

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN
ANTRIM CIVIC CENTRE ON MONDAY 9 JANUARY 2017 AT 6:30 PM**

- In the Chair** : Councillor J Montgomery
- Members Present** : Aldermen - P Barr, T Burns, M Girvan and J Smyth
Councillors - M Goodman, D Hollis, N Kelly, R Lynch, M Magill,
V McWilliam, M Rea and D Ritchie
- Non-Committee
Members Present** : Councillors – J Blair, L Clarke, N McClelland, P Michael, B
Webb
- Officers Present** : Director of Operations - Ms G Girvan
Head of Leisure - Mr I McMullan
Head of Waste Management - Mr M Laverty
Head of Arts & Culture - Ms U Fay
Head of Environmental Health - Mr C Todd
Media and Marketing Officer - Ms J Heasley
ICT Officer - Mr J Higginson
Member Services Officer - Mrs D Hynes

CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the January Operations Committee Meeting and wished them all a very Happy New Year. He reminded all present of recording requirements.

1 APOLOGIES

Alderman M Cosgrove and Councillor T Hogg

2 DECLARATIONS OF INTEREST

None.

3.1 AC/EV/3 GARDEN SHOW IRELAND - BEST OF NORTHERN IRELAND SHOW GARDEN

Members were reminded that it was agreed at the February 2016 meeting of the committee that the Council participate in "The Best of Northern Ireland" show garden competition, to be included as a new feature in the 2016 Garden Show Ireland event. Subsequently it was reported to the committee in May 2016 that the Councils' entry, which was designed and produced by the Heritage Gardening Team, achieved two first places at the show – Gold Award for design as well as the Best in Show Award.

The 2017 Garden Show Ireland was scheduled to be held in Antrim Castle Gardens on Friday 5, Saturday 6 and Sunday 7 May 2017. Building on the success of this new initiative introduced in 2016 Garden Show Ireland are once again creating a "**Best of Northern Ireland**" area in the Show and are inviting garden displays from each Council depicting special feature from that part of Northern Ireland. A detailed brief on this element of the show was circulated for members' information.

The theme of the garden displays in 2017 would be "**Northern Ireland's Heritage**" and gardens should be a reflection of each area's special heritage: this may be interpreted as the region's edible, cultural, historical, industrial, or landscape heritage and should be a colourful promotion to bring tourists and visitors to the area with creative interpretations very welcome.

It was proposed that the Heritage Gardening Team work with the Parks Team to produce an entry for the 2017 Garden Show Ireland Best of Northern Ireland Show Garden competition at an approximate cost of £3,000.

Proposed by Alderman J Smyth
Seconded by Councillor Ritchie and agreed that

that the participation of the Council in "The Best of Northern Ireland" show garden area as part of Garden Show 2017, at an approximate cost of £3,000, be approved.

ACTION BY: Ursula Fay, Head of Arts & Culture

3.2 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL – ARTS CHALLENGE FUND

Members were reminded that an update on the Arts Council Challenge Fund was reported to Committee in October and it was agreed that, given the membership, role and cross party representation of the Borough Arts and Culture Advisory Panel, a workshop specifically to discuss the Arts Challenge Fund Project Plan would be held. The outcome of the workshop was to feed into the bid for Arts Challenge funding.

Members were advised that the workshop was held on Tuesday 29 November in Mossley Mill facilitated by Audiences NI the Northern Ireland regional audience development agency, recommended by the Arts Council to provide support to councils in development of Arts Challenge Fund plans. The format for this workshop involved, panel members discussing and developing potential ideas for consideration by Committee in February, ahead of a submission to the Fund.

A summary of the workshop was circulated for members' information. The ideas and suggestions for the funding would be considered by officers in developing the plan to be submitted as part of the Arts Challenge Fund application, a draft of which would be brought to the February meeting of the committee for approval.

Proposed by Councillor Lynch
Seconded by Councillor Goodman and agreed that

the outputs of the workshop held with the Borough Arts and Cultural Advisory Panel on 29th November be used to develop the project plan to be submitted as part of the Arts Challenge Fund application, a draft of which will be brought to the February meeting of the committee for approval.

Noted: Councillor Webb thanked members and independent members who took part in this workshop which he felt had been extremely useful. He also suggested that as discussed at the workshop that the very valuable linkages made in Gilbert should be referenced as appropriate in the final report.

Members also noted that a report and action plan in relation to the visit would be available later in due course.

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

3.3 L/GEN/56 FACILITY CLOSURES

A schedule for the opening arrangements on Bank/Public Holidays during 2017/18 were circulated for:

- Council Leisure Centres
- Council Arts and Heritage Venues
 - After a review, it was proposed that opening times for the Old Courthouse theatre box office and Tourist Information Office will be Monday to Saturday 10.00 am to 4.30 pm and 8.00 pm during performances. This offers improved and clearer venue opening times for both customers and the café.
- Council Pavilions
- Recycling Centres – a separate report deals with the opening hours in general for Recycling Centres.

Proposed by Alderman J Smyth

Seconded by Councillor Lynch and agreed that

the opening arrangements be approved as set out in the enclosed schedule.

ACTION BY: Ivor McMullan, Head of Leisure, Michael Laverty, Head of Waste Management, Ursula Fay, Head of Arts and Culture.

3.4 WM/WM/01 LITTER BIN SERVICING AND PROVISION IN THE BOROUGH

As part of the ongoing process to maximise the efficiencies in the Waste Management section, officers had been analysing the servicing and provision of litter bins in the Borough. The locations of over 900 litter and dog waste bins had been mapped and were being placed on dedicated collections rounds, which would service both types of bins at the same time.

This would allow the bin emptying service to be more responsive, efficient and meet the specific collections requirements of individual locations

Historically, dog waste bins were introduced as Councils were required to keep the waste separate, however this was no longer the case and therefore all-purpose bins can be put in place going forward.

The dog waste bins could be replaced by "combi" bins (image below) which clearly stated on them that they accept both dog waste and litter. It was not proposed to change the existing specific dog waste or litter bins but rather replace them as and when required due to damage or the end of the working life.



The proposed transition to combi bins would also lead to savings as the combi bins were approximately £60 cheaper than the dedicated dog waste bins. There would be no reduction in service to residents as the number of bins in the Borough would not decrease.

The public would be advised that they can use any type of dog waste or litter bin in the future through the Council's usual publicity channels, including Borough Life, bin lorry advertising panels, billboards and bus shelters.

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

'combi' bins are installed as per the planned replacement programme going forward.

Noted: Officers to look at type of bins located in Antrim Castle Gardens.

ACTION BY: Michael Lavery, Head of Waste Management/ Ursula Fay, Head of Arts & Culture

3.5 L/P/33 GREEN FLAG PROPOSALS 2017

Members were reminded that the Green Flag Award was an internationally recognised open space quality accreditation. The award recognises staff and local communities in their efforts to improve their local open green spaces. Keep NI Beautiful is the body responsible for the oversight of this scheme.

In 2017 Keep NI Beautiful are making changes to the format of the scheme with the intention to develop Green Flag sites as 'locations of interest'. In this regard they intend to increase promotion of the programme through the production of a 'Green Flag Map'. It is, therefore, important that any site submitted for Green Flag can be demonstrated as a facility for people to visit.

This new approach had prompted officers to review the sites selected and suggest a number of changes:

- Antrim/Belmont Cemetery and Ballyclare Cemetery to no longer be entered. The sites would continue to be maintained to the current 'Green Flag' high standards.
- Jordanstown Loughshore Park, Hazelbank Park, V36 would be submitted as distinct sites rather than as part of the Newtownabbey Way in previous years.
- Further new applications would be made for Mill Race Trail, Wallace Park, Toome Linear Park and Randalstown Riverside Walk in keeping with Councils wish to extend the scheme annually.

The proposed sites for 2017 were circulated as appendix 1.

Proposed by Alderman J Smyth
Seconded by Councillor Lynch and agreed that

the Council submits applications for Green Flag accreditations for 16 sites at a cost of £8,040.

ACTION BY: Lindsay Houston, Biodiversity Officer

3.6 AC/GEN/46 THE ULSTER LOCAL HISTORY TRUST

Correspondence had been received from the Ulster Local History Trust, a copy of which was circulated for members' information. They are a nine county body whose work mainly involves making small grants available to enable local history groups to publish their work. A leaflet summarising what they do was circulated for members' information.

They advised that they had come under financial pressure in recent years and were writing to the eleven councils in Northern Ireland as well as the three Ulster counties in the Republic of Ireland, with a view to obtaining financial support to cover their administration costs.

Projects within the Borough previously supported by the Ulster Local History Trust were listed below:

- 1995 Ollar View – A Journal of Ballyclare Historical Society £430
- 1996 Sculpture 'My Lady of The Chimney Corner' - Antrim Historical Society £500
- 1997 Mallusk Memorials – North of Ireland Family History Society £250
- 2000 Remembering All The Orr's – Antrim Historical Society £750

It was proposed to commit to the provision of support as requested to the Ulster Local History Trust in the form of an annual subvention of £250 for the next three years to end of March 2019. At the time of writing it was not clear what other Councils have decided.

Proposed by Alderman J Smyth
Seconded by Councillor Ritchie and agreed that

the provision of support as requested to the Ulster Local History Trust in the form of an annual subvention of £250 for the next three years to end of March 2019 be approved

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

3.7 WM/WM/14 RECYCLING CENTRE SURVEY

As reported last month, the August edition of Borough Life included a survey to assess residents views on the level of service provided at the Recycling Centres and establish opinion on opening hours for the sites and whether Sunday access was required in the legacy Antrim area. Over 300 responses were received and these had been analysed by the Customer Service team and their full report was circulated.

The main headlines from the survey were highlighted below under three headings of:

1. General customer service;
2. Opening hours;
3. Sunday Opening.

Customer Service:

- 93% of the respondents were "very satisfied" or "satisfied" with their overall view of the centres;
- 96% of the respondents were "very satisfied" or "satisfied" with cleanliness of the centres;
- 87% of the respondents were "very satisfied" or "satisfied" with the levels of staff assistance at the centres;
- Newpark, Bruslee, O'Neill Road Recycling Centres receive approx. 90% of visits;

- 64% of the respondents visit the Recycling Centres at least once a month;

Opening Hours:

- 90% of the respondents happy for the Council to continue the practice of extended opening hours during the summer months;
- The most popular summer closing time from Monday to Friday was 8pm (38%), followed by 9pm (32%) but on Saturdays it is 5pm (24%);
- The most popular winter closing time from Monday to Friday was 6pm (30%), followed by 5pm (24%) but on Saturdays it is 5pm (27%);

Sunday Opening:

- When asked if the respondents wanted access to a Recycling Centre on a Sunday 66% said "yes" with 22% replying "no";
- Centre users were asked if their closest Recycling Centre was closed, would they be content to drive to another site, 66% said "no" with 20% saying "yes";
- When asked what distance would be acceptable to drive to a Recycling Centre on a Sunday, 60% said 0-4 miles and 35% from 5-9 miles.

Harmonisation of Opening Hours at the Recycling Centres

At present the opening hours at the five Recycling Centres are as follows:

Bruslee	Summer (Apr- Sept)	Mon - Thurs 9.00am - 8.30pm	Fri - Sun 9.00am- 5.00pm
	Winter (Oct- Mar)	Mon - Sun 9.00am - 5.00pm	
O'Neill Road	All year	Mon - Sat 9.00am - 5.00pm	Closed Sunday
Newpark	Summer (Apr- Oct)	Mon - Sat 9.00am - 8.00pm	Closed Sunday
	Winter (Nov- Mar)	Mon - Sat 9.00am - 6.00pm	Closed Sunday
Craigmore	Summer (Apr- Oct)	Mon - Sat 9.00am - 8.00pm	Closed Sunday
	Winter (Nov- Mar)	Mon - Sat 9.00am - 6.00pm	Closed Sunday
Crumlin	Summer (Apr- Oct)	Mon - Sat 9.00am - 8.00pm	Closed Sunday
	Winter (Nov- Mar)	Mon - Sat 9.00am - 6.00pm	Closed Sunday

Officers had been working to harmonise the opening arrangements across the Centres and had taken the results from the survey into account when developing new proposal opening hours.

While the majority of the proposed opening arrangements follow the public's most popular response in the survey, there were some variations in the Saturday closing times as Officers try to maintain a level of consistency with the operating hours.

These proposals were listed in the table below for **Monday to Saturday** (Sunday opening hours on a separate table):

	Proposed Monday to Saturday Opening Arrangements	
	Summer (Apr- Sept)	Winter (Oct- Mar)
ALL FIVE RECYCLING CENTRES (Bruslee, O'Neill Road, Craigmore, Crumlin, & Newpark)	Mon - Sat 9.00am - 8.00pm	Mon - Sat 9.00am - 6.00pm

Sunday Opening

The survey had indicated a significant public preference for the Recycling Centres to be open on Sundays. Bruslee Recycling Centre is open on Sundays throughout the year and it was initially proposed to open one Centre, Newpark (Antrim), in the legacy Antrim area on a Sunday.

Unfortunately the survey did not include feedback on opening times on the Sunday and therefore it is proposed to maintain the current operating hours at Bruslee and opening hours from 12 noon – 5 pm being trialled at Newpark. The usage at both Bruslee and Newpark Centres will be monitored for a trial period to facilitate a report to update Committee and consider the way forward.

	Proposed Sunday Opening Arrangements	
	Summer (Apr- Sept)	Winter (Oct- Mar)
Bruslee Recycling Centre	Sun 9am – 5pm	Sun 9am – 5pm
Newpark Recycling Centre	Sun 12noon – 5pm	Sunday 12noon – 5pm (pilot)

Should the opening hours at Newpark be approved, Officers will take into account the sensitivities of individual circumstances for staff.

Timetable for the Implementation of Changes

Implementing the proposed changes to opening hours will require amendments to current planning and waste licensing conditions, staff contractual agreements, and accessibility to waste treatment facilities. An outline timetable for the preparation and implementation of the proposed opening hours is shown below. It is important to note that the timetable includes target dates which are dependent on consultations, Council approval and promotion.

ACTION	TARGET DATES	ACTION BY
Council decision to amend opening hours at the Recycling Centres	Committee report in January 2017	Head of Waste Management
Review Shift Patterns	February 2017	Head of Waste Management
<ul style="list-style-type: none"> • Identify staffing resources • Revise current planning permissions and submit amendments as required • Review and revise waste management license and site operating conditions • Identify necessary waste treatment facilities 	February – April 2017	Head of Waste Management and Finance Department

Consultation meetings with the Trade Unions	February -March 2017	Heads of Waste Management and HR
Agreement with Trade Unions	April 2017	Heads of Waste Management and HR
Report to Operations Committee	May 2017	Head of Waste Management
Implementation of amended opening hours.	June 2017	Head of Waste Management

Proposed by Councillor Lynch
 Seconded by Councillor Kelly and that

on a vote of 7 in Favour, 5 against and 0 abstentions it was agreed that

approval is given for the proposed opening hours at the Council's Recycling Centres, subject to consultation with trade unions, and where applicable all statutory obligations being met.

Noted: Officers to report usage to Committee in due course.

ACTION BY: Michael Lavery, Head of Waste Management

3.8 L/LEI/2 LEISURE GRANT AID PROGRAMME

A total of 16 leisure grant applications had been received since the last call.

Applications

Application had been scored and recommendations were circulated:

Defibrillators

Following the discussion by members to extend the Defibrillators scheme to primary schools, one application had been processed this month and a further 4 schools were in the application process.

Pilot Project

In December a pilot project to provide £4,000.00 in funding to Ballyclare High School, was approved from the existing Leisure grant budget. This had been listed under Capital Grant: for Sports Clubs on an interim basis as there was available budget in this category.

Grant Aid request Totals – to date 2016/2017

Grant	Received to date	Overall Budget Available	Approved spend to date	December Summary	Balance Available
Capital Grants for Sports Clubs (£20,000)	1	4 x £20,000 grants awarded annually (£10k p.a. for 2 yrs) = £40,000	Antrim Boxing Club Pending £10,000 (2016/17) £10,000 (2017/18)	Ballyclare High School Pilot £4,000.00	£26,000

Club Minor Works Grants – between £5,000 - £20,000	3	£50,000	£11,514.50	Nil	£38,485.50
Grants to Individuals and Clubs	52	£35,000	£31,311.76	£10,346.50	£6,658.26
Events Grant (exceptional/regional)	1	£25,000	£22,222.50	£9,861.00	£7083.50
Events Grant (local)	1	£20,000	£950.00	0	0
Elite Athlete Training Bursary	10	12 Available	15	0	0
Defibrillator grant	7		7	£807.00	£807.00
TOTAL		£170,000.00	£75,998.76	£25,014.50	£68,986.74

Total spend £101,013.26 to date with one call left in 16/17 financial year.

Proposed by Alderman J Smyth
 Seconded by Councillor Lynch and agreed that

Members approve proposed awards as detailed.

ACTION BY: Richard Stewart, Development Manager - Sport & Physical Activity

3.9 L/GEN/32 TRANSFORMATION STRATEGY FOR LEISURE, PARKS AND OPEN SPACES

Members were reminded that approval was granted for the development of a Transformation strategy for Leisure Parks and Open Spaces.

A proposed timeline for the development of this strategy had been identified as follows.

Members' Workshop	January
High level draft content completed (key themes).	End January 2017
Individual site specific management plans completed.	January 2017 to July 2017
Equality screening	Early February 2017
Involvement of design team	January to February 2017
Report to Council with draft strategy	March 2017
12 weeks' consultation period	April to June 2017
Report to Council on consultation outcomes	End June 2017
Final strategy to Council	End July 2017
Publication and PR	August 2017

Proposed by Alderman M Girvan

Seconded by Councillor Lynch and agreed that

approval is given to timeline for completion of a Transformation Strategy for Leisure Parks and Open Spaces.

ACTION BY: Helen Hall, Business Change Manager

3.10 EH/PHWB/8 DUNEANE CO-PRODUCTION REPORT

Through Joint Working Arrangements funding provided by the Public Health Agency, a Co-Production Pilot had been ongoing in the Duneane area since October 2015.

The purpose of the pilot was to explore more effective ways of working with local communities to address health and wellbeing issues and was based on six co-production principles

- Recognising people as assets
- Building on people's existing capabilities
- Promoting mutuality and reciprocity
- Developing peer networks
- Breaking down barriers between professionals and recipients
- Facilitating rather than delivering.

The aim of the project was to explore more effective ways for the Council to engage with the pilot local community to design and deliver better services.

The pilot was facilitated by the Community Development and Health Network (CDHN). To date 28 Community Health Champions have been trained and have delivered a Community Spirit Day to showcase services and clubs available in the local area. The group had identified assets in the local area and developed an action plan. This would inform Phase 2 of the process, which would develop a programme of support for the ongoing work in Duneane and any future work using the co-production model.

The action plan would be rolled out using existing resources within the community. Whilst Council and CDHN will continue to act in an advisory capacity, the aim of the project was to develop a sustainable community that can identify and address its own needs and assets.

An outcomes framework for the pilot had been developed. It was planned that the learning from this pilot would be rolled out across the Borough and form part of the Community Planning process.

Members were advised a draft report on the Co-Production Pilot had been produced (circulated). The final report would include personal reflections from those involved.

Upon approval, Council and CDHN would share the learning across Northern Ireland and a workshop was planned for Wednesday 22nd February 2017 at Mossley Mill. This would enable representatives from a wide range of partners to hear about the very positive experiences of all those involved in the Duneane pilot.

Proposed by Alderman J Smyth
Seconded by Councillor Lynch and agreed that

Council endorses the Duneane Community Health Champions report.

Noted: Members thanked Alison Briggs and Una Johnston for the significant contribution they had made to the success of the pilot.

ACTION BY: Clifford Todd, Head of Environmental Health

3.11 CE/GEN/4 PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS: SPECIAL EVENTS

Further to Council's decision to write to the Department for Infrastructure (DfI) requesting a delay in implementation of proposals to give local authorities the powers to close roads, to facilitate special events, the Department had confirmed that the proposed implementation date had been delayed. The correspondence (circulated) indicated that the Department had received several responses requesting further time to work through guidance.

Members would be updated in due course.

Proposed by Councillor Kelly
Seconded by Councillor McWilliam and agreed that

the report be noted.

ACTION BY: Geraldine Girvan, Director of Operations

3.12 EH/EHS/2 WELFARE OF ANIMALS UPDATE

The reports on enforcement activity under the Welfare of Animals Act (Northern Ireland) 2011 were circulated for the period 1st September to 30th November 2016.

The statistical analysis gave a full breakdown for the whole of Northern Ireland as well as the Northern Area (Antrim and Newtownabbey, Mid and East Antrim, Causeway Coast and Glens, and Mid Ulster).

This quarter showed an increase in the number of animal welfare cases in the borough of just over 1.5%. Dogs remain the largest category of cases. However, equine species (horses and donkeys) were the second highest category with an increase of 6 cases over the last quarter.

A total of 174 visits were carried out across the borough, resulting in one animal being seized and one Improvement Notice being issued.

Proposed by Alderman J Smyth
Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

3.13 EH/PHWB/2- HOME ACCIDENT PREVENTION

Internal window blinds can pose a big risk to children between the ages of 16 months and 36 months. In Northern Ireland there have been three deaths caused by blind cords in the past three years and at least 31 children have died in the United Kingdom since 1999. Whilst the numbers may be small in statistical terms, the impact of such a tragedy is huge.

A video produced by the Public Health Agency in association with local Councils was launched on 6th December 2016. Staff from Council's Environmental Health service sit on the Consumer Protection working group that contributed to the production of the video.

The video aimed to highlight the dangers of looped blind cords and look at ways in which blind cord injuries and deaths can be reduced.

The video had been distributed through social media and can be viewed at www.nidirect.gov.uk/blind-cord-safety

Advice on blind cord safety forms part of the Home Safety Assessments carried out by the Council's Home Safety Officer. It had been a legal requirement for safety devices to be fitted with all new blinds with cords since 2014. Further information on blind cord safety can be obtained from the Council's Environmental Health Service on 028 90340160 or envhealth@antrimandnewtownabbey.gov.uk.

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

the report be noted.

Noted: the video produced by the Public Health Agency to be made available on Council's website.

ACTION BY: Clifford Todd, Head of Environmental Health

3.14 L/P/32 ARENA NETWORK SURVEY RESULTS

The annual ARENA Network Northern Ireland Environmental Benchmarking Survey is measure of environmental engagement by Northern Ireland organisations assessing their performance in areas including energy, transport, water and waste.

The results had been announced and the Council had been awarded a Bronze Mark. This "Survey Mark" can be used by the Councils on their marketing materials to highlight their achievement.

This was the first submission made to Arena Network Survey for the new Council and provides a baseline status and opportunities for significant improvements.

Proposed by Councillor McWilliam
Seconded by Alderman J Smyth

that the report be noted.

NO ACTION

3.15 L/LEI/AC/3, L/LEI/AC/4 Vol 1,2 EVERYBODY ACTIVE 2020 STRAND 3 OUTDOOR SPACES – 'ENABLING'

Background

Council was participating in the lottery funded Sport Northern Ireland Everybody Active 2020 programme strand 1 'Opportunities', providing a range of physical activity and multi-sport programmes for the following key target groups:

- People with a disability
- High social need
- Women/girls
- Sustained participants.

As an optional extension to this programme Sport Northern Ireland was accepting applications for strand 3 of the Everybody Active 2020 programme 'Outdoor Spaces'.

Outdoor Spaces Programme

This programme (Appendix 1, circulated) was aimed at developing new outdoor recreation facilities and infrastructure across Northern Ireland. Sport Northern Ireland considers outdoor recreation to encompass all sport and physical recreation that takes place in the natural environment whether on land, water or air. The natural environment was considered to be woodland and forests, open moorland, riverside, lakeside and coast, urban park land and farmland.

The aim of the programme was to target sedentary lifestyles, increase sustained participation by local communities and targeted groups in sport and physical recreation. Proposed new facilities should aim to break down barriers to participation, whilst making green, open spaces in close proximity to these communities, more accessible.

Every Body Active 2020 Outdoor Spaces was targeted at small scale capital projects that should normally not be greater in cost than £250,000. The minimum award available was £10,000 and the maximum was £120,000 for any project.

Total Project Cost	Maximum Sport NI Funding	Maximum Sport NI Grant
Below £100,000	75% of project costs	£75,000
Over £100,000	50% of project costs	£120,000

Local councils, statutory agencies, National Governing Organisations and community or voluntary groups had been invited to apply. Partnership working was encouraged.

Officers will work in conjunction with the Community Planning team and external partners to identify appropriate projects and will report back to Committee. Applications close at end of February 2017.

Proposed by Councillor Magill
Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

3.16 AC/EV/7 THE ENCHANTED WINTER GARDEN 2016

Members were reminded that The Enchanted Winter Garden 2015 event was held in Antrim Castle Garden from 12 to 20 December with 16,918 visitors attending, more than double attendances of the previous year. The 2015 event included for the first time a Santa's Grotto, which proved to be hugely popular addition to this popular family event.

The 2016 event opened on Thursday 8 December and ran from 4pm to 8pm daily until Sunday 18 December. The event format and content was expanded in a number of ways including the delivery of the Santa Grotto by Cancer Fund for Children as a pilot scheme, approved by Council, operation of the Christmas Train nightly and the inclusion of a brand new feature Wonderland Wood in the Pleasure Gardens area.

In addition to this as part of its "On Your Doorstep" series of concerts right across Northern Ireland this year, members of the Ulster Orchestra's brass section agreed to perform a selection of sparkling festive favourites at the Enchanted Winter Garden on Sunday 18th December to bring the event to a close. The visitor numbers attending over the duration of the event exceeded all expectations with an estimated 43,781 attending over the 11 nights. It was noted that this year's event ran for an additional two evenings so for the purposes of comparison there were an estimated 38,228 visitors for the same 9 night period the event ran for in 2015. Therefore a like for like comparison shows that attendances more than doubled when compared with the previous year, which had also doubled attendances against the 2014 event which had approximately 8,000 visitors.

Estimated visitor numbers were calculated using a people counter at the event entrance triggered by beam when visitors pass and it is thought that actual numbers are more likely to significantly exceed those captured by the system as many numbers will be lost when crowds are particularly large given the nature of the system i.e. multiple people passing through may only be counted once. In addition visitors in large numbers accessed the Gardens from the Dublin Road entrances rather than the access point at Clotworthy so may well not have been captured by the counter.

A comprehensive review of The Enchanted Winter Garden 2016 would be carried out and would include analysis of costs, visitor surveys carried out during the event, media evaluation on the value and reach of marketing and PR activity and include options for potential development of this event, with the report brought to a future meeting of the committee.

Proposed by Councillor Lynch
Seconded by Councillor Kelly and agreed that

the report be noted.

Noted: A number of Members congratulated, Ursula Fay particularly, and the whole team on another successful event.

NO ACTION

3.17 AC/ACG/12 HISTORIC BUILDINGS GRANT AID – ANTRIM CASTLE GARDENS

Correspondence, dated 5 December 2016, had been received from the Department for Communities Historic Environment Division, a copy of which was circulated for members' information.

The letter related to an offer of grant aid toward the restoration of the Long Canals and Round Pound Antrim Castle Gardens made a number of years ago. A revised grant offer from the Department of £90,700, which supersedes previous offers of £92,000 and £50,000 in January 2012 and January 2011 respectively. A condition of the offer is that it be accepted within two weeks of the date of the letter. Members were advised that having consulted the Capital Projects Section, who have recommended acceptance of the offer and confirmed payments are in order in relation to this grant, the offer had now been accepted by the specified deadline.

This offer represented a slight reduction on the previous offer of £92,000. Historic Environment advise in their letter that this is due to the amount of grant eligible builders' work having decreased slightly and there being no fees in relation to Construction Design Management.

Grant payments records to date show that payments of £30,770 and £13,335 were received on 31st August 2011 and 30th April 2012 respectively with the balance of £46,595 now due to be released upon receipt of acceptance of the revised offer.

Proposed by Councillor Kelly
Seconded by Alderman J Smyth and agreed that

the report be noted.

ACTION BY: NO ACTION

3.18 WM/GEN/7 UPDATE ON THE EXPANSION OF THE TRIPLE STACK SYSTEM

Members were reminded that approval was given in October for the expansion of triple stack units and 180litre black bins to approximately 24,000 legacy Newtownabbey Households as per the timetable circulated (Appendix 1).

Council funding of £1.356M was allocated to the scheme subject to applications for funding to DEARA, Rethink Waste Scheme.

Officers had initially applied for approx. £464,000 to allow for the distribution of triple stacks and 180litre bins to 8,000 households. Funding of £192,500 had been offered. This would be match funded from Council budgets.

The containers had been ordered and it is envisaged that distribution would occur in March/April 2017.

Council Officers would be meeting with DAERA Officials in early January to discuss further Government funding for the distribution of the triple stack system. If additional funding was secured, Officers would review the timetable with a view of accelerating the distribution in the legacy Newtownabbey area.

Officers are also developing a funding application for the proposed Recycling Centre in Crumlin. This application would be similar to the one for O'Neill Road Recycling Centre and would be submitted to the Rethink Waste Grant Fund.

Proposed by Alderman J Smyth
Seconded by Alderman T Burns and agreed that

the report be noted.

NO ACTION

3.19 L/LEI/24 ALLOTMENT DEVELOPMENT UPDATE

In the update report to Committee in relation to allotments in November 2016 it was indicated that the community group at Knockenagh, Rathfern had asked to operate the allotments. Officers had taken advice, considered the practicalities and concluded that it was best to maintain the status quo in relation to the operation of allotments developed by Council. This would mean that all allotments are operated in a consistent way going forward.

Proposed by Alderman J Smyth
Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

3.20 L/SAP/8 SPORTS AWARDS 2017

Council's Sports Awards would be held on Thursday 23 February 2017 at Mossley Mill and the Sports Awards Group had been progressing arrangements and completed shortlisting of the applications. The response to the marketing campaign had been very encouraging and 70 applications were received, from a broad spectrum of sports disciplines.

Each of the categories (Junior Team of the year, Adult Sports Person of the year, Club of the year, Sportsperson of the year with a Disability, Services to Sport, Coach of the year and Junior Sportsperson of the year) were fully subscribed.

The winner of the Janet Parkinson Award had also been agreed and would be awarded on the evening. Arrangements for the event were progressing well.

Gallery of Sporting Legends

The working group considered the criteria for the nomination to the Gallery of Sporting Legends and after extensive discussions agreed that they could not identify any potential nominee for this year's Sports Awards event.

An inductee must have:

- Retired from their sport
- Excelled at their sport on an international stage
- Have an international record of achievement which can be quantified
- Achieved international recognition
- Have an association with the Borough which can be demonstrated

Should members have any potential nominees they may wish to contact an officer to ensure confidentiality.

Proposed by Councillor McWilliam

Seconded by Councillor Rea and agreed that

the report be noted and that the matter of the 'retired from sport' criterion be referred back to the Sports Awards Committee for consideration in advance of the 2019 Sports Awards event, with the 2017 event proceeding as previously agreed.

ACTION BY: Ivor McMullan, Head of Leisure Services

Alderman T Burns left at this point of the meeting.

3.21 CE/GEN/60 BUSINESS PLANS - UPDATE

Members were reminded that departmental Business Plans were approved in June 2016.

Progress updates as at quarter two for Arts & Culture, Environmental Health, Leisure Services and Waste Management were circulated for Members attention.

Proposed by Councillor Kelly

Seconded by Councillor McWilliam and agreed that

the updated Business Plans for Arts & Culture, Environmental Health, Leisure Services and Waste Management be noted.

NO ACTION

The undernoted supplementary items were considered at this point.

3.28 SUPPLEMENTARY REPORT WM/WM/01 NORTHERN IRELAND INNOVATION LAB WASTE AWARENESS PROJECT

In 2014 the Department of Finance established the Northern Ireland's Public Sector Innovation Lab. The Lab responded to challenges where effective service provision for the public had proved most difficult. It aimed to improve public services by creating new and ground-breaking innovations through transformation and invention.

The Department of Agriculture, Environment, and Rural Affairs had funded the Lab to look at new ways at improving household recycling rates and this work was now ready to be trialled. Antrim and Newtownabbey had initially been chosen to trial a waste awareness Project, along with Armagh, Banbridge, & Craigavon and Mid & East Antrim Councils.

It was envisaged that the Project would be held over 12 weeks from a sample of up to 5,000 households from across the Borough. The households would receive a number of positive waste messages printed onto hangers that would be attached directly onto the residents' house door handle. The messages would focus on increasing food recycling although the Lab were predicting an overall increase in the recycling performance.

At present, Officers are unable to identify the areas that would be included in the Project but Members would be updated on the Project at future Operations Committee meetings. The cost of the Project would be borne by the DAERA and if it was deemed to be effective and cost-efficient, then it may be replicated in the rest of the Borough.

Proposed by Alderman J Smyth
Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

3.29 SUPPLEMENTARY REPORT L/GEN/14 EXTENDED OPENING HOURS – ANTRIM FORUM

Members were asked to note that that the target implementation date for the revised opening hours at Antrim Forum was expected to be 1st April 2017. Consultations with trade Unions were underway and whilst issues had been raised, as would be expected in any such process, it was anticipated that they were not insurmountable and could be worked through.

Should a further update be required details would be brought to Committee.

Proposed by Councillor Kelly
Seconded by Councillor Lynch and agreed that

the report be noted.

NO ACTION

ANY OTHER RELEVANT BUSINESS

- (1) Councillor Rea requested that Officers review litter picking on the main road between Killead Roundabout and the Belfast International Airport as the area suffers from considerable littering.

Noted: Officers confirmed that littering continues to be a problem in the area which is cleaned regularly. A team will be sent to clear the area. A review of cleansing rotas to be carried out further to service review.

ACTION: Michael Lavery, Head of Waste Management

- (2) Councillor Blair raised the issue of dog fouling and asked that Officers consider additional means of trying to address the issue.

Noted: Report to be brought back to March Operations Committee Meeting.

ACTION: Michael Lavery, Head of Waste Management
Clifford Todd, Head of Environmental Health

Councillor Hollis left at this point of the meeting 8.07pm.

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Magill
Seconded by Alderman J Smyth that

that the following Committee business be taken In Confidence.

IN CONFIDENCE

**3.22 (FI/PRO/TEN/28) Further Competition Exercise under CCS Framework RM3763
Personal Protective Equipment Lot 1
Contract Period: 1 January 2017 to 16 July 2019**

Introduction

The Council completed a further competition exercise under CCS Framework RM3763 for personal protective equipment Lot 1: One Stop Shop.

Ten tenderers were capable of delivering to Northern Ireland and therefore were included in the evaluation process using the tendered prices of the Framework for a basket of goods and estimated annual delivery fees.

Tender Evaluation

The tenders were evaluated on a single stage basis as follows:

Award Stage

The tenders were evaluated on the basis of cost (100%) using a basket of goods and annual delivery cost for 275 deliveries. Details are as follows:

Rank	Service Provider	(£)Total Overall Cost * (excl. VAT)	Total Score
1	Arco Ltd	5333.63	100.00
2	[REDACTED]	[REDACTED]	93.06
3	[REDACTED]	[REDACTED]	85.60
4	[REDACTED]	[REDACTED]	77.51
5	[REDACTED]	[REDACTED]	80.31
6	[REDACTED]	[REDACTED]	59.29
7	[REDACTED]	[REDACTED]	56.20
8	[REDACTED]	[REDACTED]	51.57
9	[REDACTED]	[REDACTED]	41.57
10	[REDACTED]	[REDACTED]	40.49

- The volume of deliveries is estimated for guidance purposes only and not to be construed as forming part of any contract

Proposed by Councillor Goodman
 Seconded by Councillor Magill and agreed that

having achieved the highest score of 100%, the tender submitted by Arco Ltd, at a total overall cost of £5,333.63 for a basket of goods (excl VAT), for the provision of PPE for the period 1 January 2017 to 16 July 2019 be accepted.

ACTION BY: Sharon Logue, Procurement Manager

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

Members were reminded that at the Council Meeting held on 21 March 2016, the tender for the recycling and recovery of Residual Waste from Recycling Centres, Street Litter, Bulky Collections, and the Commercial Waste Service submitted by Wastebeater was accepted for the period of 1 April 2016 to 31 March 2018 (with the option to extend for a further 12 months, in 3 month increments) for the following lots:

- Lot 4: Newtownabbey Residual Civic Amenity Site
- Lot 5: Newtownabbey Commercial Waste
- Lot 6: Newtownabbey Street Litter Waste

On 1 December 2016, within the contract period, the trade and assets of Wastebeater were sold to RiverRidge Recycling Limited. As per the Terms and Conditions of Contract, Council must approve the change of control.

An exercise was undertaken by the evaluation panel to assess the incoming contractor's capability to fulfil the contract using criteria such as contractor's professional conduct, economic and financial standing, management systems and practices and technical capacity of the team.

The contractor met all the requirements of the assessment and has agreed to continue the contract for the lots awarded previously at the tendered rates and in agreement with the original Terms and Conditions.

The legal framework for the transfer of the contract is currently being agreed between the two parties. Service continuity to the Council has not been affected by this change.

Proposed by Alderman J Smyth
Seconded by Councillor Kelly and agreed that

the change of control of this contract from Wastebeater to RiverRidge Recycling be approved.

ACTION BY: Sharon Logue, Procurement Manager
Michael Laverty, Head of Waste

3.24 IN CONFIDENCE L/P/36 RANDALSTOWN COMMUNITY GARDEN – WIDOW'S ROW

Council agreed in July 2016 to proceed with exploration of a community garden as part of the DEA programme for the current financial year. Tidy Randalstown have subsequently secured a 30 year lease from the Shanes Castle Estates to develop the location.

Council approved the scheme in November and has issued a letter of offer. The grant would provide up to £35,000 under DEA funding and would deliver a community garden at Widow's Row, Randalstown. A location plan and garden layout was circulated as Appendix 1.

Full project costs would be established early in the New Year under a procurement exercise. An economic appraisal and business case was circulated.

Proposed by Alderman J Smyth
Seconded by Councillor Lynch and agreed that

Council approves the economic appraisal and business case enclosed, undertakes basic maintenance of the garden once completed and includes the site on the insurance schedule.

ACTION BY: Ivor McMullan, Head of Leisure Services, Operations

3.25 IN CONFIDENCE L/GEN/17 PATH AT RIVERSIDE, ANTRIM

Background:

Following complaints in relation to the poor condition of the first 100 metres of the Mill Race Trail in Antrim, which runs from Riverside to Cunningham Way (see map, Appendix 1 circulated). It was agreed in August Council meeting that officers progress with required upgrading works at a total estimated cost of £[REDACTED].

An economic appraisal has been completed (see Appendix 2 circulated), with Option 3 as the preferred option. The key elements within this proposal involve essential resurfacing and drainage works.

Temporary Closure:

The works necessary to upgrade the path to an acceptable standard require drainage works as well as a new surface. The works would take place from 16 – 27 January 2017 inclusive, and during this time, access would be limited for health and safety reasons.

The path from Riverside to Cunningham Way was asserted (in 2003) by legacy Antrim Borough Council as a public right of way under the Access (NI) Order 1983. Council had a procedure to follow to have it temporarily closed for this period of time. This was outlined under Article 19 of the Access to the Countryside (NI) Order, 1983. It stipulated that Council may make an order to either divert or close a right of way for up to 3 months. There were no statutory requirements to consult on nor give notice or advertise the making of such orders, but only to ensure that a copy of the order was displayed throughout the period, at either end of the affected path. The order must be signed by the Chief Executive of the relevant Council.

It would be Officers' intention to provide three weeks' notice and attach a brief explanatory statement to the Order with closure notices at the key access points along the Mill Race Trail, as well as on Council's website. The contractors would also put up their own signage and cordon off the immediate area as required.

Proposed by Councillor Ritchie

Seconded by Councillor Lynch and agreed that

the economic appraisal and business case for resurfacing and drainage works on the Riverside Path, Antrim is approved at an estimated cost of £[REDACTED].

NOTED: Officers to try to ensure access remains open whilst works progress.

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

3.26 IN CONFIDENCE L/SAP/11 ANTRIM RUGBY CLUB**Background**

Members were advised that legacy Antrim Borough Council leased lands to Antrim Rugby Club (adjacent to Allen Park) in 1979. The 99 year lease from the 1st March 1979 was for 16.52 acres of land presently laid out as rugby pitches and all weather surface. There was a clubhouse erected on the lands together with car parking. The club house was built and operated by the Club, with Council's permission.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Proposed by Alderman J Smyth
Seconded by Councillor Goodman and agreed that

[REDACTED]

ACTION BY: Ivor McMullan, Head of Leisure Services

3.27 IN CONFIDENCE WM/WM/01 EXPANSION OF THE BROWN BIN COLLECTION SERVICE INTO RURAL AREAS OF LEGACY ANTRIM

At present, the rural properties, approximately 3,500 households, in legacy Antrim receive a food only collection service with home composting or use of the Household Recycling Centres for garden waste recycling. All other properties in

legacy Antrim and all legacy Newtownabbey properties have a 240 litre brown bin.

In order to provide parity of service across the whole Borough, Officers had investigated the cost of expanding the brown bin collection service for both garden and food waste to these rural properties. The business case and economic appraisal were circulated.

It was difficult to estimate how much additional green waste would be generated through the distribution of the bins as some residents may continue compost their garden waste or dispose by other means, including the use of the current Recycling Centres. The additional green waste collected and recycled thereby assisting with meeting both recycling and NILAS targets, while processing costs would increase (see below).

It was envisaged that an additional 900 tonnes of organic waste could be collected through the new collection service and the associated processing costs would need to be budgeted for, although a proportion of these garden waste disposal costs would be displaced from the Recycling Centres budgets. Financial provision for an increase in brown bin processing costs had been included in the 2017/18 waste management estimates.

The breakdown of the approximate capital costs of the expanding the service is as follows:

Action	Indicative Cost
Approx. 4,000 x brown bins (<i>additional bins to account for requests for more than 1 bin from some of the 3,500 households</i>)	██████████
Delivery of bins	██████████
Instructional information	██████████
Total Estimated Capital Cost	██████████

There was also sufficient budget provision in the current capital programme for the distribution of the 3,500 brown bins in 2016-17 following the receipt of the Rethink Waste funding for the expansion of the triple stack service. It was proposed to complete the expansion of the service by April 2017.

Proposed by Alderman J Smyth
Seconded by Councillor Magill and agreed that

the expansion of the brown bin collection service to approximately 3,500 legacy Antrim rural households is approved at an estimated cost of £██████████

ACTION BY: Lisa Mayne, Recycling Manager
 Michael Laverty, Head of Waste Management

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman J Smyth
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.

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 8.45pm.

MAYOR

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

