



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 5 DECEMBER 2016 AT 6:30 PM**

- In the Chair** : Councillor J Montgomery
- Members Present** : Aldermen - P Barr, M Cosgrove, M Girvan and J Smyth  
Councillors - M Goodman, D Hollis, N Kelly, T Hogg, R Lynch, V McWilliam and M Rea
- Non-Committee Members Present** : Councillors – D Arthurs, J Blair, L Clarke, N McClelland and 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 McIntyre  
ICT Officer - Mr J Higginson  
Head of Finance and ICT - Mr J Balmer  
Management Accountant - Mr R Murray  
Member Services Officer - Mrs D Hynes

**CHAIRMAN'S REMARKS**

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

He reminded members that The Deputy Mayor, Head of Arts and Culture and himself attended a Fields in Trust awards ceremony at Lord's Cricket Ground where Antrim Castle Gardens had won the Fields in Trust UK's Best Park in Northern Ireland. The Chair took this opportunity to thank all those who work and volunteer in Antrim Castle Gardens and those who took part in the public vote.

## 1 APOLOGIES

Councillor D Ritchie, Councillor Magill and Alderman Burns

## 2 DECLARATIONS OF INTEREST

None.

### 3.1 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2017/18

Members were reminded that an update on the 2017/18 Estimates was presented to the Policy & Governance meeting in November. This update outlined that detailed reports would be presented to the relevant committees in December.

A detailed report on the 2017/18 Estimates for the Operations Department was circulated for Members' information.

The estimates for the Operations Department had taken into account the following cross cutting issues:

- 1% Wage inflation
- Adjustments for agreed Voluntary Severance Scheme and structural changes

In addition, specifically in relation to the Operations Department there were a number of points to note:

#### Leisure

- Car Park expenditure and income had been reduced following the decision by council in November to remove charges from Central Car Park, Antrim
- Full year estimates of expenditure and income were included for Allen Park
- Reduced grant income within Sports Development programmes

#### Waste management

- Refuse collection budget increased to reflect increase in waste arisings
- Increasing charges for treatment of waste

Hard copies of the detailed report were made available at the meeting, or by calling into Members' Services at either the Antrim Civic Centre or Mossley Mill.

Proposed by Councillor Hollis

Seconded by Alderman Smyth and agreed that

**the report be noted.**

*ACTION BY: NO ACTION*

The Chairman thanked all the staff who had worked on the estimates.

*John Balmer and Richard Murray left at this point of the meeting.*

### **3.2 AC/GEN/27 DARKNESS INTO LIGHT CHARITY WALK V36**

Members were reminded that the Darkness Into Light Charity Walk was held for the first time at V36 at The Valley on Saturday 7 May 2016 at 4.15am. Following this a commitment to hold the event again in 2017 was given at the committee meeting in May.

The Darkness Into Light concept encourages people to walk in memory of loved ones and in doing so raise awareness about suicide prevention services as well as funds for charities involved in this vital work. The 2016 event at V36 was one of 5 taking place in Northern Ireland and one of 80 taking place worldwide and the first ever in County Antrim. The number of participants who turned out exceeded all expectations and was in excess of 500. It is anticipated that the 2017 event will attract significantly more participants.

The 2017 worldwide programme of Darkness Into Light Charity Walks were planned for Saturday 6 May 2017, when 80 such events would be held in both Northern Ireland, Republic of Ireland and throughout the world. It was proposed that a Darkness Into Light Charity Walk be held as part of this on Saturday 6 May 2017 at 4.15am in V36 at The Valley with the Mayor Councillor John Scott participating in and officially starting the event.

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

**the Darkness Into Light Charity Walk 2017 be held on Saturday 6 May 2017 in V36 at The Valley.**

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

### **3.3 AC/THB/8 BALLYCLARE TOWN HALL**

Members were reminded that approval was given for a free use policy for Council facilities with quarterly reports on applications to be provided to Committee. A report for the last quarter was included in the Reports for Noting section.

One of the applicants approved for discounted use of Ballyclare Town Hall for 2 events, Young's Temperance True Blues LOL 957, had requested permission to sell alcohol at the second of these events, a celebration dinner, scheduled for 4<sup>th</sup> November 2017. The Group would need to apply for an alcohol licence and in order to do this this required approval from Council.

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

**permission for Young's Temperance Blues LOL 957 to apply for an alcohol licence to sell alcohol in Ballyclare Town Hall on 4 November 2017 at their 125 year anniversary dinner be given.**

### 3.4 AC/MU/6 MID ANTRIM HERITAGE PARTNERSHIP REVIEW

Members were reminded that the establishment of Mid Antrim Heritage Partnership with Mid and East Antrim Borough Council, for an initial 12 month period from April 2016, was approved by the committee in December 2015 with a contribution of £20,000 for programme and project delivery also approved for inclusion in the 2016/17 Arts and Culture budgets. Terms of reference for the partnership were subsequently approved by the committee in March 2016 and were circulated for members' information.

The Mid Antrim Heritage Partnership was constituted as a joint partnership between both councils and underwritten by a partnership agreement. The formation of the partnership included establishment of a Heritage Advisory Panel of elected members and senior officers with a remit to act with delegated authority on behalf of both partner councils to approve strategic priorities and programme of work.

It was also approved at the committee meeting in December to carry out a review of the interim partnership in the autumn of 2016. That review had been completed and a detailed report was circulated for members' information.

The review highlighted the many benefits of partnership working and successful delivery of key heritage projects relevant to both council areas including the development of the innovative Kids 'n' Castles Digital App, which would engage the family audience at both Carrickfergus Castle and Antrim Castle Gardens. However it identified that a partnership approach could continue without the formal governance arrangements, i.e. the Partnership and Advisory Panel.

A willingness to work together at a service and officer level was evident, had proven tangible benefits and there were further opportunities to collaborate on regional heritage projects on an ongoing basis without the need for formal governance arrangements imposed by the partnership.

The Heritage Advisory Panel met on 16 November at Clotworthy House and discussed the review, which was subsequently endorsed by the Panel. The Panel agreed that the formal arrangements including the Heritage Advisory Panel should cease at the end of March 2017 and proposed that partnership working between both councils continue on a project basis with each council reporting directly to their respective committees. Provision of £20,000 for this partnership work is proposed for inclusion in the 2017/18 Arts and Culture estimates.

Proposed by Councillor Kelly

Seconded by Councillor Lynch and agreed that

**Council approves the recommendation of the Heritage Advisory Panel that formal partnership arrangements are discontinued from 1<sup>st</sup> April 2017 but that partnership working between both Councils continues on a project basis with retention of the £20,000 budget in the 2017/2018 Arts and Culture estimates.**

*Noted: Officers to bring proposals for taking projects forward to Committee.*

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

### **3.5 AC/GEN/1 SCHEDULE OF CHARGES 2017-18**

The proposed schedule of charges for implementation on 1 April 2017 for the Councils Arts and Culture Services was circulated.

A review of pricing had been carried out and was informed by researching other similar venues and facilities throughout Northern Ireland, in particular rates for meeting and conferencing facilities, and while most rates remained the same some minor charges were proposed both to reflect the research outcomes and also to simplify the pricing structure. Where a change was proposed the current rate was annotated in red.

The Leisure pricing report would be available for consideration in January 2017.

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

**the Arts and Culture Schedules of Charges for 2017/18 be approved.**

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

### **3.6 AC/GEN/38 CONTRACT CATERER CHRISTMAS OPENING ARRANGEMENTS – ARTS AND CULTURE FACILITIES**

Members were reminded that the provision of council catering services was contracted to external catering companies. Catering facilities at Antrim Civic Centre and The Old Courthouse were delivered by Mann's Catering with catering at Mossley Mill delivered by Mount Charles. Both companies had requested a reduction in contracted opening hours over the holiday period as follows:

#### **Antrim Civic Centre**

Closure of Café 4 U in Antrim Civic Centre from Wednesday 28 December until Friday 30 December inclusive with normal opening to resume on Tuesday 3 January 2017.

#### **The Old Courthouse**

Early closure at 12noon on Saturday 24 December, Christmas Eve.

#### **Mossley Mill**

Yarns Bistro – Early closure at 12noon on Friday 23 December.

Yarns Coffee Halt - Closure on Saturday 24 December, Christmas Eve.

Given previous experience of the significantly reduced demand during this time it was proposed that the requested closures were approved and communicated to customers through the usual channels.

Proposed by Alderman J Smyth

Seconded by Councillor Lynch and agreed that

**the closures of Arts and Culture catering outlets be approved as set out above.**

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

### **3.7 L/LEI/11 GLENGORMLEY PAVILION**

In 2010 the legacy Newtownabbey Council agreed to recognise Lillian Bland, the pioneer aviator and first woman to get airborne in a powered airplane. The Council at that time renamed the Glengormley Park, not far from Carnmoney Hill where she first experimented with aviation. This renaming was timely in that it marked 100 years from her pioneering lift-off.

In 2015 Council completed a refurbishment of the Glengormley Pavilion which sits within the Lillian Bland Park. It was proposed that the pavilion be re-named the Lillian Bland Pavilion.

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

**approval is given to rename Glengormley Pavilion as Lillian Bland Pavilion.**

*ACTION BY: Ivor McMullan, Head of Leisure*

### **3.8 L/LEI/2 LEISURE GRANT AID - PROPOSED PILOT**

#### **Background**

The Leisure grant Aid programme had been in place since April 2015 with various reviews and refinements.

It currently has 7 categories:

- Capital grants for Sports clubs
- Events grants (local)
- Events grants (exceptional/regional)
- Grants to individuals and clubs
- Elite athlete training bursary
- Club minor works grants
- Defibrillator grants (in partnership with the local Lions Clubs)

Spend as reported to Committee in November was on target in most categories, with the exception of capital and minor works. As previously reported, the uptake of capital grants by local clubs is impacted by limited external partner funding.

#### **Ballyclare High School**

The Principal of Ballyclare High School had approached Council to explore the possibility of support to open up, in a limited way, the school's recently refurbished Knox Gym. The school was keen that the gym was used by groups from the local community in the evenings and weekends however, there would need to be a member of staff available. The school had contacted Ulster University regarding the potential for a student placement and been informed that student

placements now had to be paid for. This presents a difficulty in light of pressure on school budgets.

Officers considered the request in the context of recognition over recent years of the number of education facilities, in particular, which are not available to the local community out of school hours and for the need for joined up thinking as per the community planning approach.

### **Pilot Grant Scheme**

Officers had reviewed the leisure grant aid scheme as a means to consider a pilot. The funding needed would be in the region of £4,000 for a calendar year (in the first instance). Within the Leisure Grant scheme there was potential to develop a pilot scheme from funds already available within the 2 capital categories referred to above and in particular the Minor Works category.

On this basis there was an opportunity to provide a pilot funding scheme that could be used to establish a model for future support for schools. The objective of the pilot would be:

- To explore opening up parts of the education estate in a self-sustaining way through income generated through a pilot at Ballyclare High School
- To contribute to health and well-being of the local community groups clubs
- To develop links between local schools and groups and clubs with a view to developing individual pathways to specific sports

Subject to approval by Council and further liaison with the School a formal request for support would be submitted for £4,000 in support for the one year pilot. The pilot would be evaluated by both Council and the school to establish the merit in proceeding:

- School  
Impact of the pilot - numbers, income, usage, sustainability, etc.  
Proceed to year 2, 3, etc.
- Council  
Consideration of further funding both for Ballyclare High School pilot and thereafter to other schools  
Review of Leisure Grant Aid categories if appropriate

If the pilot was approved a review could be carried out at the 6 month point with a report to Committee in autumn 2017.

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

a pilot grant through the Leisure Grant Aid scheme to support after hours use of the Knox Gym at Ballyclare High School be progressed at a cost of £4,000 for 1 year, with a review at 6 and 12 months.

Councillor Hollis requested a recorded vote.

## AMENDMENT

Proposed by Councillor McWilliam  
Seconded by Alderman M Cosgrove that

the recommendation include that Officers write to Post Primary Schools to let them know of the Pilot Scheme and to establish an interest from these schools in relation to taking part in the Pilot Scheme in the future.

on a vote of 10 in Favour, 1 against and 1 abstention (undernoted) it was agreed that

In Favour	Against	Abstention
Alderman M Girvan	Councillor M Goodman	Alderman P Barr
Alderman J Smyth		
Alderman M Cosgrove		
Councillor T Hogg		
Councillor V McWilliam		
Councillor M Rea		
Councillor N Kelly		
Councillor R Lynch		
Councillor D Hollis		
Councillor J Montgomery		

- (1) approval be granted to progress a pilot grant through the Leisure Grant Aid scheme to support after hours use of the Knox Gym at Ballyclare High School at a cost of £4,000 for 1 year, with a review at 6 and 12 months;**
- (2) Officers write to Post Primary Schools to inform them of the Pilot Scheme seeking expressions of interest should the pilot prove successful and be adopted by council going forward.**

*ACTION BY: Ivor McMullan, Head of Leisure*

### **3.9 FI/PRO/QUO/138 CATERING SERVICE AT VALLEY LEISURE CENTRE & V36**

The current catering contract at the Valley Leisure Centre was due to expire on the 31 March 2017. Officers were seeking approval for a single catering service contract for both the Valley Leisure Centre and the V36 Park facility.

This repackaging of the catering service would be a more attractive business opportunity given normal centre business and the large numbers of centre users now attending the Park facility during the summer months.

It was proposed that the contract would be for 3 years in the first instance, from 1 April 2017 until 31 March 2020, with a potential extension of a further 2 years subject to satisfactory performance.

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



approval is given for the catering contract for the Valley Leisure Centre and V36 to be tendered for a three year term from 1<sup>st</sup> April 2017 with an option to extend for a further two years subject too successful performance at the tendered fee.

*ACTION BY: Stephen Bartley, Valley Leisure Centre Manager,  
Operations Department*

### **3.10 CE/STC/104 SCHEME OF DELEGATION**

Members were advised that due to the revision of legislation for which Environmental Health had responsibility, it was necessary to update the scheme of delegated functions for the Director of Operations and the Head of Environmental Health. Copies of the revised schedules were circulated.

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

**the schedule of delegated functions for the Director of Operations, Geraldine Girvan and Head of Environmental Health, Clifford Todd are adopted.**

*ACTION BY: Clifford Todd, Head of Environmental Health*

### **3.11 EH/PHWB/5 KEEP WARM PACKS**

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

The purpose of the initiative was so that packs go to those most in need.

As with the other years, criteria had been set in relation to pack content and distribution.

A total of £10,235 had been allocated to Council.

In order to receive a Keep Warm Pack a person must be experiencing fuel poverty, not have received a Keep Warm Pack from a different source and fall into one of the following five categories:

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

So that packs were distributed to those individuals who were most in need, knowledge of the individual or households circumstances or a visit to the household was preferred. Unfortunately distributing packs at public events had proven not to be an effective way of targeting those in need.

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

Proposed by Councillor McWilliam  
Seconded by Councillor Rea and agreed that

**the offer of £10,235 from the Public Health Agency is accepted for the roll-out of the Keep Warm Packs Scheme and that those requesting packs complete a short application form.**

*ACTION BY: Clifford Todd, Head of Environmental Health*

*Councillor Arthurs left at this point of the meeting.*

### **3.12 EH/EHS/16 SERVICE LEVEL AGREEMENT FOR THE PROVISION OF HOUSING FITNESS INSPECTIONS ON BEHALF OF THE NORTHERN IRELAND HOUSING EXECUTIVE**

Prior to Local Government Reform, requests by the Northern Ireland Housing Executive (NIHE) for Environmental Health Officers to assist in the response their statutory housing functions were responded to by Northern Group Environmental Health staff.

Since the abandonment of the Group Structure, new arrangements were required. These arrangements would involve NIHE working directly with Council and for this reason a Service Level Agreement had been drawn up.

This Service Level Agreement aims to:

1. Establish the roles of both parties
2. Establish an agreed level of response and performance targets
3. Set out the financial arrangements

Councils have specific duties under the Private Tenancies (NI) Order 2006, but these do not fall under this agreement.

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

**the Service Level Agreement for the provision of Housing Fitness Inspections on behalf of the Northern Ireland Housing Executive be approved.**

*ACTION BY: Clifford Todd, Head of Environmental Health*

### 3.13 G-LEG-14/113 CRUMLIN BRIDGE

Council had been informed of planned refurbishment and strengthening works on the Railway Bridge in Crumlin. The bridge crosses over the main carriageway (Mill Road) and over a smaller lane leading into the Crumlin Glen carpark. The same contractor completed works recently on a railway bridge in Antrim.

In order to carry out these works the contractor would erect scaffolding on the south bank, from the south abutment of the railway bridge to the edge of the road bridge, including the southside footpath. The second phase of the scaffold would then follow where it would be extended over the road and lane to Crumlin Glen carpark.

The works were anticipated to last until July 2017.

The contractors had obtained all the necessary approvals from Transport NI.

The circulated photographs showed the following:

1. the approximate layout of the scaffold and site compounds. As there was not much space adjacent to the bridge they would need to place a vandal proof site office, store, canteen, generators and a toilet in the carpark area of Crumlin Glen, as indicated on the aerial photograph.
2. the approximate layout of the scaffold at the entrance to the carpark. There would also need to be crash protection placed around the base of the scaffold. They would ensure that the carpark would be accessible to cars, vans and pedestrians for the duration of the works.

The land on the left hand side of the first photograph was part of the Crumlin Glen site which was Council owned and as stated above the contractor wished to place a site office, store, canteen, generators and a toilet on this site.

Officers met with the contractor to discuss the works and the use of Council land and were satisfied that all was in order. The contractor had provided a Method Statement in relation to the site compounds and access scaffold and enclosure.

Officers recommended that the contractors be granted permission to use Council land as described above on the following terms:

1. They agree to place Council land in no worse condition than it was before they arrived on Council land.
2. They have the necessary insurances in place to carry out the said work and for the use of Council property.
3. They will indemnify the Council for any loss or damage to any persons or property caused by the negligence or default of the Contractor or any of the Contractor's servants or agents or otherwise and indemnify the Council against any liability, loss, claim or proceedings whatsoever in respect of personal injury to or the death of any person or damage to property arising out of the control, supervision and management of the works being carried out by them and the use of Council property and indemnify the Council accordingly.

4. They maintain adequate vehicle and pedestrian access to the site at all times. Vehicle and pedestrian access to Crumlin Glen will not be impeded.

Proposed by Alderman J Smyth

Seconded by Councillor Rea and agreed that

**Members allow the contractors to place a site office, store, canteen, generators and a toilet on Council land at Crumlin Glen on the understanding that the following terms are adhered to:**

1. They agree to place Council land in no worse condition than it was before they arrived on Council land.
2. They have the necessary insurances in place to carry out the said work and for the use of Council property.
3. They will indemnify the Council for any loss or damage to any persons or property caused by the negligence or default of the Contractor or any of the Contractor's servants or agents or otherwise and indemnify the Council against any liability, loss, claim or proceedings whatsoever in respect of personal injury to or the death of any person or damage to property arising out of the control, supervision and management of the works being carried out by them and the use of Council property and indemnify the Council accordingly.
4. They maintain adequate vehicle and pedestrian access to the site at all times.

*ACTION BY: Paul Casey, Legal Advisor*

### **3.14 L/P/19 GRASS MANAGEMENT**

Following the recent meeting of the Grass Management subgroup on 7 November 2016 an update was set out below.

#### **Traffic Management Regulations (Roundabouts and Verges)**

Members were apprised of the regular meetings held with Transport NI and the indication that support for set ups would continue for the foreseeable future at Nutt's Corner, the two hospital roundabouts, Corr's Corner, Killead, Houston's Corner, Ballynure, and both Toome roundabouts. Transport NI representatives had indicated that they would support Council to access for these roundabouts for up to five occasions in 2017/2018.

(i) Proposals to reduce the access time required for these roundabouts were discussed and recommended for approval subject to confirmation from Transport NI of any potential financial contribution (Appendix 1) circulated.

Transport NI representatives advised that a safe working zone would be required at most of these locations, where hard landscaping is being planned, especially where gravel banding was being considered.

#### **Roundabout Improvements**

Proposals to improve the appearance and presentation of the remaining roundabouts were also discussed (Appendices 2 and 3) circulated. Details on specific improvements would be reported on a rolling basis, including a project whereby Parks operatives had been asked to come up with ideas for re-designing roundabouts as part of an informal competition supported by the Mayor.

(ii) For those roundabouts not currently sponsored, it was recommended that either charities be approached and offered the opportunity to promote their work and/or local employers from within the Borough approached and offered a sponsorship opportunity.

#### **Larger site improvements**

The potential to improve the presentation of Sandyknowes, currently managed by Transport NI, and the dual carriageway at Castle Street, Antrim were discussed.

(iii) It was recommended that Officers explore the potential with Transport NI of a joint approach to improvements at Sandyknowes and specifically to contribute to works to create a safety apron. Further report to be brought back to Committee.

#### **Urban Grass cuts**

Transport NI had indicated that was likely that budget for urban grass cuts would not be available for 2017/2018. The group discussed the issue and the need for the urban grass cuts to be completed. Transport NI would confirm in January if year end funds would be sufficient for an early spring urban grass cut

(iv) It was recommended that subject to there being no budget available from Transport NI that Council makes budgetary provision of £50,000 to meet the cost of 5 urban grass cuts across the Borough over the course of the 2017 season.

#### **Parks & Towns Accreditations**

Members were advised that a workshop event planned for 23 November was aimed at local groups who have an interest in the Best Kept, Ulster in Bloom accreditations. This exercise had been planned to improve communication with local groups and increase the level of engagement thereby improving the chances of success of the various towns, villages and estates. It would also allow groups to learn from each other, share ideas and motivate each other.

Proposed by Councillor Kelly

Seconded by Councillor McWilliam and agreed that

**approval is given for the recommendations from the Grass Management Sub-Group as set out above.**

*ACTION BY: Ivor McMullan, Head of Leisure*

*Councillor Rea left at this point of the meeting.*

### **3.15 CE/GEN/4 PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS: SPECIAL EVENTS**

Correspondence had been received from the Department for Infrastructure (DfI) (circulated) giving notice that from 1<sup>st</sup> January 2017 local authorities would assume responsibility for dealing with requests to hold special events on all public roads in the council area apart from special roads (which were mainly motorways) for which the Department assumes responsibility.

The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 which received Royal Assent in August 2013 contained a number of provisions including allowing relevant local authorities to close roads, with the Department's consent, to facilitate special events. Special events were defined as any sporting event, social event or entertainment or film making.

Guidance for use by councils and promoters of events had been prepared and was circulated for information.

Officers need to meet with Departmental Officials to work through the requirements with very short notice.

Proposed by Councillor Kelly  
Seconded by Councillor Hollis and agreed that

**Council writes to the Department requesting a delay in implementation of the changes, to give sufficient time to work through guidance and allow adequate time for implementation.**

*ACTION BY: Geraldine Girvan, Director of Operations*

### **3.16 L/LEI/AP/3 ALLEN PARK SCHEME – RECEIPT OF FUNDING FROM ENKALON FOUNDATION**

Following the recent completion and official opening of the Allen Park scheme the contribution pledged by the Enkalon Foundation had been received. A cheque in the amount of £350,000 had been received, correspondence circulated.

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

**the report be noted.**

Proposed by Alderman Smyth  
Seconded by Councillor Lynch and agreed that

**The Mayor be asked to send a letter of thanks to the Enkalon Foundation for their excellent work over the years and for the generous funding of this and other council projects.**

*ACTION BY: Karen Hood, PA to the Mayor*

### **3.17 AC/GEN/8 FREE USE OF FACILITIES – QUARTERLY REPORT**

Members were reminded that a policy for considering requests for free use of both leisure and arts and culture facilities was approved in March 2016 and this had been incorporated into both the leisure and arts and culture pricing policies. Requests within the policy were to be assessed by Officers and anything not complying was to come to committee for consideration.

### **Arts and Culture Requests for Free Use**

In the last quarter requests for free use of arts and culture facilities had been received as follows:

- Women's Aid Antrim requested and were granted free use of the Old Courthouse Theatre, on 1 December 2016 from 9am until 1pm, for the Northern Domestic and Sexual Violence Partnership Seminar.
- Young's Temperance True Blues LOL 957 requested free use of Ballyclare Town Hall on Saturday 22 April 2017, for an Anniversary Concert and Saturday 4 November 2017, for a Celebration Dinner. Free use was granted for the concert event and a maximum 75% discount for the dinner event given as per policy for requests for free use as the dinner event is ticketed.

### **Leisure Requests for Free Use**

In the last quarter there had been no requests for free use of leisure facilities.

Proposed by Councillor Kelly

Seconded by Councillor Lynch and agreed that

**the report be noted.**

*NO ACTION*

## **3.18 AC/GEN/45 DEA FUNDING PROGRAMME – ANTRIM ARTS FESTIVAL**

### **BACKGROUND**

Members were reminded that the 2016/17 DEA Programme was approved in June and delivery of much of the programme had commenced. Included in the Antrim DEA project plan for this year was the delivery of an Antrim Arts Festival with a budget of £20,000 allocated.

In order to progress this two meetings had been held with Antrim DEA elected members and officers, on Tuesday 11 October and Tuesday 15 November, to discuss date, format, content and branding of the event.

### **'ANTRIM LIVE'**

Having taken on board from members their vision for the event and their desire to bring life through arts into the heart of Antrim it was proposed to hold a two day event over the evening of Friday 24 February and all day Saturday 25 February 2017 in the town centre both in Council facilities such as the Old Courthouse Theatre and Pogue's Entry as well as in Market Square itself throughout Main Street and in shops, hospitality outlets and restaurants. The event would be aimed at a family audience and use live arts and entertainment to bring people into the heart of the town and bring the town to life with arts at its heart.

In terms of an identity and brand for the event the concept of "Antrim Live... Antrim Town springs to life with a feast of arts and entertainment" had been chosen. This brand was intended to emphasise the "live" nature of the event which would bring life into the town through live performance and participation in arts and entertainment.

The event programme would feature the following:

- Baby Raves – Old Courthouse.
- Food and Craft Market – Market Square.
- Children's Theatre – Antrim Library.
- Living History – Pogue's Entry.
- Comedy night – Old Courthouse.
- Radio Roadshow – Market Square.
- Circus Shows – Various.
- Street Theatre – Various.
- Children's Entertainment - Various.
- Live Music – Various acts throughout the town.
- Live Choir – Choir performances Castle Mall & Town Centre.

The final detail of the programme including a timetable for the two days as well as "Antrim Live" artwork and promotional materials were being developed for inclusion in both the next editions of Borough Life and Cultural Life due out in early January.

A central part of the programme planned for Saturday 25 February was unique, innovative and intended to be attractive to all ages and tastes. In partnership with Big Telly Theatre Company an "I Spy" live family fun adventure game would run throughout the Saturday of the programme.

This game was an interactive part treasure hunt part immersive theatre experience, which would be bespoke for Antrim Town and would involve live actors, traders and volunteers who would lead teams a merry dance in search of clues throughout the town.

### **ANTRIM LIVES**

Whilst the event was focused on live arts and entertainment there would be a strong element of heritage which would tell the stories of and celebrate Antrim Lives through the ages and it was hoped to tell some of these stories through the medium of Living History at Pogue's Entry. Discussions with the Ulster Scots Agency about potential funding support are ongoing.

### **NEXT STEPS**

As part of the event planning process officers plan to engage with the Town Centre team, local traders and business owners to ensure they are fully informed about the event and have an opportunity to participate on a number of levels. The 'I Spy' game in particular would involve local shops and business and where possible it was hoped that all business owners feel the benefits of Antrim Live.

Full details of the final event programme would be made available early in the New Year and a post event evaluation brought back to a future meeting of the Committee.



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

**the report be noted**

NO ACTION

### **3.19 L/LEI/44 GREYSTONE ALLOTMENTS**

The Muck and More Allotment Association, was formed in January 2015 and already had built up a strong reputation as a progressive allotment association.

In November 2015, Members approved a request by the Association to install a steel cabin on the communal space within the allotment facility. This unit was for storage, a meeting space and shelter for allotment holders.

The Association had submitted a funding application to the Department of Communities under the small capital grants pilot programme, for the purchase of solar panels in order to run electricity to the cabin. The funding programme was intended to enable small community organisations to purchase items of equipment to sustain and enhance their activities and services to the community. Planning permission was not required for the works.

Proposed by Councillor Lynch  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

NO ACTION

### **3.20 AC/EV/1 SPOOKED OUT AT V36 2016**

Members were reminded that for the second year one of the Councils two large scale Halloween events including fireworks display, 'Spooked Out at V36' was held on Saturday 29 October 2016 in V36 at The Valley, in addition to the event itself and included in the Councils overall Halloween programme, the Funfair 'Screams and Tricks' at V36 operated from Friday 28<sup>th</sup> October to Tuesday 1 November 2pm until 9.30pm daily and throughout the duration of the 'Spooked Out' event adding significantly to the offer from the previous year.

The event included a Cool FM live radio roadshow with fancy dress competition, various circus performers including fire jugglers and a stilt walking samba band, arts and craft, food and drinks stalls and the funfair. The event finale was a spectacular 15 minute firework display, which received very positive compliments on the evening and across social media.

A significantly increased crowd attended the 2016 Spooked Out event with numbers estimated to be around 7,500 which is an approximate increase of 2,500 on the previous year – very mild dry weather certainly helped achieve a high turnout. Operationally the event worked really well in the V36 event space and there were no issues encountered in relation to either car parking or traffic management given such large crowds in attendance.

The funfair operator has reported that the 'Scream and Tricks at V36' funfair was very successful attracting a largely family audience of approximately 25,000 over the 5 days with no incidents or issues to report.

A post event survey was carried out as part of an ongoing continuous improvement strategy to evaluate arts and culture events and collect useful audience and demographic data. Results were hugely positive with an overall 72% very satisfied with the event.

Proposed by Councillor Kelly  
Seconded by Councillor Hogg and agreed that

**the report be noted**

*NO ACTION*

### **3.21 L/P/BIO/23 ENVIRONMENTAL MANAGEMENT SYSTEM**

ISO14001 is the globally recognised standard for Environment Management. Implementation of the standard demonstrates the Council's commitment to meeting the requirements of environmental legislation and regulations, preventing pollution and striving for continued improvement with regard to environmental performance.

The current Environmental Management System (EMS) had been certified by NQA under the ISO14001 (2004) standard and it was in place in all departments. The certification is valid until Sept 2018 on successful completion of annual surveillance visits.

A successful external audit took place in October 2016. No major non-conformances were raised during the audit and continued certification had been recommended.

ISO14001 had recently been reviewed (ISO14001 (2015)) which places a greater emphasis on Management Responsibility. To ensure progress towards the revised standard in the next 12 months a reporting structure is being implemented alongside appropriate operational procedures, internal audits and training.

The structure would include an annual report to Committee in December, reports to CLT and the Director of Operations chairing the internal working group.

Proposed by Alderman M Girvan  
Seconded by Alderman J Smyth and agreed that

**that the report be noted.**

*NO ACTION*

### **3.22 WM/WM/14 RECYCLING CENTRE SURVEY UPDATE**

The August edition of Borough Life included a survey for residents on the Recycling Centre service. Over 300 residents responded and the initial results had been collated.

Unsurprisingly the majority of the responses (90%) came from the three main sites, Bruslee, Newpark, and O'Neill Road and overall 92.9% of respondents were "very satisfied" or "satisfied" with their overall view of the centres.

The Customer Service team are currently carrying out a more in-depth analysis of the results and these will be reported to Members at the January 2017 Operations Committee.

Proposed by Councillor Kelly  
Seconded by Councillor Lynch and agreed that

**the report be noted.**

*NO ACTION*

### **3.23 L/P/22 COMMEMORATIVE PROGRAMME - UPDATE**

The following commemorative installations were made over the period 1 September to 30 November 2016.

- 1 bench – Carnmoney Cemetery
- 1 tree – Hazelbank Park
- 10 trees – Ballyclare War Memorial Park

All requests were compliant with Council policy.

Proposed by Councillor McWilliam  
Seconded by Councillor Lynch and agreed that

**the report be noted.**

*NO ACTION*

### **3.24 AC/ACG/12 UK'S BEST PARK NOMINATION**

Members were advised at the committee meeting in November that Antrim Castle Gardens had been nominated for the Fields in Trust UK's Best Park, as voted by the public with voting closing on 9 November. It was subsequently

reported to the Council meeting on 28 November that Antrim Castle Gardens had been successfully shortlisted as one of only four parks to make it to the final, being the only park from Northern Ireland to join one each from England, Scotland and Wales in the final.

The winner of this prestigious Fields in Trust Awards was announced at Lord's Cricket Ground on 30 November with the Council was represented at the event by The Deputy Mayor, Councillor Noreen McClelland and the Chair of the Operations Committee, Councillor Jim Montgomery, accompanied by the Head of Arts and Culture.

Antrim Castle Gardens was presented with the Best Park Northern Ireland award and Rouken Glen Park, East Renfrewshire, Scotland won the UK Best Park award this time.

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

**the report be noted**

NO ACTION

#### **ANY OTHER RELEVANT BUSINESS**

NOTED: In response to a query regarding the arts and culture grant aid report being In Confidence, the Director indicated that this was done following advice around the publication of personal information. Grant aid processes would be reviewed to ensure that reports do not need to be taken In Confidence.

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

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

Proposed by Alderman J Smyth  
Seconded by Councillor McWilliam that

**that the following Committee business be taken In Confidence.**

### **3.25 IN CONFIDENCE AC/GEN/37 ARTS AND CULTURE GRANT AID**

Members were reminded that the Arts and Culture Grant Aid Programme was approved in May 2015 and had been open for applications since then. The purpose of the grant programme was to provide financial assistance to individuals and groups in the Borough for a range of arts and heritage purposes.

At the September 2016 committee meeting members requested that Officers conduct a review of the scheme, which had now commenced with the programme temporarily closed pending completion of the review in the New Year. However an individual application had been received but not processed at this time so this application has been assessed under the existing programme.

To be successful applicants must score a minimum of 50% in their application and all proposed awards were subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

Ref	Group Individual	Funding Stream	Funding Purpose	Score	Amount Requested	Amount Awarded
2364	██████████	Showing Excellence in Chosen Art Form	"The Journey Home" aims To produce a portfolio of new work about the local landscape entitled the <i>Journey Home</i> to engage with local communities and gallery showings.	80%	£486.98	£486.98
			<b>TOTAL</b>			<b>486.98</b>

The total budget available for arts grants for 2016/17 was £14,500 and there had been awards to the value of £6,700 awarded in the current financial year. The total amount proposed for this award was £486.98 leaving a balance of £6,213.02 to fund any future applications pending completion of the review.

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

**the above grant be approved**

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

### 3.26 IN CONFIDENCE L/LEI/AF/12 CAR PARK RESURFACING AT ANTRIM FORUM LEISURE CENTRE

The main carpark at Antrim Forum had been maintained over the years by repairs to the surface as they had become worn or developed potholes. The carpark had reached a point where it needed to be resurfaced.

To resurface the carpark would also present an opportunity to re-line the parking spaces and identify if there was a potential for additional parking spaces or establish if the current provision was the maximum achievable within the footprint. The cost of the project was estimated to be in the region of ██████████.

The Capital projects team had indicated that costs were expected to rise for materials in this area due to uncertainty of oil and bitumen prices fluctuations in the world markets.

An Equality Impact Assessment was not required for this project. A location map, initial business case and economic appraisal containing background information was circulated for Members' information.

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

**approval is given to resurface the carpark at Antrim Forum, at an estimated cost of [REDACTED]. Financial provision has been made within the 2016-17 leisure centre capital budget.**

*Noted:* Officers to review the marking of spaces to optimise the number of spaces and the number and use of disabled parking spaces.

*ACTION BY:* Norman Hannan – Assistant Manager, Antrim Forum

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

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

- December 2016

Members are reminded that these documents were 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 McWilliam  
Seconded by Councillor Kelly and agreed that

**the papers be noted.**

*ACTION BY:* No Action.

### **3.28 IN CONFIDENCE L/GEN/50 LANDS ADJACENT TO NEILLSBROOK WEIR, RANDALSTOWN**

In 2008, legacy Antrim Borough Council secured funding from Better Belfast Landfill Tax Scheme, to carry out works to enhance and secure a neglected area beside the River Maine adjacent to the Neillsbrook Estate in Randalstown.

The area was originally characterised by antisocial behaviour and the scheme has gone some way to managing out this behaviour. This land was owned by Northern Ireland Housing Executive (NIHE), and to progress the project it was agreed in order to secure the funding package that the land would transfer to Council. As part of the transfer, NIHE covered 100 % of the cost of fencing along the land boundary on the Neillsbrook side of the land.

Progressing this transfer had been delayed pending completion of condition reports on potential land risks. The Capital Projects team had determined that stability works on the river banks at the approach to the weir were needed and would cost in the region of [REDACTED]. Budget was available to meet the necessary costs.

The project was developed in partnership with the community and had provided an attractive natural amenity (see photographs circulated, Appendix 1). The scheme involved hedge planting, new wildflower area, tree trail, installation of benches and interpretive panels. Security features (sensitive fencing and gates) were also included on PSNI recommendation.

In 2010, Council also asserted the riverside path from Bridge Street to Neillsbrook Weir as a Public Right of Way under Article 3 of the Access to the Countryside (NI) Order 1983, connecting Main Street in Randalstown to the weir on the upgraded walk (map showing Right of Way including area to be transferred circulated, Appendix 2).

The transfer lease, circulated – Appendix 3, is for 10,000 years at a nominal £1 fee and had been reviewed by Council's Legal Advisor. Note the transfer does not include the weir itself, which is in private ownership.

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

**RECOMMENDATION: that the Council**

**(i) reaffirms the commitment made by legacy Antrim Borough Council to the transfer of lands outlined in the circulated lease**

**(ii) approves completion of the necessary repairs to provide river bank stability at the riverside walk, Neillsbrook, at an estimated cost of [REDACTED].**

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

The undernoted supplementary item was considered at this point.

**3.29 IN CONFIDENCE SUPPLEMENTARY REPORT L/CEM/2 CARNMONEY CEMETERY PROVISION**

**Background**

In September Council 2016 members were appraised on Cemetery provision at Carnmoney pending progression of a new cemetery site at Ashley Road. At this meeting members approved the provision of 200 additional plots utilising the subterranean system.

**Current Situation**

The programme for the subterranean system was progressing with delivery of the first phase expected to be available by the end of April 2017.

Burial rates in new graves were detailed and circulated with the number of spaces currently available now at 15.

Officers had completed a further review of the cemetery and have located three areas that have potential to be developed (circulated). Progressing with

these options would make available a further 46 plots at a cost in the region of £[REDACTED].

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

**approval is given to progress with works at Carnmoney Cemetery to deliver 46 new plots at an estimated cost of £[REDACTED].**

*ACTION BY: Ivor McMullan, Head of Leisure*

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

Proposed by Councillor McWilliam  
Seconded by Councillor Hogg 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 and wished everyone a very Merry Christmas and a Happy New Year. The meeting concluded at 7.58pm.

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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.***