

May 16th, 2025

NOTICE OF MEETING

You are requested to attend a meeting of the

Mid and East Antrim Neighbourhoods and Communities Committee

to be held on **Tuesday, 20th May 2025 at 6:30 pm** in **Council Chamber, The Braid, 1-29 Bridge Street, Ballymena** and via remote access.

Yours sincerely



Valerie Watts
Interim Chief Executive, Mid and East Antrim Borough Council

Agenda

1 NOTICE OF MEETING

2 APOLOGIES

3 DECLARATION OF INTEREST

Members and Officers are invited to declare any pecuniary and non-pecuniary interests, including gifts and hospitality, they may have in respect of items on this Agenda.

4 ITEMS FOR CONSIDERATION / DECISION

4.1 Presentation from Department of Education - RAISE Programme Update For Councils - to follow

4.2 Presentation from Age Friendly Coordinator - circulated

 *Presentation from Age Friendly Coordinator.pdf*

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4.3 Letter from DfI Re. Accessible Parking Bay – Outside No.16 Shaftesbury Cross, Carrickfergus - circulated

 *Letter to MEABC.pdf*

Page 12

 *16 Shaftesbury Cross APB.pdf*

Page 13

4.4 Letter from DfI Re. Footway / Cycleway A26 Larne Road Link /Larne Road - circulated

 *Council Letter - Larne Road Ballymena.pdf*

Page 14

 *Larne Road.pdf*

Page 15

4.5 Letter from DfI Re. Footway / Cycleway from the existing facility at Ballee Road West A523 Antrim Road and Old Antrim Road - circulated - circulated

 *Council Letter - Antrim Road Ballymena.pdf*

Page 16

 *Antrim Road.pdf*

Page 17

4.6 Letter from DfI Re. Footway / Cycleway scheme from the existing facility at A26 Larne Road Link from Old Ballee Road

to Ballykeel Bridge both sides and Larne Road from off slip to Slemish College - circulated

 *council letter Larne Road Link.pdf*

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 *Larne Road Link.pdf*

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4.7 Letter from DfI Re. Proposed Legislation for Waiting Restrictions on Frys Road Ballymena - circulated

 *MEABC Legislation Frys Road Ballymena.pdf*

Page 21

 *Braidside Integrated Primary School Ballymena.pdf*

Page 23

4.8 Registration of Skin Piercing Businesses - circulated

 *Registration of Skin Piercing Businesses.pdf*

Page 24

4.9 NIEA Drinking Water Inspectorate Update - circulated

 *Drinking Water Inspectorate Report.pdf*

Page 26

 *Appendix 1 Letter Drinking Water inspectorate Dated 14th April 2025.pdf*

Page 28

4.10 Museums Action Plan 2025 – 2027 - circulated

 *Museums Action Plan 2025 - 2027.pdf*

Page 32

 *Appendix 1 - Museums Action Plan 2025 2027 - Action plan and Quarterly Reporting Template.pdf*

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5 ITEMS FOR RECOMMENDATION TO COUNCIL

6 TABLED QUESTIONS

Closed Committee - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.

7 ITEMS FOR CONSIDERATION / DECISION – CLOSED COMMITTEE

7.1 Tourism Marketing Strategic Activity Update and 2025-2026 Marketing Plan - circulated

 *Tourism Marketing Strategic Activity Update and 2025-2026 Marketing Plan.pdf*

Not included

 *Appendix 1 Tourism Marketing Action Plan 2025-2026 Progress Tracker.pdf* *Not included*

7.2 Events Sub Committee Review of Terms of Reference and Adoption of Minutes - circulated

 *Events Sub Committee Review of Terms of Reference and Adoption of Minutes .pdf* *Not included*

 *Appendix 1 The Events Sub Committee Terms of Reference.pdf* *Not included*

 *Appendix 2 The Events Sub Committee minutes 28 January 2025.pdf* *Not included*

7.3 Ancestral Cottages Update Report - circulated

 *Ancestral Cottages Update Report.pdf* *Not included*

 *Appendix 1 Ancestral Cottages Improvement Plan.pdf* *Not included*

 *Appendix 2 Artwork for Arthur Cottage name change proposal.pdf* *Not included*

7.4 Irish Guards Event, Carrickfergus, September 2025 - circulated

 *Irish Guards Event Carrickfergus September 2025.pdf* *Not included*

7.5 Visitor Information Provision Progress Update - circulated

 *Visitor Information Provision Progress Update.pdf* *Not included*

 *Appendix 1 Visuals for Midtown Makers Ballymena.pdf* *Not included*

 *Appendix 2 Images of Neighbourhood Visitor Information Points.pdf* *Not included*

7.6 Quarterly Events Update and Corporate Events Plan 2025-2026 - circulated

 *Quarterly Events update and Corporate Events Plan 2025-2026.pdf* *Not included*

 *Appendix 1 Corporate Events Calendar 2025-2026.pdf* *Not included*

7.7 Arts and Culture Annual Theatre Update Report - circulated

 *Arts and Culture Annual Theatre Update.pdf* *Not included*

7.8 Mid and East Antrim Tourism Arts and Culture Interim Plan for

2024-2027 Annual Review - circulated

 <i>Tourism Arts and Culture Interim Plan 2024-2027 Annual Review.pdf</i>	<i>Not included</i>
 <i>Appendix 1 Mid and East Antrim Borough Council Tourism Arts Culture Interim Plan - 2024 to 2027.pdf</i>	<i>Not included</i>
 <i>Appendix 2 Mid and East Antrim Tourism Marketing Action Plan 2024 - 2025.pdf</i>	<i>Not included</i>
 <i>Appendix 3 Mid and East Antrim Tourism Product Development Action Plan 2024 - 2025.pdf</i>	<i>Not included</i>
 <i>Appendix 4 Mid and East Antrim Arts and Culture Action Plan 2024 - 2025.pdf</i>	<i>Not included</i>
 <i>Appendix 5 Mid and East Antrim Borough Council Tourism, Arts, Culture and Events Interim Plan Year 2 Overview.pdf</i>	<i>Not included</i>
 <i>Appendix 6 Mid and East Antrim Tourism Marketing Action Plan Year 2 2025 - 2026.pdf</i>	<i>Not included</i>
 <i>Appendix 7 Mid and East Antrim Tourism Product Development Action Plan Year 2 2025 - 2026.pdf</i>	<i>Not included</i>
 <i>Appendix 8 Mid and East Antrim Arts and Culture Action Plan Year 2 2025 - 2026.pdf</i>	<i>Not included</i>

8 ITEMS FOR RECOMMENDATION TO COUNCIL – CLOSED COMMITTEE

Open Committee

9 FORWARD PLAN FOR NEIGHBOURHOODS AND COMMUNITIES COMMITTEE - circulated

 <i>NC Committee - Forward Plan Template v29.pdf</i>	<i>Page 54</i>
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Background

The World Health Organisation Global Network for Age-friendly Cities and Communities was established in 2010 to connect cities, communities and organizations worldwide with the common vision of making their community a great place to grow old in.

Members commit to listen to the needs of their ageing population, assess and monitor their age-friendliness and work collaboratively with older people and across sectors to create age-friendly physical and social environments.

Members also commit to share experience, achievements and lessons learned.

Mid and East Antrim joined in June 2022, committing to the eight 'domains' of Age Friendly



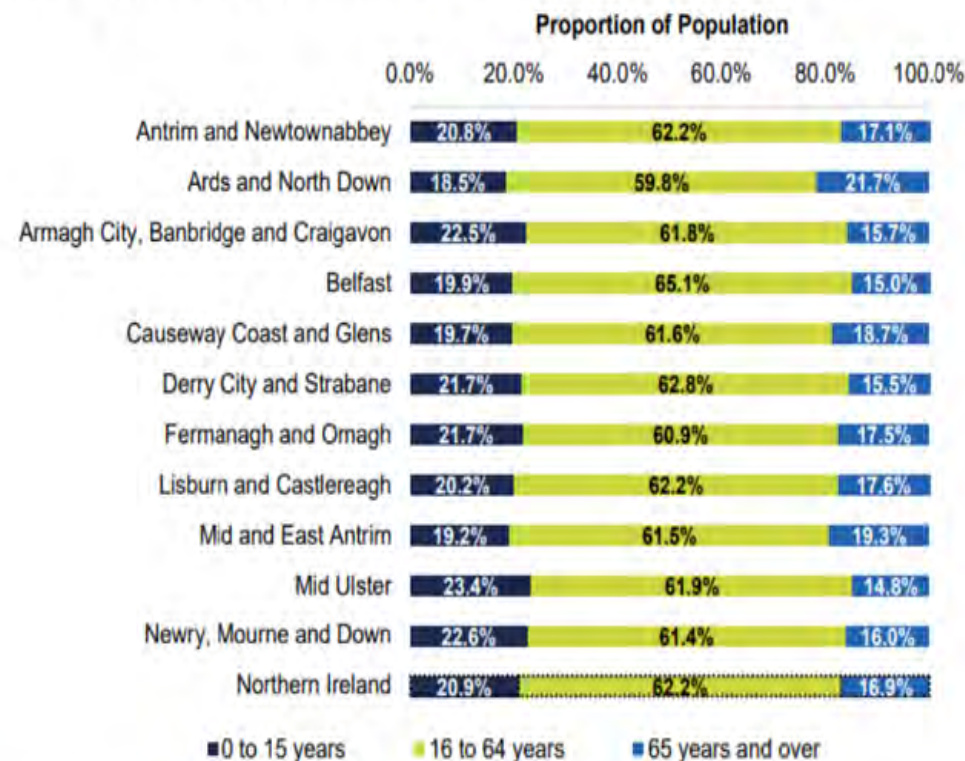
- Respect and Social Inclusion
- Social Participation
- Housing
- Transportation
- Civic Participation and Employment
- Communication and Information
- Community Support and Health Services
- Outdoor Spaces and Public Buildings

The MEA Age Profile

Mid and East Antrim have the second highest proportion of over 65's in N Ireland - **19.3%** of the total population. 19.2% of the population in MEA are aged 16 and under.

The population of Mid And East Antrim is projected to increase to **141,411** by mid 2030, with the percentage of 65+ projected to rise to **23.5%**.

Figure 14: Age structure of Local Government Districts (mid-2020) (ordered alphabetically)



Source - <https://www.nisra.gov.uk/sites/nisra.gov.uk/files/publications/MYE20-Bulletin.pdf>

Role of Council in Age Friendly

1. Civic facilitation and leadership commitment.
2. Age Friendly Co-Ordinator (Public Health Agency funded post). Quarterly reports on progress are made to PHA.
3. Make a public commitment to adopt an Age Friendly Approach by signing up to:
 - ✓ World Health Organisation Global Network of Age Friendly Communities.
 - ✓ UK Network of Age Friendly Communities
4. Establish a borough-wide MEA Age Friendly Alliance to drive the process.
5. Public consultation leading to co-creation of a 3-year strategy and action plan.
6. Take part in Age Friendly Network NI

Becoming an Age Friendly Council

- ✓ An Age-Friendly Internal Working Group was established in April 2023 with representatives from each service area.
- ✓ Council nominated two Elected Members to be Age Friendly Champions.
- ✓ The Internal Working Group has been trained using a tailored Reflective Toolkit developed with MEA Agewell Partnership - "See Things from My Age" and an age simulation suit and other equipment designed to give participants a practical insight into ageing.
- ✓ Internal self-assessments of each service area have been carried out and recommendations for improvement identified, as well as highlighting existing good practice.

The Input of Older People in the Borough

The lived experience of our older citizens is vital in ensuring that any actions or projects proposed by the Age Friendly Alliance are fit for purpose to meet the needs of residents, and align with Public Health Agency requirements.

Rather than develop a new Older People's Forum in the borough, the Age Friendly Alliance was keen to work with existing structures. In April 2024 Council's Age Friendly Co-ordinator attended the MEA Agewell Lived Experience Group, outlined the work of the Age Friendly Alliance, and secured two nominations.

Age Friendly Achievements

Since co-launching the Age Friendly Strategy and 3 Year Action Plan with the MEA Positive Ageing Month 2024 Booklet (on 27 September 2024), the Age Friendly Alliance has met to collectively work through how best to deliver on the agreed actions for Year One (2024/25), and also to review and plan for Year Two actions (2025/26).



Year One Themes

1. Building relationships and sharing knowledge within the Age Friendly Alliance

- ✓ Age Friendly Network NI Transport Sub Group Information
- ✓ Session on Council's Energy Efficiency Service
- ✓ Forming a Positive Ageing Month Task Group
- ✓ Reviewing Agewell Contract Specifications
- ✓ Sign off of Age Friendly Alliance Terms of Reference
- ✓ "See Things from My Age" Toolkit discussed and distributed

2. Establishment of an Older Persons Forum and linkages with local Regional Further Education College

- ✓ Presentation to Live Experience Group on role of Age Friendly Alliance
- ✓ Creative Media students have been working with us in creating a promotional video for the Age Friendly NI Network.

3. Promoting Age Friendly and its projects to residents

- ✓ Increase use of Population Plus (Connect North)
- ✓ Age Friendly Information Boards in 3 council Leisure Centres
- ✓ Leisure Centre class/activity uptake (over 50s)
- ✓ Promote Leisure Centre activities in Positive Ageing Month booklet
- ✓ Designing a pilot of Age Friendly practice for local businesses

Year Two Themes

The Alliance has agreed to meet three times per year, so has chosen to form a small number of task groups with responsibility for progressing Year Two themed actions.

These are:

1. Positive Ageing Month & Loneliness
2. Walking Audit & Age Friendly Business
3. Community Safety

MEA Age Friendly Alliance membership

Current members of the Age Friendly Alliance -

- Age NI
- Alzheimer's Society
- Community transport
- Disability Action
- Libraries NI
- MEA Agewell Partnership
- Volunteer Now
- Northern Area Community Network
- NI Fire and Rescue Service
- Northern Health & Social Care Trust
- Sport NI
- NI Housing Executive
- Police Service NI
- Public Health Agency
- Impact Network NI
- Transport NI (Roads)
- Elected Representative from Council (2)
- Department for Communities
- Linking Generations NI
- Northern Regional College
- Shopmobility
- Interethnic Forum
- Royal National Institute for Deaf
- MEA Agewell Lived Experience Group (2)

Contact

Helen McClean,
Age Friendly Co-ordinator,
Public Protection, Health and Wellbeing,
Mid and East Antrim Borough Council

Tel 028 28 262353

Email helen.mcclean@midandeastantrim.gov.uk



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Traffic Management Section
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182 Galgorm Road
Ballymena
BT42 1QG
Telephone: 0300 200 7899
Textphone: 028 2566 2527

Email: dfiroads.northern@infrastructure-ni.gov.uk

Your ref:

Our ref:

7th April 2025

Dear Sir/Madam

Re. Accessible Parking Bay – Outside No.16 Shaftesbury Cross,Carrickfergus

DfI Roads is proposing to introduce an accessible parking bay outside No. 16 Shaftesbury Cross, Carrickfergus. Only vehicles displaying a valid Blue Badge will be permitted to park in this bay.

Before proceeding with the drafting of the appropriate legislation, I would appreciate receiving any comments your Council may wish to make regarding this proposal.

A location plan is attached for your information.

Yours faithfully

John McQuillan
Traffic Management



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Monday 7 April 2025 10:13



Valerie Watts
Chief Executive's Office
Mid and East Antrim Borough Council
The Braid
1-29 Bridge Street
Ballymena
BT43 5EJ

Active Travel
DfI Roads
County Hall
Castlerock Road
Coleraine
BT51 3HS

30/04/25

Dear Valerie Watts

Proposed Footway / Cycleway Proposed segregated

I am pleased to inform you that the DfI Roads has provided a footway / cycleway scheme from the existing facility at A26 Larne Road link from old Balee Road to Ballykeel Bridge Both sides and Larne Road from off slip to Slemish college.

The scheme will promote active travel by creating safe walking and cycling infrastructure. It is anticipated that the footway / cycleway can be provided largely within the existing hard shoulder, footway and grass verge.

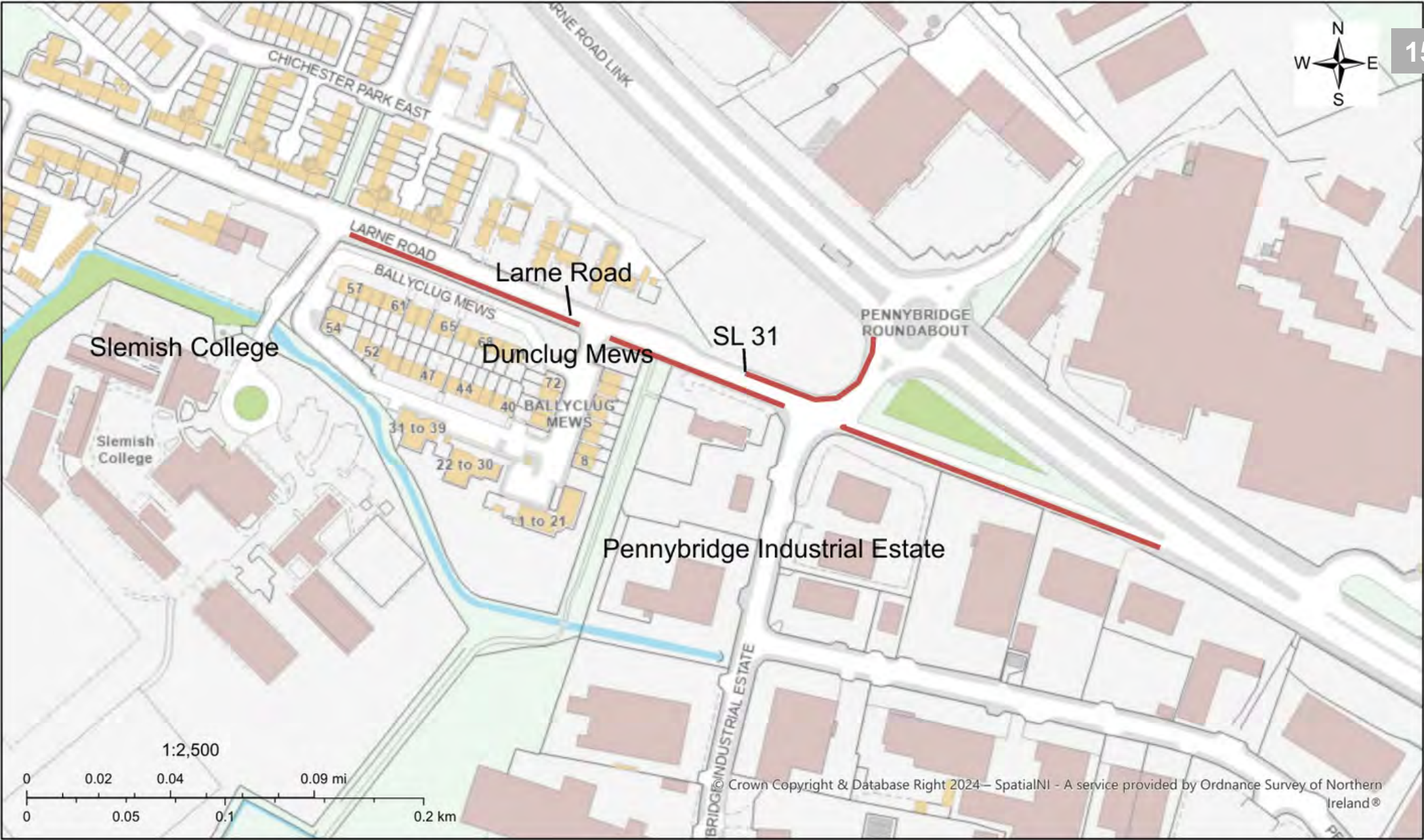
The Department would welcome any written comments on this proposal from you or the relevant councillors. Comments regarding this proposal may be made in writing by e-mail at dfiroads.northern@infrastructure-ni.gov.uk or to the postal address above.

I have enclosed a location plan for your information.

Yours faithfully

Jeffrey Neely

Encs



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BT43 5EJ

Active Travel
DfI Roads
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BT51 3HS

30/04/25

Dear Valerie Watts

Proposed Footway / Cycleway

I am pleased to inform you that the DfI Roads has provided a footway / cycleway from the existing facility at Ballee road west A523 Antrim Road and old Antrim Road

The scheme will promote active travel by creating safe walking and cycling infrastructure. The footway / cycleway is within the existing hard shoulder, footway, and grass verge.

The Department would welcome any written comments on this proposal from you or the relevant councillors. Comments regarding this proposal may be made in writing by e-mail at dfiroads.northern@infrastructure-ni.gov.uk or to the postal address above.

I have enclosed a location plan for your information.

Yours faithfully

Jeffrey Neely

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Friday 28 March 2025 11:58



Valerie Watts
Chief Executive's Office
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BT43 5EJ



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Active Travel
DfI Roads
County Hall
Castlerock Road
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BT51 3HS

30/04/2025

Dear

Footway / Cycleway A26 Larne Road Link /Larne Road

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The scheme will promote active travel by creating safe walking and cycling infrastructure. The footway / cycleway was provided within the existing hard shoulder, footway, and grass verge.

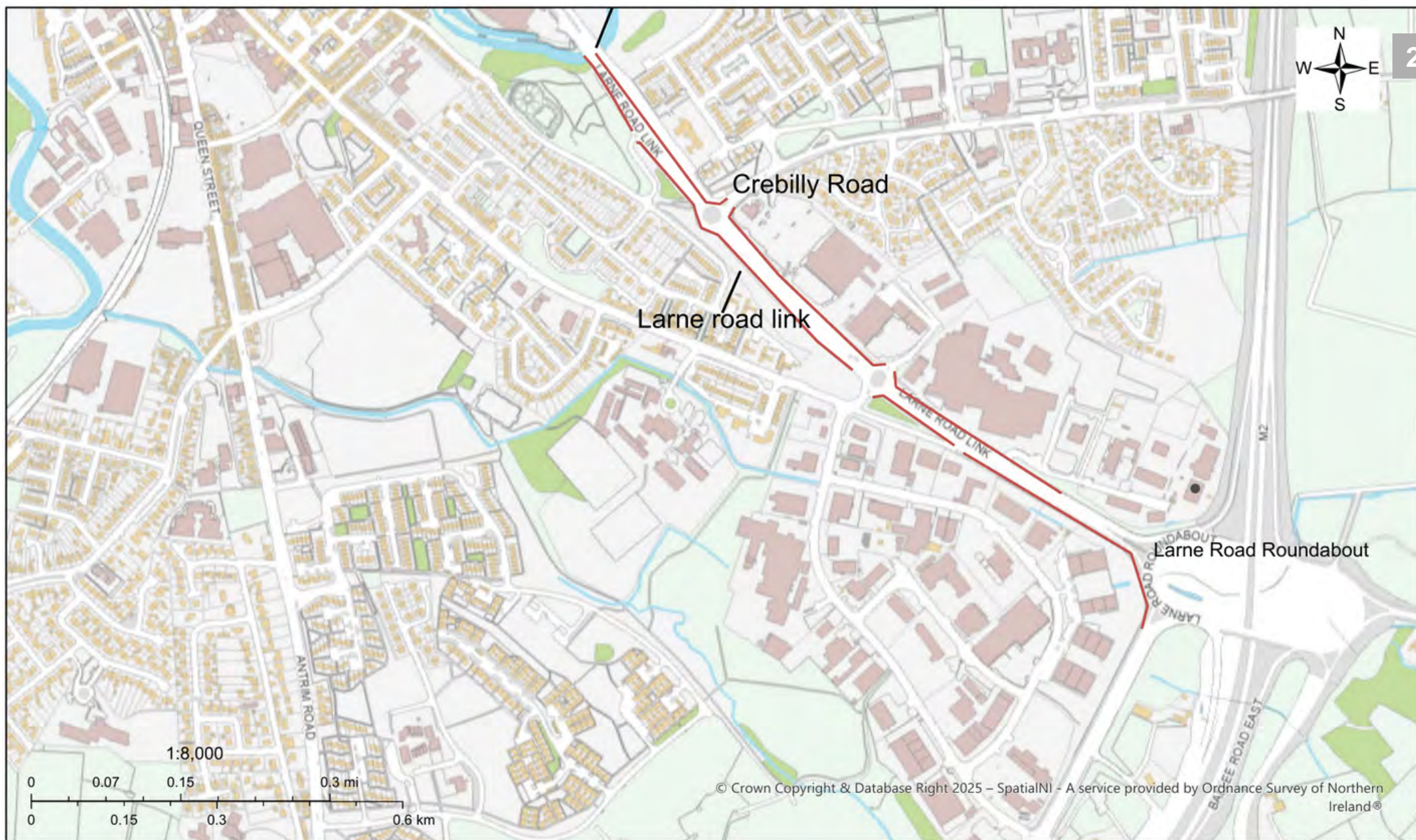
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Jeffrey Neely

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Friday 28 March 2025 09:49





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Traffic Management Section
County Hall
182 Galgorm Road
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BT42 1QG
Telephone: 0300 200 7899
Textphone: 028 2566 2510

Email: dfiroads.northern@infrastructure-ni.gov.uk

Your ref:
Our ref:

12th May 2025

Dear Sir/Madam

Re: Proposed Legislation for Waiting Restrictions on Frys Road Ballymena.

DfI-Roads has received complaints from members of the public and Braidside Integrated Primary School concerning cars parking dangerously close to the entrance outside their school.

After completing several site visits, DfI – Roads is proposing to introduce School Keep Clear waiting restrictions that will be enforceable at peak school times, - 8.30am – 9.15am and 1.30pm - 3.15pm Monday to Friday, 31st August to 30th June inclusive.

It is the intention that these proposed restrictions will provide a safer environment for all users outside the Primary School.

Before proceeding with the drafting of the appropriate legislation, I would appreciate receiving any comments your Council may wish to make regarding this proposal.

A location plan is attached for your information.

Yours faithfully
Aidan McHugh
Traffic Management





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Monday 12 May 2025 11:29



Council/Committee: Neighbourhoods & Communities

Date: 20 May 2025

Report Title: Registration of Skin Piercing Businesses

Publication Status: Open

Author: Patricia Allen, Head of Public Protection, Health & Wellbeing

Approver: Philip Thompson, Director of Community

1. Purpose

- 1.1. The purpose of this report is to seek Elected Members approval for the registration of two businesses under the Council's Skin Piercing Bye Laws.

2. Background

2.1. Legal Background

Under the Local Government (Miscellaneous Provisions) (NI) Order 1985, the Council is responsible for registering and regulating businesses which carry out skin piercing. This can include ear piercing, cosmetic piercing, semi-permanent skin colouring, tattooing, acupuncture and electrolysis.

2.2 Skin Piercing Byelaws

Mid and East Antrim Borough Council in pursuance of section 90 (c) of the Local Government Act (Northern Ireland) 1972 and Article 14(7) of the 1985 Order set byelaws for the purposes of securing the cleanliness of premises registered under Article 14 of Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985. These byelaws set out the requirements regarding fittings in those premises and of registered persons and persons assisting them and the cleansing and so far as appropriate sterilisation of instruments, materials and equipment used in connection with the businesses of skin piercing activities.

3. Key Issues for Consideration

3.1. *Applications Received*

An application for registration has been received from the following premises to be registered under the byelaws for a skin piercing practice:

- Sandra Lewandowska, The Sharp Point, 8 Crebilly Road, Ballymena for cosmetic piercing
- Mary Moffett, Mary Moffett Permanent Make Up, 12 Old Forge Manor, Larne for semi-permanent skin colouring.

- 3.2. In both cases, inspection of the premises has found that the fittings and facilities were satisfactory. There were also suitable arrangements for ensuring sterilisation of any instruments, materials and equipment used in skin piercing activities. The requirements of Mid and East Antrim Borough Council Skin Piercing Bye Laws 2015 were found to have been fulfilled.

4. General Considerations / Implications

- 4.1. The premises will be inspected routinely to ensure compliance with Council Skin Piercing Bye Laws.

5. Proposed Way Forward

- 5.1. Officers are satisfied that registration can proceed on the basis that all requirements under the appropriate bye laws in relation to both the applications listed within this report have been met.

6. Recommendation or Decision

- 6.1. Elected Members are asked to grant approval to register the following businesses under the Council's Skin Piercing Byelaws:
- (i) Sandra Lewandowska, The Sharp Point, 8 Crebilly Road, Ballymena - for the business of cosmetic piercing.
 - (ii) Mary Moffett, Mary Moffett Permanent Make Up, 12 Old Forge Manor, Larne - for the business of semi-permanent skin colouring.



Council/Committee:	Neighbourhoods and Communities
Date:	20 May 2025
Report Title:	Drinking Water Inspectorate Update
Publication Status:	Open
Author:	Patricia Allen, Head of Public Protection, Health & Wellbeing
Approver:	Philip Thompson, Director of Community

1. Purpose

- 1.1 The purpose of this report is to update Elected Members on a letter received from Drinking Water Inspectorate (DWI) in relation to water sampling work undertaken by the Public Protection, Health and Wellbeing Department of the Council. A copy of the letter has been provided for Members in **Appendix 1**.

2. Background

- 2.1 Council Environmental Health Officers currently undertake sampling of water supplies on behalf of the DWI and receive funding for undertaking this work as per a Service Level Agreement (SLA). The Water samples are taken largely from commercial/public sites and some shared domestic supplies from site lists identified by DWI.

3. Key Issues for Consideration

- 3.1 The last official update was provided in December 2023. However, the partnership between the Council and the DWI operates via a Drinking Water Working Group (DWWG), and this has worked over the past 16 months to review the SLA, audit procedures and to provide staff training. Mid & East Antrim was not selected for audit during this period.
- 3.2 The letter highlights that the Inspectorate are satisfied with the work undertaken by staff within Councils. DWI have an annual sampling programme target (99.5% completion) and councils have been thanked for ensuring this has been achieved.
- 3.3 Private Water Supply risk assessments will be reviewed by Councils every 5 years or sooner where there has been a deterioration in water quality and / or modification to the supply system.

4. General Considerations / Implications

- 4.1 Financial implications - Councils have requested an uplift in the payments made by DWI for undertaking Private Water Supply sampling. Discussions are ongoing between Councils and DWI regarding rising costs and the need for a new Service Level Agreement to take this into account.
- 4.2 Alignment with Corporate Priorities and Link to Corporate Plan – This work aligns with the corporate priority of working with partners to improve the lives of citizens.

5. Proposed Way Forward

- 5.1. A further report will be brought before Committee by way of update when discussions on the new Service Level Agreement are finalized.

6. Recommendation or Decision

Elected Members are asked to;

- (i) Note the contents of the attached letter.

7. Appendices / Links

Appendix 1 Letter Drinking Water Inspectorate Dated 14th April 2025.



Northern Ireland Environment Agency
Gníomhaireacht Comhshaoil Thuaisceart Éireann
Norlin Airlan Environment Agency

Our reference: AE2-18-2781

Ms. Nicola McCall
Head of Public Protection, Health and Wellbeing
Mid and East Antrim Borough Council

Drinking Water Inspectorate
Camowen Building
17 Antrim Road
Tonagh
Lisburn
BT28 3AL
Telephone: 028 9056 9282
Email: DWI@daera-ni.gov.uk

14 April 2025

Dear Nicola,

RE: Drinking Water Inspectorate Update

I wish to update you on the work of the Drinking Water Inspectorate (DWI) over the past 16 months. Our last update, issued on 18 December 2023, reflected the Inspectorate's 'new normal', integrating home working whilst maintaining our delivery of services. This workstyle continues to be the norm and is working effectively.

I provide the following information by way of update to you:

1. Service Level Agreement (SLA)

As you are aware, an updated SLA and Data Processing Contract (DPC) was agreed between DWI and representatives of EHNI in 2021. This was issued for signature to individual councils on 15 December 2021. The current SLA (DPC), signed by both Parties, was shared with you on 29 June 2022.

As per item 2.1 of the SLA (DPC), it is to be renewed every two years. DWI completed an internal review of the documentation and considered no changes were required to the Agreement. Therefore, on 20 December 2023, DWI meet with EHNI with the SLA (DPC) being one of the topics of discussion, allowing EHNI to voice any concerns with the Agreement. The content of the SLA (DPC) was later confirmed by EHNI as being satisfactory but a review of the costs was requested. At present, it has been agreed there will be no change to the sampling costs within the SLA, however, agreement on risk assessment costs remains



An Agency within the Department of
Agriculture, Environment
and Rural Affairs
www.daera-ni.gov.uk

Gníomhaireacht de chuid na Roinne
Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe

An Agency within the Department of
Fairmin, Environment
an' Kintra Matthers

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outstanding. A further meeting between DWI and EHNI is to be organised to try and finalise these future costs.

2. The Drinking Water Working Group (DWWG)

The annual meeting of the DWWG took place on 13 June 2024. It was appreciated that all but one council were able to attend on this date to discuss the Private Water Supply operations. A big part of the Groups meeting was a demonstration of the risk assessment application following recent IT updates. These updates have made the process more logical and thorough, ensuring a robust assessment and output for users / owners of private water supplies. The Terms of Reference for the Group were reviewed and approved. If members wish to suggest any improvements to the operation of this group to facilitate effective discussion, I am more than happy to consider.

3. Staff Training

In the past 16 months, 47 council staff attended sampling procedures training and 21 attended training in risk assessment. For the latter, DWI trialled separating out 'new' and 'refresher' training for risk assessments, as requested during feedback from previous DWI training sessions. Under this format, new staff requiring the training attended for a whole day while those getting the refereshers attended for only the afternoon as the knowledge of the principles of risk assessment was assumed.

As agreed with EHNI representatives, more regular training will be provided where a need is identified or DWI can attend site if request. Throughout 2024, DWI attended 14 different sites to assist staff with understanding the risk assessment process and subsequently filling in the risk assessment web application.

I would request that senior managers continue to support staff in completion of this training as it is critical in meeting the service delivery requirements and to provide adequate resource to deliver the sampling and risk assessment commitments of each council area. Please also highlight that DWI will continue to attend site visits if requested.

Sampling audits were completed for Armagh City, Banbridge & Craigavon Borough Council (Armagh & Craigavon offices) and Fermanagh & Omagh District Council (Omagh office) on 22, 23 and 24 October 2024 respectively. Feedback was provided to the relevant councils in



December 2024 and February 2025. Overall, DWI were satisfied with the procedures for the sampling of private water supplies.

Chlorine meters, used to measure residual disinfectant concentrations, were validated in March 2024 and a check of consumables within sampling kits was completed in October 2024 with items replenished as required. It was reassuring to see that the sampling equipment was being appropriately stored and cared for by environmental health staff.

4. Private Water Supply Risk Assessments

The first assessment of all registered supplies has been completed, apart from those within the first 6 months of registration. There is no more priority system or catch up of historically outstanding assessments required.

Moving forward, and in accordance with Regulation 7 of the private water supplies regulations, all newly registered sites are required to have risk assessments completed within six months of the date of registration. In addition, all current risk assessments should be reviewed at least every 5 years or sooner where there has been a deterioration in water quality and / or modification to the supply system.

Eighteen private water supplies had their risk assessments initially completed in 2019 and 2020 so are therefore due their 5 year review. Relevant councils with private water supply sites which require a 5 year review of their risk assessment in the first half of 2025 (i.e. January – June 2025) were notified on 03 January 2025. Subsequently, any 5 year reviews required in the second half of 2025 (i.e. July – December 2025) will be notified to the relevant councils in June 2025.

The aim of this 5 year review is to complete a review of the existing risk assessment with an associated site visit. Updates should be added where necessary and backed up with recent photos, documentation, updated schematics, maps etc. If there are outstanding actions, they will hopefully be completed and can be removed but the Council should also look out for any new actions required from new risks identified in the lapsed time.

If your staff are unclear about any aspect of the risk assessment, please reach out.



5. DWI Governance Report

As you are aware DWI has responsibility to meet the requirements of the private water supplies regulations in relation to the delivery of sampling and risk assessment. The services delivered by council staff through the SLA support DWI in meeting that regulatory duty.

An internal business target set for the completion of the annual sampling programme requires 99.50% of scheduled samples, taking into account in year changes, to be completed at private water supply sites annually. A public facing NIEA target of 95% is also in force. I am please to report that this target was met in 2024 (99.78%), and I thank each of you and the staff in DWI for the hard work in achieving this.

6. Action Required

I would request that you feed back any training requirements, requests for risk assessment assistance and any thoughts on topics to be covered at the upcoming DWWG meeting.

I thank you for your continued commitment in the delivery of the services to DWI and please do not hesitate to contact me should you wish to further discuss any of the above matters.

Yours sincerely,

Colin Clements

Interim Chief Inspector of Drinking Water

Drinking Water Inspectorate



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**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

An Agency within the Department of
**Fairmin, Environment
an' Kintra Matthers**

INVESTORS IN PEOPLE
We invest in people Standard

Council/Committee:	Neighbourhoods and Communities
Date:	20 May 2025
Report Title:	Museums Action Plan 2025 - 2027
Publication Status:	Open
Author:	Laura Cowan, Strategic Tourism and Regeneration Manager
Approver:	Jonathan McGrandle, Acting Director of Development

1. Purpose

- 1.1 The purpose of this report is to seek Elected Members approval of the 2025 – 2027 Action Plan for Council's museums and collections, to fulfil requirements of the UK Museum Accreditation Scheme.

2. Background

- 2.1 The Andrew Jackson Cottage and US Rangers Museum and Mid-Antrim Museum are fully Accredited through the UK Accreditation Scheme. Carrickfergus Museum is currently seeking renewal through the scheme. Meanwhile, Arthur Cottage is eligible and is currently going through the Accreditation process for the first time. It is the intention for Larne Museum and Arts Centre to seek eligibility in 2025 – 2026.
- 2.2 The UK Accreditation Scheme has nationally agreed standards to ensure museums are sustainable, focused on service delivery and trusted to inspire the confidence of the public and funding and governing bodies. The scheme covers organisational health, managing collections and users and their experiences.
- 2.3 The UK Accreditation Scheme is led by the Arts Council England who are locally partnered by the Northern Ireland Museums Council. Northern Ireland Museums Council issued an invitation in July 2024 to Council to renew Full Accreditation status for Carrickfergus Museum for a five-year period until 2030. A completed return with all the relevant documentary evidence was submitted in November 2024.
- 2.4 To fulfil the requirements of the Scheme, an approved Council Museums Action Plan for the current and subsequent financial year must be provided.

3. Key Issues for Consideration

- 3.1 A draft Museums Action Plan 2025 - 2027 has been developed to align with Council's Corporate aims and objectives for 2024 – 2028, and Council's Community Plan. The draft Action Plan also considers Council's Climate and Sustainability Action Plan.

The full Museums Action Plan 2025 – 2027 - Action plan and Quarterly Reporting Template is detailed in **Appendix 1**.

- 3.2. The Action Plan is contextualised with the delivery of Council's Interim Tourism, Arts and Culture Strategy 2024 – 2027 and the Arts and Culture annual Action Plan with associated Key Performance Indicators.
- 3.3. The Museums Action Plan 2025 - 2027 covers delivery of services at Mid-Antrim Museum at the Braid, Carrickfergus Museum and Larne Museum and Arts Centre. The Action Plan also covers the management of collections at Andrew Jackson and US Rangers Museum, and Arthur Cottage, as well as the off-site museum store at LEDCOM business estate in Larne.
- 3.4. The specific priorities of Council's Museums are to:
 - Effectively manage, care for, use and develop Council's museum collections;
 - Understand, grow and diversify our audiences;
 - Support public engagement with Council's collections and wider heritage through our museums;
 - Contribute to regeneration and tourism offer in our Borough;
 - Ensure organisational health and sustainability.

4. General Considerations / Implications

- 4.1. Financial Implications - there are no additional financial implications for Council as all activity in the Action Plan is contained within the existing 2025 – 2026 Arts and Culture budget or supported by external funding.
- 4.2. Staffing Implications - there are sufficient museum staffing resources in the established Arts and Culture staffing restructure to deliver the Action Plan.
- 4.3. Equality Screening - an Equality Screening assessment has been carried out which confirms that no group in the Borough will be adversely affected by the implementation of the Action Plan.
- 4.4. Links to Council's Corporate Plan 2024 – 2028 ambition for Place:

By 2028, Mid and East Antrim will be widely recognised as an ideal place to live, visit, work and do business. We will have vibrant, clean, and harmonious shared spaces, designed to showcase our natural, and built, heritage and assets. Our tourism offering will be filled with diversity and richness of culture, history, and heritage, attracting visitors on a global scale. Businesses, new and existing, will have the required support to grow and prosper, leading to an economically innovative and sustainable borough, offering stable employment, inclusive growth and an ideal place to invest.

To achieve this, we will:

- Help drive sustainable economic growth by promoting the Borough as a leading visitor and cultural destination, utilising our natural, and built, heritage and assets.

5. Proposed Way Forward

- 5.1. Arts and Culture Officers will continue to work towards attaining and maintaining the Accreditation standards for its museums detailed in the UK Museum Accreditation Scheme.

6. Recommendation or Decision

- 6.1 It is recommended that Elected Members;

- (i) Approve the adoption of the 2025 – 2027 Museums Action Plan.

7. Appendices / Links

- Appendix 1 Museums Action Plan 2025 – 2027 - Action plan and Quarterly Reporting Template



Museums Action Plan 2025 - 2027

Action plan and Quarterly Reporting Template

Green	Action progressing on target
Amber	Action delayed but expected to progress to completion
Red	No progress on action

A quarterly report will also be completed on progress against the Action Plan.

Date of quarterly report:

Action & Resource Plan

The overarching strategic direction for the Council shapes the priorities of the museum service. The Community Plan (2017 - 2032) informs a four year Corporate Plan.

Mid and East Antrim Borough Council's Corporate Plan for the period April 2024 to March 2028 was shaped by the following:

- The NI Executive Programme for Government
- Mid and East Antrim Community Plan 2017 – 2032
- Regional statistical data
- Mid and East Antrim Council's strategies and policies
- Strategic duties of Council
- Council resources
- Environmental, social and economic landscape of Northern Ireland (and UN Sustainability Goals)

- A Citizen Survey in 2022 (with 810 respondents)

The survey found that top five priorities for making the Borough a better place to live are:

1. Supporting and developing activities for children and young people
2. Support to reduce poverty
3. Developing skills and improve job prospects
4. Deliver clean and attractive streets and towns
5. Support our parks, green spaces and the natural and built environment.

Mid and East Antrim Borough Council Corporate Plan 2024 – 2028 has four Strategic Pillars:

Place

- Sustainable Jobs and Tourism

People

- Community Safety and Cohesion
- Learning for Life
- Good Health and Wellbeing

Performance

- High Performing Council

Planet

- Our Environment and sustainability

Mid and East Antrim Borough Council Climate and Sustainability Action Plan 2023 – 2027

Relevant actions for the museum service outlined below:

Theme	Museum and Heritage Service Actions
3. Economy: Driving sustainable economic growth, supporting local communities, businesses and agriculture in transitioning to a circular economy and providing opportunities for the development of clean, green technologies in the local area. Objective: <ul style="list-style-type: none"> 3. Support communities, farmers and local businesses to live more sustainably, reduce carbon emission and adapt to a changing climate. 	Develop a localised sustainable Tourism Strategy based on Tourism NI's new strategy. Indicator: <ul style="list-style-type: none"> Delivery of new Strategy.
4. Transport: Reducing emissions across our fleet and supporting the development of sustainable and active travel within the organisation and throughout Mid and East Antrim. Objective: <ul style="list-style-type: none"> 3. Encourage agile working and digital innovation to reduce business and commuting miles 	Further realise the efficiencies and sustainable benefits of agile working, encouraging virtual meetings and effective journey management. Indicator: <ul style="list-style-type: none"> % reduction in business miles annually % reduction in commuting miles annually
5. Resource management Using resources efficiently and sustainably, to reduce consumption and support a low carbon circular economy across the Council and Borough. Objective <ul style="list-style-type: none"> Upskill our workforce on climate change and encourage an agile corporate culture of resource efficiency in the workplace. 	Carbon Literacy Training Indicator: <ul style="list-style-type: none"> No. of employees who have received Carbon Literacy Training.
6. Buildings and Energy: Improving energy efficiency and use of renewable energy across the Council estate and promote low carbon solutions in the wider Borough. Objective <ul style="list-style-type: none"> Improve the energy efficiency of council buildings to help deliver carbon reduction targets. 	Improve the energy efficiency of Council buildings to help deliver carbon reduction targets and reduce costs. Indicator: <ul style="list-style-type: none"> Reduction in Carbon Emissions Reduction in expenditure

The Museum and Heritage Service sits within Arts and Culture in the Tourism, Arts and Culture Department within the Development Directorate and delivers against Arts and Culture Action Plan KPIs determined by the Interim Tourism, Arts & Culture Strategy 2024 – 2027.

The Interim Tourism, Arts & Culture Strategy 2024 – 2027 is cognisant of the strategic context that Council museums operate in with regard the key strategic goals of Northern Ireland Museums Council's current corporate Strategy entitled Museums at The Heart. The goals are:

1. Museums are connected to their communities and cultivate a shared sense of place.
2. Museums enrich people's lives and create opportunities for enjoyment, learning, and fulfilment.
3. Museums drive transformation to make us more sustainable, inclusive, and innovative.
4. Museums contribute to economic and social recovery.
5. Museums develop, protect, and promote their collections and collections knowledge for the benefit of their audiences.

The Interim Strategy was agreed at the Neighbourhoods and Communities Committee, 21 May 2024 and ratified at the Council Meeting, 10 June 2024. The Museum Service has its own business area forward plan which sits below the Strategy.

Mid and East Antrim Museums Action Plan April 2025 – March 2027, was approved by the Neighbourhoods and Communities Committee on 20 May 2025 and ratified at Council's monthly meeting (the governing body) at the Council AGM on 2 June 2025.

This plan outlines museum activity at service level co-ordinated by the Museum and Heritage Manager and site level actions for Carrickfergus Museum and Civic Centre, Larne Museum and Arts Centre, and Mid-Antrim Museum at the Braid, Ballymena delivered by Heritage Officers at each museum.

Mid and East Antrim Museum and Heritage Service

Statement of Purpose

Mission	To collect, preserve and interpret with our local communities the heritage of the Mid and East Antrim Borough and to provide an accessible and enjoyable service relevant to diverse needs and interests.
Vision	Mid and East Antrim Museum and Heritage Service will strengthen a shared sense of local identity through an imaginative use of our collections and services. We aim to make a positive contribution to the lives of local people and inspire visitors to Mid and East Antrim. We will provide a service that is accessible to everyone and reaches out to new audiences.

Museum Service priorities for 2025 – 2027:

1. Effectively manage, care for, use and develop our museum collections including our digital assets.
2. Provide opportunities for learning and skills development through public programming and volunteer or work placements
3. Understand, grow and diversify our audiences through inclusive and accessible public events
4. Support public engagement with our collections and wider heritage through partnership working
5. Contribute to regeneration and the tourism offer in our Borough
6. Ensure organisational health and sustainability by retaining or gaining the UK Museum Accreditation status for all Mid and East Antrim Museums and Presidential Homesteads.
7. Reduce carbon emissions through new ways of working and mitigations.

Our action planning is based on budgets confirmed for 2025/2026.

STRATEGIC PRIORITY 1: Place

Council ambition:

By 2028, mid and East Antrim will be widely recognised as an ideal place to live, visit, work and do business. We will have vibrant, clean, harmonious shared spaces, designed to showcase our natural, and built heritage and assets. Our tourism offering will be filled with diversity and richness of culture, history and heritage, attracting visitors on a global scale.

Objectives:

- Further development of our tourism offering, with an emphasis on community-led and regenerative tourism.
- Targeted conservation and regeneration activities.
- Enhanced parks, open spaces and built heritage.

Actions - Strategic Priority 1	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Service level					
Service Wide					
KPI 2025/2026 Arts and heritage community events and initiatives delivered and numbers attending non-commercial arts and culture events			Total public programming budget 2025/2026 (excluding external funding) Carrickfergus Museum £20,800.00 Larne Museum £13,480.00 Mid-Antrim Museum, including joint programming across museums, £48,500.00 Collections Management budget = £24,000.00 Total = £106,780.00 Total public programming budget 2026/2027 will be confirmed February 2026	Deliver a dynamic and engaging arts and culture programme including at least museum and heritage events. 2025/2026 Deliver 120 dynamic and engaging museum & heritage events, with a blend of temporary exhibitions and community engagement initiatives.	
Align the museum service's work to the Tourism Strategy/ Shaped by Sea & Stone campaign.	All staff	2025 - 2027		Closer links between heritage sites and tourism	
Addition of relevant content to the Shaped by Sea and Stone website Enhance cross-working with tourism team on Arthur Cottage presidential homestead as priority Council tourism sites, working towards securing Accreditation status for the Cottage.	Arts and Culture Manager Museum and Heritage Manager Heritage Development Officer Museum Assistants				

Actions - Strategic Priority 1	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
<p>Mid and East Antrim Industrial Heritage Week 2025</p> <p>Lisnafillan, Ballymena guided walking tour, Mid-Antrim Museum</p> <p>Curran sawmills display, Larne Museum</p> <p>Lady Londonderry's travels through Europe, Carnlough Heritage Hub</p> <p>Whitehead Railway Museum 60th Anniversary photographic exhibition</p> <p>Glenarm village walking tour</p>	<p>Museum and Heritage Manager</p> <p>Museum Assistants</p> <p>Heritage Development Officer (Larne)</p> <p>Collections Access Officer</p>	2 - 7 June 2025		Higher profile for the industrial heritage of the Borough/ number of participants	
Mid and East Antrim Industrial Heritage Week 2026					
<p>Carnlough Industrial Heritage Hub</p> <p>Council support for Hub as community/ heritage asset and visitor orientation space.</p>	Museum and Heritage Manager	April 2025 - March 2027	£1K per annum	<p>Volunteers supported through training and support for programme development and delivery through tours/events.</p> <p>Management Committee in place.</p>	
Contribute to Mid and East Antrim Creative Industries Week 2026	Museum and Heritage Manager	February 2026			
<p>Marketing & Promotion</p> <p>Develop pro-active relationship with Communications Team</p> <p>Submission of events plan for Cultural Services</p>	<p>Museum and Heritage Manager</p> <p>Strategic Tourism and Regeneration Manager</p>	2025/ 2027	Centralized marketing budget with comms	<p>Increased social media presence. Good PR</p> <p>Advertising in relevant publications</p> <p>Design and print of museum exhibitions</p>	(2/7/2025)
Chair, Northern Ireland Regional Curators Group	Museum and Heritage Manager	2025 - 2027		Raise profile of service within wider museum and heritage sector	
<p>Gracehill village UNESCO World Heritage site</p> <p>Establishing a World Heritage Co-ordinator post</p>	Arts and Culture Manager	2025 - 2027			Ongoing/RH
10 th Anniversary of The Gobbins reopening exhibition project	<p>Museum and Heritage Manager</p> <p>Museum Collections Officer</p> <p>Larne Heritage Officer</p>	March 2025 – December 2025			

Actions - Strategic Priority 1	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
In- house touring exhibition Rites of Passage exhibition and associated programming	Museum and Heritage Manager Museum Collections Officer	August 2025 – March 2026			
Collections digital audit and creation of digital archive	Arts and Culture Manager Museum and Heritage Manager Museum Collections Officer	April 2025 – March 2027	2025/2026 £8K		
Site Level Mid-Antrim Museum					
Access and Inclusion					
2025/2026	Museum and Heritage Manager Ballymena Heritage Officer				
Modern Times section re-development £6000 request in estimates as workshop space					
Tourism NI Visitor Attraction grading scheme application for The Braid	Arts and Culture Manager				Scheme paused by Tourism NI for a review
Promotion of museum as an attraction and programming through Mid-Town Makers	Museum and Heritage Manager				
Old Church Yard site development as a green space through Ballymena Town Centre Improvement Plan (Led by Regeneration staff with St Patrick's Church, Ballymena) Complimentary community archeology project	Museum and Heritage Manager	April 2025 – March 2027		Sympathetic re-development of site	Identified in town centre improvement plan as possible project with relevant funding potentially available from DIC. Aligns with PEACEPLUS 1.1 strand – funding to be confirmed
Addition of Mid-Antrim Museum content to Shaped by Sea and Stone website: <ul style="list-style-type: none"> Exploring Your Roots On the Brink New Perspective Carnlough Hub 					
Echoes in the Landscape exhibition	Museum and Heritage Manager Ballymena Heritage Officer	March – April 2025		Nos attending/positive feedback	
Echoes in the Landscape event	Museum and Heritage Manager Ballymena Heritage Officer	4 April 2025			
Connections (OPW/ DoF exhibition) with Ministerial launch	Museum and Heritage Manager Ballymena Heritage Officer Museum Collections Officer BMuseum Assistants	May 2025 July 2025		Level of engagement	
NIPA annual exhibition					
Rites of Passage exhibition	Museum and Heritage Manager Ballymena Heritage Officer	August – October 2025		Nos attending/positive feedback	

Actions - Strategic Priority 1	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
	Museum Collections Officer				
Thin Places (Bob Speers art exhibition on peat uplands)	Ballymena Heritage Officer	October 2025 – February 2026			
Ballymena400 programming	HO Museum Assistants	April 2025 – March 2027		Level of engagement/ positive feedback	
Site Level Carrickfergus Museum					
NITB Grading Scheme for Carrickfergus Museum	Carrickfergus Heritage Officer	2024		Retain 4 Star grading	Scheme passed by Tourism NI for a review.
Access and Inclusion Door opening operating system for the permanent gallery	Carrickfergus Heritage Officer Museum and Heritage Manager Arts and Culture Manager	2026	Access and Inclusion grant bid	Implementation	
Implement other suggestions from the museum access plan	Carrickfergus Heritage Officer	2025-2027		Implementation	
Cross-working with Tourism colleagues: - Adding content to Shaped By Sea and Stone website o Minecraft o Virtual gallery tours - Launch of Mir Bahmanyar's new publication on the US Rangers – on site	Carrickfergus Heritage Officer	April 25 August 25		Implementation	
Industrial Heritage Week - Development of gasworks site film	Carrickfergus Heritage Officer	June 2025		Implementation	
Promotion of Islandmagee Witches hub	Carrickfergus Heritage Officer	2025-2027		Increase in visitor no's	
VE Day exhibition focusing on Carrickfergus in wartime		May 2025		Target attendee no's	
Carrickfergus Before the Castle: The Early Medieval Period (c. 400 – 1169 AD)		July-September 2025		Target attendee no's	
Cross -working with Parks and Open spaces colleagues in relation to programming for Early Medieval Programme - Activities in Shaftesbury park		July-September 2025		Target attendee no's	
Site Level Larne Museum					
NITB Grading Scheme	Larne Heritage Officer		£150	Retain 4 star grading	Scheme under review by Tourism NI

Actions - Strategic Priority 1	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Access car park agreement renewal	Larne Heritage Officer Museum and Heritage Manager Arts and Culture Manager	April 2025 – June 2025	£0		Ongoing
Talk by David Hume - Coming down the line: history, events and people on the railway	Larne Heritage Officer	01 May 2025	£70	No of attendees	
Cutting Edge Technology: Stone Tools in Prehistory – in-house exhibition	Larne Heritage Officer	12 May – 27 June 2025	Graphic design	No of visitors	
Cross Atlantic Cousins: Larne and the links with South Carolina, 1992-1998 A talk by Dr David Hume	Larne Heritage Officer	22 May 2025	£70	No of attendees	
Flintknapping demo	Larne Heritage Officer	24 May 2025			TBC
"Curran Saw Mills, Larne" – exhibition as part of Mid and East Antrim Industrial Heritage Week	Larne Heritage Officer	2 June – 27 June 2025	£0	No of visitors	
Saints, Scholars and Cement: A History of Magheramorne - A talk by Dr David Hume – part of Mid and East Antrim Industrial Heritage Week	Larne Heritage Officer	5 June 2025	£70	No of attendees	
Frances Anne Vane Tempest, Marchioness of Londonderry: 19 th Century Entrepreneur, Industrialist and Influencer- An Illustrated Talk by Mary Watson – part of Mid and East Antrim Industrial Heritage Week	Larne Heritage Officer	6 June 2025		No of attendees	
Flintknapping demo	Larne Heritage Officer	21 June 2025			TBC
Exhibition on GEC, Larne – part of Mid and East Antrim industrial Heritage Week	Larne Heritage Officer	June 2026	Graphic design	No of visitors	
Talk on George Gregg & Sons, Road Contractors, by Paul Grainger – part of Mid and East Antrim Industrial Heritage Week	Larne Heritage Officer	June 2026	£0	No of attendees	

STRATEGIC PRIORITY People

Council ambition:

By 2028, Mid and East Antrim will be a safe, inclusive, and welcoming Borough, where diversity and cultural differences are celebrated, and communities live in peace. Our people will have equality of opportunity and support to achieve their full potential.

Objectives

- Enhanced volunteer and work experience/placement opportunities within Council.
- Programmes to support mental and emotional health.
- Initiatives to support those who are vulnerable, marginalised or who have a disability.
- Activities to encourage good relations, enhance community pride, and reinforce a strong sense of belonging in our communities.

Actions Strategic Priority 2 Service level	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Service Wide					
KPI 2025/26 Arts and heritage community events and initiatives delivered and numbers attending non-commercial arts and culture events				120 events 50,000 attending	
Rites of Passage exhibition development and delivery with associated outreach programme	Museum and Heritage Manager Heritage Officer Museum Collections Officer Museum Assistants	April 2025 – March 2026	£3.5K	Nos attending Outreach to improve inclusion: MEAAP, LGBTQ+ community, Global Voices project alignment	
KPI 2025/26 Larne Second World War Memorial – missing names of the fallen project (War Memorials Working Group)		January 2025 – March 2026	£12K minor works (For estimates) £5.5K research project by History Hub Ulster	Identification of missing names and addition to war memorial	
Local Democracy Week 2026 and 2027 2026					
Autism Friendly Borough Steering Group membership	Museum and Heritage Manager Ballymena Heritage Officer				Ongoing
Safeguarding children on-line training	All staff	By June 2025			
Access Plans for each museum and both presidential homesteads	Museum Collections Officer	April 2025 – December 2025		Plans implemented	
KPI 2025/26 Upgrade technology in museum galleries to be more accessible at Mid -Antrim and Carrickfergus Museums Autism Impact Award for The Braid, Carrickfergus Museum, Larne Museum & Arts Centre and Andrew Jackson & US Rangers Museum	All staff				Ongoing – to include pre visit access guides
Positive Aging Month	All staff	October 2025 October 2026			

Actions Strategic Priority 2 Service level	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Site Level Mid-Antrim Museum					
Work shadowing Placements		2026 2027			
STEAM – Brian Cox Summer School		January 2026 January 2027		Target No. attendees	
Food for Thought -sustainable food competition for Yr 9 students in Mid and East Antrim Schools	Museum and Heritage Manager Ballymena Heritage Officer With Economic Development	February 2025 – June 2025	T-shirts and bus hire costs supported by Environmental Education budget		
The Carson Project creative writing workshop in museum gallery	Ballymena Heritage Officer				
National Drawing Day workshop – autism friendly family workshop	Ballymena Heritage Officer	May 2026		Target No. attendees	
August craft month Upcycling textile workshop with Sandra Streeter	Ballymena Heritage Officer	August 25		Target No. attendees	
Secondary School tours with art historian of Connections exhibition	Museum and Heritage Manager Ballymena Heritage Officer	May – June 2025			
European Heritage Open Days The Heritage Hub at Carnlough Town Hall	Museum and Heritage Manager	September 2025			
Playful Museums Festival for under 5s	Ballymena Heritage Officer BMuseum Assistants	February 2026 February 2027	NIMC funding sought		
Facilitated art workshop for SEN class, Dunclug Primary School	Ballymena Heritage Officer	November 2026			
Tullygrawley art workshop – nature and wellbeing for local school	Ballymena Heritage Officer	November 2025			
Site Level Carrickfergus Museum					
East Antrim Bands Forum exhibition	Carrickfergus Heritage Officer	July 2025		Target attendee no's	
Work in partnership with Carrickfergus and District Historical Society for: - winter talks programme - VE Day event - Victorian Carrick week		2025/2027		Target attendee no's Level of engagement/ positive feedback	
Provision of programming for the under 5 audience - Playful Museums Festival - Super Saturdays	Carrickfergus Heritage Officer	February 2026 February 2027		Target attendee no's Level of engagement/ positive feedback	

Actions Strategic Priority 2 Service level	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
		Ongoing			
Provision of programming for primary school aged children <ul style="list-style-type: none"> Sessions for schools (Medieval, WWII, Early Times, Victorian) Support establishment of Creative Writing Club with external facilitator 	Carrickfergus Heritage Officer	Ongoing April 2025		Target attendee no's	
Work in partnership with Positive Carrickfergus in delivery of Our Town, Our Stories project	Carrickfergus Heritage Officer	2025 - 2026	DfC funded	Level of engagement/ positive feedback	
Take part in the Secret Bookshelf Literary Festival through delivery of event <ul style="list-style-type: none"> Femina Culpa Poetry evening 	Carrickfergus Heritage Officer	21 June 2025		Target attendee no's Level of engagement/ positive feedback	
Provision of programming relating to the Early Medieval exhibition: <ul style="list-style-type: none"> Talk series Hands on workshops Promotion / dissemination of Cattle Battle board game 	Carrickfergus Heritage Officer	July-September 2025		Target attendee no's Level of engagement/ positive feedback	
Provision of activity for NI Science Festival for a range of audiences	Carrickfergus Heritage Officer	February 2025 February 2026		Target attendee no's	
Work shadowing/ intern placements	Carrickfergus Heritage Officer	2025-2027			
Site Level Larne Museum					
Provide gallery space for individual artists and other local interest groups	Larne Heritage Officer	2025 - 2027			Ongoing
Provision of schools workshops to support the curriculum	Larne Heritage Officer	2025 - 2027			Ongoing
Volunteer opportunities	Larne Heritage Officer	2025 - 2027			Ongoing
Magheramorne Manifesto	Larne Heritage Officer	4 – 27 July 2025			
EHOD - talk by Mary Watson - Routes, Connections and Networks, The Travels and Social Connections of Frances Anne Vane Tempest – Marchioness of Londonderry and 19th century industrialist	Larne Heritage Officer	13 September 2025		No of attendees	

Actions Strategic Priority 2 Service level	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Rites of Passage Exhibition	Larne Heritage Officer	November – December 2025		Visitor numbers	
Rites of Passage - upcycling textile workshop with Sandra Streeter	Larne Heritage Officer	15 November 2025		No of attendees	

STRATEGIC PRIORITY Performance

Council ambition:

By 2028, we will operate as a single entity, fully embracing the vision of the Reorganisation of Public Administration (RPA 2015). We will be a sustainable, customer focused organisation and will provide value for money services. We will learn from our mistakes and install sound governance arrangements.

Objectives

- Continue to work alongside our partners to progress delivery of our forward plan, sharing knowledge, skills, and best practice.
- Empower and equip the museum team through continuous learning and growth enhancing individual and organisational capabilities to include the team's health and well-being.
- Increase stakeholders in our decision making processes through consultation, communication and engagement in order to increase satisfaction levels.

Actions	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Service level					
Service Wide					
Rationalisation Plan (2019) – dispersal of rural life and domestic bygone material	Museum and Heritage Manager Museum Collections Officer All Heritage Officers				
Achieve Service KPIs & implement PDPs	All staff	April 2025 – March 2027		KPIS achieved	
Committee approval for Museum Service Action Plan 2025 - 2027	Strategic Tourism and Regeneration Manager Arts and Culture Manager	May 2025			
Committee approval for updated Collections Management Policy 2025	All Heritage Officers Arts and Culture Manager Museum and Heritage Manager Museum Collections Officer	September 2025			
Increase opportunity for visitor profiling and evaluation of services Visitor Surveys Exhibition evaluation returns Google Analytics for The Braid website Trip Advisor ratings Event evaluation returns	Arts and Culture Manager Museum and Heritage Manager	April 2025 – March 2027			
Retain UK Museum Accreditation status for Carrickfergus Museum	Museum and Heritage Manager Museum Collections Officer Carrickfergus Heritage Officer	April 2025 – September 2025		Accreditation status renewed until 2030	
Staff summer study trip	Museum and Heritage Manager				
Renewal of lease for off-site store to provide high standard of collection care	Arts and Culture Manager Museum and Heritage Manager	By September 2027			

Actions Service level	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Renewal of MEACO environmental monitoring contract to provide a high standard of collection care	Arts and Culture Manager Museum and Heritage Manager	By August 2025			
External evaluation reports Matilda Knowles Laboratory Challenge (Royal Society Funded project)	HHM All HO	By June 2025	Funding bid to Royal Society to cover costs of summative evaluation report secured £1000		
Shared Island/Creative Ireland Building Shared Creative Communities project	Museum and Heritage Manager	By October 2025			

STRATEGIC PRIORITY Planet

Council ambition: By 2028, Mid and East Antrim will be at the forefront of balancing progression with sustainability. Our dedication to safeguarding our natural and built heritage and preserving the environment through climate change mitigation and adaption, will ensure a thriving and resilient future for generations to come.

Objectives

- Educate and work in partnership with our citizens and communities to progress the borough towards net-zero carbon emissions by 2050.
- Lead by example and reduce the impact of our own operations to progress our organisation towards net-zero emissions by 2040, by embedding sustainability and climate adaption into decision making.

Actions Service level	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Service Wide					
Irish Museums Association Environmental Sustainability and Climate Action Working Group	Museum and Heritage Manager	April 2025 – March 2027			
Collections Management Policy update to include actions to reduce carbon emissions	Museum Collections Officer	April 2025 – September 2025			
Environmentally sensitive integrated pest management system for Arthur Cottage	Museum Collections Officer	By June 2026			
Council Environmental Champion Working Group	Museum and Heritage Manager				ongoing
Contribute to Mid and East Antrim Council Climate Adaptation Plan and Flood Risk Mitigation Plan	Museum and Heritage Manager				
Site Level					
Mid-Antrim Museum					
Matilda's Laboratory Challenge project with SENTINUS	Ballymena Heritage Officer	Until June 2025	Royal Society grant 2024/2025	Project completed – final evaluation report completed	
Food for Thought – sustainable food competition for Yr 9s partnering with UFU, CAFRE and Armagh Planetarium	Museum and Heritage Manager Ballymena Heritage Officer ED Environmental Education Officer	18 October 2024			
Site Level					
Carrickfergus Museum					
Environmentally sensitive integrated pest management system for Carrick Museum and AJC/US Rangers Museum		August 2025		Implemented	
Delivery of workshops with inclusion of sustainability theme: - Make do and mend (VE Day event and Rites of Passage prog) - Natural dyeing (Early Medieval prog) - Use of foraged material (Early Medieval prog)	Carrickfergus Heritage Officer	May 2025 January 2026 July/August 2025		Target attendee no's Level of engagement/ positive feedback	

Actions	Responsible Officer	Time scale	Budget	Measure of Success	Current Status
Service level					
Site Level					
Larne Museum					

Forward Plan – Neighbourhoods & Community Committee

1. Planned Agenda Items Next meeting 20 May 2025

Items	Purpose
Museum Action Plan 2025 – 2027	Approval
Tourism Marketing Strategic Activity Update and 2025-2026 Marketing Plan	Approval
Events Sub Committee Review of Terms of Reference and adoption of minutes	Approval
Ancestral Cottages Update Report	Approval
Irish Guards Event, Carrickfergus September 2025	Approval
Mid and East Antrim Tourism Arts and Culture Interim Plan for 2024-2027 Annual review	Noting
Visitor Information Provision Progress Update	Noting
Quarterly Events update and Corporate Events Plan 2025-2026	Noting
Arts and Culture Annual Theatre Update Report	Noting
SMA Uplift Report	Approval
Age Friendly Presentation	Noting

2. Future Meetings

Meeting Date	Item	Purpose
17 June 2025	• Gracehill UNESCO Site Update	Noting
	• Gobbins Sub-Committee Adoption of Minutes	Approval
	• Tourism Product Development Strategic Update	Noting
	• The Gobbins Operational Update	Noting
	• Defib Report	Noting
	• Health Sub Committee Notes	Noting
	• presentation from the Paul Hogarth Company on the Audit of the Causeway Coastal Route.	Noting
	• Community Managed Community Centres and Shared Management Agreements	Approval

3. Items to be programmed

Item	Purpose
ToR	Updates as and when required
Grant Awards Quarterly Updates	
Environment Fund	If funding is secured, progress project – business case
Tullygarley?	Outcome of Survey? Proposed next steps?
Leisure Transformation	Update on progress with filling new structure
Animal Welfare Service	Update on funding post JR. Approval to adopt new delivery/funding model
Museum Accreditation of Arthur Cottage	To update Elected Members on application for accreditation