



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 1 MARCH 2016 AT 6:30 PM

- In the Chair** : Alderman J Smyth
- Members Present** : Aldermen - W Ball, M Cosgrove,
Councillors - A Ball, J Blair, L Clarke, M Goodman, N Kelly, M
Magill, V McWilliam, J Montgomery and D Ritchie
- Non-Committee
Members Present** : Councillors – P Michael, N McClelland, B Webb
- Officers Present** : Director of Operations - Ms G Girvan
Head of Arts and Culture - Ms U Fay
Head of Leisure – Mr I McMullan
Head of Environmental Health - Mr C Todd
Environment Manager – Mr M Lavery
Recycling Manager – Ms L Mayne
Legal Services Manager – Mr P Casey
Media & Marketing Manager – Ms N McCullough
ICT Manager – Mr G Smyth
Member Services Officer - Mrs D Hynes

CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the March Operations Committee Meeting and reminded all present of recording requirements.

The Chairman welcomed Ivor McMullan, Head of Leisure back to the Operations Committee after a period of illness.

1 APOLOGIES

Alderman M Girvan and Councillor M Rea.

2 DECLARATIONS OF INTEREST

Item 3.21 - Alderman J Smyth.

3.1 AC/GEN/28 THE QUEENS 90TH BIRTHDAY BEACONS

Members were reminded that it was agreed that Council would participate in the Queens 90th birthday celebrations on 21 April 2016 by lighting beacons on the Motte in Antrim Castle Gardens and at Carnmoney Hill and to organise small scale family events alongside the beacon lighting. At the February meeting of Committee it was requested that officers explore options for the Newtownabbey event to be within view of the beacon.

Carmmoney Hill has traditionally been used to light beacons in the past given the high levels of visibility however there is no public access to the site and land owner's permission required to carry out the event.

Having considered the request to ensure visibility of the Newtownabbey area beacon from the location of the associated event it is now proposed to relocate this beacon from Carnmoney Hill to Macedon Point. Macedon Point still provides high levels of visibility of the beacon, which will also be seen from across Belfast Lough, whilst also enabling public access to the lighting ceremony and the delivery of an associated event within Hazelbank Park.

Proposed by Alderman W Ball
Seconded by Councillor Ritchie and agreed that

the relocation of a beacon, to celebrate the Queens 90th birthday on 21 April, from Carnmoney Hill to Macedon Point incorporating a small scale family event at Hazelbank Park be approved with the actual site for the beacon to be reviewed to ensure maximum visibility.

ACTION BY: Ursula Fay, Head of Arts & Culture

3.2 EH/PHWB/4 "PEOPLE AT RISK" PARTNERSHIP AGREEMENT BETWEEN NORTHERN IRELAND FIRE AND RESCUE SERVICE AND ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL

A partnership agreement had been developed between the Northern Ireland Fire and Rescue Service and local councils to formalise the joint working aimed at protecting people at risk within our community.

For the purposes of this agreement, "at risk" is defined as:

- Anyone aged 60 or older;
- Have impaired mobility; or
- Are referred to Northern Ireland Fire and Rescue Service by a partner agency.

The aims of the partnership are to:

- Improve partnership working;
- Provide additional fire safety advice;
- Reduce fire deaths, injuries and fires in the homes of people at risk.

This partnership complements work already undertaken by the council with vulnerable groups across the borough such as Home Accident Prevention and Affordable Warmth and will provide further protection to the health and wellbeing of our residents.

The Partnership Agreement Template and Working in Partnership with NIFRS were circulated.

The key responsibilities set out in the Agreement are:

- communicate the document titled 'Guidance for your Team' to staff to provide guidance on how to implement the partnership agreement;
- on signing, publicise the partnership through a local joint press release and media launch;
- publicise and raise awareness of the partnership within each organisation;
- review and re-sign the partnership in accordance with the review process;
- maintain accurate records to be able to demonstrate the success of the partnership; and
- ensure data protection protocols are followed when processing data.

Proposed by Councillor Montgomery
Seconded by Councillor Ritchie and agreed that

the People at Risk Partnership Agreement between Northern Ireland Fire and Rescue Service and Antrim and Newtownabbey Borough Council be signed.

ACTION BY: Clifford Todd, Head of Environmental Health

3.3 L/LEI/32 TOOME ALLOTMENTS

Background

Members recalled at December 2015 Committee meeting, the TIDAL group based in the village of Toome, had secured a total of £20,000 for the establishment of community allotments and gardens on land adjacent to the existing play park. All works were to be completed by end of March 2016.

Update

A licence agreement had been signed between Council and TIDAL and works have commenced on the site. The group are receiving the support and expertise of Groundwork NI.

Components of the project are to include:

1. Communal building (20ft x 16ft) – including a meeting space which will be used for gardening workshops and talks, and a kitchen area for the delivery of cookery workshops.
2. Storage container (10ft x 10ft) – for tools and equipment.
3. 30ft polytunnel – for communal use.
4. Communal raised beds – 10 No. beds (8ft x 3 ft each) – made with old sleepers.
5. Seating and picnic tables
6. Creation of a community orchard and fruit-bearing hedge -around perimeter of the site.
7. Composting and water collection facilities
8. Private raised beds (approx. 10ft x 6ft) – proposing £30 per annum. These plots will be allocated on a first come – first serve basis, for both individuals and community groups within the Borough. Interest has already been expressed by some of the local schools, nursing homes and church groups.

All elements apart from the communal building fall within permitted development. A planning application has been submitted for this additional structure.

TIDAL have proposed that the new facility is named Duneane Allotment Gardens.

Proposed by Councillor Kelly
Seconded by Councillor Clarke and agreed by

TIDAL's proposal to name the new allotment provision as Duneane Allotment Gardens be approved.

ACTION BY: Elaine Upton, Countryside and Physical Activity Development Manager

3.4 AC/MU/6 MID ANTRIM MUSEUMS SERVICE PARTNERSHIP

Members were reminded that the establishment of a new heritage partnership with Mid and East Antrim Borough Council for an initial twelve month period from April 2016 was approved at the December meeting of the Committee with the partnership to be known as "Mid Antrim Heritage Partnership".

It was also agreed at this meeting that draft terms of reference and a partnership agreement be reported to a future meeting of the Committee. Both documents were circulated for members' information.

Within the draft terms of reference it is proposed that each partner Council nominate four elected members to the Partnership Advisory Panel for the term of the Council.

It is proposed that the draft terms of reference and partnership agreement be approved and the four elected members be nominated to the Mid Antrim Heritage Partnership Advisory Panel for the remaining term of the Council.

Members are reminded that the representatives on the current Interim Partnership, Mid- Antrim Museum Service, are Alderman Agnew and Councillor Beatty.

It was unanimously recommended that –

- **the undernoted elected members be nominated to the new Mid-Antrim Heritage Partnership Advisory Panel effective from 1st April 2016:**

Alderman Smyth (Proposed by Councillor Ball and Seconded by Alderman W Ball)

Councillor Ritchie (Proposed by Councillor Montgomery and Seconded by Councillor Clarke)

Councillor Kelly (Proposed by Councillor Ritchie and Seconded by Councillor Montgomery)

Councillor Montgomery (Proposed by Councillor McWilliam and Seconded by Councillor Ritchie)

- **the draft terms of reference and partnership agreement for the Mid Antrim Heritage Partnership with Mid and East Antrim Borough Council be approved.**

ACTION BY: Ursula Fay, Head of Arts & Culture

3.5 AC/GEN/41 OPERATION BANNER VETERANS MUSEUM – EXHIBITION AT MUSEUM AT THE MILL

Members were advised that a request to bring an exhibition to Museum At The Mill in Mossley Mill has been received from Operations Banner Veterans Museum.

The exhibition features a collection of artefacts, memorabilia and uniforms in relation to "Operation Banner" the term which was used by the security services to describe the security operation during "The Troubles". In addition the exhibition will be manned and interpreted by the lead collector, who will explain and interpret content for visitors.

The Veterans Museum hopes to launch this exhibition in Lisburn in March / April and has requested staging the exhibition to Museum at The Mill from a Thursday to Sunday sometime after the launch, with the specific date yet to be agreed.

This exhibition can be accommodated within the existing space; will be available during normal museum opening hours and free of charge to visitors. Museum At The Mill does not usually open on Sundays therefore it is proposed to open on the specific Sunday of the exhibition from 11am to 4pm in line with current Saturday opening arrangements for the Museum.

Proposed by Alderman W Ball
Seconded by Councillor Montgomery and agreed that

(a) the request from Operation Banner Veterans Museum to stage their exhibition in Museum At The Mill from Thursday to Sunday preferably in May, at a date yet to be agreed, be approved

(b) the opening of Museum At The Mill on the specific Sunday from 11am to 4pm, in order to accommodate this exhibition, be approved.

Noted: Officers to explore the option of also exhibiting in Antrim, even on a smaller scale.

ACTION BY: Ursula Fay, Head of Arts & Culture

3.6 AC/GEN/41 BRICK CITY TOURING EXHIBITION

Members were advised that Brick City tour is an exhibition of the models of "Brick City", an internationally acclaimed book released in May 2013. Each individual LEGO model can be seen in this exhibition showing the versatility of LEGO and amazing architecture from around the world.

The exhibition features 70 LEGO models and appeals to all ages whilst teaching creativity and expression. LEGO is a hugely popular toy and use of LEGO as an artistic activity will attract children and adults alike.

There is an opportunity to hire the Brick City exhibition, during the summer holidays from Friday 7 July to Friday 4 August 2017, at an estimated cost of £10,000. Whilst this is high in comparison with the usual fees for exhibitions it is proposed to charge an admission fee both to offset some of the hire fee but also to ensure that the huge demand envisaged can be controlled and managed in order to maximise visitor numbers.

A number of arts and culture venues have been considered throughout the Borough including Theatre at The Mill, The Old Courthouse Theatre, Ballyclare Town Hall, Lilian Bland Community Park Pavilion and Museum at The Mill. The only venue which can accommodate the exhibition, provide the necessary support services and is available throughout these dates is The Old Courthouse Theatre Antrim.

An added benefit of this town centre location is the Council owned adjacent car parks offering up to 3 hours free parking. This exhibition is highly likely to attract large numbers of visitors from outside the Borough and therefore has the potential to provide positive benefits for local traders and business.

It is proposed to run the exhibition from 10am to 6pm Monday to Saturday from 7 July through to 4 August with 90 minute sessions available at 10am, 12 noon, 2pm and 4pm accommodating a maximum of 100 visitors per session. Advance booking will be required with online booking available.

The following admission fees and ticket options are proposed:

- **Adults (16 plus) £5**
- **Children (Under 16) £3**
- **Children (Under 3) Free**
- **Family (1 adult and 3 children) £12**
- **Family (2 adults and 2 children) £14**
- **Group Bookings will charge £4 per adult and £2.50 per child for groups of 15 or more.**

The Brick Wonders Exhibition is currently running at the Nerve Centre in Londonderry and the rates proposed above have been benchmarked with these admission prices, compare favourably and offer excellent value for money for such a popular and unique indoor family event available during school holidays.

If the exhibition were to achieve a 50% attendance at the rates proposed then income generated would be approximately £20,000 based on the proposed rates. This would cover both the exhibition hire charge and any associated staff and marketing costs. It is anticipated that this exhibition is highly likely to achieve much higher attendance levels given the experience of other host venues.

Proposed by Councillor Montgomery
 Seconded by Councillor Ritchie and agreed that

(a) the hire of Brick City LEGO exhibition to run in The Old Courthouse from 7 July to 4 August 2016 at a cost of £10,000 be approved.

(b) the admission charges as proposed be approved.

Noted: Officers to liaise with PR & Communications in publicising this event regionally.

The Chairman congratulated Ursula Fay and her team on bringing such a high profile exhibition to the Borough.

ACTION BY: Ursula Fay, Head of Arts & Culture/Tracey White

Councillor Blair arrived at this point of the meeting.

3.7 AC/EV/10 EUROPEAN FOOTBALL CHAMPIONSHIPS LIVE NORTHERN IRELAND MATCH BROADCASTS

Members were reminded that it was agreed at the October meeting of the Council that officers engage with the Department of Culture Arts and Leisure and the IFA to explore options to broadcast Northern Ireland's matches on large screens at prominent locations across the Borough during the European Championships in 2016.

Officers have identified the civic square in Mossley Mill and the Parterre in Antrim Castle Gardens as two such suitable locations in the Borough. Both venues are accessible to the public, whilst at the same time able to provide a controlled and safe environment and can accommodate erection of a large screen, technical capability, staff support, comfortable outdoor spectating for interested

fans as well as supporting amenities such as car parking, public toilets and hospitality outlets.

For the initial pool stages of the European Football Championship Northern Ireland matches are scheduled and being broadcast as follows:

- o Sunday 12th June 2016 - Poland v Northern Ireland - 17:00 - BBC TBC
- o Thursday 16th June 2016 - Ukraine v Northern Ireland - 17:00 - ITV TBC
- o Tuesday 21st June 2016 - Northern Ireland v Germany - 17:00 - BBC TBC

Engagement with both DCAL and IFA has identified that there is no available funding from either organisation to support this activity and therefore any costs will need to be met by Council.

Officers have contacted various suppliers and identified estimated costs of screen hire and licensing, which do vary among different suppliers with slightly different solutions to delivering the broadcasts. To broadcast each of Northern Ireland's pool games as above, at Mossley Mill and Antrim Castle Gardens will cost between £2,000 and £3,500 per match depending on the outcome of the procurement process. This represents a total cost of between £6,000 and £10,500 to broadcast the three pool matches at both locations.

Should Northern Ireland qualify from the pool stages they have potentially up to another 4 matches to play. To continue to broadcast any additional games at the two locations would cost an additional £2,000 per match as a minimum.

Estimates do not include event security costs which would need to be factored in.

Proposed by Councillor Magill
Seconded by Councillor Kelly and agreed that

- **Three European Football Championship Northern Ireland matches be broadcast on large screens at Mossley Mill and Antrim Castle Gardens advertised as family events with appropriate event security in place.**

ACTION BY: Ursula Fay, Head of Arts and Culture

3.8 C/GM/4 REQUEST FOR A PLANTER WITHIN A HOUSING DEVELOPMENT

Members were made aware that it was agreed at the December 2011 Legacy Newtownabbey Leisure Committee that when new requests are received for plants and planters in an area that these are granted only where a partnership is agreed with the community. It is suggested that this approach is adopted also by the new Council.

Requests are received quite frequently for new planters and whilst the requests are usually of small quantity they are often in remote areas of the Borough making them expensive and operationally difficult to maintain. The provision and maintenance of planters is best achieved when a partnership agreement is

reached for the Council to supply and the local community to maintain. This also encourages community spirit, responsibility and ownership.

A request has been received from a member of the public living at The Brooks, Burnside to brighten up the entrance to the development with one planter during the summer. Local residents have agreed to maintain. The cost to provide plants and compost annually is approximately £110 which can be met from existing budgets.

Proposed by Councillor Blair
Seconded by Councillor Kelly and agreed that

A Policy on such requests be drafted for consideration, with the request from The Brooks to be considered in context of approved Policy.

ACTION BY: Ivor McMullan, Head of Leisure

3.9 L/LEI/AP/1 ALLEN PARK – ANTRIM GOLF CLUB REQUEST FOR REFUND

In common with outdoor pitches and courses across Northern Ireland, Allen Park golf course has experienced one of the wettest winter periods for some time with unprecedented days of continuous rainfall. This has led to a situation where the golf course has high levels of ground saturation on a site where the water table is already very high.

During the months of December 2015 and January 2016 the course was closed 41 days compared with 10 the previous period in 2014-2015.

Due to these closures affecting golf club competitions, and the resulting loss of income, Antrim Golf Club is now seeking a refund to their Annual Service Contribution. The normal practice in the private sector is to accept that this is an outdoor facility that can be affected by the variances of the weather.

The Licence agreement, relating to opening and closing of the Golf Centre (Clauses 7.1 and 7.2), includes for inclement weather and it is clear in the Agreement that Council is not required to refund any losses. Whilst it is unfortunate that the course has had to be closed, there has been an impact on Council, casual users and the Golf Club, but it is out of Council's control.

Proposed by Councillor Ritchie
Seconded by Councillor Kelly and agreed that

In light of the legal agreement in place, Council considers a one-off sponsorship of a golf club event in the amount of £250 as a gesture of goodwill.

ACTION BY: Ivor McMullan, Head of Leisure & Marie Agnew, Centre Manager

3.10 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL

Members were reminded that it was agreed at the June 2015 committee meeting to form the Borough Arts and Cultural Advisory Panel and that

membership of the Panel through the recruitment of independent members has now been completed.

Members were advised that the Panel has agreed to a schedule of quarterly meetings, which synchronises the meetings with the theatres seasonal programme production schedule. There is a very small window available in which to bring a final season programme to the Panel whilst allowing time to promote and market programmes to ensure advance ticket sales. The proposed schedule for 2016 is:

February 2016:

- Autumn 2015 for review
- Autumn 2016 for discussion
- Summer 2016 for noting

June 2016:

- Spring 2016 for review
- Spring 2017 for discussion
- Autumn 2016 for noting

October 2016:

- Summer 2016 for review
- Summer 2017 for discussion
- Spring 2017 (January to May) for noting

December 2016:

- Annual Review and Christmas Show

The third meeting of the panel was held in Mossley Mill on Wednesday 24 February 2016. The Autumn 2015 and Christmas theatre programmes were reviewed with ideas for the same period of the current year including Christmas show options discussed. The proposed summer 2016 theatres programme was presented to and agreed by the Panel. (Programmes circulated)

Proposed by Councillor Montgomery
Seconded by Councillor Clarke and agreed that

(a) the Borough Arts and Cultural Advisory Panel meeting schedule be noted

(b) the minutes of the meeting of 24 February 2016 be noted

The Chairman took this opportunity to thank Ursula Fay for all her hard work.

ACTION BY: Ursula Fay, Head of Arts & Culture, Operations Department

Councillor McClelland and Councillor Goodman arrived at this point of the meeting.

**3.11 AC/GEN/1 REQUESTS FOR FREE USE OF FACILITIES
L/GEN/5**

Introduction

Members requested that Officers bring proposals for requests for free use of facilities. Requests for free use are small in number and include use of indoor

and outdoor facilities. Requests recently have come from schools, charities and individuals fund raising for specific charities.

Pricing policies are in place for both Arts and Culture and Leisure and it is proposed that these policies are added to once a decision is made by Council on free use requests.

Proposals for Consideration

Members may wish to consider the following:

Requests for free use of facilities to be considered.

There are a number of options and variations which could be considered

- (i) Consider granting free use of facilities on a case by case basis through Committee - only from individuals, community or charitable organisations based in or operating in the Borough, who can be shown to contribute to the Corporate Plan.
or
- (ii) Consider requests for free use of facilities on a case by case basis through Committee - only from individuals, community or charitable organisations based in or operating in the Borough, who can be shown to contribute to the Corporate Plan with maximum discount given of 75% off.
or
- (iii) Requests for free use dealt with by extending available discount on facility hire to a maximum percentage (for example 50% or 75% discount) with authority delegated to officers for such requests.
- (iv) Other suggestions Members may have.

Experience in the legacy councils was mixed – former Antrim Borough Council generally did not grant free use (custom and practice) while former Newtownabbey Borough Council considered and granted such requests through Committee on an ad hoc, occasional basis (again custom and practice). Council benefitted from income from commission on catering arrangements as per the contracts in place at the time.

Following discussion on a range of issues it was unanimously agreed that Officers bring updated proposals to the next Council Meeting.

ACTION BY: Ursula Fay, Head of Arts and Culture / Ivor McMullan, Head of Leisure

3.12 AC/GEN/8 ST MARYS FOOTBALL CLUB REQUEST FOR USE OF THE LINEN SUITE MOSSLEY MILL

Members were advised that a request for free use of the Linen Suite Mossley Mill on Saturday 28 May 2016 has been received from St Marys Football Club. The proposed event is a Gala Dinner to mark the clubs 20th anniversary. The usual charge for this would be £350.

This event will incur significant hospitality charges of at least £20 per head with numbers expected to exceed 100, of which the Council will receive approximately 10% in commission.

Unanimously agreed that this Report be brought to the next Council Meeting to be considered in the context of policy on requests for free use of facilities.

ACTION BY: Ursula Fay, Head of Arts and Culture

3.13 L/LEI/AF/6 ANTRIM FORUM SPA THERAPY FRANCHISE AGREEMENT

Legacy Antrim Borough Council entered into a Franchise Agreement for the delivery of spa therapy services at Antrim Forum with Claire Gamble trading as Black Velvet Therapy. The Franchise Agreement is from 1 March 2014 to 28 February 2017. The franchise fee is as follows:

- 01/03/2014 – 28/02/2015 - £2,400 per annum
- 01/03/2015 – 29/02/2016 - £2,640 per annum

Ms Gamble has enquired about sub-letting to another spa therapist as she wishes to devote more time to concentrate on another business.

Under the terms of the Franchise Agreement Ms Gamble can only sub-lease with Council's permission, taking into consideration the reputation and financial standing of any proposed alternative spa therapist and subject to:

1. Continuity of service not being affected.
2. The alternative spa therapist having the required qualifications and insurance.
3. Ms Gamble having a contract with the sub-lessee which will provide assurance to the Council should the sub-lessee default on payment or breach any terms of the Franchise Agreement or sub-lease.
4. The sub-lessee agreeing to all the terms and conditions of the Franchise Agreement and a sub-lease being drafted and signed by the sub-lessee confirming the same.

The sub-lease will be drafted in-house with no cost to Council.

Proposed by Councillor Magill
Seconded by Councillor Ritchie and agreed that

Council approves the Forum Spa Franchise Agreement being sub-leased subject to all legal and financial matters being resolved.

ACTION BY: Roberta Flaherty, Ops Manager Antrim Forum, Paul Casey, Legal Services Manager

3.14 EH/EHS/2 REQUEST TO USE COUNCIL LAND FOR A CIRCUS

A request had been received to hold a circus, using animals as part of the performance, at Jordanstown Loughshore Park in late April 2016. The animals featured are 4 horses and 1 pony, which are considered to be domestic animals. A request will be made for an inspection to be carried out by Animal Welfare Officers.

In 2015 there was one request to host circuses in late May/ early June in Sixmilewater and Jordanstown Loughshore Parks. These passed without incident.

Proposed by Alderman M Cosgrove
Seconded by Councillor Ritchie that

The request to hold a circus at Jordanstown Loughshore Park in late April 2016 be approved

AMENDMENT

Proposed by Councillor Blair
Seconded by Alderman W Ball that

In addition to the above that any members in receipt of free tickets must declare an interest including the value of the tickets.

On a vote of of 9 in favour, 2 against and no abstentions on Councillor Blair's amendment it was unanimously agreed that

The request to hold a circus at Jordanstown Loughshore Park in late April 2016 be approved and that any member in receipt of tickets must declare an interest and the value of the tickets.

(Amended by Council on 21.3.16)

Noted: Officers to ensure that any damage to grassed areas to be made good by anyone booking outdoor facilities for an event, including circuses.

ACTION BY: Margaret Lindsay, Parks and Cemeteries Manager

3.15 L/P/2 GRASS MANAGEMENT

Introduction

Members recalled that a Grass Management Sub-committee was set up to consider the impact of Traffic Management Regulations and to consider the issue of Transport Northern Ireland (TNI) cutting grass in urban areas – in the event that TNI is unable to carry out grass cutting again in 2016.

Through the Grass Management Group and in consultation with Transport Northern Ireland these, and a range of associated issues, have been considered and a series of recommendations is set out below.

Traffic Management Regulations – Roundabouts and Verges

As Members are aware, there are a range of roundabouts and verges across the Borough which the legacy councils had undertaken to cut/plant by agreement with TNI and for which the legacy councils received income of approximately £29,000 annually.

Following the introduction of the Traffic Regulations, risk assessments and training were completed by Council in compliance with the legislation. In some areas, due to the speed limits on adjacent or approaching roads, Council is prohibited from carrying out the required set ups, presenting difficulties last year following implementation of the regulations. Of the 69 sites (comprising 34 roundabouts and 35 verges), circulated as Appendices 1 and 2, a total 14 roundabouts and 3 verges cannot be maintained by Council staff due to the health and safety requirements. Members will recall that Council 'piggy-backed' on traffic management set-ups by TNI last summer - where possible to maintain some of these locations. These 17 areas continue to require set up by TNI – they cannot be managed directly by Council. The remaining 52 sites were eventually maintained over the course of the season but the number of cuts was reduced due to the significant demands on resources.

Proposals for 2016 Season - Roundabouts and Verges

In developing proposals the Grass Management Group wanted to balance Council's expectation that the areas will be maintained to a high standard whilst ensuring compliance with the Traffic Regulations as set out below:

- (i) Options for 52 sites which Council can access and,
- (ii) Options for the 17 sites which Council cannot access

- (i) Option for 52 sites which Council can access:

A range of alternative options were considered for these area due to the significant level of set up and maintenance required. The Group took into account the balance required between minimising the frequency and time spend by the Parks Team and optimising appearance. Prairie planting, wildflower meadows, hard landscaping and alternative planting were considered.

Both prairie planting and wildflower meadows were ruled out for any of these sites due to significant maintenance required, despite the perception that they require little. Officers are actively exploring possible locations for this type of planting in parks and open spaces and Committee will be updated on proposals in due course (e.g. Lough Shore Parks, Antrim Castle Gardens, Sentry Hill, etc.).

A combination of hard landscaping and alternative planting, such as flowering shrubs instead of flowers, was considered as the best option going forward to achieve the balance needed. It was proposed that a phased approach be taken to carrying out works to these sites over coming years. Costs can be met from the Parks capital budget (£100,000 annually) and if approved Officers will develop a timetable for works over the coming years.

- (ii) Options for 17 sites which Council cannot access:

Since the last Grass Management meeting, Officers have had detailed discussions with TNI to establish what level of support could be provided with set ups for these sites to allow Council staff to have access for cutting/planting. TNI has agreed, in principle, to facilitate 5 set-ups in the incoming season for these sites. This is less than Council previously would have carried out and plans to introduce hard landscaping and alternative planting for these sites will need to be considered. Due to the potential length of time that set-ups will be required to be in place, careful planning and co-operation of TNI will be required. Further details will be brought for consideration in due course. In the meantime if the 5 set-ups are confirmed by TNI. Negotiations on roundabout sponsorship could be progressed.

Furthermore, TNI representatives have also indicated that consideration is being given to the potential for buffer zones to be provided. These are 1.2 metre strips around the periphery of roundabouts to reduce risk. Council will be updated in due course.

Urban Grass Cutting (formerly undertaken by TNI Third Party contractors)

As Members will recall in 2015, following the announcement by Transport NI of budget cuts and the resultant end of urban grass cutting, Council made a decision to meet the cost of cutting grass in these areas at very short notice. In the end a combination of Parks staff on overtime (legacy Antrim Borough) and TNI contractor (legacy Newtownabbey Borough) were used as at that time the TNI contract for legacy Antrim Borough had expired.

Due to arrangements having to be put in place at short notice, Council's normal grass cutting was reduced in the legacy Antrim Borough to allow for grass cutting of urban areas to be completed.

Proposals for 2016 Season - Urban Grass Cutting

In preparation for the incoming season and the potential that TNI's budgetary position would remain unchanged, the Grass Management Group discussed a range of options; placement opportunities through organisations such as probation Board NI, the potential for establishment of social enterprise to carry out grass cutting, involvement of local community, use of Council staff and TNI contractors.

TNI has only recently been in a position to advise on 2016 budgets and representatives have indicated in the last few weeks that it is unlikely that they will have the budget to carry out grass cutting in urban areas again this year. Formal confirmation is awaited.

Consideration was given to the potential for placements (e.g. through PBNi) or employment schemes), involving local community and work to be carried out through social enterprise businesses. Both require further research and planning. Due to structure and severance requests being in progress currently and the necessity to follow this with a review of forward work planning – these have not been able to be progressed.

This leaves 2 options – work being carried out in-house or through the TNI third party contractors. The in-house option is limited and puts significant demands on

the Parks team, resulting in the potential for reduced standards in other areas. The TNI contractor therefore appears to be the best option for the incoming year and estimates for a cut of these areas across the Borough are in the region of £10,000 per cut with 5 cuts anticipated.

Other Issues

TNI Weeding of footpaths

The Grass Management Group discussed the issue of weeding of footpaths and requested that Officers pursued this issue with TNI representatives. TNI have indicated that they are awaiting confirmation of their budgets before confirming their weed spraying programme during 2016/17. Members will be updated in due course.

Re-use of Bulbs

The Grass Management Group considered the issue, raised at the Operations Committee, of the potential to recycle bulbs taken out by Council by making them available to community groups. Council cannot re-use the bulbs as the quality cannot be guaranteed. The Group discussed the quality of the bulbs and acknowledged that it whilst it can be unpredictable - it would still be worthwhile to make bulbs available to community groups through the five Household Recycling Centres with a maximum allocation of 3 bags per group (to be reviewed at the end of the season and reported back to Committee).

Flax Harvesters - Sculpture

The Flax Harvesters - a 4m high steel sculpture - was removed from Coleman's Corner Roundabout by TNI to facilitate the A8 realignment. TNI will not approve it being located back in its original position due to the roundabout being changed in design and not being a suitable location. Officers reported to the Grass Management Group a range of possible options for relocation along the A8 verges. Subject to agreement between the Council and TNI (and with planning approval), three initial options have been suggested;

- 1) Ashley Road/ A8 Junction (on left hand side towards Larne)
- 2) A8/ Near Straid Turn-off (on left hand side towards Larne)
- 3) Opposite A8/ Near Straid Turn-off (Opposite option no. 2)

Further information is needed regarding planning requirements and TNI's views and a report will be brought through the Grass Management Group in due course.

Awards

Council annually enters several towns and villages within the Borough into two separate competitions; Ulster in Bloom and Best Kept Awards.

Each competition has specific requirements as regards attainments, but in general the categories include horticultural excellence, street scene, environment and community and business participation.

Entry to the prestigious Britain in Bloom is dependent upon an applicant's success at the regional/ local 'in bloom' awards i.e. Ulster in Bloom. An inter-departmental team has been established to ensure a holistic approach is taken to Council's entries to these awards.

Council has already approved a planned approach to increasing the sites submitted for the prestigious Green Flag Awards.

Best Kept Gardens Competition

Arising from Council's approval that the prize money from the Tidy Ireland Award for Antrim town be used to fund a Best Kept Garden Competition during 2016, a format has been developed for consideration. The purpose of the competition is to encourage residents to take pride in their gardens and reward those produce outstanding results. This would form an important strand of Council's submissions to both Best Kept and Ulster in Bloom. Officers have developed Please see 'Best Kept Gardens Competition was circulated as Appendix 3.

Proposed by Councillor Montgomery
Seconded by Councillor Blair and agreed that

- (a) A timetable for a programme of hard landscaping and alternative planting be developed for those roundabouts and verges which council can access,**
- (b) In the event that Transport Northern Ireland confirms that it will not have the budget to carry out grass cutting in urban areas in the incoming spring/summer season, that TNI contractors will be commissioned to carry out 5 cuts at an estimated cost to Council of £10,000 per cut.**
- (c) A scheme is implemented to offer bulbs for re-use by community groups and local schools with a maximum of three bags per group or school (to be reviewed at the end of the season and reported back to Committee).**
- (d) A Best Kept Garden Competition is implemented as set out in Appendix 3 to include reference to gardens being able to be nominated by neighbours or others, not just owners.**

Noted: Officers to give clarification to Councillor Goodman in relation to grass verges around Hightown and Mallusk.

Noted: Officers to look at potential for support from larger businesses in the Borough.

Councillor Blair paid special thanks to the Director and team on what they have achieved.

ACTION BY: Paul Holly/Ivor McMullan

3.16 L/LEI/24 ALLOTMENT AUDIT

Background:

It was agreed that Officers should explore the potential to develop additional allotments across the Borough. An audit of existing and potential provision has been completed to assist in decision making going forward.

Allotment Review:

As set out in the audit circulated, there are currently 7 allotment sites in the Borough; 3 of which are managed by Council. This review considers a further 5 sites, which have potential to progress.

At this point in time, the sites identified as having potential are:

- Orchard Way, Antrim – (2016/17)
- Burney's Lane, Glengormley – (2016/17)
- Cidercourt Road, Crumlin - (2017/18)
- Rathcoole - (2017/18)
- Allen Park – (2018/19)

Budgetary provision of £200,000 has been agreed in the Capital Programme for allotments. Officers will also seek opportunities for external funding.

Proposed by Councillor Blair

Seconded by Councillor Kelly and agreed that

- a) the allotment options detailed above are progressed, with reports to Committee as appropriate.**

ACTION BY: Elaine Upton, Countryside and Physical Activity Development Manager

3.17 WM/WM/1 REFUSE PUBLIC COLLECTION ARRANGEMENTS 2016

Officers had been assessing refuse black bin collection options for the Public Holidays in legacy Newtownabbey for 2016 with the aim of minimising disruption to the service for residents. Public holiday working for legacy antrim have already been approved. The proposed collection arrangements have been forwarded to the Trade Union representatives.

The proposed alternative collection days are:

Public Holiday or affected Collection Day	Legacy Newtownabbey
17 March 2016 <i>(St Patrick's Day)</i>	17 March 2016 <i>(Tuesday)</i>
25 March 2016 <i>(Good Friday)</i>	25 March 2016 <i>(Good Friday)</i>
28 March 2016 <i>(Easter Monday)</i>	26 March 2016 <i>(Saturday)</i>
29 March 2016 <i>(Easter Tuesday)</i>	30 March 2016 <i>(Wednesday)</i>
30 March 2016 <i>(Wednesday)</i>	31 March 2016 <i>(Thursday)</i>
31 March 2016 <i>(Thursday)</i>	1 April 2016 <i>(Friday)</i>
1 April 2016 <i>(Friday)</i>	2 April 2016 <i>(Saturday)</i>
2 May 2016	2 May 2016

(May Bank Holiday)	(Monday)
30 May 2016 (Spring Bank Holiday)	30 May 2016 (Monday)
12 July 2016 (Twelfth July)	9 July 2016 (Saturday)
13 July 2016 (13 th July)	14 July 2016 (Thursday)
14 July 2016 (Thursday)	15 July 2016 (Friday)
15 July 2016 (Friday)	16 July 2016 (Saturday)
29 August 2016 (Summer Bank Holiday)	29 August 2016 (Monday)
26 December 2016 (Boxing Day Holiday)	24 December 2016 (Saturday)
27 December 2016 (Christmas Day Holiday)	28 December 2016 (Wednesday)
28 December 2016 (Wednesday)	29 December 2016 (Thursday)
29 December 2016 (Thursday)	30 December 2016 (Friday)
30 December 2016 (Friday)	31 December 2016 (Saturday)
2 January 2017 (New Year's Day)	2 January 2017 (Monday)

The black bin service only has to be agreed as recycling is collected through a contract with Bryson Recycling and brown bin organic waste is collected by Avenue Recycling who will replicate Councils' black bin collection arrangements.

The proposed arrangements relate to the bin collection service only and street cleansing operations may be reduced in order to ensure bins are collected on these dates. Any priority street cleansing requests will be actioned through a daily response process with resources allocated as and when required.

Proposed by Councillor Magill
Seconded by Councillor Clarke and agreed that

Collection arrangements for public holidays for black bins in legacy Newtownabbey are approved 17 March 2016 – 02 January 2017 inclusive.

ACTION BY: Michael Laverty, Environment Manager

3.18 EH/EHS/10 IMPLEMENTATION OF PAVEMENT CAFÉS ACT (NI) 2014

Members were reminded that in September 2015 it was reported that the Department of Social Development for Northern Ireland (DSDNI) had advised council of its intention to bring the Licensing of Pavement Cafés Act (NI) 2014

fully into operation with effect from 1 April 2016. This implementation date has now been rescheduled for October 2016.

Environmental Health Staff have continued to meet with colleagues from the 10 other councils to develop guidance for businesses in applying for licences under the new legislation thereby reducing the bureaucratic burden. In addition work will still continue internally with colleagues from the Planning and Economic Development Services to streamline the application process for businesses within the borough.

Proposed by Councillor Kelly
Seconded by Councillor Blair and agreed that

the report be noted.

ACTION BY: Clifford Todd, Head of Environmental Health

3.19 EH/EHS/3 REVIEW OF BUSINESS RED TAPE – HOSPITALITY SECTOR

The Department of Enterprise, Trade and Investment (DETI) was tasked with leading a review of Business Red Tape as part of the joint Northern Ireland Executive/United Kingdom Government initiative "Building a Prosperous and United Community".

The aim of the review was to lessen the burden on business whilst continuing to meet the intention of the policy and associated regulation.

Environmental Health staff have worked with colleagues across the 10 other councils to address issues identified by businesses across Northern Ireland – specifically in the areas of Food Safety and Entertainment Licences. In addition, a meeting was held with the Food Standards Agency and Hospitality Ulster to explore ways of improving how the hospitality sector engage with regulators and ensure that any unnecessary regulatory burdens are removed.

Environmental Health will continue to develop relationships with the business and economic sectors to underpin the economic prosperity of the borough.

Proposed by Councillor Ritchie
Seconded by Councillor Magill and agreed that

the report be noted.

ACTION BY: Clifford Todd, Head of Environmental Health

3.20 L/GEN/14 ALIGNMENT OF OPENING HOURS – LEISURE CENTRES UPDATE

With reference to the alignment of opening hours for Council's Leisure Centres, officers have reviewed the opening hours across all centres and have identified that opening hours at 2 locations could be reviewed:

- Antrim Forum Leisure Centre
- Ballyearl Golf and Fitness Centre

A survey carried out at the Antrim Forum a number of years ago is being updated and a survey of customers at Ballyearl is also being carried out.

Officers will report back on the findings and outcome will follow in due course.

Proposed by Councillor Magill
Seconded by Councillor Kelly and agreed that

the report be noted.

ACTION BY: Roberta Flaherty, Antrim Forum Manager

Alderman J Smyth declared an interest in item 3.21 and left the chamber at this point.

3.21 L/P/10 ANTRIM AND NEWTOWNABBEY GROW WILD COMMUNITY PROJECT AWARD

Members were reminded that Grow Wild is an initiative supported by the Big Lottery Fund and led by the Royal Botanical Gardens at Kew, to bring people together to transform a communal space by sowing and growing native plants. Grow Wild encourages the involvement of local people (including 12-25 year olds) and wider partnerships.

Council made an application for a Grow Wild Flagship project proposal for the Steeple Play Area in Antrim. The project proposal was unsuccessful as a Flagship site and the panel recommended that the application be used as a basis for a community project fund.

Steeple Community Association applied and have been awarded community funding of £4000 for 'Walk on the Wildside' (WoW). The project will include the planting of native wildflowers and seeds in part of the existing grassland area, purchase of 2 seats and holding 3 training workshops. The local schools and youth club will write and produce a 'WoW Wildflower Rap Song', to be 'rapped' by the project partnership as a YouTube clip. The Grow Wild project is to be completed by 31 October.

Council will assist by preparing the grassland area for wildflower plug planting and the installation of the 2 seats at minimal cost from within leisure budgets.

Further information can be found at:
<https://www.growwilduk.com/content/community-project-funding>

Proposed by Councillor Kelly
Seconded by Councillor Montgomery and agreed that

the report be noted.

ACTION BY: Ruth Wilson, Biodiversity Officer

Alderman J Smyth returned at this point of the meeting.

3.22 L/P/BIO/12 NORTHERN IRELAND FOREST SCHOOLS CELEBRATION EVENT

The Northern Ireland Forest Schools Association (NIFSA) had been involved in projects across the former Newtownabbey Borough Council since 2009 involving a wide range of schools in outdoor education programmes in local parks and open spaces.

Funding secured from the Shared Education Programme has enabled NIFSA to work with St James Nursery School and Whitehouse Nursery School to develop a Forest School programme.

Forest Schools are an exciting and innovative approach to learning outside the classroom. The pupils benefit enormously from greater physical and mental health, better understanding and respect of the natural environment, improved communication and social skills all while learning of the importance of the open space on their doorstep.

To mark the end of the programme a celebration event will be held in Mossley Mill. Children, teachers and parents from both St James and Whitehouse Nursery Schools will take part in forest schools activities along the Newtownabbey Way followed by the presentation of certificates to all participants. Presentations will be made to demonstrate the success of this and other Forest School programmes. Members will be invited to the event.

Proposed by Councillor Kelly
Seconded by Councillor Montgomery and agreed that

the report be noted.

ACTION BY: Lindsay Houston, Biodiversity Officer

To enable the Recycling Manager to do a presentation it was agreed that Item 3.23 be moved to before the In Confidence items.

3.24 EH/PHWB/4 BLIND CORD SAFETY

Members were reminded that following a report in December 2015, a follow up programme to further raise awareness of the dangers of blind cords and chains would be developed for 2016/2017.

Work is ongoing to identify opportunities to highlight the risks and links have been established within the Environmental Health Service, across other council services and with external partners. The provision of clips to secure cords also forms part of the review, whether by suppliers as part of their statutory duty, or as part of promotional campaigns and the routine visits carried out by council staff.

Initiatives and partners include:

- Home Safety Check scheme
- Test Purchasing
- Inspection of private rented sector
- Good Relations events
- Registrar's service
- Public Health Agency – Home Accident Prevention Group
- Church and community groups

Full use will be made of the councils Marketing and PR Service to maximise publicity of initiatives throughout the year and members will be notified of upcoming events.

Proposed by Councillor McWilliam
Seconded by Councillor Ball and agreed that

the report be noted.

ACTION BY: Clifford Todd, Head of Environmental Health

3.25 VISIT TO RECYCLING FACILITIES

Following agreement at Committee, a site visit to recycling re-processors has been planned for Members on Monday 7 March starting 9.30am at Mossley Mill for breakfast and returning to Mossley Mill at approximately 1.00pm for lunch.

The visit includes a tour of Bryson Recycling's (MRF) Material Recycling Facility in Mallusk where our dry recyclables are managed and Natural World Products, Dunmurry where the organics are processed.

Proposed by Councillor McWilliam
Seconded by Councillor Kelly and agreed that

the report be noted.

ACTION BY: Lisa Mayne, Recycling Manager

3.26 OPERATIONS DEPARTMENT BUSINESS PLANS 2015/16

A review of the Operations Department's business plan for 2015/16 was circulated.

Proposed by Councillor Kelly
Seconded by Councillor Magill and agreed that

the report be noted.

ACTION BY: Caroline Douglas, Business Support Manager

3.23 WM/WM/1 WASTE SURVEY FINDINGS

The 'Have Your Say Survey' about waste, recycling and street cleansing was published in the December 2015 edition of Borough Life and was circulated. A total of 546 residents took part in the survey.

Key waste results show:

- 84% very and fairly satisfied with their fortnightly black bin (general waste) collection (Antrim and Newtownabbey)
- 91% very and fairly satisfied with fortnightly collection of blue bin (Antrim)
- 80% very and fairly satisfied with weekly collection of kerbie box/wheelie boxes (Newtownabbey)
- 56% very and fairly satisfied with the way the Council aims to keep the streets of Antrim and Newtownabbey clean and tidy

Overall 74% were very and fairly satisfied with all services provided by Antrim and Newtownabbey Borough Council.

Residents also commented on the waste, recycling and street cleansing services.

Results will be reviewed internally by officers for potential service improvements whilst residents will receive feedback via a future edition of Borough Life.

Lisa Mayne gave a short presentation of the findings of the survey.

Proposed by Councillor Magill
Seconded by Councillor Ritchie and agreed that

the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Kelly
Seconded by Councillor Magill that

that the following Committee business be taken In Confidence.

The Chairman advised that audio-recording would cease at this point.

IN CONFIDENCE

ITEMS IN CONFIDENCE

3.27 IN CONFIDENCE WM/WM/20 ARC21 PROCUREMENT OF MUNICIPAL WASTE DISPOSAL CONTRACT

The arc21 Municipal Waste Disposal contract for five of its constituent Councils, including Antrim & Newtownabbey, is due for renewal and was circulated.

The current arc21 contract for Municipal Waste Disposal expires on 31 March 2016. This Contract currently provides for the disposal of black bin waste at Biffa Waste Services Limited's landfill site in Cottonmount (Mallusk). The current gate fee for landfill disposal is £[REDACTED] per tonne (excluding Landfill Tax, currently £[REDACTED] per tonne).

A new disposal contract has been procured by arc21 in accordance with the EU Open Procedure and a copy of the arc21 Municipal Waste Disposal Contract Tender Report is attached for information.

The contract was divided into two geographical lots as follows:

Lot 1: Ards and North Down Borough Council, Belfast City Council, and Lisburn & Castlereagh City Borough Council.

Lot 2: **Antrim and Newtownabbey Borough Council**, and Mid and East Antrim Borough Council.

Down District Council abstained from the procurement exercise as they use their own landfill site.

The Tenders were evaluated in accordance with the criteria stated in the tender documents. The weightings of the Cost and Technical assessment sections were 70% and 30% respectively.

Two tender submissions were returned to arc21 in relation to the procurement exercise from the following organisations:

[REDACTED]

- Alpha Resource Management Ltd

Following the evaluation process, Alpha Resource Management Ltd achieved the highest score for both Lot 1 and Lot 2. This tender is therefore deemed to be the most economically advantageous with a tendered gate fee of £[REDACTED] and £[REDACTED] per tonne for each respective lot. This represents a 47% reduction in the current disposal rate.

The contract duration is for 18 months with optional extensions for any period or periods up to eighteen months.

arc21 Joint Committee Approval

As per arc21's Terms of Agreement the contract was approved by the arc21 Joint Committee on 25 February and now requires ratification by the relevant arc21 constituent Councils.

Proposed by Councillor Montgomery
Seconded by Alderman Ball and agreed that

That Council approves the award of contract for Municipal Waste Disposal, as detailed above, to Alpha Resource Management Ltd at a rate of £[REDACTED] per tonne for the disposal of Municipal Waste at the Mullaghglass Landfill Site, for a period

of 18 months with optional extensions of up to a further 18 months, subject to approval by Council.

ACTION BY: Michael Lavery, Environment Manager

3.28 IN CONFIDENCE L/LEI/AP/5 ALLEN PARK – RESTAURANT FURNITURE

As members were aware the tender for the catering franchise at Allen Park was considered at the February Operations Committee meeting. The franchise fee offered is significantly higher than the most recent incumbent; however provision of furniture needs to be taken into account. The previous franchisee was appointed on the basis of a lower fee but covered the cost of furniture.

The franchisee to be appointed has opted to have the furniture supplied by Council – this is estimated to be a capital investment of £25,000 (franchise fee £[REDACTED] for 3 years).

Proposed by Alderman Ball
Seconded by Councillor Ritchie and agreed that

furniture, at an estimated cost of £25,000, is purchased for the Allen Park restaurant.

ACTION BY: Ivor McMullan, Head of Leisure & Marie Agnew, Centre Manager.

3.29 IN CONFIDENCE FI/PRO/TEN/14 TENDER FOR THE SUPPLY AND DELIVERY OF HORTICULTURAL MATERIAL CONTRACT PERIOD: 1 APRIL 2016 TO 31 MARCH 2017 (WITH AN OPTION BY THE COUNCIL TO EXTEND FOR A FURTHER TWO PERIODS OF 12 MONTHS)

Tenders for the Supply and Delivery of Horticultural Materials were opened via the E-Sourcing NI Portal on 22 February 2016 and referred to the Evaluation Panel for assessment. The seven tenders received were evaluated on a 2 stage basis, individually for each item, as follows:

STAGE 1 – SELECTION STAGE

Tenders were evaluated using criteria such as mandatory exclusion, instructions for product use, contract management requirements, insurances and declarations and form of tender. All the tenders met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

STAGES 2 – AWARD STAGE

All tenders were evaluated on the basis of Cost for each item.

Tenders were evaluated on the basis of Cost (100%), individually, as follows:

DESCRIPTION	Unit	Cost (£) (Excl. VAT)	Successful Tenderer
Topsoil – not screened	Per Tonne	[REDACTED]	M Large Tree Services

			Ltd.
Topsoil - screened	Per Tonne	████	Irwin Quality Aggregates
Summer Parkland/Outfielder Fertiliser 9.7.7	Per 25kg	████	John Lindsay Professional Sports Turf
Autumn Parkland/Outfielder Fertiliser 3.12.12	Per 25kg	████	James Coburn & Son Ltd.
Summer Fine Turf Granular Fertiliser 14.0.7 + 2% MG	Per 25kg	████	James Coburn & Son Ltd.
Autumn Fine Turf Granular Fertiliser 5.5.15 + 2% MG	Per 25kg	████	James Coburn & Son Ltd.
Slow Release 28.5.5 with Iron	Per 25kg	████	John Lindsay Professional Sports Turf
Liquid Iron	5 Litres	████	John Lindsay Professional Sports Turf
Clean Run (or equivalent) (for winter) NPK rate nitrogen phosphorus potassium & weedkiller	Per 25kg	████	James Coburn & Son Ltd.
Clean Run (or equivalent) (for summer) NPK rate nitrogen phosphorus potassium & weedkiller	Per 25kg	████	James Coburn & Son Ltd.
Maxicrop No.2 (or equivalent) Mosskiller & Conditioner	10 Litres	████	James Coburn & Son Ltd.
8.0.0 Fertiliser	Per 20Kg	████	James Coburn & Son Ltd.
Autumn Dressing for Fine Turf 8 Parts Approved Sand, 2 Parts Sterilised Loam	Per 25kg	████	John Lindsay Professional Sports Turf
Forest Bark Ornamental Grade	Per cubic metre	████	M Large Tree Services Ltd.
Forest Bark Playground Grade	Per cubic metre	████	Forkers
Special Sunrise Potting (or equivalent)	Per cubic metre	████	Forkers
Multi-purpose Compost with Osmocote for Hanging Baskets	80 Litres	████	Forkers
Multi-purpose Compost	80 Litres	████	Forkers
Bayer Dedicate Fungicide MAFF 13621 (or equivalent)	Each	████	James Coburn & Son Ltd.
Bayer Chipo Green Fungicide MAAP 13843 (or equivalent)	Each	████	James Coburn & Son Ltd.
Roundup (or equivalent) Probiactive 450	5 Litres	████	Nomix Enviro
Bayer Pistol Herbicide MAFF 12173 (or equivalent)	Each	████	Nomix Enviro
1.6m x 75mm Rounded Posts	Each	████	M Large Tree Services Ltd.
2.4m x 75mm Rounded Posts	Each	████	M Large Tree Services Ltd.
3.0m x 75mm x 75mm Square	Each	████	M Large Tree Services

Posts			Ltd.
Pressure Treated Posts Pointed One End 1.8mm x 100mm x 100mm	Each	█	M Large Tree Services Ltd.
Emerson 19 Sand	Per tonne	█	M Large Tree Services Ltd.
Emerson No. 1 Greens Fine Dressing Sand	Per tonne	█	M Large Tree Services Ltd.
Emerson No. 16 Bunker Sand	Per tonne	█	M Large Tree Services Ltd.
Emerson No 19. Pitch Sand	Per tonne	█	M Large Tree Services Ltd.
Supertex (or equivalent)	5 Litres	█	James Coburn & Son Ltd.
Enforcer (or equivalent)	5 Litres	█	Nomix Enviro
Supermosstox 30 (or equivalent)	5 Litres	█	Nomix Enviro
Selective herbicide containing Florasulam and/or Fluroxypyr. Application rate of 200lts water per Ha.	2 Litres	█	James Coburn & Son Ltd.
Carbendazim (or equivalent)	5 Litres	█	James Coburn & Son Ltd.
Fungicide containing Tebuconazole / Trifloxystrobin	1 Litre	█	James Coburn & Son Ltd.
Fungicide containing Prochloraz / Tebuconazole	Each	█	James Coburn & Son Ltd.
Fungicide containing Pyraclostrobin	1.25kg	█	James Coburn & Son Ltd.
Fungicide containing Trifloxystrobin	Each	█	James Coburn & Son Ltd.
Fungicide containing Propiconazole	3 Litres	█	James Coburn & Son Ltd.
Fungicide containing Iprodione / Trifloxystrobin	5 Litres	█	James Coburn & Son Ltd.
18-3.5-8 NPK Organic based, compound, Slow release for fairways, 4 – 5 months	per tonne	█	James Coburn & Son Ltd.
18-3.5-8 NPK Organic based, compound, Slow release, fine turf, for tees and approaches, fine granule, 4 – 5 months	per tonne	█	James Coburn & Son Ltd.
Iron, Highly Soluble	10kg	█	James Coburn & Son Ltd.
50% Barking Browntop Bentgrass 50% Egmont Browntop Bentgrass (or equivalent)	12.5kg	█	James Coburn & Son Ltd.
50% Vesper Velvet Bentgrass 50% Avalon Velvet Bentgrass (or equivalent)	12.5kg	█	James Coburn & Son Ltd.
50% Barswing chewings fescue	12.5kg	█	James Coburn & Son

50% Barcrown Slender creeping red fescue (or equivalent)			Ltd.
20% Mission chewings fescue 20% Excellence chewings fescue, 20% Borluna slender creeping red fescue, 20% Rossinante strong creeping red fescue, 20% Troy Browntop bentgrass (or equivalent)	12.5kg	■	James Coburn & Son Ltd.
Spraying Aid – Green Dye	1 Litre	■	James Coburn & Son Ltd.
70% Sand / 30% Soil Mix Must comply to BS3882 2015 (Topdressing)	Per tonne	■	Irwin Quality Aggregates
70% Sand / 30% Soil Mix Must comply to BS3882 2015	Per tonne	■	Irwin Quality Aggregates
Irwin's Zone 4c sand	Per tonne	■	Irwin Quality Aggregates
Irwin's Zone 3c sand	Per tonne	■	Irwin Quality Aggregates

Proposed by Alderman W Ball
Seconded by Councillor Blair and agreed that

the tenders for the supply and delivery of horticultural materials, detailed above, be approved for the contract period.

ACTION BY: Julia Clarke

3.30 IN CONFIDENCE WM/WM/21 Arc21 PROCUREMENT OF DRY MATERIAL RECOVERY FACILITY CONTRACT

The arc21 Dry Material Recovery Facility Contract for the treatment and reprocessing of the recyclables from comingled bins, including the blue bins in Antrim, is due for renewal.

The current arc21 service contract for Dry Material Recovery Facility has expired. This contract currently provides Council with a treatment and reprocessing service for the blue bins in the Antrim area. As reported at the last Committee meeting, the materials from the kerbie and triple stacks are processed through a different contractual arrangement.

A new service contract has been procured by arc21 in accordance with the EU Open Procedure and a copy of the arc21 Dry Material Recovery Facility Contract Report was circulated for information.

The specification for the Dry Material Recovery Facility Contract requires the successful contractor to allow for the collection of plastic pots, tubs, and trays (rigid plastics). The pricing mechanism was also banded on monthly levels of contamination in the dry recyclables to allow the tenderers to submit lower cost rates for "cleaner" materials.

The contract was divided into two separate lots as follows:

Lot 1: This Lot comprises of mixed dry recyclable material with separately collected mixed glass in respect of applicable areas of **Antrim and Newtownabbey Borough Council**, Ards and North Down Council, Belfast City Council, Lisburn & Castlereagh City Council, Mid and East Antrim Borough Council and Newry, Mourne and Down District Council.

Lot 2: This Lot comprises of the mixed dry recyclable material inclusive of glass in respect of applicable areas of Newry, Mourne and Down District Council.

A separate competition was conducted in respect of each of these two Lots.

The Tenders were evaluated in accordance with the criteria stated in the tender documents. The weightings of the Cost and Technical assessment sections were 60% and 40% respectively.

Two tender submissions were returned to arc21 in relation to the procurement exercise from the following organisations:

- Bryson Recycling
- Regen Waste Limited

Following the evaluation process, Bryson Recycling achieved the highest score for Lot 1 and therefore is the most economically advantageous. Regen Waste Limited achieved the highest score for Lot 2 and therefore is the most economically advantageous.

Price Per Tonne for Quality of Contractual Waste Material (Excl. VAT)		Bryson Recycling	Regen Waste
	<u>Quality Grade A Contractual Waste Material</u> Monthly amount of Non Recycling Output Material is less than or equal to 5.00% of the Monthly Amount of Contractual Waste Material received.		
	<u>Quality Grade B Contractual Waste Material</u> Monthly amount of Non Recycling Output Material is greater than 5.00% but less than or equal to 10.00% of the Monthly Amount of Contractual Waste Material received.		
	<u>Quality Grade C Contractual Waste Material</u> Monthly amount of Non Recycling Output Material is greater than 10.00% but less than or equal to 15.00% of the Monthly Amount of Contractual Waste Material received.		
	<u>Quality Grade D Contractual Waste Material</u> Monthly amount of Non Recycling Output Material is greater than 15.00% but less than or equal to 20.00% of the Monthly Amount of Contractual Waste Material received		
	<u>Quality Grade E Contractual Waste Material</u> Monthly amount of Non Recycling Output Material is greater than 20.00% of the Monthly Amount of Contractual Waste Material received.		

	Price (X) Per Tonne for separately collected mixed glass (exc. VAT)		
Emergency and Out of Normal Working Hours Charges	Fixed Cost Per Incident		
	Hourly Cost of providing Service Out of Normal Working Hours		
	Charge Per Tonne for Loading Rejected Loads		

The contamination rates will be calculated on a collective basis for dry materials delivered by all of the Councils participating in the Contract. A working group of Council Officers is being established by arc21 with the aim of reducing the current rate of approximately 13%, which equates to Band C. If the arc21 Councils were able to improve contamination to Band B, this would result in cost savings of approximately £30,000 per annum to Council.

The contract duration is for 12 months with the option for a further 12 months. The possibility for a further period of extension of up to two years is also included but it is only envisaged to be required in exceptional circumstances (e.g. delays to a new procurement exercise).

arc21 Joint Committee Approval

As per arc21's Terms of Agreement the contract was approved by the arc21 Joint Committee on 28 January 2016 and now requires ratification by the arc21 constituent Councils.

Proposed by Councillor Ball
 Seconded by Councillor Magill and agreed that

Council approves the award of contract for Dry Material Facility Contract to Bryson Recycling for Lot 1 and Regen Waste Ltd for Lot 2, at the rates listed above, for a period of 12 months with optional extensions of up to a further 12 months.

Noted: Officers producing a comprehensive Promotional Programme within the next few months.

ACTION: Michael Laverty, Environment Manager

3.31 IN CONFIDENCE FI/PRO/TEN/51 RECYCLING AND RECOVERY OF RESIDUAL CIVIC AMENITY, STREET LITTER, BULKY AND COMMERCIAL WASTE

The treatment contract for the recycling and recovery of Residual Waste from Recycling Centres, Street Litter, Bulky Collections, and the Commercial Waste Service is due for renewal.

The residual waste collected through the services listed above has traditionally been treated in order to recycle as much of the materials as possible and then

diverted the remaining quantities from landfill by processing it through energy recovery facilities. This has led to a significant reduction in the amount of waste that the Council landfills and in turn improves our recycling rates.

A new disposal contract has been procured by Council in accordance with the EU Open Procedure and the contract was divided into seven lots for operational reasons as follows:

Lot 1: Legacy Antrim Household Recycling Centre Residual Waste;

Lot 2: Legacy Antrim Commercial Residual Waste;

Lot 3: Legacy Antrim Street Litter Waste;

Lot 4: Legacy Newtownabbey Recycling Centre Residual Waste;

Lot 5: Legacy Newtownabbey Commercial Residual Waste;

Lot 6: Legacy Newtownabbey Street Litter Waste;

Lot 7: Legacy Newtownabbey Bulky Waste.

The Council has the ability to award to one supplier for all waste streams or to select separate suppliers for individual waste streams where it is deemed economically advantageous to do so.

Four tender submissions were received via e-sourcing NI from the following companies:

- ISL Waste Management Ltd
- McKinstry Waste Management Ltd
- [REDACTED]
- Wastebeater Recycling

All tender returns were referred to the evaluation panel for assessment.

TENDER EVALUATION

The tenders were evaluated using a 2 stage process:

Stage 1 - comprised of Selection Criteria to assess supplier's capacity and capability. The selection criteria was also used to determine supplier's ability to meet all clearly specified mandatory requirements.

Stage 2 - comprised of Award Criteria that was evaluated on a 100% cost model or "Lowest Price Approach".

Members may wish to note that the Cost Model is based on a Total Annual Solution Cost calculated as follows:

Annual Gate Fee Cost & Annual Transport Cost = Total Annual Solution Cost

The Annual Gate Fee Cost = gate fee per tonne multiplied by estimated annual usage

The Annual Transport Cost = incorporated annual mileage costs and crew costs as Council is delivering this waste to the supplier's premises/delivery point.

Suppliers had to provide a gate fee per tonne and full address details to calculate mileage.

All four suppliers passed Stage 1 and proceeded to Stage 2 where one of the tenders was excluded as it was deemed to be a qualified bid since the price was based on securing a minimum guaranteed tonnage.

Details of proposed supplier awards and associated costs are set out below.

CONTRACT WASTE	SUPPLIER	GATE FEE	ESTIMATED ANNUAL CONTRACT TONNAGE	ESTIMATED ANNUAL CONTRACT VALUE (£)
Lot 1 Antrim Residual Civic Amenity Waste	McKinstry Waste Mgt Ltd	████	████	████████
Lot 2 Antrim Commercial Waste	ISL Waste Mgt Ltd	████	████	████████
Lot 3 Antrim Street Litter Waste	McKinstry Waste Mgt Ltd	████	████	████████
Lot 4 Newtownabbey Residual Civic Amenity	Wastebeater Recycling	████	████	████████
Lot 5 Newtownabbey Commercial Waste	Wastebeater Recycling	████	████	████████
Lot 6 Newtownabbey Street Litter Waste	Wastebeater Recycling	████	████	████████
Lot 7 Newtownabbey Bulky Waste	McKinstry Waste Mgt Ltd	████	████	████████

There has been a slight increase in the gate fees from the last time Council procured this type of waste treatment service but financial provision has been made for these price rises in the 2016/17 estimates.

Proposed by Councillor McWilliam
 Seconded by Councillor A Ball and agreed that

Council approves the award of contracts as detailed in the above table.

ACTION BY: Sharon Logue, Procurement & Admin Services Manager / Michael Lavery, Environment Manager

3.32 IN CONFIDENCE WM/WM/5 ARC21 JOINT COMMITTEE PAPERS

As agreed at the November meeting of Council, the papers for the arc21 Joint Committee Meeting were circulated of:

- 25 February 2016

Members are reminded that these documents are confidential and may be legally privileged or otherwise protected from disclosure so therefore Members should not disclose this information to any third party and the information must be kept secure.

Proposed by Councillor Blair
Seconded by Councillor Ritchie and agreed that

the papers be noted.

ACTION BY: Geraldine Girvan

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Blair
Seconded by Councillor Magill that

the remainder of Committee business be taken in Open Session.

The Chairman advised that audio-recording would recommence at this point.

ANY OTHER RELEVANT BUSINESS

- (1) Councillor McClelland requested if there was any information in relation to upscaling materials deposited at the O'Neill Road Household Recycling Centre.

NOTED: *that the Recycling Manger to bring report back on proposals currently being developed on a pilot basis.*

ACTION: Lisa Mayne

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 9.10 pm.

MAYOR

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