costs incurred by the Council which may occur in this matter.
7. The café owner accepts all liability in respect of the area.

Moved by Councillor Kelly  
Seconded by Councillor Beatty and

**RESOLVED: that the Council approves the granting of a licence for the strip of land to the café owner for £1 p.a. for a period of one year with an option to extend for a further one year period in accordance with the above mentioned conditions.**

ACTION BY: Paul Casey/Catherine McFarland

#### **9.28 IN COMMITTEE WM/WM/3 ARC21 RESIDUAL WASTE TREATMENT FACILITY**

A confidential report on the Planning Application for the arc21 Residual Waste Treatment Facility at Hightown Quarry was tabled.

Moved by Councillor Brett  
Seconded by Alderman Campbell and

**RESOLVED: that**

- 1) **the DOE be informed that:**
  - a. **as a Participant in arc21, the Council has not been consulted about nor agreed to this action.**
  - b. **the Council is of the view that arc21 has no authority to proceed with the appeal or appear at the PAC unless it has the approval of the Council.**

- c. **there should be no working assumption by DOE Officials that any appeal will proceed until such times as the Council has consented to this course of action.**
- 2) **any decision by the Council regarding the arc21 Waste Management Plan be deferred until the future needs of the new Council have been assessed and that independent expert advice be taken in relation to these plans.**
- 3) **And subject to further legal advice:**  
**all matters which require a decision by the arc21 Joint Committee are considered by Officers from a technical and legal perspective and that the Councils representatives on the arc21 Joint Committee must have regard to the advice provided to them from the Officers, and that all agendas, papers, reports and minutes for the arc21 Joint Committee are reported to the Operations Committee for information and/or advice, and that on occasion a Special meeting of the Council prior to a Joint Committee meeting may be required to determine the corporate view of the Council on a particular matter or proposal.**

*NOTED: copy of the enclosures referred to in the tabled report to be circulated to Members.*

ACTION BY: Jacqui Dixon

#### **9.29 IN COMMITTEE FI/PRO/TEN/4 HRC WASTE CONTRACTS**

**Contract Period: 14 December 2015 to 30 November 2017 (with an option by the Council to extend for a further year subject to review and performance)**

This service contract is for the collection and treatment of a range of waste materials that are collected in segregated containers or bays at the Recycling Centres in the Borough. The types of waste streams included in this contract are: timber; rubble; plasterboard; hard plastics and haulage of green waste.

Twelve tender submissions were received on 14 October 2015 via e-sourcing NI from the following companies:

- Avenue Recycling
- CM Skips Ltd
- East Belfast Mission
- Enva NI Limited
- Irish Waste Services Limited
- ISL Waste Management Ltd
- McKenzies NI Ltd
- McKinstry Skip Hire Ltd
- R Heatrick Ltd
- SITA Northern Ireland



- Thompson Recycled Oil
- Wastebeater

All tender returns were referred to the evaluation panel for assessment and this was carried out on a two stage basis as follows:

#### STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as tenderers' professional conduct, economic and financial standing, experience and qualifications of key team members, environmental systems and practices, completion of similar contracts, service specification, regulatory consents, confirmations and declarations, information accuracy declaration and additional company information.

Two of the tenders did not meet the requirements of Stage 1 of the assessment and therefore did not proceed to Stage 2. The remaining tenders were evaluated on the basis of Cost (100%). This is a specified service with sufficient mandatory aspects, therefore the award stage was assessed using the lowest price approach. Details are as follows:

#### STAGE 2 – AWARD STAGE

One tenderer submitted a non-compliant bid and was not considered further in the evaluation process.

The waste materials were split into lots and evaluated in two areas, Area 1 for Bruslee and O'Neill Road Recycling Centres, and Area 2 for Newpark, Craigmore and Crumlin Household Recycling Centres.

The results of Stage 2 Award Criteria are set out below with the proposed successful supplier for specific waste streams. The Tenderers were requested to submit a set rate for each waste material, but due to the volatile nature of the Metals and Card prices, the tenderers were requested to submit a percentage figure to be deducted from the mid-range price of the current market rate for the material, with the lowest percent deduction successful.

As demonstrated in the table above, contract prices have generally increased from the current contracted rates. This is due to increased regulation within the waste industry which has been reflected in higher processing costs.

Lot 9 waste vegetable oil, no bids were received for this waste stream and it is proposed to continue the service with the existing contractor, Frylite, at the current zero cost rate.

There were also no compliant bids for flat glass, gas cylinders and spectacles. Officers will consider a new procurement exercise or seek a continuation of the current service with the existing contractor if there is no cost to Council.

It is proposed that lot 11 bulky items is not awarded as no compliant bids were received. The current service is provided by East Belfast Mission and the waste materials are refurbished and sold through the organisation's social enterprise network. Officers will seek to re-procure this service with a greater emphasis on reuse and the promotion of the social economy in the evaluation process.

The service contract for the waste haulage will be placed as a call off contract with no guarantee of use as is to cover breakdowns with the Council's own haulage vehicle or during periods of high usage at the Recycling Centres.

Moved by Alderman Smyth  
Seconded by Councillor Ritchie and

**RESOLVED: that subject to full Health & Safety inspections, the Council approves the award of the Waste Reprocessing Contracts to the suppliers set out in Table 1 above. Contracts to commence on 14 December 2015 for a period of 24 months with the option, by Council, to extend for a further 12 month period.**

**Lots 9 (vegetable oil), 11 (reuse materials), 15 (flat glass), 17 (gas cylinders), and 19 (spectacles) to be reviewed.**

ACTION BY: Michael Laverty

### **9.30 IN COMMITTEE HR/GEN/4 CHRISTMAS EVE 2015**

Members were reminded that in line with the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE), employees from the former Antrim and Newtownabbey Borough Councils and the former Northern Ireland Civil Service Planning Department, transferred to the new Council on 1 April 2015.

The purpose of TUPE is to protect employees if the organisation in which they were employed changes hands. Its effect is to transfer employees and any liabilities associated with them from the old employer to the new employer by operation of law.

To this end, all employees from the former Antrim and Newtownabbey Borough Councils and the former Northern Ireland Civil Service Planning Department have transferred to the new Council in accordance with their existing terms and conditions, in line with our legal obligations.

Whilst there is no immediate requirement to review the pay, grading, terms and conditions for existing staff, the Council recognises the importance of building on the efficiencies envisaged through the RPA. Also, in the interests of creating a cultural environment that engages our staff to deliver service

excellence, a provisional review of pay, grading, terms and conditions is currently underway and a report will be made to Members in due course.

Members are advised that a recent request has been made by the Trade Unions to extend to all staff a ½ day holiday for Christmas Eve. Historically, legacy Newtownabbey Borough Council had a ½ day closure on Christmas Eve and where it was not possible to close the service early, a ½ day leave in lieu was awarded to be taken by agreement at a later date.

It is understood that, if granted, this would be viewed as a good will gesture for this year, in recognition of the extensive staff achievements during the early phase of organisational merge.

Moved by Councillor Arthurs  
Seconded by Councillor Montgomery and

**RESOLVED: that as a one off good will gesture, approval be given to extend a ½ day holiday to all staff on Christmas Eve 2015.**

ACTION BY: Andrea McCooke

### **9.31 IN COMMITTEE CE/STC/88 ORGANISATION STRUCTURE**

The following reports relating to Organisation Structures were tabled at the meeting:

- Structures

Moved by Alderman Smyth  
Seconded by Councillor McWilliam and

**RESOLVED: that**

- a) The temporary change to the Planning Section Structure be approved**
- b) The corrected final structure for Community Planning be approved.**
- c) The proposed structure for Leisure be approved in principle, subject to consultation with staff and trade unions.**
- d) The final Arts & Culture structure be approved.**

- Voluntary Severance Applications

Moved by Councillor Kells  
Seconded by Councillor Kelly and

**RESOLVED: that the Council approves the recommended severance case, and that a suitable termination date be agreed with the post holder.**

ACTION BY: Laura Campbell/Andrea McCooke

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

Moved by Councillor Arthurs  
Seconded by Councillor Beatty and

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

Noted: The Director of Operations referred to a recent Operations Committee Report and confirmed that the Lilian Band Event is on the 4<sup>th</sup> December and not the 5<sup>th</sup> December.

Councillor Scott expressed his appreciation to all Members, Rev. Campbell Dixon, the Chief Executive and all officers and staff for their kind words, emails and sympathy cards.

There being no further business the Mayor thanked everyone for their attendance and this being the last Council Meeting prior to Christmas, he extended seasonal compliments wishing everyone a very Merry Christmas.

The meeting concluded at 8.45pm.

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**MAYOR**