



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

- In the Chair** : Alderman J Smyth
- Members Present** : Aldermen - W Ball, T Burns, M Girvan,  
Councillors - A Ball, J Blair, L Clarke, M Goodman, N Kelly, M  
Magill, V McWilliam, J Montgomery, M Rea and D Ritchie
- Non-Committee  
Members Present** : Councillors – N McClelland, P Michael, B Webb
- Officers Present** : Director of Operations - Ms G Girvan  
Head of Arts and Culture - Ms U Fay  
Environment Manager – Mr M Laverty  
Art Services Manager – Mr B Clarkson  
Conferencing and Cultural Events Manager – Ms R O'Neill  
Recycling Manager – Ms L Mayne  
Media and Marketing Officer - Mrs J Heasley  
Media and Marketing Officer – Ms J McIntyre  
Systems Support Officer – Mr J Higginson  
Member Services Officer - Mrs D Hynes

**CHAIRMAN'S REMARKS**

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

The Chairman introduced and welcomed Bernard Clarkson and Rosey O'Neill from the Arts and Culture Service.

**1 APOLOGIES**

None.

**2 DECLARATIONS OF INTEREST**

Item 3.29 - Councillor J Blair

### **3.1 AC/GEN/28 THE QUEENS 90<sup>TH</sup> BIRTHDAY BEACONS**

Members were reminded that it was agreed at the December meeting of the committee to participate in celebration of the Queens 90<sup>th</sup> birthday celebrations on 21 April 2016 by lighting beacons on the Motte in Antrim Castle Gardens and at Carnmoney Hill.

The Council has now received official guidance to participating in beacon lighting, which will be followed in relation to both beacons. A copy which was circulated for members' information with Council's participation acknowledged on page 9.

In order to encourage community participation in the Queen's birthday celebrations it is proposed to provide a small scale family event alongside the beacon lighting in Antrim Castle Gardens on 21 April 2016. The location for the beacon on Carnmoney Hill is not accessible to the public, however members may wish to consider also running a similar family event in an adjacent facility such as V36 or Loughshore Park, Jordanstown.

Proposed by Councillor Montgomery  
Seconded by Councillor Kelly and agreed that

**(a) The delivery of a small scale family event at Antrim Castle Gardens on Thursday 21 April, during which the beacon on the Motte will be lit, be approved.**

**(b) The delivery of a similar event be arranged within the Newtownabbey end of the Borough – potential locations to be considered, preferably within site of the beacon on Carnmoney Hill.**

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

### **3.2 AC/GEN/27 DARKNESS INTO THE LIGHT CHARITY WALK**

Members were reminded that it was agreed at the December meeting of the Committee to hold a Darkness Into The Light Charity Walk at Mossley Mill on Saturday 7 May 2016.

The event organisers have been discussing potential routes for the Walk, which if held at Mossley Mill would involve public footways and therefore traffic management measures as well as parades commission approval. In light of this they have requested relocating their event to V36. A suitable route within the park has been identified, which completely eliminates any risk from the traffic or requirement to access public roads or footways and therefore no permission from parades commission.

It is proposed to relocate the Darkness Into The Light Charity Walk on 7 May 2016 from Mossley Mill to V36.

Proposed by Alderman M Girvan  
Seconded by Councillor Ritchie and agreed that

**the request to hold the Darkness Into The Light Charity Walk at V36, instead of Mossley Mill, on Saturday 7 May 2016 be approved.**

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

### **3.3 L/P/15 USE OF HAZELBANK PARK FOR NI HOSPICE FUNDRAISER**

Correspondence had been received from the NI Hospice requesting permission to host a charity fundraiser at Hazelbank Park on 3 April 2016 from 8.00am to 14.00pm. There will be set-up and set-down from 1 April finishing at 16.00 hrs on 3 April. The organisers are expecting in the region of 400 participants and wish to use all areas of the park including Gideon's Green. The park would remain open to members of the public.

The organisers have requested use of the Council's pavilion, public toilets, event trailers and inflatable gantry and are expected to make use of a Public Address (PA) system. The bye laws require permission to be granted for the use of a PA. The appropriate risk assessments and insurances have been provided by the organiser. Officers within the Leisure team and the PSNI will provide support and any requirements for equipment where possible.

Proposed by Councillor McWilliam  
Seconded by Councillor Kelly and agreed that

**permission be granted to the NI Hospice to host a Charity Fundraiser at Hazelbank Park on 3 April 2016 from 8.00am to 14.00pm, including, the use of the Council's pavilion, toilets, event trailers, inflatable gantry and a PA system.**

*ACTION BY: Margaret Lindsay*

### **3.4 AC/GEN/40 CREATIVE SHOPS PROJECT**

Members were advised that an opportunity has been identified to work in partnership with local arts organisation Big Telly Theatre Company on an arts initiative known as Creative Shops.

For a number of years Big Telly have run a pilot in Portstewart branded "The Box" by using a former bank in the town centre, which has been reclaimed as a cultural venue. This space has been used to provide a place where people can experience artistic, cultural and educational programmes in innovative ways, bringing people from diverse cultural backgrounds together as artists, audiences and volunteers.

Big Telly report that "The Box" has had a transformative effect on Portstewart and contributed to the establishment of a new cultural identity for the town bringing substantial social and economic benefits. As a result Big Telly has received further from the Esmee Fairburn Foundation to extend "Creative Shops" to other towns in Northern Ireland. They have delivered projects in Banbridge, Ballycastle, Magherafelt, Ballymoney and Strabane and have now identified

Antrim as a suitable location for delivery of a pilot programme, in particular because of the close proximity to elements of the Council's own cultural offering in terms of Pogues Entry, The Old Courthouse and Antrim Castle Gardens including Clotworthy House. Big Telly believe that their Creative Shop project would benefit greatly from connecting to and engaging with existing cultural activity and staff teams.

This project requires identification of a suitable vacant business unit in Antrim, which can be made available for 12 weeks in the town centre at no cost with the exception of heating, lighting and insurance estimated to be in the region of £1,000. If access to such a unit is secured, and running costs as identified provided, Big Telly will provide staff and facilitators to operate the Creative Shop, representing an investment of approximately £4,000, throughout the 12 weeks to deliver a diverse cultural programme targeted at a variety of audiences.

Subject to Council approval, it is proposed to identify and secure the use of a suitable vacant business unit in Antrim Town with the assistance of the Economic Development team and operate a Creative Shop pilot for 12 weeks in partnership with Big Telly Theatre Company in Antrim Town from April 2016. Any associated running costs, estimated to be in the region of £1,000, can be funded from within arts and culture 2016/17 budgets.

It is also proposed to develop and deliver a diverse programme of arts and cultural events and activity from this space which both animate Antrim Town and connect with the existing Council cultural offerings at Pogues Entry, The Old Courthouse and Antrim Castle Gardens. In developing this programme, consultation events with relevant stakeholders including traders and residents, will be held to inform the programming.

The proposed programme and details of the business unit would be reported to the March Committee and the outcome of this pilot would then be reported to a future meeting of the Committee.

Proposed by Councillor Montgomery  
Seconded by Councillor Magill and agreed that

**Council approves a pilot 'Creative Shops' project in Antrim town for 12 weeks with running costs of up to £1,000 to be met from Arts and Culture budgets and staffing and facilitation of programmes provided by Big Telly Theatre Company.**

*Noted: Officers to review the scheme and in the final weeks report back to Committee on its success with a view to possibly extending in Antrim and also extending to a location in Newtownabbey.*

ACTION BY: Ursula Fay

### **3.5 WM/FM/2 REVIEW OF WASTE COLLECTION POLICY**

**The Waste Collection Policy has been in operation for nearly 12 months and a review was required to assess how it is working in the new Council.**

In February 2015, the Shadow Council approved a new Waste Collection Policy. After approximately 12 months of operation, Officers felt it was prudent to review

the Waste Collection Policy to assess whether it is meeting the needs of the Council and the ratepayers.

Following discussions with a range of Officers including collection representatives and business support staff, it is assessed that the Waste Collection Policy is operating satisfactorily and it is proposed that no major amendments are required. Some clarity was requested in the Policy regarding the chargeable bulky collections and this has been included.

A copy of the Waste Collection Policy was circulated for Members approval with the amendments highlighted.

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

**Council approves the proposed Waste Collection Policy 2016.**

*ACTION BY: Michael Laverty*

### **3.6 AC/GEN/18 LIGHT UP CHARITY REQUESTS**

Members were advised that correspondence had been received (circulated) from Epilepsy Action Northern Ireland and ME Support Northern Ireland, copies of which are enclosed for information.

They are asking the Council to support Purple Day – the International Day of Epilepsy Awareness on 26 March and Blue Day for ME Awareness Day on 12 May respectively.

It is proposed to show support for both charitable causes by lighting Antrim Civic Centre, Mossley Mill and Ballyclare Town Hall as follows.

- Saturday 26 March – Light Up Purple for Epilepsy Awareness.
- Thursday 12 May – Light Up Blue for ME Awareness Day.

Each Light Up will include a photo call, where representatives from the charities are invited to join the Mayor in promoting the charitable cause and specific campaign.

Light Up requests are facilitated by both the Property Services and Arts and Culture teams by using existing lighting with appropriate coloured filters. There is a limited cost incurred by resourcing these requests, in terms of staff time, which is kept to a minimum.

Proposed by Councillor Kelly  
Seconded by Alderman M Girvan and agreed that

**Antrim Civic Centre, Mossley Mill and Ballyclare Town Hall be lit purple on 26 March and blue on 12 May to show support for Epilepsy Awareness and ME Awareness respectively.**

Noted: Officers to liaise with PR to promote and publicise the light ups in advance so that the significance is clear to residents.

*ACTION BY: Ursula Fay*

### **3.7 L/P/BIO/2 POLLINATOR PROJECT (BEE-LICIOUS) FUNDING BID**

Members were made aware that there had been a decline in pollinating insects, such as bees, hoverflies, butterflies, moths and other insects. The loss of natural and semi-natural habitats has been a key driver in pollinator decline. The recent 'Valuing Nature, A Biodiversity Strategy for Northern Ireland' (2015 to 2020) estimated the market value of insect pollination of agriculture and horticulture crops in Northern Ireland is estimated at £7.1 million.

The NI Biodiversity Officers' Forum, consisting of the councils listed below, has proposed that ANBC lead a Heritage Grant funding partnership bid in the £10,000 to £100,000 category for a 3-year period:

1. Antrim and Newtownabbey Borough Council (ANBC)
2. Armagh City, Banbridge and Craigavon Borough Council
3. Belfast City Council
4. Causeway Coast and Glens Borough Council
5. Fermanagh and Omagh District Council
6. Mid and East Antrim Borough Council
7. Mid Ulster District Council
8. Newry, Mourne and Down District Council

The funding bid will follow previous successful Heritage Grant council partnership projects, e.g. 'Biodiversity Games' and 'Hedgerow Hopes'.

The funding bid, named 'Bee-licious' will restore semi-natural habitat to benefit pollinators, encourage active community participation, share skills and raise awareness on the biodiversity and the ecosystem service value of pollination.

Project outcomes will include the restoration of 45 semi-natural habitats, delivery of 81 training events, involving 90 community groups and over 540 participants across the 8 council areas.

It is intended that a partnership agreement between the 8 councils will be set up in accordance with the funding body requirements, setting out roles, responsibilities, benefits, commitments and working arrangements between the partners. This will include:

- ANBC will lead/coordinate the project, manage the grant monies and the relationship with the grant aiding body.
- All partner councils, through their Biodiversity Officers will deliver the project as per the approved purpose of the grant awarded.
- Each partner council is responsible for the delivery of their project activities and appropriate spend of their agreed portion of the grant, maintaining records and should report back to ANBC on an agreed timeframe.
- ANBC will draw down and distribute grant monies as per an agreed timetable with the partners.

- If successful, the council will include an administration fee to the grant finances.

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

**Council leads on an 8 Council Heritage Lottery Fund Application totalling £76,800 for a three year project with contributions in kind, officer time, mileage and meetings rooms.**

*Noted: Officers to bring back a report with further information on habitats and events within the Antrim and Newtownabbey Borough.*

*ACTION BY: Ruth Wilson*

### **3.8 AC/GEN/37 ARTS AND CULTURE GRANT AID**

Members were reminded that the Arts and Cultural Grant Aid Programme was approved by Committee in May 2015.

Programmes are now available as follows:

- (i) Arts Grants for Individuals and Groups – to support a range of artistic activity with awards ranging from £200 to £1,000.
- (ii) Heritage Grants for Individuals and Groups – to support the production of heritage activity with awards ranging from £100 - £250.

A copy of the different types of grant and funding streams available was circulated for members' information.

The application process has now been fully developed through Grant Manager, the Council's on-line grant aid application and assessment software.

Applications are accepted under the Arts and Culture Grant Aid Programme on a rolling basis, subject to the availability of funding. Eight requests for financial assistance have been received. All applications received scores over the 50% acceptance mark and all qualify for 100% of their grant application.

A total budget for the Art Grant Aid Programme for 2015/16 of £14,500 is available for individuals and groups.

All applications were successful and it is proposed to award grants as recommended, which comes to a total of £4,835.00.

Proposed by Alderman M Girvan  
Seconded by Councillor Montgomery and agreed that

**the grants be approved.**

*ACTION BY: Bernard Clarkson*

### 3.9 AC/GEN/39 THE JOHN HEWITT INTERNATIONAL SUMMER SCHOOL

Correspondence had been received from the John Hewitt Society, a copy of which was circulated for members' information. The letter relates to the annual John Hewitt International Summer School held in the Market Place Theatre on the last week of July. The 2016 Summer School is planned for 25 to 29 July with the theme being "A Role in History; the Rising, the Great War, and a Shared Past".

The society have requested that the Council shows its support for the Summer School by providing up to four bursary places for residents costing £350 each. The John Hewitt International Summer School provides challenging and informed ideas, discussion and learning a safe environment and by participation in the school has the potential to have benefits for residents and the Borough.

It is proposed to offer up to four bursaries of £350 each for the 2016 John Hewitt International Summer School, which are available to arts practitioners' resident in the Borough and will be advertised publically. Funding for this expenditure exists in the 2016/17 Arts Grants Budget.

Proposed by Councillor Montgomery  
Seconded by Councillor Ritchie and agreed that

**the provision of up to four bursaries of £350 for the 2016 John Hewitt International Summer School be approved, available to residents, advertised publically and funded from within the 2016/17 Arts Grant budget. Recipients to be asked to report on their experience.**

ACTION BY: Ursula Fay

### 3.10 AC/EV/3 GARDEN SHOW IRELAND – THE BEST OF NORTHERN IRELAND

Members were made aware that Garden Show Ireland is being held at Antrim Castle Gardens from 6 May to 8 May 2016, and will recall that the 2015 Post Show Evaluation Report was brought to the October meeting of the Committee. One issue highlighted specifically for improvement for the 2016 Show was the "Show Garden" element.

In order to address this Garden Show Ireland have introduced "The Best of Northern Ireland" area to the 2016 Show. An outline of the proposal is enclosed for members' information. In summary, they are inviting the eleven new Councils to produce a garden display, which depicts special features of each Borough or District. The 2016 Garden Show is embracing Tourism NI's Year of Food and Drink and it is hoped the theme of gardens should reflect the best produce from an area. For instance Armagh apples and their bi-products such as pastry, chutney and craft cider.



As the host Council it is particularly important that this Borough leads by example and therefore it proposed to participate in "The Best of Northern Ireland" element of 2016 Garden Show. Working in partnership the Parks and Waste Management teams of the Operations Department have embraced the challenge to create a unique garden showcasing Antrim and Newtownabbey and proposed the following:

### **THE GARDEN**

- The Garden features upcycled seating and tables with possible shelving behind for local produce samples. Samples or actual fresh food to be offered or demonstrated e.g. jellied eels, honey and local craft beer/ juice. A Live eel display will be available within a tank.
- A path to feature Lough Neagh, adjoining river and Belfast Lough with eels featured within the fabric.
- Beezer the Bee in opposite corner with see-through bee hive and pollinating flowers at the base.
- Small vegetable plots will illustrate huge interest in and provision of allotment for 'Grow Your Own'
- Signage will give more information on the subjects displayed.

A graphic of the proposed garden was circulated for members' information.

Proposed by Councillor Magill

Seconded by Councillor Kelly and agreed that

- a) the participation of the Council in "The Best of Northern Ireland" show garden area as part of Garden Show 2016 be approved.**
- b) the development of the Garden as outlined by the Parks and Waste Management Teams at a cost of approximately £3,000 be approved, the name of the garden to be agreed through a competition in local schools, if possible.**

*ACTION BY: Ursula Fay*

### **3.11 WM/WM/1 REVIEW OF CLEANSING CHARGES 2016**

A review of cleansing charges had been carried out annually for:

- Trade Waste Collection Service;
- Re-Chargeable Cleansing Work;
- Waste Collection Containers.

The Waste & Contaminated Land (NI) Order 1997 places a duty on each district council to arrange for the collection of commercial waste from premises within its district if requested by the occupier of such premises to do so.

Anyone who requests Council to provide a commercial waste collection service is liable to pay a reasonable charge for the collection and disposal of such waste. Council charges commercial waste customers on a volumetric basis for the collection of their commercial waste (ie per bin size).

It is estimated that landfill rates will increase by approximately 3% due to the annual increase in Landfill Tax and disposal charges. As disposal rates equate to approximately 50% of the trade waste service costs, therefore it is proposed to increase of the collection tariff to customers by 1.5%. It is proposed that Commercial waste accepted at Bruslee will be increased by the full 3% as this rate is primarily due to the disposal element of the charge.

### **PROPOSED CHARGES**

A schedule of Proposed Charges was circulated for members' consideration.

Under current waste legislation, all movements of waste must be controlled through a Waste Transfer Note (WTN), which is provided by the Council on behalf of the trade customer. Previously, Council has charged for the WTN separately but it has been recommended by the Finance section that this cost is included in the collection rate. There is no overall increase in the cost of the WTN.

### **WASTE COLLECTION CONTAINERS**

It is envisaged that Council will be purchasing waste collection containers through the arc21 contract at the same rate as 2015 and therefore it is proposed that there is no increase in the current charges for bins, boxes, and composters.

Proposed by Councillor Kelly  
Seconded by Alderman Girvan and agreed that

**Council approve the proposed Review of Cleansing Charges 2016.**

*ACTION BY: Michael Lavery*

### **3.12 AC/HE/1 14 – 18 NOW EXPRESSION OF INTEREST TO HOST POPPIES 2017**

Members were advised that 14 – 18 NOW is a programme of extraordinary arts and cultural experiences connecting people with the First World War. One of their projects was the creation of the "Poppies" installation Wave and Weeping Window. Wave and Weeping Window are from the extraordinary installation at the Tower of London in autumn 2014 *Blood Swept Lands and Seas of Red* – poppies and original concept created by artist Paul Cummins and installation designed by Tom Piper. These two sculptures are now being brought to audiences at venues throughout the UK as part of the 14 – 18 NOW Programme. Images of the art installations were circulated for members' information.

Weeping Window is a cascade comprising several thousand handmade ceramic poppies best seen cascading from a high window to ground below. Wave is a sweeping arch of bright red poppy heads suspended on towering stalks. 14 – 18 NOW has contacted all local authorities in the UK advising of the opportunity to host one of these artworks in 2017.

It is proposed to submit an expression of interest to 14 – 18 NOW to host one of the "Poppies" installations at Antrim Castle Gardens and/or Mossley Mill. 14-18 NOW have identified a range of criteria which suitable locations and organisations must meet in order to be considered and these are enclosed for

members' information. This document details all the commitments expected of host organisations which does not include a fee but in kind costs in terms of insurance cover and appropriate security as examples.

Both Antrim Castle Gardens and Mossley Mill on initial evaluation appear be able to fulfil these criteria however a full evaluation of their suitability will be carried out as part of the application process. In addition suitable locations within each site will be identified as part of the application process by examining the artwork specifications against possible locations such as the Motte at Antrim Castle Gardens and the Chimney at Mossley Mill.

Expressions of interest must be submitted by Monday 29 February.

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

**the submission of an expression of interest, to host "Poppies" at Antrim Castle Gardens and Mossley Mill in 2017, to 14 – 18 NOW by 29 February 2016, be approved.**

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

### 3.13 AC/GEN/40 CONSULTATION ON A CULTURE AND ARTS STRATEGY

Correspondence had been received from the Department of Culture, Arts and Leisure (DCAL) regarding Consultation on an Arts and Culture Strategy. This is accompanied by a consultation document, both of which were circulated for members' information. DCAL has requested a response from the Council on this consultation exercise by 12 February 2016.

Given the very short timescales it is proposed that a response be drafted by the Head of Arts and Culture on behalf of the Council. Any members who would like to contribute are asked to provide a response directly to the officer by Monday 8 February. The consultation response to be submitted will be circulated to members by the closing date of 12 February 2016 and presented to February Council for retrospective approval.

Proposed by Councillor Kelly  
Seconded by Councillor McWilliam and agreed that

**a response to the Consultation on the Arts and Culture Strategy be developed, taking into account members' feedback, by the deadline of 12 February 2016, copied to Members, subject to ratification at February Council meeting.**

*ACTION BY: Ursula Fay*

### 3.14 WM/WM/17 VARIATION TO THE MULTI MATERIAL COLLECTIONS CONTRACT

#### INTRODUCTION

In 2011 the legacy Newtownabbey Borough Council entered into a contract with Bryson Recycling for the collection and processing of a range of recyclables from the kerbside (seven year contract). Whilst this council contract provided for collection of the full contents of the kerbie boxes, only a small proportion of the contents (batteries, textiles, glass, etc.) were processed through it, the majority (paper, card, plastic bottles, tins and cans) were processed through an arc21 contract.

#### PROPOSED VARIATION

Arc21 are currently procuring this processing service again and the source separated collected materials are not included – the contract is for co-mingled materials only. For this reason Officers have reviewed the options for collection of kerb side materials for the legacy Newtownabbey area and propose to vary the current collection contract with Bryson Recycling to include the 'core' materials, previously processed through the arc21 contract. This will ensure continuity of service.

From both legal and procurement perspectives the variation is deemed acceptable as the change is not substantial in value within context of the contract. The overall nature of the contract is not being modified and no party will be at a loss.

Proposed by Councillor V McWilliam  
Seconded by Alderman M Girvan and agreed that

**the existing legacy Newtownabbey multi-material collection and processing contract with Bryson Recycling be varied to include the 'core' materials of paper, card, plastic bottles, tins and cans for the remainder of the contract period (October 2018).**

*ACTION BY: Lisa Mayne, Recycling Manager*

### **3.15 L/P/BIO/11 SUSTAINABLE NORTHERN IRELAND FUNDING REQUEST**

Council had received a letter from Sustainable Northern Ireland (SNI), (circulated) requesting financial support from the 11 Councils to help them deliver their services.

Sustainable NI is a registered charity established in 1997, to assist district councils, the community and voluntary sector, central government departments and agencies, non-departmental public bodies, the business sector and the public in understanding, promoting and encouraging the adoption of sustainable principles in all aspects of our lives.

Northern Ireland Councils have a statutory duty to contribute to sustainable development under the Northern Ireland (Miscellaneous Provisions) Act 2006 which states that "a public authority must, in exercising its functions, act in a way it considers best calculated to contribute to the achievement of sustainable development in Northern Ireland ...". This has been further reinforced in the Community Planning component of the 2014 Local Government Act.

Council has demonstrated its statutory duty through the themes in its Corporate Plan; of Place, People, and Prosperity, which are key elements of sustainability. This commitment to sustainable development has been displayed through Council's work in energy conservation, recycling initiatives, park management, economic development activities, playground provision, and well-being projects.

Sustainable NI has assisted Council in a number of these initiatives by developing resources and materials to increase understanding of sustainable development. The SNI Sustainability Audit Matrix has allowed Council to satisfy its statutory duty for reporting initiatives which promote the principles of Sustainable Development.

The financial assistance requested is £5,000 for 2016-17 and Council would receive generic support and assistance which is offered to all local authorities. Further to this, SNI has offered to meet with Council to develop specific additional services, such as training for staff and members, for 2016-17.

The support offered by SNI has been beneficial to Council and with further emphasis on sustainable development in the future; it is recommended that Council agree to the request for financial support, subject to the satisfactory provision of additional services. The continued support of Council to SNI will be reviewed in 12 months. While no specific budgetary provision has been made for the SNI request in the 2016-17 estimates, Officers believe it can be accommodated from the Waste Management budget.

Proposed by Alderman Girvan  
Seconded by Councillor Kelly and agreed that

**Council approves funding in the amount of £5,000 to Sustainable Northern Ireland for 2016-17, subject to the satisfactory development of specific additional services for Council and to contributions being agreed by the other 10 councils.**

*ACTION BY: Michael Lavery*

**3.16 ED/TOU/8 CIRCUIT OF IRELAND PARKING AT ANTRIM CASTLE GARDENS 7 APRIL 2016**

Members were reminded that it was agreed at the October 2015 meeting of the Council to host an official qualifying round of the European Rally Championship on Thursday 7 April 2016.

Event organisers have now advised that they would like to complete a drive from the Lough Shore along the path over the Deer Park Bridge and into Antrim Castle Gardens before departing for Tardree. There are expected to be approximately 80 cars involved with a requirement for parking from 12noon until 2pm. It is proposed that they be permitted to use the overflow car parking area, which will therefore not be available to visitors during this time.

Proposed by Councillor Kelly  
Seconded by Councillor Blair and agreed that

**the Circuit of Ireland participants be permitted to use the overflow car park at Antrim Castle Gardens on Thursday 7 April from 12noon until 2pm**

*ACTION BY: Ursula Fay*

**3.17 I/SAP/8 RECOGNITION AWARDS**

**BACKGROUND**

As Members recalled a timetable for the cycle of corporate events was agreed in June 2015.

Two events were agreed for the 2016/2017 year, namely, Sports Awards and Volunteer Accolades. It was also agreed that attendance by members at the various awards would be by virtue of the members sitting on the relevant committee.

Both legacy council approaches are set out below:

<b>Legacy Newtownabbey</b>	<b>Legacy Antrim</b>	<b>Comments</b>
Council hosted its sports awards event annually at Theatre at the Mill	Antrim Sports Advisory Association managed the awards annually at various venues across the Borough (hotels/golf clubs)	Legacy NBC funded and organised the event directly. Legacy antrim funded Antrim Sports Advisory Association and from this budget the

		Association organised the Sports Awards.
Working group established including elected members and representatives of the Borough's sports community Elected member representation: Mayor, Deputy Mayor, Chair and Vice Chair of the Leisure Committee, plus 3 members	Antrim Sports Advisory Association (ASAA) included 2 members of Council's Development & Leisure Committee and representatives of local sports community	
Supported by Sports Development Officer under the supervision of Assistant Director of Recreation	Supported by Director, Leisure Centres Manager, Sports and Play Development Officer, Grass roots Development Officer	
Chaired by Dr Willie McBride MBE	ASAA chaired by representative of local sports community	

### 2016/2017 SPORTS AWARDS

In preparation for the first sports Awards event organised by the new council in 2016/2017 there are a number of issues for consideration:

- (i) Establishment of a working group/membership
- (ii) Venue - assuming this to be rotated between the former Newtownabbey and Antrim areas - Theatre at the Mill (up to 170 people seated plus spectators) and Magee Hall, Antrim Forum (room can be dressed and can accommodate similar numbers)
  - a. Location for the 2016/2017 event?
- (iii) Timing of the event –Volunteer Accolades event to be held in same financial year

Budget for the event has been set at £16,000.

Proposed by Councillor McWilliam  
Seconded by Councillor Blair and agreed that

**an initial group comprising one representative from each party meet and make recommendations to the Operations Committee on venue, timing and membership from local sport.**

*ACTION BY: Geraldine Girvan*

### 3.18 L/LEI/2 LEISURE GRANT APPLICATIONS

The latest round of Leisure Grant Aid applications has closed with a total of fifteen applications received. All fifteen applications were eligible however only fourteen applications met the threshold during the scoring process. Feedback has been given to the unsuccessful applicant.

### Applications

Leisure Grant Aid applications have been scored and recommendations were circulated (Appendix 1).

### Grant Aid request to date - Totals

The Combined Totals to Date 15/16 Leisure Grant Aid scheme requests are as follows: Grant	Available for distribution 15/16	Nov 15 -Jan 16 Leisure Grant Aid requests
Capital grants for sports clubs (£20,000)	4 x £20,000 grants awarded annually (£10k p.a. for 2 yrs) =  £40,000	£20,000 one application pending
Club Minor Works Grants – between £5,000 - £20,000	£50,000	£24,271.00
Events Grant (local)	£20,000	£9,084
Events Grant (exceptional/regional)	£25,000	£21,100
Grants to Individuals and Clubs	£35,000	£29,108
Total	£170,000	£103,563 (£20,000 is Capital)

Proposed by Councillor Blair  
Seconded by Councillor Ritchie and agreed that

**the 14 grants set out in Appendix 1 be approved with the exception of application 1454, which is recommended subject to receipt and assessment of information on expected income. Officers to provide an update at Council meeting on receipt and assessment of outstanding information.**

*ACTION BY: Richard Stewart*

### 3.19 REVIEW OF ALLOTMENT PROVISION

Officers advised members that this report was not complete and would be brought to the next Operations Committee Meeting in March.

*ACTION: Geraldine Girvan*

### 3.20 L/LEI/39 THREE MILE WATER PARK - PITCH DEVELOPMENT PROPOSALS



## **BACKGROUND**

The legacy Newtownabbey Council agreed 'in principle' to support the development of a Community Sports Hub at the Threemilewater Park, proposed by Crusaders Football Club.

The Threemilewater Park currently consists of 2 shale pitches, grass pitches, changing facilities and car parking. The Newtownabbey Way runs along the back of the Park, connecting it to the Lough Shore Park and up to Mossley Mill.

The Club intends to apply for funding to the Department of Culture, Arts and Leisure (DCAL) under the Sub Regional Stadia Programme – Soccer for £2.25m to develop facilities on what is currently the shale pitch area. The Council had also approved £233,700, previously allocated for upgrading changing facilities on the site, as a financial contribution to the scheme.

The DCAL application by Crusaders FC includes;

- Main 3G pitch with 250 seats plus floodlighting to accommodate Women's, Intermediate and Junior Football. The site would host a Women's Football Centre of Excellence.
- Associated changing block and relaxation area
- Pitch side sprint practice track, 2-3 lanes.
- Multi sports space including small sided games areas, MUGAs.
- Upgrading of NBC Basketball and Tennis area.

A public consultation was held in December (consultation document circulated). In tandem with submission by Crusaders of the application, subject to approval Officers propose to explore the legal options for council to proceed with the project. A report setting out models for consideration will be brought to a future meeting of Committee.

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

**Council reaffirms its approval for the Threemilewater Park pitch development proposals, including provision of approximately £234,000 as a financial contribution to the scheme with a report on possible legal options to be brought to Committee for consideration.**

*Noted: Further information to be provided to Councillor Goodman.*

*ACTION BY: Geraldine Girvan, Director of Operations*

### **3.21 L/P/BIO/10 OUTER BELFAST LOUGH PROPOSED MARINE CONSERVATION ZONE**

Correspondence had been received from DoE advising of the proposal to designate an area of Outer Belfast Lough as a Marine Conservation Zone (MCZ).

The proposed MCZ includes a well-established population of the long-lived Ocean quahog (a large mollusc) which is an important food source for several species of fish. It is commercially fished in other countries and may be considered as a potential aquaculture species.

Belfast Lough is an important site in the borough and is currently designated as an Area of Special Scientific Interest, Special Protection Area and a RAMSAR site.

While the exact location of the proposed MCZ is not within Council boundaries, activities undertaken by Council could impact on this zone.

As a competent authority, Council should continue to carry out Habitat Regulations Assessments (HRA) as per the Conservation (Habitats etc) Regulations to ensure consideration is given to potential damage to this important habitat. HRAs are required when work is being carried out adjacent/within proximity of Belfast Lough or rivers flowing into the Lough.

Council should also continue to ensure risk is minimised through appropriate storage of oil, fuel or chemicals on any sites.

Proposed by Alderman M Girvan  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

*ACTION BY: Lindsay Houston*

### **3.22 L/P/21 SCREENING OF FILM AT THE LILIAN BLAND COMMUNITY PARK**

It was reported to the November 15 Community Planning and Regeneration Committee that a request to film at Lilian Bland Community Park for the One Show (BBC One) had been received from Icon Films.

The film which is four minutes long, tells the amazing story of Lilian Bland, who was from the local area and was the first woman in the world to design, build and fly an aeroplane. Unfortunately the crew were unable to film in the park as planned.

Icon Films alerted the Council when they knew that the broadcast was planned, however the notice given was very short. The film was broadcast on Wednesday 13 January at 7pm and an email to this effect was issued to inform members on the day. For those that missed the broadcast, it is also available on iPlayer for 30 days from 13 January 2016.

Proposed by Councillor Blair  
Seconded by Councillor Ball and agreed that

**the report be noted.**

ACTION BY: Margaret Lindsay

### **3.23 I/SAP/6 SPORT RELIEF MILE**

#### **Background**

As members were made aware Sport Relief had become an annual fundraising event. The money raised by the public is spent by Sport Relief to help people living across the UK and the world's poorest communities. Sport Relief 2016 will take place from Friday 18<sup>th</sup> to Sunday 20<sup>th</sup> March 2016.

#### **Events**

Council officers are planning to host their 3<sup>rd</sup> Sainsbury's Sport Relief Mile events at both the Antrim Lough Shore Park and the V36 in Newtownabbey on Sunday 20<sup>th</sup> March 2016.

Setting off from the V36 in Newtownabbey at 9.30am or from Antrim's Lough Shore Park at 1.30pm, there is the option to walk, jog or run the 1, 3 or 6 mile routes while enjoying some of the Borough's scenic areas. Family entertainment will take place at both venues throughout the day.

Participants can register online with Sport Relief in advance, or with Council officers on the day; from 9.30am at the V36 in Newtownabbey, and 1.30pm at Antrim Lough Shore Park. Sport Relief have also provided promotional materials and an organiser's kit including; course banners, medals and water.

In Antrim, participants will jog or run their choice of routes that take in the Loughshore, Antrim Castle Gardens and Shane's Estate, while in Newtownabbey, participants will have the opportunity to take in the Valley Park.

The event will provide the perfect platform for officers to raise awareness of this year's upcoming annual road race events and weekly Parkrun series' held throughout the Borough.

Proposed by Councillor Kelly  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

ACTION BY: Elaine Upton

### **3.24 AC/EV/7 THE ENCHANTED WINTER GARDEN 2015**

Members were reminded that the content and plans for The Enchanted Winter Garden Event, to be held in Antrim Castle Gardens from 12 to 20 December 2015, was noted at the November meeting of the Committee.

It was reported that a number of changes and enhancements to the event were planned in order to build upon the success of previous years. In addition a new design and brand identity was created for marketing purposes.

The event was opened on Saturday 12 December by the Mayor Councillor Thomas Hogg accompanied by a number of elected members, and ran until Sunday 20 December from 4pm until 8pm on each day.

In spite of wet weather on most days enthusiasm for the event was not dampened, and numbers attending grew steadily throughout the week. By close of the event on Sunday 20 December an estimated 16,918 visitors attended, representing an increase of 56.4% on the previous year.

Analysis of competition entries shows that visitors came from all over the Borough as well as large numbers from outside of the Borough. The feedback received from both media and visitors was excellent.

A selection of photos from the opening day was circulated for Members' information.

Proposed by Councillor Kelly  
Seconded by Councillor Montgomery and agreed that

**the report be noted.**

*Noted: The Chair and members congratulated Ursula Fay and her team on an excellent event.*

*ACTION BY: Ursula Fay*

**3.25 FILE REF WM/WM/1 REVIEW OF CHRISTMAS CLEANSING SERVICE IN NEWTOWNABBEY**

**The Cleansing Services in Newtownabbey were affected over the 2015 Christmas period and Members requested a review of the financial implications of the disruptions.**

During the January Operations Committee meeting, Members requested that Officers review the implications of the disruption to the waste collection services and collate the additional costs incurred by Council.

In order to minimise the impact on bin collection service to the public, Council agreed to operate collection services as follows:

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

The Cleansing staff in the legacy Antrim area agreed to work on Monday 28 December with sufficient volunteers to ensure that there was no impact to residents. Officers were unable to get sufficient volunteers from the workforce in the legacy Newtownabbey area despite the staff payment for the collections being the same as the previous year.

As a result, Council procured a bin service from the private sector and the current provider, Avenue Recycling, was successful and carried out collections on the dates shown above. It should be noted that Avenue Recycling mobilised resources at 7am on 28 December when Council staff were unable to report for duty due to illness.

The financial impact of the disruption in the cleansing services is shown below and includes additional costs incurred and avoided costs through the non-payment of overtime to staff.

	<b>Additional Costs Incurred</b>	<b>Avoided Costs</b>
Collection Service for Full Day (bins for 25 Dec carried out on 28 Dec)	£5,000	
Collection Service for One Round	£900	
Collection Service for Sat 2 Jan to assist Council crews (approx. 3 crews)	£2,800	
Leaflet delivery costs		£3,464
ANBC Staff costs for the 25 Dec collections		£1,208
ANBC Staff costs for the 28 Dec collections		£638
ANBC Staff costs for the 2 Jan collections		£1,622
<b>TOTAL</b>	<b>£8,700</b>	<b>£6,932</b>

The staff costings listed above are approximate. It is estimated that the cost of the disruption in the Newtownabbey area was £1,768. There are also avoided costs due to fuel and vehicle maintenance but it is not impossible to report these with a high degree of accuracy.

Members also requested an updated cost of the bin amnesty which occurred as a result of earlier action from the Cleansing staff in Newtownabbey. Approximately 1,780 bins were distributed free of charge as part of the bin amnesty to replace damaged bins. This quantity of bins would equate to approximate £53,400 in costs for Council when purchase and delivery fees are taken into account.

Proposed by Councillor Blair  
 Seconded by Councillor McWilliam and agreed that

**the report be noted.**

*ACTION BY: Michael Lavery*

### **3.26 COMMEMORATIVE PROGRAMME**

Members were made aware that a Commemorative Programme for administering requests from the public for commemorative trees and benches was approved at the December 2015 Council meeting. All compliant requests will be processed and actioned by officers with approval only being sought from Committee in the event of their being any exceptions.

Proposed by Councillor Kelly  
Seconded by Alderman M Girvan and agreed that

**the report is noted.**

**Agreed: that information on requests be provided to Committee on a quarterly basis or as appropriate.**

*ACTION BY: Margaret Lindsay*

### **3.27 L/SAP/CL/1 CORRESPONDENCE – SHOGUN JU-JITSU**

Correspondence relating to Shogun Ju Jitsu Ireland was circulated for Members' information.

Proposed by Councillor McWilliam  
Seconded by Alderman M Girvan and agreed that

**the correspondence be noted.**

*ACTION BY: Geraldine Girvan*

### **3.28 L/SAP/10 GALLERY OF SPORTING LEGENDS**

As Members were made aware, both legacy Council's recognised the outstanding sporting achievement of residents over recent years.

In the legacy Antrim Borough the sporting legends' achievements were installed as panels in a gallery located in Antrim Forum, a Leisure facility and an area with high levels of footfall, ensuring maximum profile. In the legacy Newtownabbey Borough, sporting legends' achievements were 'pennants' hung on a temporary basis in the venue during the event and exhibited in the café at Mossley Mill. There is therefore no permanent display of the sporting achievements of the recipients.

Officers are developing a gallery within the Valley Leisure Centre, reproducing the information from the pennants to a series of panels, like those in Antrim Forum, which will be positioned along the corridor in the lower ground floor of the Valley Leisure Centre.

It is envisaged that as recipients are approved as sporting legends in the future that they will be added to the galleries at both locations



Proposed by Councillor Kelly  
Seconded by Councillor Ritchie and agreed that

**the report be noted.**

*ACTION BY: Geraldine Girvan*

The undernoted supplementary items were considered at this point.

Councillor Blair withdrew from the Chamber at this point having declared an interest.

**3.39 SUPPLEMENTARY REPORT G-LEG-63 TRUSTEES OF BALLYNURE ANGLING CLUB – FISHING RIGHTS**

The Council had previously over many years granted fishing rights along the Sixmilewater River within Similewater Park to The Trustees of Ballynure Angling Club and their current 10 year lease expires on 29 February 2016 with an option to extend for a further 10 years.

Correspondence from the Trustees has been received requesting to take the option of a new 10 year lease to run from 1 March 2016.

The Club have been contracted by Council to manage the stretch of river for a fee of £200 leaving a balance of £50 to be paid to Council on an annual basis.

Proposed by Councillor Kelly

Seconded by Councillor McWilliam and agreed that

- (a) that the Trustees of Ballynure Angling Club be granted the option of a new 10 year lease to commence from 1 March 2016 in the same terms and conditions as previously for an annual rent of £250.00 paid on the 1<sup>st</sup> March each year.**
- (b) The Trustees of Ballynure Angling Club be contracted for an annual fee of £200.00 to manage the fishing rights to the Sixmilewater River on Council owned land on behalf of the Council.**
- (c) all legal work be undertaken by the Council's Legal Advisor.**

*ACTION BY: Paul Casey*

### **3.40 SUPPLEMENTARY REPORT – COLLABORATIVE NETWORK PROGRAMME**

The Council had been asked to join a network of waste related stakeholders with the aim of establishing quality recyclates being collected and processed within local markets. This could lead to developing better resource efficiency and would have economic benefits for the borough and for Northern Ireland.

The grouping includes DOE, local reproprocessors, Councils and waste industry experts with the potential to bid for LIFE funding for the implementation of the project.

Regular updates will be brought to Members.

Proposed by Councillor McWilliam

Seconded by Councillor Clarke and agreed that

**the Council be a named partner in the network**

*Noted: Officers to report back on progress.*

*ACTION BY: Lisa Mayne*



**PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Montgomery  
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**

**3.29 IN CONFIDENCE FI/PRO/TEN/11 TENDER FOR THE SUPPLY AND DELIVERY OF LITTER BINS CONTRACT PERIOD: 1 MARCH 2016 TO 28 FEBRUARY 2017 (WITH AN OPTION BY THE COUNCIL TO EXTEND FOR A FURTHER TWO PERIODS OF 12 MONTHS)**

Tenders for the Supply and Delivery of Litter Bins were opened via the E-Sourcing NI Portal on 09 October 2015 and referred to the Evaluation Panel for assessment. The four tenders received were evaluated on a two stage basis as follows:

**STAGE 1 – SELECTION STAGE**

Tenders were evaluated using criteria such as mandatory exclusion, ability to meet the specification and declaration and form of tender. All tenders met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

**STAGE 2 – AWARD STAGE**

Tenders were evaluated on the basis of Cost (100%) for each type of bin.

Proposed by Councillor Kelly  
Seconded by Councillor Magill and agreed that

- a) The highest scoring tender for the supply and delivery of a Square Shaped Metal Bin (120ltr) for the contract period be approved; this being Unicorn Containers Ltd.**
- b) The highest scoring tender for the supply and delivery of a Circular Shaped Metal Bin (105ltr) for the contract period be approved; this being Azure Contracting Ltd.**

**Noted: Officers to review style of bins at Castle Gardens.**

*ACTION BY: Julia Clarke/Ursula Fay*

### **3.30 IN CONFIDENCE WM/WM/5 ARC21 JOINT COMMITTEE PAPERS**

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

- 28 January 2016

Members were 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 Kelly  
Seconded by Councillor Clarke and agreed that

**the papers be noted.**

*ACTION BY: Geraldine Girvan*

### **3.31 IN CONFIDENCE AC/GEN/38 CONTRACT FOR PROVISION OF CATERING SERVICES THE OLD COURTHOUSE ANTRIM**

Members were reminded that the contract for the provision of Catering Services at The Old Courthouse was awarded to Cathy Busby Catering for the period 1 April 2014 to 31 March 2016 with an option to extend for a further two years if performance satisfactory.

Members are also reminded that it was agreed at the December meeting of the Policy and Governance Committee that the Council agreed to change the franchise agreement for the Old Courthouse from Cathy Busby Catering to CBC Catering Ltd.

Given the successful performance of the catering service at The Old Courthouse it is proposed to extend the contract, now with CBC Catering LTD, for a further two years to 31 March 2018 at the current rate.

Proposed by Councillor Kelly  
Seconded by Councillor Clarke and agreed that

**the contract for the catering service at The Old Courthouse, now with CBC Catering Ltd, be extended for a further two years to 31 March 2018 at the current rate.**

*ACTION BY: Ursula Fay*

### **3.32 IN CONFIDENCE AC/GEN/31 REQUEST FOR FILMING AT MOSSLEY MILL**

Members were reminded that it was agreed at the December meeting of the Council to approve a request from Tiger Aspect Productions, the television company responsible for the production of the BBC drama series 'The Fall', to film at Mossley Mill for the third series of this programme due to be screened in the autumn.

Unfortunately significant unforeseen changes to the filming schedule and availability of cast members has led to unexpected changes to their planned schedule and as a result the production company regrettably are unable to include filming at Mossley Mill on this occasion.

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

**the report be noted.**

*ACTION BY: Ursula Fay*

**3.33 IN CONFIDENCE FI/PRO/TEN/9 – LOT 3 TENDER FOR PROVISION OF CATERING SERVICES ALLEN PARK 1 APRIL 2016 TO 31 MARCH 2019**

Tenders for the Provision of Catering Services at Allen Park were opened via the E-Sourcing NI Portal on 22 January 2016 and referred to the Evaluation Panel for assessment. The three tenders received were evaluated on a two stage basis as follows:

**STAGE 1 – SELECTION STAGE**

The tenders were evaluated using the following criteria; mandatory exclusions, economic and financial standing, previous relevant experience, team experience, management systems and practices, declarations and form of tender. All the tenders met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

**STAGE 2 – AWARD STAGE**

**Annual Fee / Quality of Service**

The tenders were evaluated on the basis of Annual Fee (50%) and Quality of Service Delivery Proposals (50%).

Proposed by Councillor McWilliam  
Seconded by Councillor Kelly and agreed that

**having achieved the highest score of 92.56% Big Occasions Ltd. be awarded the tender for supply of catering services at Allen Park for 3 years from 1 April 2016 with an option to extend for a further two years subject to successful performance at the tendered fee.**

*ACTION BY: Julia Clarke and Ursula Fay*

**3.34 IN CONFIDENCE FI/PRO/TEN/9- LOT 1 TENDER FOR PROVISION OF CATERING SERVICES ANTRIM CASTLE GARDENS 1 APRIL 2016 TO 31 MARCH 2019**

Tenders for the Provision of Catering Services at Antrim Castle Gardens were opened via the E-Sourcing NI Portal on 22 January 2016 and referred to the Evaluation Panel for assessment. The four tenders received were evaluated on a two stage basis as follows:

**STAGE 1 – SELECTION STAGE**

The tenders were evaluated using the following criteria; mandatory exclusions, economic and financial standing, previous relevant experience, team experience, management systems and practices, declarations and form of tender. One Service Provider did not meet the requirements of the selection stage and therefore did not proceed to the award stage. The remaining three tenders met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

**STAGE 2 – AWARD STAGE**

**Annual Fee / Quality of Service**

The tenders were evaluated on the basis of Annual Fee (50%) and Quality of Service Delivery Proposals (50%).

Proposed by Councillor Kelly  
Seconded by Councillor Ritchie and agreed that

**having achieved the highest score of 94% that Big Occasions Ltd. be awarded the tender for supply of catering services at Antrim Castle Gardens for 3 years from 1 April 2016 with an option to extend for a further two years subject to successful performance at the tendered fee.**

*ACTION BY: Julia Clarke and Ursula Fay*

**3.35 IN CONFIDENCE FI/PRO/TEN/9 – LOT 2 TENDER FOR PROVISION OF CATERING SERVICES ANTRIM CIVIC CENTRE 1 APRIL 2016 TO 31 MARCH 2019**

Tenders for the Provision of Catering Services at Antrim Civic Centre were opened via the E-Sourcing NI Portal on 22 January 2016 and referred to the Evaluation Panel for assessment. The one tender received was evaluated on a two stage basis as follows:

**STAGE 1 – SELECTION STAGE**

The tender was evaluated using the following criteria; mandatory exclusions, economic and financial standing, previous relevant experience, team experience, management systems and practices, declarations and form of tender. The tender met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

**STAGE 2 – AWARD STAGE**

### **Annual Fee/ Quality of Service**

The tender was evaluated on the basis of Annual Fee (50%) and Quality of Service Delivery Proposals (50%).

Proposed by Councillor Clarke  
Seconded by Councillor Montgomery and agreed that

**having achieved the highest score of 90% Manns Café Bar be awarded the tender for supply of catering services at Antrim Civic Centre for 3 years from 1 April 2016 with an option to extend for a further two years subject to successful performance at the tendered fee.**

*ACTION BY: Julia Clarke and Ursula fay*

### **3.36 IN CONFIDENCE L/LEI/AF/4 ANTRIM FORUM SPORTS HALL FLOOR REPLACEMENT**

#### **INTRODUCTION**

As part of the Antrim Forum Phase 3 development (constructed 2005/2006), a new sports hall was constructed which included a Granwood 'Gransprung Floor System'.

A business case, economic appraisal and background information (Appendices 1-3) were circulated for Members' information.

Officers are proposing a replacement floor to ensure that usage of the New Hall continues as it is an integral part of the Forum offering.

Proposed by Councillor Magill  
Seconded by Councillor Clarke and agreed that

**a new floor be installed in the New Hall at Antrim Forum at an estimated cost of £[REDACTED]. Financial provision has been made within the 2016-17 leisure centre capital budget.**

**Agreed: Officers to ensure that once laid, flooring to be appropriately protected.**

*ACTION BY: Roberta Flaherty*

### **3.37 IN CONFIDENCE D/150 FUEL STATIONS**

A review had been carried out, of fuel storage arrangements across the Borough. Currently there are fuel stations in Carnmoney and Ballyclare Cemeteries, Hazelbank Park and Ballyearl. These need to be upgraded in line with oil storage regulations.

In addition, officers assess that fuel stations would be of benefit at a further six sites: Valley Park/V36, Sentry Hill, Belmont / Sixmile cemeteries, Threemilewater Park, Antrim Forum and Antrim Castle Gardens.

It is estimated that replacing the existing four stations and installing six new ones will cost in the region of £[REDACTED].

Business Case and Economic Appraisal were circulated for member's information.

Proposed by Councillor McWilliam  
Seconded by Councillor Clarke and agreed that

**10 fuel stations are purchased at a total estimated cost of £[REDACTED] to be installed at the sites listed above.**

*ACTION BY: Lindsay Houston*

### **3.38 IN CONFIDENCE L/LEI/AF/11 ANTRIM STADIUM TRACK REPLACEMENT**

Antrim Stadium, located at Antrim Forum, provides full track and field athletics facilities, including an 8 lane 400m running track. The track is used by local schools, casual users, Ballymena and Antrim Athletics Club and for high profile athletics events including hosting training camps for the 2012 Olympic and Paralympic Games.

The existing track surface was laid in 2004 and has a lifespan of 8 – 10 years and it is reaching the end of its useful life.

An initial business case and economic appraisal were circulated (Appendix 1 and 2). The recommendation is to proceed replace the track at an estimated cost of £[REDACTED] resulting in continued use for development of athletics.

If approved the scheme will have to be completed between June and September in any year in order to maintain the service through the Athletics Season and achieve completion before the onset of inclement weather.

Proposed by Councillor Kelly  
Seconded by Councillor Montgomery and agreed that

**Council approves the replacement of the track surface at an estimated cost of £[REDACTED] including fees (option 4).**

*ACTION BY: Geraldine Girvan*

### **PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor McWilliam  
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**

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 7.45pm.

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**MAYOR**

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