



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 4 DECEMBER 2017 AT 6:30 PM**

- In the Chair** : Councillor N Kelly
- Members Present** : Aldermen – W Ball, R Swann and J Smyth  
Councillors – A Ball, J Blair, L Clarke, M Goodman, J Montgomery, N McClelland, D Ritchie, J Scott and M Rea
- Non-Committee Members Present** : Councillors – D Hollis, V McWilliam and B Webb
- In Attendance** : Karen Rollo, Executive Manager, Netball NI
- Officers Present** : Director of Operations - Ms G Girvan  
Head of Parks - Mr I McMullan  
Head of Waste Management - Mr M Laverty  
Head of Arts & Culture - Ms U Fay  
Head of Environmental Health - Mr C Todd  
Head of Leisure – Mr M McDowell  
ICT Officer – Mr J Higginson  
Media and Marketing Officer – Ms K McKeever  
Head of Finance – 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. He wished everyone a very Merry Christmas and a Happy New Year and reminded all present of recording requirements.

Councillor Scott took this opportunity to address the meeting and advised Members of his intention to retire from politics as and from the end of January 2018 due to ill health. The Chair and a number of Members wished Councillor Scott all the very best for the future.

**1 APOLOGIES**

Alderman Girvan and Councillor Magill.

## **2 DECLARATIONS OF INTEREST**

None declared.

## **3 REPORT ON BUSINESS**

### **3.1 DIR/OPS/004 DRAFT ESTIMATES UPDATE 2018/2019**

Members were reminded that the Estimates Timetable as agreed by Council in July 2017 outlined that draft revenue estimates would be presented to the relevant Committees in December 2017.

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

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

Proposed by Councillor McClelland  
Seconded by Councillor Ritchie and agreed that

**the report be noted.**

Members thanked Officers for the time put into the estimates.

*NO ACTION*

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

*Councillors Blair and Goodman arrived at this point of the meeting.*

### **3.2 PRESENTATION – L/LEI/00/12 NETBALL NI**

Members were reminded that in June it was agreed that following a request by Netball NI that they present to Committee their future plans, representatives were in attendance to outline their plans to promote and raise the profile of the sport locally.

Karen Rollo, Executive Manager was in attendance.

Members' questions were answered by Ms Rollo.

The Mayor thanked Ms Rollo for her presentation and she left the meeting.

Proposed by Councillor Montgomery  
Seconded by Councillor McClelland and agreed that

**the presentation by Netball Northern Ireland be noted.**

NO ACTION

## **ITEMS FOR DECISION**

### **ARTS & CULTURE**

#### **3.3 AC/ACG/5 REGIONAL PIPE BAND CHAMPIONSHIP 2018 ANTRIM CASTLE GARDENS**

Members were reminded that the Ulster Pipe Band Championships, organised by the Royal Scottish Pipe Band Association of Northern Ireland (RSPBNI) had been held by in Antrim Castle Gardens in 2016 and 2017 with the committee agreeing previously that the Council host the events at a cost of £12,000 plus in kind support to the value of £5,000 on each year. There were approximately 6,000 spectators in 2016 and 3500 in 2017.

This event had traditionally been held on the third Saturday in July, which unfortunately had clashed with Antrim Agricultural Show. In light of this the RSPBNI had requested that the Council host another regional pipe band championship event in Antrim Castle Gardens in 2018 but on a different date thus avoiding any clash. They had proposed Saturday 23 June 2018 for a regional championship event, which the Council may wish to name the Antrim and Newtownabbey Borough Council Regional Pipe Band Championships. The RSPBNI had indicated that this event would require a similar support package from the Council in terms of a fee of £12,000 and £5,000 of 'in kind' support as the Ulster Pipe Band Championships needed.

Proposed by Councillor Montgomery  
Seconded by Alderman Smyth and agreed that

**the hosting of a regional Pipe Band Championship event in Antrim Castle Gardens on 23 June 2018 at a cost of £12,000 plus in kind support to the value of £5,000 be approved with consideration given to naming the event the Antrim and Newtownabbey Borough Council Regional Pipe Band Championship**

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

#### **3.4 AC/EV/3 GARDEN SHOW IRELAND 2018**

Members were reminded that it was approved in December 2015 that the Antrim Castle Gardens would host Garden Show Ireland until 2018 with a financial contribution of £25,000 annually. The 2018 Garden Show Ireland event would be the fifth successive year this prestigious regional event had been held at the Gardens.

The Garden Show Ireland organisers had traditionally held this event over the second weekend in May immediately after the May Day Bank Holiday. However, for 2018, due to a number of factors, they had requested that the event be held in Antrim Castle Gardens from Friday 4 to Sunday 6 May 2018 with the May Day Bank Holiday following on Monday 7 May. Members were advised that whilst this was very suitable for the Gardens the Sunday of the Show would clash with the first day of Shanes Castle Steam Rally, traditionally held on the Sunday and May Day Bank Holiday.

The Garden Show organisers had explored the other weekends in May. Friday 11<sup>th</sup> to Sunday 13<sup>th</sup> May, the Irish Plant Growers annual showcase event was already scheduled for Sunday 13 May 2018 and was attended by all of the plant suppliers and exhibitors who form much of the core Garden Show offer in terms of exhibition and sales. The following weekend 18<sup>th</sup> – 20<sup>th</sup> May would clash with the Balmoral Show and bringing Garden Show Ireland forward into April, which was suitable for plant growers.

It was proposed therefore that Garden Show Ireland 2018 is held in Antrim Castle Gardens from Friday 4<sup>th</sup> to Sunday 6<sup>th</sup> May and event organisers and officers work closely with Steam Rally organisers and PSNI to manage the traffic on Sunday 6<sup>th</sup> May 2018.

In addition to planning for the 2018 show, Garden Show Ireland had been discussing with officers their plans beyond 2018 and had indicated that they would very much like to stay at Antrim Castle Gardens for at least a further two years up to 2020, with a further report to be brought back to committee in the near future.

Proposed by Alderman Smyth  
 Seconded by Councillor Blair and agreed that

**Garden Show Ireland 2018 be held in Antrim Castle Gardens from Friday 4 May to Sunday 6 May and event organisers and officers engage with Shanes Castle Steam Rally to ensure minimum impact from both events taking place on 6 May. Officers to consider options for the most effective entrance to the Garden Show.**

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

### 3.5 AC/GEN/18 LIGHT UP CHARITY REQUESTS

Members were reminded that a “Light Up” Policy was approved by the Committee in November 2016 with a review to be carried out and reported in December 2017.

Since implementation of the policy requests for a variety of charity ‘Light Ups’ have continued to be made with officers able to respond quickly. To date this year, light ups approved and carried out with the accompanying PR activity have been:

<b>Date</b>	<b>Charity / Cause</b>
<b>15 May 2017</b>	<b>Huntington’s Disease</b>
<b>17 May 2017</b>	<b>NF Awareness Day</b>
<b>18 May 2017</b>	<b>Dementia Awareness Week</b>
<b>2 October 2017</b>	<b>Action Cancer Paint The Town Pink Campaign</b>
<b>10 October 2017</b>	<b>World Mental Health Day</b>
<b>15 October 2017</b>	<b>Baby Loss Awareness</b>

<b>17 November 2017</b>	<b>World Prematurity Day</b>
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Having reviewed the policy, officers were satisfied that this has worked well and propose no changes.

Proposed by Councillor Blair  
 Seconded by Councillor McClelland and agreed that

**the continued operation of the “Light Up” Policy be approved with a further review carried out and reported to Committee in December 2018.**

**In tandem with the planned light ups Officers to link with any groups or companies fundraising for the causes to maximise publicity for the charities.**

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

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

Members were reminded that a revised Arts and Culture Grant Aid Programme was approved by the Operations Committee in March 2017. The purpose of the grant programme is to provide financial assistance to individuals and groups in the Borough for a range of arts and heritage purposes.

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

The grants are delivered on a rolling funding programme linked to the financial year or until the funding for the year is exhausted. Four applications had been assessed by officers under the appropriate funding category and maximum award available. A summary of the applications was set out below along with the proposed awards:

<b>Ref</b>	<b>Group Individual</b>	<b>Funding Category</b>	<b>Funding Purpose</b>	<b>Score</b>	<b>Amount Awarded</b>
<b>3397</b>	██████████	Participation in specialist training or study.	To attend an audition training course.	<b>65%</b>	<b>£250</b>
<b>3443</b>	Northern Ireland Photographic Association	Delivery of an event or festival, which must be held in the Borough and open to the public.	To deliver the annual Audio Visual Festival at the Courtyard Theatre.	<b>65%</b>	<b>£650</b>
<b>3564</b>	██████████	Contribution toward the showcasing,	To purchase equipment and materials to	<b>75%</b>	<b>£500</b>

		promoting or display of an artist's work.	allow development of artwork concerning the Old Bleach in Randalstown.		
3493	██████████ ██████████	Contribution toward the showcasing, promoting or display of an artist's work.	To promote second poetry collection 'Island' and third collection	70%	£500

The remaining budget available for arts grants in 2017/18 is £8015. The total amount proposed for this award is £1900.00 leaving a balance of £6115 to fund any future applications in the current financial year.

Proposed by Councillor Scott  
 Seconded by Councillor Clarke and agreed that

**that the Arts and Culture Grant Awards be approved.**

*ACTION BY: Karen Smyth, Arts Development Officer, Operations Department*

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

Members were reminded that it was agreed to award two bursaries of £350 each for attendance at the 2017 John Hewitt International Summer School at the July Council meeting and also agreed that bursary recipients provide a written report of their experience to a future meeting of the Committee.

██████████ a Newtownabbey resident and professional writer and ██████████ ██████████ from Crumlin, a ██████████ artist, were recipients of the awards in 2017. Both attended the 2017 Summer School in the Market Place Theatre Armagh from Monday 24<sup>th</sup> July until Saturday 29<sup>th</sup> July and reports on their experience were circulated for Members' information.

Both artists appear to have found the school a very positive experience and valuable opportunity for their artistic development. Both had indicated it to have been of benefit to them and a worthwhile investment by the Council.

It was proposed to provide two bursaries for residents to attend the 2018 John Hewitt Summer School funded from within the 2018/19 Arts and Culture Grant budget.

Proposed by Councillor Ritchie  
 Seconded by Alderman Smyth and agreed that

**the reports from bursary recipients on their experience of the 2017 John Hewitt International Summer School be noted and the provision of two bursaries for residents to attend the 2018 Summer School be approved.**

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

## **ENVIRONMENTAL HEALTH**

### **3.8 EH/EHS/10 EVALUATION OF LICENSING OF PAVEMENT CAFES ACT (NORTHERN IRELAND) 2014**

Members were reminded that the Licensing of Pavement Cafes Act (Northern Ireland) 2014 had been in operation since October 2016. The Department for Communities had determined that it now appropriate to carry out an evaluation exercise with the 11 district councils regarding the legislation and its implementation.

A draft response to this consultation (circulated) had been prepared.

The response highlights the delay in the equality screening of the Guidance produced by the Department for Infrastructure Roads (formerly Transport NI) and the resultant impact on Councils not being able to adopt the Guidance.

Proposed by Alderman Smyth  
Seconded by Councillor Ball and agreed that

**the draft response to the Evaluation of Licensing of Pavement Cafes Act (Northern Ireland) 2014 be approved.**

ACTION BY: Clifford Todd, Head of Environmental Health

### **3.9 EH/EHS/2 SERVICE LEVEL AGREEMENT – WELFARE OF ANIMALS (NI) ACT 2011**

Since April 2015, Mid and East Antrim Borough Council had acted as a Sub-Regional Lead Council responsible for the delivery of the Animal Welfare Service across the Northern Region (Mid and East Antrim; Antrim and Newtownabbey; and, Causeway Coast and Glens).

A Service Level Agreement (SLA) established the provisions under which Mid and East Antrim Borough Council provides the DAERA funded Animal Welfare Service. This agreement was reviewed and amended as necessary to meet the needs of the Animal Welfare Service. Following review, it had been proposed that the following paragraph was inserted, prompted by the need for an information sharing agreement between the PSNI and Councils:

*An Information Sharing Agreement (ISA) shall be developed to assist in the sharing of information that will enhance any investigation and enforcement under the Welfare of Animals Act (NI) 2011 Act and/or the Dogs (NI) Order 1983 as amended. Information to be shared will include personal and non-personal data. The ISA will be subject to the agreement of all parties and to periodic review.*

Proposed by Alderman Smyth  
Seconded by Councillor Rea and agreed that

**the revised Service Level Agreement between Antrim and Newtownabbey Borough Council and Mid and East Antrim Borough Council be approved.**

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

**LEISURE**

**3.10 L/LEI/418 LEISURE GRANT AID: EVERY BODY ACTIVE GRANTS BACKGROUND**

Members were appraised in July 2017 that Council were offered £32,130 from Sport NI to support the development of new physical activity projects up to March 2018. Members noted that Sport NI increased this offer to £35,907 in August 2017.

Projects can apply for funding up to a maximum £1000 for activities that meet outcomes of the Community Plan. Priority would be given to projects that aim to increase participation among traditionally underrepresented groups that include: Women and girls, People with a disability; and, those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010).

Due to the short turn around on this grant which closes in February 2018, recommendations would be reported on a monthly basis.

Should recurrent funding be awarded from Sport NI for 18/19, a review on this process would be completed.

A total of 6 eligible Every Body Active grant applications had been received, since last month, bringing the total to 12.

Every Body Active 2020 Small grants	Approved to date		Applications this call (November 2017)		
	Annual budget	Approved spend to date	No. of apps.	Proposed funding award this call	Funding balance after approvals
	£35,907	£6439.53	12	£5,938	£23,618
<b>Totals</b>	Total spend to date including this call, if approved: £12,288				

A summary of Every Body Active grant award recommendations was circulated (Appendix 1)

The grants are being promoted through social media, Borough Life and mail outs.

Proposed by Councillor Scott  
Seconded by Councillor Clarke and agreed that

**the grant awards as detailed be approved.**

*ACTION BY: Janine Beazley, Grants and Special Projects Officer*



### 3.11 L/LEI/VLC/13 VALLEY PAVILLION RECEPTION ENHANCEMENT AND CATERING KIOSK

Members were reminded that approval was given in May 2017 to carry out works at a cost of £10,000 to the pavilion at V36 to accommodate catering provision due to demand from visitors at V36. Works had been completed and the facility is working well.

The Business Case and Economic Appraisal were circulated.

Proposed by Councillor Blair

Seconded by Alderman Smyth and agreed that

**the Business Case and Economic Appraisal for works at the Pavilion at V36 be approved at the slightly increased sum of £10,357.**

Councillor Blair thanked the Director and former Head of Leisure on the quick action taken when the matter was brought to their attention and how outstanding issues had been resolved swiftly.

*ACTION BY: Janine Beazley, Grants and Projects Officer.*

### 3.12 L/GEN/5 LEISURE MEMBERSHIP UPDATE

Members were aware that the new leisure membership pricing was launched in October 2<sup>nd</sup> 2017 with the aim of getting more people, more active, more often. Prior to the launch, the project involved extensive input from several council services and resulted in a great example of collaborative working. The information below provided key headlines and clearly illustrated the positive impact of the new leisure pricing to date.

- 2,235 new memberships sold from October 2<sup>nd</sup> 2017
- 27% increase in membership (paying members) from October 2<sup>nd</sup>
- Over 9,000 total members with 46% made up of family members
- 62% of overall target with forecast to achieve target in January, 3 months ahead of schedule
- 27% increase in usage (October 2016 against October 2017)

To allow the service to build on the impressive start detailed above, additional marketing initiatives were scheduled for the key period early in the new year. It was proposed that these initiatives include a discounted offer of "first month half price" for new joiners in January. This would allow the centres to compete at this critical time of the year. In addition, it was proposed that the centres would provide an opportunity for prospective members to use the facilities for free through a one-day free pass initiative. To note that robust controls would be applied around provision of one-day passes to ensure the smooth running and management of the scheme. If approved, it was hoped that this would create awareness and the contact details required to acquire a pass would be useful for marketing purposes.

Proposed by Councillor Scott

Seconded by Councillor Clarke and agreed that

**the promotions outlined above are approved.**

Members congratulated everyone involved on such fantastic results.

*ACTION BY: Matt McDowell, Head of Leisure*

## **WASTE**

### **3.13 WM/WM/37 REFUSE & RECYCLING PUBLIC HOLIDAY COLLECTION ARRANGEMENTS 2018**

Officers had been assessing refuse and recycling bin collection options for the Public Holidays in 2018 with the aim of minimising disruption to the service for residents.

Officers had aligned Public Holiday collection arrangements across the Borough, where possible.

Alternative collection days have been scheduled after the actual Public Holiday as much as possible, although it is not always possible especially when there are two in the one week.

The proposed alternative collection days are:

<b>Public Holiday</b>	<b>Legacy Antrim</b>	<b>Legacy Newtownabbey</b>
<b>Already approved</b>		
Monday 1 January 2018 <i>(New Year's Day)</i>	30 December 2017 <i>(Saturday)</i>	No Service with collections knocked on to the following day
5 January 2018 <i>(Friday)</i>	No alternative collection required	6 January 2018 <i>(Saturday)</i>
<b>To be agreed</b>		
Saturday 17 March 2018 <i>(St Patrick's Day)</i>	19 March 2018 <i>(Monday)</i>	19 March 2018 <i>(Monday)</i>
Friday 30 March 2018 <i>(Good Friday)</i>	No alternative collection required	30 March 2018 <i>(Good Friday)</i>
Monday 2 April 2018 <i>(Easter Monday)</i>	6 April 2018 <i>(Friday)</i>	31 March 2018 <i>(Saturday)</i>
Tuesday 3 April 2018 <i>(Easter Tuesday)</i>	3 April 2018 <i>(Tuesday)</i>	No Service with collections knocked on to the following day
Friday 6 April 2018 <i>(Friday)</i>	No alternative collection required	7 April 2018 <i>(Saturday)</i>
Monday 7 May 2018 <i>(May Bank Holiday)</i>	7 May 2018 <i>(Monday)</i>	7 May 2018 <i>(Monday)</i>
Monday 28 May 2018 <i>(Spring Bank Holiday)</i>	28 May 2018 <i>(Monday)</i>	28 May 2018 <i>(Monday)</i>

Thursday 12 July 2018 (Twelfth July)	13 July 2018 (Friday)	7 July 2018 (Saturday)
Friday 13 July 2018 (13th July)	No alternative collection required	14 July 2018 (Saturday)
Monday 27 August 2018 (Summer Bank Holiday)	27 August 2018 (Monday)	27 August 2018 (Monday)
Tuesday 25 Dec 2018 (Christmas Day Holiday)	21 December 2018 (Friday)	22 December 2018 (Saturday)
Wednesday 26 Dec 2018 (Boxing Day Holiday)	28 December 2018 (Friday)	No Service with collections knocked on to the following day
Friday 28 December 2017 (Friday)	No alternative collection required	29 December 2018 (Saturday)
Tuesday 1 January 2019 (New Year's Day)	29 December 2018 (Saturday)	No Service with collections knocked on to the following day
Friday 4 January 2019 (Friday)	No alternative collection required	5 January 2019 (Saturday)

\* Former Antrim staff work a four day week – Monday – Thursday.

At present, there is limited engagement by the local Trade Union representatives with Council and while they have received these proposed Public Holiday collection arrangements, Officers have yet to receive specific agreement of the proposals. It was noted that the proposed arrangements follow a similar format to previous years and it was not envisaged that the details would be amended. If the brown and black bins are outsourced, the contractor would be required to follow the same arrangements.

Residents in the Borough would be advised of their collection arrangements through the usual means of Borough Life, bin stickers, social media, and on the Council website.

Proposed by Councillor Blair  
Seconded by Councillor Ritchie and agreed that

**the collection arrangements for refuse and recycling bin collections for Public Holidays in 2018 be approved, subject to Trade Union consultation.**

*ACTION BY: Michael Lavery, Head of Waste Management*

### **3.14 WM/WM/37 REVIEW OF CLEANSING CHARGES 2018**

A review of cleansing charges was carried out annually for:

1. Trade Waste Collection Service;

2. Waste Collection Containers;
3. Re-Chargeable Cleansing Work.

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

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

A schedule of Proposed Charges was for Members' consideration.

### **1. Trade Waste Collection Service**

Last year trade waste collection charges were not increased despite a rise in the Landfill Tax Rate and operating costs because Council was able to offset these due to a reduction in the disposal costs of landfill.

There will be a further increase in the Landfill Tax Rate from 1 April 2018 and operating costs continue to rise. However, with the move to a single depot, Officers estimate that efficiencies in route optimisation will be realised, meaning that costs can be retained at current levels.

Under current waste legislation, all movements of waste must be controlled through a Waste Transfer Note (WTN), which is provided by the Council on behalf of the trade customer. As previously, the cost of the WTN will be included in the collection rate. There is no overall increase in the cost of the WTN.

### **2. Waste Collection Containers**

Council purchase their waste collection containers through an arc21 contract and as there has been no increase in these rates, the current charges for new bins, boxes, and composters will be maintained in 2018-19.

### **3. Re-Chargeable Cleansing Work**

If the waste is deemed to be outside the normal bulky waste items, that are collected free of charge, a Waste Supervisor will visit the customer and assess the collection requirements and what equipment is required. In line with the other charges it is proposed to maintain at the current levels.

Proposed by Alderman Smyth  
Seconded by Councillor Clarke and agreed that

**approval be given to retain Cleansing Charges, as listed above, at current levels.**

*ACTION BY: Michael Laverty, Head of Waste Management*

## **ITEMS FOR INFORMATION**

## **ARTS AND CULTURE**

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

Members were reminded that it was reported to the Council meeting in October that both Antrim Castle Gardens and Lilian Bland Community Park had received nominations for the Fields In Trust Best UK Park as voted by the public.

Antrim Castle Gardens had received the most votes of all Northern Ireland nominated Parks in 2016 and was crowned Best NI Park at the Fields in Trust Awards in Lords Cricket Ground in November with Rouken Glen Park in East Renfrewshire being crowned Best UK Park.

In 2017 there were 16 parks and green spaces across Northern Ireland nominated for the UK's Best Park and the park with the most votes in each of England, Wales, Scotland and Northern Ireland to be shortlisted for the UK's Best Park. Public voting, which had opened in October, closed at 5pm on Friday the 3 November.

Unfortunately, neither Antrim Castle Gardens nor Lilian Bland Community Park received the most votes out of the 16 nominated NI parks. Fields In Trust announced that Craigavon City Park was the 2017 Best NI Park and would be going forward to represent Northern Ireland in the UK's Best Park final at the end November.

Proposed by Councillor Montgomery  
Seconded by Councillor Blair and agreed that

**the report be noted.**

*NO ACTION*

### **3.16 AC/EV/1 SPOOKED OUT AT V36 2017**

'Spooked Out at V36' was held on Tuesday 31 October 2017 in V36 at The Valley from 6pm until 8pm having been previously held over the last two years on the Saturday prior to Halloween. The Funfair 'Screams and Tricks' at V36 operated from Friday 27<sup>th</sup> October to Tuesday 31<sup>st</sup> October and throughout the duration of the 'Spooked Out' event following its successful introduction in 2016.

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 feedback on the evening and across social media.

The date change proved to be successful with an increased crowd of 10,000 attending. Other key measures from the event to note are:

- Fun fair visitors were approximately 8,500 on Tuesday evening, 31 October.
- A total of 12,500 visitors to the fun fair throughout its duration.
- Overall event satisfaction – 66.67% satisfied and 33.33% very satisfied.

- Marketing and PR – top four communication tools from the sample surveyed included, leaflet and word of mouth as the two most popular followed by Borough Life, Banners and Valley Leisure Centre, Facebook and Cool FM all on an equal footing.
- All survey respondents spent a minimum of £10 - £20 with some respondents reporting expenditure of £30 - £40.

Operationally the event worked well in the V36 event space.

Proposed by Councillor Blair  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

Councillor Blair thanked all those responsible for another year of excellent planning and execution of such a successful event.

Officers to review crowd management arrangements for leaving the site.

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

### **3.17 EH/PHWB/2 HOME ACCIDENT PREVENTION**

Local Councils have collaborated with the Public Health Agency to produce a video entitled "Scarred for Life".

This video has been produced as hot appliances, liquids and bath water are responsible for more than half of all burns and scalds in the home with young children being particularly vulnerable.

Injuries sustained can be life threatening and result in long term health implications.

Launched on 26 October 2017, it is the latest in a series of awareness-raising activities to reduce the prevalence of accidents that occur in or around the home. Staff from Antrim and Newtownabbey Environmental Health service sit on the Home Accident Prevention Strategy Implementation Group and the Communication and Education Sub Group that contributed to the production of the video.

The video shows a typical busy home and highlights that it can just take seconds for an accident to happen. The video has been distributed through social media and can be viewed at [www.nidirect.gov.uk/burns-safety-advice](http://www.nidirect.gov.uk/burns-safety-advice) and is also available on the Council website at:

<http://www.antrimandnewtownabbey.gov.uk/Residents/Community-Wellbeing/Burns-Scalds>

Advice on prevention of burns and scalds in the home forms part of the Home Safety Assessments carried out by the Council's Home Safety Officer. Further information on the prevention of burns and scalds and Home Safety assessments can be obtained from the Council's Environmental Health Service on 028 90340160 or [envhealth@antrimandnewtownabbey.gov.uk](mailto:envhealth@antrimandnewtownabbey.gov.uk).

Proposed by Councillor Montgomery  
Seconded by Councillor Ritchie and agreed that

**the report be noted.**

Members requested that Officers review the existing groups with a view to aligning them and consider recognising the good work of volunteers involved in both groups.

*ACTION BY: Wendy Brolly, Environmental Health Manager (Health and Wellbeing)*

**3.18 PK/GEN/55 CARN HILL RIGHT OF WAY – CARNMONEY HILL**

**Background**

Council has been committed to the development of access opportunities on Carnmoney Hill in partnership with the relevant bodies; the Woodland Trust, Belfast Hills Partnership (BHP) and the local landowners.

As agreed in November 2016, Officers have been working with landowners to replace damaged fencing and gorse along the Public Right of Way at Carn Hill, and to revisit the potential to link from the Public Right of Way to the area managed by the Woodland Trust. In July 2017, a funding opportunity became available to complete this work from Heritage Lottery Fund (HLF) through BHP.

This funding was focused upon making connections and relied upon the successful agreement between landowner and Council to designate a permissive path between the end of the current Right of Way and the Woodland Trust leased land.

[REDACTED]

[REDACTED]

Committee would be updated in due course.

Proposed by Councillor Blair  
Seconded by Councillor Scott and agreed that

**the report be noted.**

Officers to supply a future report detailing land use, the history of land, the value of the land, and any plans for development.

*ACTION BY: Lindsay Houston, Parks Development Officer*

**3.19 PK/GEN/066 CENTENARY FIELDS INITIATIVE**

Council agreed in June 2017 to submit Lillian Bland Community Park, Ypres Park, Whiteabbey War Memorial Park and Sentry Hill as Centenary Fields. This element of the Fields in Trust programme was designed to preserve war memorial parks, playing fields and other green spaces which had a significant link to World War I.

Following approval by Council for the dedication of four sites as Centenary Fields correspondence had been received that the four sites would be designated: Lillian Bland Community Park, Ypres Park, Whiteabbey War Memorial Park and Sentry Hill.

The Centenary Fields Initiative, in partnership with The Royal British Legion, was designed to preserve war memorial parks, playing fields and other green spaces which had significant links to World War I.

Branded promotional materials and appropriate promotional plan would be developed on completion of the process supported by Fields in Trust, and committee would be updated in due course.

Proposed by Councillor Montgomery  
Seconded by Councillor Ritchie and agreed that

**the report be noted.**

*NO ACTION*

### **3.20 PK/BIO/023 ENVIRONMENTAL BENCHMARKING SURVEY**

The annual Northern Ireland Environmental Benchmarking Survey is a measure of environmental engagement by Northern Ireland organisations assessing their performance in areas including energy, transport, water and waste. Facilitated by Business in the Community this is an open and transparent method to measure environmental performance and improvements.

In 2016, the Council received a bronze award.

The results have been announced for 2017 and this year the Council has received a Silver Award. This is largely down to the collaborative working across departments which has seen a reduction in energy and water use alongside raised awareness of Environmental issues.

This is a significant improvement and a report generated by Business in the Community will provide opportunities for further improvements.

Proposed by Councillor Blair  
Seconded by Alderman Smyth

A number of Members thanked staff for all their hard work in relation to the successful designation.

**the report be noted.**

*NO ACTION*



### 3.21 PK/BIO/004 POLLINATOR PLAN 2015 TO 2017 UPDATE

Members agreed, in November 2015, to support the All National Biodiversity Data Centre Pollinator Plan, to help address pollinator decline and protect pollination services. The plan recognises that Councils, working locally in partnership, can play a leading role in providing habitat where pollinators can survive and thrive.

Significant progress had been made to help pollinators in the Borough, by providing food, shelter and safety and this report gave progress examples with further information at

<http://www.antrimandnewtownabbey.gov.uk/Residents/Community-Wellbeing/Biodiversity/All-Ireland-Pollinator-Plan-2015-to-2020>

	<b>Council actions</b>	<b>Progress examples</b>	<b>Partnership working</b>
A	<b>Protect what we have</b>	Steeple Play Area, wildflower meadow management area.	Grow Wild Community Fund project with Steeple Community Association.
B	<b>Alter the frequency of the mowing</b>	Valley Park, wildflower meadow management area.	Managed by Councils Parks section
		Stiles Way road verge, partially managed as a wildflower meadow, with 50% plus road edge being regular cut and maintained from 2018.	In progress, to be completed by Parks in Spring 2018
C	<b>Pollinator friendly planting</b>	Antrim Forum Bee-licious site, to restore a wildflower meadow area.	2 local schools and Randalstown & District Beekeepers actively involved in restoring the site.
		Mallusk Cemetery wildflower planting.	Mallusk Community Action Group Mallusk Primary and Nursery schools.
D	<b>Provide nesting habitats</b>	Making Pollinator homes, a Bee-licious event at Crumlin Leisure Centre.	Raise awareness on homes required by solitary bee to local residents.
		Sentry Hill hedgerow management.	Local allotment holders.
E	<b>Reduce use of pesticides</b>	Green Flag sites have a commitment to, only spray when no other option is available.	14 Green Flag sites across the borough.
F	<b>Raise awareness</b>	Bee-licious, HLF funded project pollinator project to restore semi-natural habitat, create promotional/educational material, national events advertisement and provide training and signage.	Further details at <a href="http://www.antrimandnewtownabbey.gov.uk/Residents/Community-Wellbeing/Biodiversity/Bee-Licious">http://www.antrimandnewtownabbey.gov.uk/Residents/Community-Wellbeing/Biodiversity/Bee-Licious</a>

		'Managed for Wildlife' signage made available	The signage will be displayed at sites in 2018 where actions arising from the Pollinator Plan have taken place.
		Pollinator Plan presentation to Towns and Villages Group on 24.10.17.	Local Communities: actions to help pollinators
G	<b>Track progress</b>	All partner actions logged onto the Pollinator Plan mapping tool.	Details can be found at <a href="https://pollinators.biodiversityireland.ie/">https://pollinators.biodiversityireland.ie/</a>
		Full Council action progress table, available online. <a href="http://www.antrimandnewtownabbey.gov.uk/Residents/Community-Wellbeing/Biodiversity/All-Ireland-Pollinator-Plan-2015-to-2020">http://www.antrimandnewtownabbey.gov.uk/Residents/Community-Wellbeing/Biodiversity/All-Ireland-Pollinator-Plan-2015-to-2020</a>	

Guidance and 'How to guides' are available for Councils and Local Communities at <http://www.biodiversityireland.ie/projects/irish-pollinator-initiative/all-ireland-pollinator-plan/resources/>

Proposed by Alderman Smyth  
Seconded by Councillor McClelland and agreed that

**that the report be noted.**

Members thanked Ruth Wilson for all her hard work.

NO ACTION

### **3.22 L/LEI/6 RECYCLING BINS JORDANSTOWN LOUGHSHORE PARK AND HAZELBANK PARK**

Following a request to the June 2017 meeting of the Operations Committee to improve bins at Hazelbank and the Lough Shore Park in Jordanstown to improve capacity during good weather and bank holiday weekends. Officers have new bins ordered and these are expected to be put in place for the new year.

This will result in:

- i. Additional bins in areas of high use
- ii. The introduction of new recycling units with appropriate signage – picture circulated.
- iii. Dog waste bins replaced with combi bins in line with Council's previous decision.

Proposed by Alderman Smyth  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

NO ACTION

### **3.23 WM/WM/44 TRANSFER OF NORTHERN IRELAND LANDFILL ALLOWANCE SCHEME - CORRESPONDENCE**

As Members were aware, Council transferred a number of landfill allowances to Lisburn & Castlereagh City Council (LCCC) to allow LCCC to meet the Northern Ireland Landfill Allowance Scheme (NILAS) requirements. As a result, Council had received a letter of thanks from LCCC for the transfer of allowances (circulated).

Proposed by Councillor Ritchie  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

NO ACTION

### **3.24 L/GEN/067 STENA LINE TRIATHLON 2018**

The Stena Line Triathlon has been running in the Borough for the last 33 years at the Valley Leisure Centre and now the V36 site. The event is affiliated to Triathlon Ireland, part of their annual race calendar, and is viewed by the national governing body as a key introductory event to the sport. The proposed date for the 2018 event is Sunday 8 April 2018 (**still to be confirmed by TI**). Entries for the race are managed through the triathlon Ireland website and would be offered at 45 euros.

The event has an allocated Council budget of £4350 which includes provision of marshalling, facility hire, first aid response, catering, timing chips, and "throwaways" for competitors (t-shirts, bags etc.)

Stena Line have been the key event sponsor for the last 10 years and provide prizes for the event in the form of travel prizes which would have an approximate value in kind of £3000.

Other key partners for the event include PSNI, Road Service, local clubs and the Valley Leisure Centre.

Proposed by Councillor McClelland  
Seconded by Councillor Scott and agreed that

**the report be noted.**

NO ACTION

### **3.25 L/LEI/VLC/10 VALLEY LEISURE CENTRE FITNESS SUITE REFURBISHMENT**

Members were aware of the recent refurbishment of the Valley Leisure Centre Fitness Suite which re-opened to the public on Monday 2<sup>nd</sup> October. The positive feedback from customers and resulting increase in membership are of particular

note. In addition to the replacement of equipment, the Valley fitness suite would also undergo re-branding works to "More Fitness" reflecting the new membership launch. These budgeted works would include redecoration, minor electrical works for feature lighting, and the application of wall art to highlight the "More" brand. To note that these works would provide a template which would be replicated across the other four fitness suites within the borough thus providing a standardised look and feel in that part of the centres.

Mock-ups were included in Appendix 1 (circulated).

Proposed by Alderman Smyth  
Seconded by Councillor Scott and agreed that

**the report be noted.**

NO ACTION

### 3.26 L/LEI/484 PEACE IV FUNDING FOR LEISURE PROJECTS

Through the Community Planning and Regeneration Department a letter of offer for £3,063,346.40 funding had been secured from Peace IV for projects across the Borough.

Within the Shared Spaces and Service theme there are two capital projects, specific to leisure. These are the Skateboard Park at V36 and a 3G pitch at Antrim Grammar/Parkhall site being one element of the Greater Steeple Concept Plan.

Details of these are set out below:

Project Details	Overall Budget	Estimated Council Contribution	Peace IV Contribution
Skateboard / Urban Sports Park at V36	Build: £200,000 - £400,000 Professional Fees: £45,000 <b>Total: £245,000 - £445,000</b>	<b>£300,000</b>	<b>£195,882 (£50,000 subject to re-bid)</b>
<p><b>Progress Update</b> Commencement of stakeholder meetings, consultation on potential design, location, and programming completed.</p> <p><b>Next Steps</b> Formation of Working Group, Consultant appointment, Design, Planning approval, Procurement and Construction</p> <p><b>Estimated Completion</b> December 2019</p>			

Project Details	Estimated Overall Budget	Estimated Council Contribution	Peace IV Contribution
Antrim Grammar School and Parkhall Integrated College 3G Pitch	Build: £1,500,000 Professional Fees: £110,000 <b>Total: £1,610,000</b>	<b>£1,180,000</b>	<b>£430,000</b>

**Progress Update**

Community Consultation through online survey to ascertain usage, design, programming etc.

Officers are working with the Education Authority representative and the schools to draft a licence agreement for consideration by Council.

**Next Steps**

Consultant appointment, Design, Planning approval, Procurement and Construction.

**Estimated Completion**

Autumn 2019

In addition to the above capital projects, further funding had been agreed for the delivery of the following programmes on an inter-service basis.

<b>Programme</b>	<b>Budget</b>
To deliver a Shared Space and Engagement Programme	£140,000
Sports, Arts, and Recreation Engagement Programme	£384,761

Officers would be working up detailed programmes and would update committee.

Proposed by Alderman Smyth

Seconded by Councillor Blair and agreed that

**the report be noted.**

*NO ACTION*

### **3.27 L/GEN/65 AQUA SLIDES – VALLEY AND SIXMILE LEISURE CENTRES**

Members were aware that at Operations Committee on 2<sup>nd</sup> October it was agreed to close the Valley Leisure Centre and Sixmile Leisure centre pools between 9<sup>th</sup> December 2017 to 21<sup>st</sup> December 2017, and 16<sup>th</sup> December 2017 to 28<sup>th</sup> December 2017 respectively to facilitate works on the aqua slides.

Due to constraints on programme time in the lead up to Christmas, a suitable contractor was unable to be confirmed resulting in a postponement of the above works. Officers would return to Committee with a proposed date for works in early 2018.

Proposed by Alderman Smyth

Seconded by Councillor Scott and agreed that

**the report be noted.**

*NO ACTION*

The undernoted supplementary items were considered at this point.

### **3.30 SUPPLEMENTARY REPORT L/LEI/008 ALLEN PARK PITCHES**

## **INTRODUCTION**

Members were reminded that in January 2017 Council resolved to terminate the lease with Antrim Rugby Club for the lands adjacent Allen Park. At Committee in November the termination of the lease with Antrim Rugby Club was confirmed as being completed and the pitches were now in council ownership.

Officers had recently completed a comprehensive Health and Safety review of the site and will secure existing clubhouse and fill potholes in the car park as an immediate priority. Any minor works required to the entrance area would also be carried out. Any other issues identified would be addressed in the normal way. The maintenance of the pitches would be carried out by the Allen Park staff going forward.

## **ANTRIM ROVERS FOOTBALL CLUB**

Members were reminded that Antrim Rovers Football Club had been using the site for some years through Antrim Rugby Club and had expressed interest in remaining on site and have given two options which were circulated. In summary, both options include the 2 full size pitches (one of which they need fenced off to meet with IFA regulations to enable the club to progress and accept promotion to higher leagues), the training pitch, the hockey pitch (which they currently use as a car park) and the extra training pitch. The difference in the options related to accommodation with changing facilities, committee room, parents meeting point, storage and a shop. In Option 1 these facilities are located between Pitch 2 and the training pitch and in Option 2 they are located on the site of the existing clubhouse.

## **ARRANGEMENTS WITH OTHER CLUBS IN THE BOROUGH**

Council has arrangements with other Clubs in the Borough at Monkstown playing fields and the pitches at Mossley Pavilion. This agreement allows the respective clubs to have priority booking status thus satisfying IFA league requirements. In effect each club is entitled to book its home matches in advance whilst other clubs have use of the pitch(es) on the alternate days. Prices are as per the Pricing Schedule: the two playing pitches being £17 per match for juniors and £34 per match for seniors (Grade C pitches). The arrangements at Monkstown and Mossley have worked well for a number of years.

Officers proposed to meet with representatives of Antrim Rovers Football Club to detail and discuss the proposed agreement. Once concluded, Antrim Rovers Football Club would then be eligible to apply for Leisure Grant aid where appropriate.

## **CONDITION OF PITCHES**

Initial inspection of the pitches would indicate that they are in good condition and detailed inspection would be carried out in the normal way and any issues reported to Committee.

## **OTHER ISSUES**

Officers proposed to meet with representatives of the club to discuss arrangements and to address any outstanding issues.

Land to the front of the site and to the east would be considered in a report to Community Planning and Regeneration Committee regarding disposal of assets.

Proposed by Councillor Montgomery  
Seconded by Councillor Clarke and agreed that

- (a) That members note the arrangements set out for use of Allen Park pitches by Antrim Rovers Football Club.**
- (b) That the Council Pricing Policy be amended to reflect the addition of Allen Park Pitches at Grade C.**

Members thanked staff and Officers for all the good work that has been done.

*ACTION BY: Matt McDowell, Head of Leisure*

### **3.31 SUPPLEMENTARY REPORT L/LEI/AF/013 ANTRIM FORUM - POOLS REMEDIAL MAINTENANCE WORKS**

Antrim Forum pools require some remedial works that entails a partial drain down of the pools water.

To accommodate the planned closure of the pools in Sixmile LC and Valley LC this Christmas and ensure Borough customers had access to a pool the work was planned to be done out of hours, including Christmas Day and Boxing Day.

Given that the Valley & Sixmile are no longer closing their pools this Christmas, the Forum pools will close for 1 week -

- Pools Closure                      18<sup>th</sup> Dec – 24<sup>th</sup> December 2017 inclusive\*
- Building Closed                    25<sup>th</sup> and 26<sup>th</sup> December 2017
- Reopening                            27<sup>th</sup> December

Customers will be advised well in advance, both internally and through Social Media.

\*The week before Christmas is generally a very quiet time for the pools as all lessons, courses and schools are off. Parents are busy getting ready for Christmas and children have many things happening at school (disco's, nativities etc.)

Proposed by Alderman Smyth  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

*NO ACTION*

### **ANY OTHER RELEVANT BUSINESS**

- (1) Councillor Montgomery took the opportunity to congratulate Ursula Fay and her staff in organising The Enchanted Winter Garden event and encouraged the public to attend to make it a huge success.

NO ACTION

- (2) Alderman Swann commended Cathy Busby and her team for the excellent catering at Allen Park Golf Club.

NO ACTION

- (3) Alderman Smyth requested Officers to consider manual litter picking within Antrim Town.

ACTION: Michael Laverty, Head of Waste

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

Proposed by Councillor Montgomery  
Seconded by Councillor Ritchie and agreed that

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

### **ITEMS IN CONFIDENCE**

#### **3.28 IN CONFIDENCE L/LEI/VLC/1 VALLEY LEISURE CENTRE: WATER DISCHARGE**

##### **Background**

Traditionally, pool water from the Valley Leisure Centre – and from other leisure centres - has been discharged into a local river, in the case of the Valley, to the Glas-na-Braden River. Under the Water (Northern Ireland) Order 1999, Amendment 2017, the discharge of trade or sewage waste to any waterway, or any water contained underground requires the consent of the Northern Ireland Environment Agency (NIEA). A 'Consent to Discharge' has been approved for the pool water from the Valley.

Members may wish to note that a Consent to Discharge was secured for the Antrim Forum some years ago and the Sixmile Leisure will be progressed and reported to Committee in due course.

In order to to comply with the legislation, the installation of a 30m<sup>3</sup> tank and associated piping is required. Costs for the work are estimated to be £ [REDACTED] with recurrent costs of £745 per annum payable to NIEA to maintain the 'Consent to Discharge'. Council can expect a rebate for annual water charges in the region of £5,600 per year.

This installation will in practical terms:

- Ensure compliance with the legislation



- Meet the objectives of Council's Environmental Policy as the system fully complies with applicable legislation and regulations to ensure prevention of pollution and continued environmental improvements under ISO14001.
- Eliminate watercourse contamination of the waste discharged from the Centre.
- Cost of this Capital investment over 10 years is approximately £[REDACTED] p.a. allowing net savings of £[REDACTED] p.a. (after annual fee to NIEA).

The Business Case and Economic Appraisal were circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Scott and agreed that

**Council approves capital works estimated at £[REDACTED] for a tank and piping to ensure that the water discharged from the Valley Leisure Centre pool complies with the relevant legislation.**

*ACTION BY: Janine Beazley, Grants and Special Projects Officer*

### **3.29 IN CONFIDENCE G/LEG/43 NUTTS CORNER CIRCUIT LTD –V-ANTRIM BOROUGH COUNCIL AND LISBURN BOROUGH COUNCIL**

Members were reminded that this was a noise abatement case issued by legacy Antrim and Lisburn Borough Council Environmental Health Departments against Nutts Corner Circuit Limited due to the levels of noise coming from the track causing a nuisance to local residents.

The Abatement Notice was served by both Councils as the residents were across the two Council areas.

Nutts Corner Circuit Limited thereafter appealed the Abatement Notice and the Council instructed Cleaver Fulton Rankin Solicitors to represent the Councils at the appeal in the Magistrates Court.

The case was part heard in November 2015 and finalised in March 2016. The Judge delivered his judgement on 19 May 2016 and he found in favour of Nutts Corner Circuit Ltd and implemented their noise management plan.

Having taken legal advice from the Council's external legal advisors it was decided that both Councils appeal the Judge's decision. The appeal is expected to be listed for hearing in January 2018. Officers would thereafter update Members as to the outcome of the case.

Proposed by Alderman Smyth  
Seconded by Councillor Montgomery and agreed that

**the report be noted and officers confirm costs in relation to this case.**

*ACTION BY: Paul Casey, Borough Lawyer*

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

Proposed by Councillor Scott  
Seconded by Alderman Smyth and agreed 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 7.55 pm.

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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.***