



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

- In the Chair** : Councillor N Kelly
- Members Present** : Aldermen – W Ball, M Girvan, J Smyth and R Swann
Councillors – A Ball, J Blair, L Clarke, M Goodman, M Magill, J Montgomery, N McClelland, M Rea, D Ritchie and J Scott
- Non-Committee Members Present** : Councillors – V McWilliam, 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 Manager – N McCullough
Media and Marketing Officer – K McKeever
ICT Officer – J Higginson
Member Services Officer - Mrs D Hynes

CHAIRMAN'S REMARKS

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

1 APOLOGIES

None.

2 DECLARATIONS OF INTEREST

None.

3 REPORT ON BUSINESS

3.1 REVIEW OF CAR PARKING CHARGES

The Director of Operations advised Members that there was further work to be completed before this report would come to Committee for consideration.

Councillor Blair requested that the report should include reference to the impact of any options to reduce charges and how the reduced income can be met from within budgets.

ACTION BY: Ivor McMullan, Head of Leisure

3.2 L/GEN/55 CARN HILL RIGHT OF WAY – CARNMONEY HILL

Background

Council has over many years progressed access opportunities on Carnmoney Hill in partnership with the Woodland Trust, and the Belfast Hills Partnership (BHP) as well as local landowners.

Grant Offer from Belfast Hills Partnership (BHP)

The Belfast Hills Partnership had recently indicated verbally that they had an underspend in the current year within their Heritage Lottery Project. Their Board had agreed to allocate in the region of £40,000 from this project to improve public access on Carnmoney Hill. This funding was opportune in that Council had agreed for work to be completed on this area in November 2016.

Key elements of proposals approved by Council in November 2016 involved :-

- (a) removal of fencing and gorse on an extensive area of land marked A to B on the map circulated, and
- (b) revisiting of the link to the area managed by Woodland Trust (B-C and E-C-D on the map enclosed)

This funding would address the key elements approved by Council above and in addition would

- provide way marker posts along the Right of Way,
- provide minor landscaping and improve safety along the route.

The work could be progressed as detailed in the table below:-

Improvement Works (September - November 2017) – map circulated (Appendix 1)

Route Sections	Proposed Works
A-X	Local householders to be consulted about the removal of redundant fencing along the alleyway, while an information board and entrance art feature to be installed in partnership with the local schools. The path would also be resurfaced and overhanging hedges cut back.

X-B	Existing gorse and fencing removed. Installation of new fencing and a number of stiles and access gates. Hedgerows to be reinstated by volunteers.
B-C	Officers have met with landowner to negotiate access across their land from the trig-point at point B, to Point C. A permissive path agreement to be negotiated between Council's legal team and the relevant landowner.
C-D-E	Informal access in place along landowner's concrete road. Woodland Trust are proposing to formalise this as part of an access project linking into Ballyduff Quarry, to include fencing works – up to point E.

A development agreement will be required between Council and Belfast Hills to satisfy Heritage Lottery funding release. All expenditure claims must be submitted to the BHP by December 2017.

Proposed by Alderman Ball
 Seconded by Councillor Blair and agreed that

approval is given to enter into a development agreement with Belfast Hills to release £40,000 funding to improve Carnmoney Hill access.

ACTION BY: Elaine Upton, Countryside Officer, and Lindsay Houston, Biodiversity Officer

3.3 L/P/BIO/18 BEST KEPT GARDEN 2017

Council's Best Kept Garden Competition 2017 has had another successful year with a slight increase in the number of entries. The submissions had all been judged and the winners were outlined below. The photographs circulated demonstrate the very high standard of quality of submissions again this year.

<p>Best Kept Garden 1st - Brook Meadow, Doagh 2nd - Carmavy Road 3rd - Grange Road, Parkgate</p> <p>Best Kept Container Garden Winner – Main Street, Straid Runner up - Arches Lane, Randalstown</p> <p>Best Kept community planting Winner – Ballynure Runner up – Randalstown</p>	<p>Best Kept School Grounds Winner – Duneane Primary School Runner up - Ballycraig Primary School</p> <p>Best Kept Commercial premises Joint 1st place - The Wedding Centre, Randalstown and Lavertys, Randalstown</p> <p>Best Kept Front Garden 1st – Fernagh Drive 2nd – Maplehill, Antrim 3rd – Woodland Grove, Antrim</p>
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In addition, Long Rig Road was awarded a special commendation prize for Creative Design.

Future planning

Once again, Officers have reviewed the competition with a view to continuously improving and increasing the number of entries. Following feedback from participants it was proposed that the competition should start earlier in the year and that nominations can come from both those who have beautiful gardens and those who wish to nominate someone who has one.

Proposed by Alderman Smyth
Seconded by Councillor Ritchie and agreed that

Officers continue to promote the Competition by a variety of means, including:

- (i) **submission dates from 1 May until end of June in future years, and**
- (ii) **to allow nomination from garden owners and others.**

Members extended thanks to Lindsay Houston for her hard work.

Members requested a review of the process, particularly communication with entrants for the 2018 competition.

ACTION BY: Ivor McMullan, Head of Leisure

3.4 L/SAP/8 SPORTS AWARDS 2017

Following Council's first Sports Awards Ceremony in February the Sports Awards group met to carry out a review of the planning and delivery of the Awards.

The process worked well with sufficient time for planning and implementation. The awards evening was judged to have been a success with excellent attendance and broad interest in all 7 award categories.

All nominations, with one exception, were received by the deadline, with the late nomination to be considered for the next awards.

Minutes of the review meeting were circulated and the two key issues discussed and requiring further consideration were set out below:

1. The introduction of a Roll of Honour
There was some discussion about the potential for a roll of Honour to be introduced to sit alongside the Gallery of Sporting Legends. It was agreed that this would be considered in the future in the context of the existing awards framework and an appropriate recommendation made to Committee.
2. Sporting Legends
The subgroup discussed the potential for those local sports people inducted into the Gallery of Sporting Legends to be invited to the Sports Awards ceremony. This requires further consideration due to limitations on capacity in venues, resultant impact on ability of Award nominees and clubs to attend/buy tickets and budgetary implications.

Gallery of Sporting Legends

Retired from Sport Criterion

The working group also considered the 'retired from sport' criterion for nomination to the Gallery of Sporting Legends for the 2019 awards as agreed by the Operations Committee.

Currently an Inductee to the Gallery of Sporting Legends must:

- Be retired from sport

- Have excelled at their sport on an international stage
- Have an international record of achievement which can be quantified
- Have achieved international recognition
- Have an association with the Borough which can be demonstrated.

Having discussed the matter at some length the Group agreed that the recommendation to the Operations Committee would be to retain this criterion. The consensus being that a sports person, mid-career could continue to achieve with their achievements needing to be regularly updated in the Gallery throughout the remainder of their career.

Proposed by Councillor McClelland
Seconded by Councillor Blair and agreed that

the report and minutes be noted and that the 'retired from sport' criterion for nomination to the Gallery of Sporting Legends for the 2019 be retained.

The issue of gender balance in relation to The Gallery of Sporting Legends be considered.

ACTION BY: Roberta Flaherty, Leisure Services Manager

3.5 EH/GEN/4 PRESENTATIONS ON THE WORK OF ENVIRONMENTAL HEALTH

Members were aware from the Corporate Plan, Corporate Improvement Plan and Annual Business Plan that Environmental Health has a wide remit ranging from Food Safety to Health and Safety, Pollution Control to Housing and Licensing to Littering.

Although reports brought to both Committee and Council give some additional detail of the work that the Environmental Health Service delivers on behalf of the Council, they can often understate some of the real outcomes for our residents, businesses and local environment.

It was therefore proposed that a presentation is made to the Operations Committee over each of the next three quarters to highlight in more detail the work of each of the three sections within the Service. This would give Members' greater insight into the work of the Health and Wellbeing, Commercial and Environment sections, the value it brings to the local economy and how it integrates and supports the Community Plan and Leisure Strategy.

Proposed by Councillor Montgomery
Seconded by Councillor Magill and agreed that

Ten minute presentations are made to the Operations Committee on the work of the Health and Wellbeing, Commercial and Environment Sections of the Environmental Health Service on a quarterly basis.

ACTION BY: Clifford Todd, Head of Environmental Health

3.6 AC/HE/17 WOOL AND LINEN FESTIVAL ANTRIM CASTLE GARDENS 2018

Members were reminded that the Borough Arts and Cultural Advisory Panel meets quarterly with the most recent meeting held in June and the minutes reported to the July Council meeting. The Panel had been discussing for some time the potential for a large scale wool event to be held in the Borough and having been presented with a feasibility study at the June meeting agreed in principle to development of such a craft event for Antrim Castle Gardens in Spring 2018, subject to consideration by the Operations Committee. It was proposed that the event be built around wool and also linen given the strong industrial heritage connections of the Borough. The Panel recommended that a detailed proposal on the event to be brought to the Committee for consideration. A copy of the initial feasibility study was circulated for members' information, with a projected budget which estimates a net cost of the event as £[REDACTED].

A wool and linen festival would be a two day celebration of all things to do with both natural craft products. As well as Artisans and retailers of the highest quality exhibiting and selling products the festival intends to inspire anyone with a love of both products.

The festival is also designed to encourage the sharing of skills and inspire visitors to celebrate all things handmade and get creative with wool and linen. Every aspect of the wool and linen journey would be represented, from the animals and plants themselves, through the various stages of production to the beautiful finished products. Throughout the weekend, visitors would also be able try their hand at all sorts of textile based skills in the workshop theatre where there would be an exciting programme of creative workshops.

In a similar way to Garden Show Ireland being a festival of flowers the wool and linen festival would be a festival of local textile craft.

In addition to the feasibility study, officers had carried out both desk research and met with the organiser of a similar type event, 'Yarndale'. Well established and held annually in Skipton Yorkshire, Yarndale is operated by a committed group of enthusiasts and business people. With the help of the local Council's Arts Development Officer Yarndale was constituted as Limited Company receiving funding in its first year of operation. Over its four years Yarndale has quickly established itself as a recognised brand attracting over 180+ exhibitors and 7,000 visitors to this small market town each September. There is an annual programme of similar type events being held across the UK with various textile based themes and these events are well established and well supported with most operating on a commercial basis.

It is also worth noting that the craft sector of the creative industries is an area of increasing growth and popularity in both Northern Ireland and throughout the UK and ROI, interest in textiles and fabrics and associated products being very much popular interest areas within this sector.

Given the findings of the study and research it was proposed to hold a two-day festival of linen and wool in Antrim Castle Gardens at a date to be agreed in order to successfully market and promote the event, particularly in the first year a strong identity and brand for the event was required. Given the format of the event and local heritage of the Borough it was proposed that the festival was

branded as "Spinning Yarns" with a range of appropriate materials including logo to be designed by the in house team.

Proposed by Councillor Montgomery
Seconded by Councillor Blair and agreed that

the delivery of a two-day wool and linen festival in Antrim Castle Gardens in 2018, at a date yet to be agreed and from within existing budgets branded as 'Spinning Yarns', be approved.

ACTION BY: Samantha Currie, Culture and Heritage Manager

3.7 AC/GEN/8 FREE USE OF ARTS AND CULTURE AND LEISURE FACILITIES

Members were reminded that a policy for considering requests for free use of both leisure and arts and cultural facilities was approved in March 2016 in order to deal with the regular requests being received from various groups, organisations and occasionally individuals for free facility hire. The respective pricing policies were amended to include provision for dealing with such requests on the following basis:

- **Requests For Free Use**

Should requests for free use be made the Head of Service can consider as follows:

- *For an event or activity which does not have an admission fee/tickets sold or a fund raising purpose requests to be considered only from community or charitable organisations based in or operating in the Borough which can be shown to contribute to the Corporate Plan – free use can be considered.*
- *For an event or activity which has an admission charge and/or fundraising purpose but is not for profit requests to be considered only from individuals (fundraising for a charity), community or charitable organisations based in or operating in the Borough, who can be shown to contribute to the Corporate Plan – with a maximum discount of 75% available for consideration.*

A review of the number of such requests being made since the Policy came into effect in April 2016 had been carried out and shown that the majority of requests can be viewed as 'one offs' from groups within the Borough seeking support for a particular celebration or fundraising purpose.

Given that the Policy was developed as a result of fairly low levels of demand from a variety of groups and organisations for one off events requiring some support from the Council and that the pricing policy already included discounted hire rates for community groups the following amendments to the policy are proposed for consideration:

- Only one request per organisation/group within any one year period can be considered under the policy.

- Hire of a theatre for routine performing arts purposes not related to a specific fund raising or other 'special one off' occasion will not be considered under this policy and normal community hire rates will apply to all such bookings.

The amendments above were intended to ensure that the Policy can continue to support one off events which require support without any significant risk to income or service running costs. It was proposed that the both the Arts and Culture and Leisure Pricing Policies, including the clause on Requests for Free Use, be amended as outlined to reflect the outcome of the review.

Proposed by Alderman Smyth
Seconded by Councillor Ritchie and agreed that

the Arts and Culture and Leisure Pricing Policy clause relating to Requests for Free Use be amended as outlined.

ACTION BY: Ursula Fay, Head of Arts and Culture

3.8 WM/WM/44 NORTHERN IRELAND LANDFILL ALLOWANCE SCHEME TRANSFER REQUEST

The Northern Ireland Landfill Allowance Scheme (NILAS) was introduced to ensure Councils reduced the amount of biodegradable waste being landfilled and to assist the UK in meeting the European Union Landfill Directive.

The NILAS Regulations place an obligation on the Monitoring Authority (NIEA) to prepare a draft reconciliation in relation to each Council, no later than 5 months after the end of the scheme year. This had just been produced by the NIEA.

The draft reconciliation confirms that the NILAS target for 2016/17 was met by both Council and arc21 at the collective group level. However, one arc21 Council had exceeded their annual allocation i.e. Lisburn and Castlereagh City Council by approx. 39 tonnes.

It was important to note that this was a draft reconciliation produced by NIEA and the actual amounts may be subject to some alteration depending on the outcome of an ongoing audit process.

Members were reminded that arc21 developed a NILAS Transfer Protocol in 2008 which was formally adopted by all 11 constituent councils, and was last used in August 2016. The principle of the protocol was for any constituent Council with excess allowances in any given scheme year to make them available for transfer to any other constituent Councils should they require them to meet their allocation.

The adoption and implementation of the protocol ensures that arc21 Councils maximise excess allowances in any time of need and is a tangible example of the benefits of partnership working.

This protocol gives all arc21 Councils some protection in the event they do not meet their allocation for whatever reason e.g. difficulties with a specific scheme, collective capacity management in the interests of efficiency and best value.

In view of the draft reconciliation, it was recommended that the arc21 NILAS Transfer Protocol, as agreed by all arc21 Councils, be initiated. The proportion of populations to be assigned to the allocation of transfers is as set out in the table below:

Council	Indicative Proportion by Population to be Transferred (%)	Indicative Amount of Excess Allowance to be Transferred to Ards (tonnes)
Antrim & Newtownabbey BC	14.8%	16
Ards & North Down BC	16.7%	17
Belfast CC	35.6%	24
Mid & East Antrim BC	14.4%	16
Newry, Mourne & Down DC	18.5%	18

In agreeing to transfer their proportion of excess allowances, it would be necessary for each Council to recognise the final definitive amount required may slightly vary from the above indicative amounts.

The formal transfer procedure required that any transfer request must be made to the NIEA before 30th September 2017. The NIEA had agreed to advise arc21 of the definitive reconciliation position as soon as possible following completion of the audit process which would be immediately notified to the relevant Council representatives to enable the formal request form to be duly completed with the insertion of the respective final definitive number of allowances pertinent to that Council.

The transfer of allowances had been approved by the arc21 Steering Group and Joint Committee.

Proposed by Councillor Blair
 Seconded by Alderman Smyth and agreed that

Council endorses the transfer of approximately 16 tonnes of allowances as per the NILAS Transfer Protocol to Lisburn and Castlereagh City Council.

ACTION BY: Michael Lavery, Head of Waste Management

3.9 WM/WM/33 REQUEST FOR ECO-SCHOOLS SUPPORT 2017-18

Keep Northern Ireland Beautiful (KNIB) had submitted a funding request for the Eco-Schools Programme for 2017-18. KNIB, formerly Tidy Northern Ireland, is an environmental charity with their stated aim of making Northern Ireland a cleaner and more pleasant place in which to live. One of the programmes that they co-ordinated was the Eco-Schools scheme, which aimed to combine pupils learning with action on improving the environmental performance of school.

The Eco-Schools Programme is extremely popular in Borough with 75 schools in the Borough registered in the scheme, and 16 currently holding Green Flag accreditation. Three schools, Loanends Primary School, Fairview Primary School and Ballycraigy Primary School, had Ambassador Eco-Schools status, which identifies them as exemplar Eco-Schools.

In order to maintain the Eco-Schools programme, KNIB had requested funding support from Councils. Council's contribution was £1,500 for 2017/18, the same level of funding was approved last year.

The funding is required for programme admin support and would allow Keep Northern Ireland Beautiful staff to provide assistance to schools for meetings, media requests, and the provision of the monthly Eco-Schools newsletter and website.

Proposed by Alderman Girvan
 Seconded by Councillor Clarke and agreed that

Council approves the request for £1,500 of financial support for Keep Northern Ireland Beautiful's Eco-Schools Programme in 2017/18.

ACTION BY: Michael Lavery, Head of Waste Management

3.10 L/GEN/5 LEISURE STRATEGY CONSULTATION

1 Introduction

The following findings were the top line results from the 'Leisure Strategy Survey' published in the May 2017 Edition of Borough Life and completed at various focus groups at the Council Leisure Centres.

The consultation commenced on 13 April and closed on Thursday 6 July 2017.

A total of 454 completed questionnaires were received which was the largest response to a consultation the Council has experienced.

As well as the questionnaire, three workshops were held with governing bodies, sports clubs and section 75 groups. A series of staff and customer focus groups were also held at a variety of times and places in the leisure centres.

2 Topline Results

2.1 Do you agree with the Council's Draft Leisure Vision – 'More People, More Active, More Often'?

		Response
	Yes	98%
	No	2%

2.2 If not, do you have any alternatives or suggestions?

Please see Appendix I.

2.3 Do you currently use our leisure facilities or activities?

	Response
Yes	93%
No	7%

2.4 If yes, which facility do you use most often and why?

Please see Appendix I.

2.5 How regularly do you use this facility?

	Response
Once per week	21%
Twice per week	25%
Three times per week	20%
More than 3 times per week	20%
One to three times per month	7%
Other	7%

2.6 What activities do you take part in most regularly and why?

Please see Appendix I.

2.7 How often do you take part in these activities?

	Response
Once per week	23%
Twice per week	23%
Three times per week	22%
More than 3 times per week	21%
One to three times per month	5%
Other	6%

2.8 What other activities would you like the Council to provide?

Please see Appendix I.

2.9 Does pricing affect whether you use our leisure facilities?

	Response
Yes	54%
No	46%

2.10 Please state the reason why?

Please see Appendix I.

2.11 Is there anything the Council could do, to make leisure facilities and activities more accessible to you?

Please see Appendix I.

2.12 Overall, how satisfied are you with the leisure facilities and activities offered at each of these key sites?

	Response
	Satisfaction (Very & Fairly Satisfied)
Antrim Forum	87%
Valley Leisure Centre	76%
Cruimlin Leisure Centre	72%
Ballyear Arts & Leisure Centre	68%
Sixmile Leisure Centre	67%
Allen Park	70%

2.13 If you are dissatisfied with any of the above leisure facilities and activities offered at these sites, please detail below.

Please see Appendix I.

2.14 Do you have any other ideas of how we could improve leisure provision through our Borough?

Please see Appendix I.

2.15 Age

	Response
16 - 24	5%
25 - 34	14%
35 - 44	27%
45 -54	20%
55 - 64	14%
65 - 74	14%
75 - 84	4%
85+	0%
Prefer not to answer	4%

2.16 Gender

	Response
Males	60%
Female	34%
Prefer not to answer	6%

2.17 Do you consider yourself to have a disability?

	Response
Yes	3%
No	97%
Prefer not to answer	0%

The consultation feedback had been incorporated into the final draft of the Leisure Strategy. In addition, the feedback would be used to inform an Operational Leisure Action Plan.

Proposed by Councillor Magill
Seconded by Councillor Girvan and agreed that

the report be noted.

Officers to focus on increasing uptake of the 16- 24 age group as well as those with a disability in relation to use of leisure facilities and programmes.

Councillor Blair took the opportunity to thank Officers who had prepared and presented this detailed report and all staff in Leisure Centres who provide an excellent customer service every day.

ACTION BY: Caroline Douglas, Transformation Manager
Lisa Hall, Customer Services Manager
Maeve McGinley, Building Control Surveyor

3.11 WM/WM/37 NAPPY ADVICE SERVICE NORTHERN IRELAND REQUEST

At the last Operations Committee meeting, Members asked Officers to confirm the nature of the Nappy Advice Service Northern Ireland (NASNI) request and assess the environmental benefits of the different types of nappies.

NASNI Request

NASNI had requested that Council supports the development of a "nappy library" which allows people to see and try out the re-usable nappies for a few months. The financial cost of the support would be £1,000.

This funding would allow NASNI to provide five sample real nappy kits to mothers in the Borough to allow them trial the nappies before purchasing them. The sample kits can be used up to 5 families for a trial period of around 2 months.

Officers estimate that each child produces approximately 0.8 tonnes of nappy waste and therefore 13 children would need to use real nappies from "birth to potty" for the landfill savings in the pilot (landfill is around £100 per tonne) to equate to the £1,000 contribution.

Environmental Benefits

The last Government report into the issue of nappies was carried out in 2008 when the Department for Environment, Food and Rural Affairs published "*An updated lifecycle assessment study for disposable and reusable nappies*".

This study found that while the use of reusable nappies had obvious advantages in reducing the amount of waste to landfill, the wider environmental benefits were subject to consumer washing and drying methods. The table below outlined the wider environmental impact of each type and associated consumer behaviour:

	Global Warming Impact (Estimated Carbon Dioxide Equivalent over 2.5 years)	% difference in the global warming impact to disposable nappy
Disposable Nappy	550kg	N/A
Reusable Nappy – average washer and drier use	570kg	3.6%
Reusable Nappy – washing in full load, all year outdoor line drying, & reusing for second child	340kg	-38.2%
Reusable Nappy – tumble drier used	800kg	45.4%
Reusable Nappy – washed at 90°C instead of at 60°C	740kg	34.5%
Reusable Nappy – tumble drier used and washed at 90°C instead of at 60°C	995kg	80.9%

Note 2006 data and 2.5 year is typical time for a child in nappies

In terms of landfill disposal, it was estimated that approx. 3% of household waste was due to disposable nappies. In the Borough, this would equate to approximately 900 tonnes of waste, costing over £85,000 landfill disposal fees.

Proposed by Councillor Blair
Seconded by Councillor McClelland and agreed that

Officers facilitate a pilot at a cost of £1,000 from within existing budgets with Nappy Advice Service, Northern Ireland to be asked to present to Committee after the completion of the pilot.

ACTION BY: Michael Laverty, Head of Waste Management

3.12 L/GEN/14 EXTENDED OPENING HOURS – ANTRIM FORUM

Members were aware that Antrim Forum's revised opening hours came into effect on 2nd April 2017 (6.15 am on weekdays and from 9 am on Sundays).

Promotional Plan

Initially only a soft opening was arranged to ensure that all staff were recruited and in place and due to Easter closures being imminent. To this end details were updated on the website, all those on the membership database were emailed, posters were put up in reception and information was given through social media.

Another phase of the campaign would be implemented in September in line the schools returning and then again in January when there was a natural business increase.

September 2017

Rationale Return to school and routines
Activities include Revamp of banners / A0 & A4 posters
 Targeted Facebook paid for advertising

January 2017

Rationale New year new you, new family
 Early start to the new year
 Combined messaging for Antrim Forum

Activity January Borough Life
 Social media posts & paid for campaigns

Table 1 and 2 compared user numbers from 2nd April to 31st July 2017 with the same period last year, in summary the extended opening hours for Antrim Forum had attracted

- an average increase of **179** users per Sunday
- an average daily increase of **33** users, weekdays

Table 1 – Additional Customers - Sundays

All Activities – Sundays only				
Antrim Forum	April	May	June	July
2016/17	1254	1148	895	1454
2017/18	1954	1633	1874	2334
Increase	700	485	979	880

Table 2 – Additional Customers – Swimming and Fitness only - Weekdays

Year	Activity	6.15-7 am	7–8 am
2016/17	Casual Swims	closed	504
	Casual Use Fitness Suite	closed	60
	Total	0	564
2017/18	Casual Swims	1150	1712
	Casual Use Fitness Suite	24	60
	Total	1174	1772
	Increase	1174	1208

Proposed by Councillor Montgomery
 Seconded by Councillor McClelland and agreed that

the report be noted.

Members took this opportunity to thank Officers for the hard work in compiling the report and in changing the opening times.

NO ACTION

Members were reminded that following Council's 'in principle' agreement for Crusaders Football Club to develop new sports facilities at the Threemilewater pitches interim arrangements were subsequently agreed. An application to the Department of Communities Sub Regional Stadia Programme funding call (Strand 5) was to be made to meet the majority of costs and Council approved a contribution of £233,700 being the amount originally earmarked for replacement changing facilities at the site. The interim arrangement – the relaying of a 4 G pitch from Seaview to the Threemilewater Park was being completed and fencing and floodlighting were subsequently identified as being required. Council agreed in 2016 to provide £80,000 from the £233,700 in funding earmarked for the project for the installation of floodlighting. This leaves a balance of £153,700 as the Council's contribution towards the Department of Communities Sub Regional Stadia Programme funding call (Strand 5).

Request

The Club was progressing with the pitch development with a view to opening in the autumn. In the meantime, it had not been able to progress the major funding application including new changing accommodation and had requested permission to carry out a minor refurbishment of Council's existing changing facilities as an interim measure. If approval was given, the Club would meet all expenses relating to the work and the changing facilities would be available to both Club and Council users. Arrangements would be subject to satisfactory compliance with Council's legal and administrative requirements.

Proposed by Alderman Ball

Seconded by Alderman Smyth and agreed that

approval is given for Crusaders Football Club to carry out minor refurbishment of changing facilities at Threemilewater Park, at the club's expense and subject to compliance with appropriate legal and administrative requirements.

ACTION BY: Ivor McMullan, Head of Leisure

3.14 L/GEN/5 SCHEDULE OF LEISURE CHARGES 2017-18

A proposed schedule of charges for Leisure, Arts and Culture was circulated incorporating the new leisure memberships and pay as you go prices approved at the July meeting of Council. If approved the schedule would come into effect on 2 October 2017.

Corporate Leisure Membership

- (i) It was proposed that in line with the other Leisure Membership changes that Corporate Membership charges are reduced from £24.00 to £20.00 per month.
- (ii) PACE running Club – prices are held at the same levels but a review of Pace and a number of other related activities was being carried out and would be reported to Committee in due course
- (iii) It was proposed that due to the majority of users being from the Borough the pricing is streamlined and resident and non-resident rates are removed and in favour of single rates
- (iv) Green Fees and Driving Range rates at Ballyearl had been adjusted to take account of the removal of the Activity Card as part of the review of

Leisure Pricing. Prices had been rationalised accordingly and there would be no detriment to customers.

An Equality Impact Assessment was circulated.

Proposed by Alderman Ball
Seconded by Councillor Blair and agreed that

the Leisure Pricing Policy, Schedule of Charges and Equality Impact Assessment be approved.

ACTION BY: Caroline Douglas, Transformation Manager

3.15 L/GEN/32 LEISURE STRATEGY 2017-2030 (WORKING DRAFT)

Members were reminded that approval was granted for the development of a Strategy for Leisure for the period 2017-2030.

An extensive consultation was undertaken over a period of twelve weeks which included a survey published in Borough Life, focus groups at the Council's Leisure Centres and three workshops were held with governing bodies, sports clubs and Section 75 groups. The results were reported separately.

Further to this consultation, Officers had re-drafted the Strategy and a working draft was circulated for Members' attention.

Members comments were invited and these would be included in a final draft which would be presented to the Council meeting on 25 September 2017 with the associated Equality Impact Assessment documentation.

Proposed by Councillor Blair
Seconded by Alderman Ball and agreed that

following comments by Members the Strategy is presented and finalised at September Council.

Councillor Blair thanked staff for this excellent Strategy.

*ACTION BY: Helen Hall, Head of Performance and Transformation
Roberta Flaherty, Leisure Manager
Caroline Douglas, Transformation Manager*

3.16 L/LEI/00/10 DISABILITY SPORT NORTHERN IRELAND – ACTIVE LIVING 2021, DISABILITY SPORTS HUB PROJECT

In May 2017 Council approved a partnership with Disability Sport NI (DSNI) in the "Active Living 2021, Disability Sports hub project" and the provision of £48,000 investment in equipment to designated Council Leisure Centres.

The project is focused on putting in place the equipment and services required to increase the number of people with disabilities involved in sport and active recreation in the area.

DSNI have reviewed and assessed the suitability of each Council site as well as storage and agreed to the following:

Disability Sports Hub Site: Allen Park Sports Hub (Generic Sports Wheelchairs plus Boccia and Sensory equipment)

Satellite Sites: V36 (Adapted Cycles)
Antrim Forum (Racing/Track Wheelchair)

A regional launch is planned by Disability Sport NI and a local photo call will be arranged for each of the sites taking part.

Proposed by Councillor Blair
Seconded by Councillor McClelland and agreed that

the report be noted and agreed that Disability Sport NI be invited along to present to the Operations Committee.

Officers agreed to review disability facilities for golf as well as equipment at Sixmile Leisure Centre.

ACTION: Roberta Flaherty, Leisure Manager

3.17 EH/EHS/3 FOOD STANDARDS AGENCY (FSA) AUDIT OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL FOOD SAFETY SERVICE

In March 2017, the Food Standards Agency (FSA) carried out an audit of the Food Safety section of the Environmental Health Service. The FSA were authorised to carry out audits on councils under The Food Standards Act 1999 and the Official Feed and Food Controls (Northern Ireland) Regulations 2009.

The remit of the audit was to examine the "Organisation and Management Systems for the Delivery of Official Controls". This included the inspection of food establishments, dealing with complaints from the public, investigation of food safety offences and food incidents in accordance with relevant legislation and codes of practice. The FSA was particularly focused on the delivery of the service since convergence in April 2014 and how the council had maintained the effective delivery of the Official Controls.

Over 3 days Auditors examined the Council's Food Safety policies and procedures, computer database records, officer training programmes, establishment records and associated files against guidelines set out in EC Decision 2006/677/EC.

The Food Standards Agency had produced an audit report (circulated). The report indicated only two aspects of the service that could be improved

- the timing of when inspections are conducted after a change of ownership and

- the procedures for ensuring compliance with improvement notices.

In his final comments to the Head of Environmental Health, the lead auditor remarked on several occasions on the “excellent” aspects of the service and, regarding the improvements concluded “In the context of the audit I would regard them as minor and overall your service had managed a very difficult transition very well. If other Councils manage to this standard it will reflect a very healthy and effective system in Northern Ireland”.

Proposed by Councillor Rea
Seconded by Councillor McClelland and agreed that

the report be noted.

The Chair, Vice Chair and Members thanked Clifford Todd and his team on a job well done and it was agreed that a letter of thanks from the Chair of Operations Committee be sent to staff involved.

ACTION BY: Geraldine Girvan, Director of Operations

3.18 WM/GEN/01 WASTE MANAGEMENT PERFORMANCE REPORT

WASTE TREATMENT:

Council has two statutory waste targets that have to be complied with and they are as follows:

1. Recycle 50% of all household waste by 2020;
2. Limit the landfilling of biodegradable waste to no more than 16,358 tonnes in 2020.

Under the Landfill Regulations (Northern Ireland) 2003, Council submits waste data returns to the Northern Ireland Environment Agency. These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's recycling rate and compliance with the landfill diversion targets i.e. Northern Ireland Landfill Allowance Scheme (NILAS).

The waste data submission for 2016-17 has been submitted and the waste data for the year is shown below compared to the previous year:

	2015-16		2016-17	
Total Household Waste Arisings	75,536		78,272	4%
Household Waste Arisings to Recycling	35,314	47%	37,224	48%
Household Waste Arisings to Recovery	8,305	11%	10,827	14%
Household Waste Arisings to Landfill	31,918	42%	30,221	39%
Total Local Authority Collected Municipal Waste Arisings*	85,058		91,264	7%
Municipal Waste Arisings to Recycling	41,137	48%	46,766	51%

Municipal Waste Arisings to Recovery	8,691	10%	11,373	12%
Municipal Waste Arisings to Landfill	35,231	41%	33,125	36%

* Local Authority Collected Municipal Waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.

The highlight points are as follows:

- The overall increase in municipal waste arisings is 7% and while this may indicate greater economic prosperity, it does have an adverse impact on the Council's budgets;
- The majority of the additional waste collected by Council was either recycled or recovered rather than landfilled;
- Significant increase in tonnage of both household and municipal waste recycled;
- More waste treated through energy recovery than previous years;
- Slight reduction in the amount of waste landfilled.

In 2016-17 Council landfilled 17,469 tonnes of biodegradable waste which equates to 87.2% of its NILAS allocation.

MISSED BINS:

Council has a Key Performance Indicator to ensure that 99% of bins are collection on the correct day. Every day Council and its contractors complete approximately 13,000 bin collections and this equates to nearly 3 million per annum. During 2016-17 Council collected 99.9% of bins on the designated day.

Those bins recorded as missed are where the Council is deemed at fault and the bins will have been collected by the Waste Section if the resident reports the issue within 24 hours of their designated collection day.

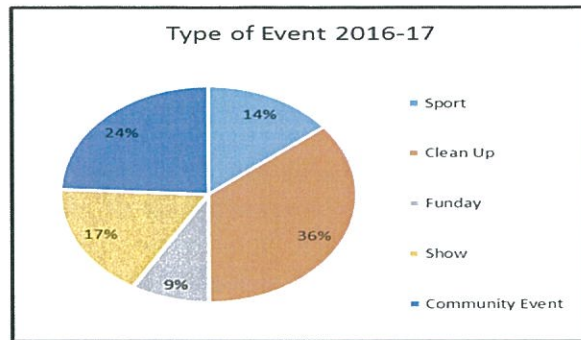
SUPPORT IN KIND REQUESTS:

The Waste Management section operates a Support in Kind scheme for local organisations or individuals. Members are reminded that this service provides litter pickers, black bags, gloves, etc for community clean-ups, assistance at events, etc. The applications generally relate to requests for waste collection and disposal activities, although portable toilets are also included in the scheme.

In 2016-17, a total of 77 Support in Kind requests were approved, which was a 75% increase on the number of supported requests in 2015-16. The approximate cost of Support In Kind scheme this year was approx. £18,931 and this is an increase of over £8,000 on the previous year.

The costs accrued are mainly from the provision of non-returnable items such as gloves and bags, waste disposal, post event sweepers and the hire of portaloos. The cost of delivering and collecting items, i.e. fuel and staff costs, are not included in this total.

The graph below shows the breakdown of the type of events that were supported through the Support in Kind scheme in 2016-17, with the largest proportion of the requests for assistance with environmental clean-ups in the Borough.



Proposed by Councillor Magill
 Seconded by Councillor Blair and agreed that

the Report be noted.

Officers to look into the potential to supply small brown bins to those without gardens and proposals to reduce litter using a range of initiatives such as those used to increase recycling with reports to Committee in due course.

An update on options for glass collection in the Antrim part of the Borough to be reported to Committee in October.

ACTION BY: Michael Lavery, Head of Waste

3.19 WM/WM/42 NORTHERN IRELAND FAIRTRADE STATUS

As Members were aware, Antrim and Newtownabbey had been designated as a Fairtrade Borough for its work promoting the use of fairly traded products. Since 2014, an All Party Group on Fairtrade (APGF) at the Northern Ireland Assembly had been working towards the same goal for Northern Ireland as a devolved region.

In order to achieve this accreditation, the APGF required Central and Local Government organisations to actively use and promote fairly traded products. As a result of all five cities, six councils, including Antrim and Newtownabbey, 18 towns, one island, and three universities attaining Fairtrade status, Northern Ireland has been declared a Fairtrade devolved region following an independent assessment.

An official declaration of the Fairtrade devolved region status was held on 19 June 2017 and was attended by the Mayor. Council had also received a letter of appreciation from the APGF for our time and assistance in achieving this accreditation for Northern Ireland.

Proposed by Councillor McClelland
 Seconded by Councillor Clarke and agreed that

the report be noted.

NO ACTION

3.20 AC/HE/15 THE SANDFORD AWARDS FOR HERITAGE EDUCATION

Members were reminded that it was reported to the March 2017 committee that Sentry Hill Historic House had been invited to enter an application for the prestigious Sandford Award for Heritage Education, the outcome of which would be reported to a future meeting of the committee. Sentry Hill had twice previously been successful in achieving this award, which required renewal after a period of three years.

The Sandford Award Scheme currently encompasses 200 historic sites within the historical and cultural environments of the United Kingdom and Ireland including historic houses, museums, galleries, cathedrals, places of worship, gardens, landscapes and historic artefacts. Some high profile holders of the award include Kensington Palace London, Durham Cathedral, The Mary Rose Museum and the Victoria and Albert Museum. In Northern Ireland the award is currently held by the Giants Causeway, Titanic Belfast, Lismore Castle Arts and the Navan Centre.

Entrants for Sandford Awards are assessed by a panel of independent Judges. The current panel of Judges was drawn from professional educationalists including OFSTED Inspectors, former head teachers, education consultants and heritage property based education officers. Members were advised that assessors visited Sentry Hill in June and their full report was circulated for members' information, with Sentry Hill having once again achieved the Sandford Award with the judges' report describing Sentry Hill as

"....a unique treasure authentically preserved from the Victorian and Edwardian eras....The themes shared help deepen understanding of local heritage by bringing the stories of Sentry Hill to life. Visitors of all ages gain a true insight into the history of this period."

The Sandford Award for Sentry Hill would be presented to the Council at a ceremony in November for which an invitation would be received.

Proposed by Councillor Scott

Seconded by Councillor McClelland and agreed that

the report be noted.

The Head of Arts & Culture gave an update advising members that an invite had been received to an awards ceremony in the Fashion House Museum in Bath on 21st November 2017. It was noted that a report on flights and relevant arrangements would be presented at the September meeting of Council.

Members congratulated Wesley Bonar and his team for their hard work.

ACTION BY: Ursula Fay, Head of Arts & Culture

3.21 AC/ACG/11 ANTIQUES ROADSHOW ANTRIM CASTLE GARDENS

Members were reminded that it was agreed at the October 2016 Committee Meeting that officers explore the opportunity to bring the Antiques Roadshow to the Borough with Antrim Castle Gardens suggested as an ideal host venue with the potential to accommodate such a programme.

Officers made contact with the BBC and following advice received submitted an expression of interest to the Antiques Roadshow team outlining the suitability of Antrim Castle Gardens to host the Show and what the site could offer the programme and production team. As part of the 2017 series Antiques Roadshow was held at Parliament Buildings Stormont on Saturday 29 July – the only location in Northern Ireland for the current year.

Correspondence had been received from the Antiques Roadshow advising that they are currently reviewing all submissions for potential 2018 venues and would be choosing locations in the next month and will notify officers if Antrim Castle Gardens is chosen and an update would be reported to a future meeting of the committee. However, should the application be unsuccessful for 2018 then the Antiques Roadshow team will keep the submission on file for future series.

Proposed by Councillor Montgomery
Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.22 G/LEG/44 STANDING ORDERS

At the June meeting of the Operations Committee it was agreed that Standing Orders would be clarified in relation to the request that items to be raised under 'Any Other Business', be discussed with the Chair, Vice Chair or an Officer before the meeting.

Having checked Standing Orders there is nothing stated in relation to this point.

Proposed by Alderman Smyth
Seconded by Councillor Blair and agreed that

the report be noted.

NO ACTION

3.23 AC/GEN/20 ENGAGEMENT IN CULTURE, ARTS AND LEISURE BY YOUNG PEOPLE IN N.I.

The Department for Communities is the lead department for arts and creativity as well as museums, libraries and sport. Members were advised that in 2016 the Department carried out a Young Persons' Behaviour and Attitudes Survey in relation to engagement with culture, arts and leisure in Northern Ireland.

The Department had provided the Council with a report on the survey findings, a copy of which was circulated for members' information with key report findings as follows:

- 97% of young people engaged in culture and the arts.
- 93% of young people engaged in the arts.
- 99% of young people involved in sports participation.
- 70% of young people have visited a museum.
- 71% of young people have visited a historic building, garden or monument.

For the purposes of this survey a young person was defined as a child in post primary education. The report findings confirm that it is vital to consider the needs of young people in planning all elements of the arts and culture service including development of policy and design of programmes and that this demographic forms a significant part of the services target audience.

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

the report be noted.

NO ACTION

3.24 L/P/33 GREEN FLAG AWARDS

The Green Flag Award is an internationally recognised award which demonstrates an agreed standard of management, maintenance and community involvement in open spaces.

Participation in the scheme creates opportunities for both staff and local communities to become more heavily involved in their open spaces and encourages management of biodiversity alongside traditional horticultural methods.

In 2017, a total of 14 parks and green spaces within the Antrim and Newtownabbey Borough have successfully achieved individual Green Flag Awards (list circulated). This year included 4 first-time winners; Jordanstown Loughshore Park, Hazelbank Park and Gideons Green, Mill Race Trail, Antrim, Valley Park and Wallace Park, Templepatrick.

In addition to the site awards, Ian Bamford, Gardener at Antrim Castle Gardens received an Honourable Mention in the Green Flag Employee of the Year prize category, while John O'Hagan, founder of the Friends of Antrim Castle Gardens was awarded Green Flag Volunteer of the Year. Both awards were introduced for the first time in 2016.

Officers are working to progress further sites for 2018 and are currently assessing the following potential locations: Belmont Cemetery/Antrim Cemetery/Sixmile Cemetery/ Crumlin Cemetery, Crumlin Glen, Antrim Lough Shore Park, Riverside Walk – Toome, Randalstown Viaduct and Steeple Park (in the longer term). A report would be brought to Committee in due course.

Proposed by Councillor Magill
Seconded by Councillor Clarke and agreed that

the report be noted.

NO ACTION

3.25 AC/EV/3 GARDEN SHOW IRELAND 2017

Members were reminded that Garden Show Ireland was held for the fourth year in Antrim Castle Gardens from 5 to 7 May 2017, the Council having approved in December 2015 the hosting of the show in the Gardens until at least 2018. The 2016 Show had been the most successful show to date with attendances of 25,000.

Garden Show Ireland had carried out a post-show evaluation with the report circulated for members' information. Key findings from the report were as follows:

- There was an increased number of visitors to the show - from 25,000 in 2016 to 29,000. This is undoubtedly down in some part to the wonderful weather which saw the show enjoy three consecutive warm and sunny days but is also likely as a result of the growth of the event and an excellent marketing campaign.
- The logistical challenges brought with the additional numbers were quickly and efficiently dealt with by Garden Show Ireland and Antrim Castle Gardens teams with the new operational arrangements in place at the Gardens further improving the smooth running of the show, particularly in relation to visitor management, traffic management and car parking. Local residents who had in the past been inconvenienced during the show paid compliments to the Council in relation to the improved parking and traffic management arrangements.
- The Show achieved a media impact value of £141,038 for all of the PR activity and this included some excellent television coverage with prime time BBC Newsline weather being broadcast live from the opening day of the show on Friday 5 May.

The Garden Show Ireland and Antrim Castle Gardens teams have a range of ideas which they hope will build upon the many positive elements of the 2017 Show – the most successful to date with plans for the 2018 show to be reported to a future meeting of the Committee.

Proposed by Alderman Smyth
Seconded by Councillor Blair and agreed that

the report be noted.

NO ACTION

3.26 AC/GEN/21 ARTS COUNCIL CHALLENGE FUND

Members were reminded that The Arts Challenge Fund had been devised by the Arts Council Northern Ireland (ACNI) to strengthen arts provision in a community setting and to make a contribution to delivery of the new councils Community Plans. There is up to £150,000 available providing it is matched by the Council and is used as additional expenditure on the arts whilst clearly linked to the delivery of the Community Plan and its themes. The Council had previously agreed to the submission of an application to the Arts Council for this funding.

A draft project plan for inclusion with the application, which included a programme of activity to the value of £150,000 to be delivered over two years, was approved by the committee in March for submission with the Councils application to the Fund which was submitted by the deadline of 31 March 2017. At the same meeting it was also agreed to provide up to £140,000 in the required match funding from the additional DEA funding stream, in place to end March 2019.

Members were advised that officers were invited to meet senior representatives of the Arts Council in June 2017 and at this meeting informed that the project plan submitted had some areas of expenditure which during assessment of the funding application were deemed ineligible including staffing and project evaluation costs. In addition, the Arts Council advised that they would not be able to fund a programme running over two years and would prefer shorter more intense programmes of around 12 months. Initial responses to queries had indicated eligibility, however during final assessment changes were made.

Officers had been advised to resubmit an updated project plan with any ineligible costs removed and a shorter duration programme. An amended project plan had now been drawn up along with an updated financial plan and both were circulated for members' information. The plan aims to deliver a programme of activity up to the value of £245,280 over a 15-month period from January 2018 to March 2019 which requires £122,640 of funding from the Arts Council Challenge Fund and the equivalent in match funding from the £140,000 DEA funding already agreed to. The total value of the programme has had to reduce given the shorter time period available for delivery however the Project Plan will still deliver a significant level of arts development activity across the seven DEA's in line with the Community Plan themes. Both plans were submitted to the Arts Council at the end of August, as per their instructions, with a decision expected in late September which will be reported to a future meeting of the committee.

Proposed by Alderman Girvan
Seconded by Councillor A Ball and agreed that

the report be noted and that upon final approval of the application by the Arts Council Northern Ireland that activities are cross referenced with agreed DEA budgets to ensure any revisions are discussed with DEA groupings and reported to Committee.

ACTION BY: Ursula Fay, Head of Arts & Culture

3.27 WM/WM/46 MEETING WITH TRADE UNIONS RE OUTSOURCING OF WASTE COLLECTION SERVICES IN ANTRIM AND NEWTOWNABBEY

Following Members of the Operations Committee receiving a request (prior to the AGM) from Trade Union Officials for a meeting, it was agreed that a cross party group would meet. This meeting was held in July. The Chairman subsequently wrote to the Trade Unions. This letter and the Unions' response were circulated.

Proposed by Councillor Blair
Seconded by Alderman Ball and agreed that

the report be noted.

NO ACTION

3.28 WM/CON/2 FOOD WASTE RECYCLING

A recent waste study highlighted that approximately 25%, by weight, of the black bin waste collected by Council was food waste but could be recycled in the kerbside brown bin. As a result, Members were reminded that Council had been involved in a number of initiatives aimed at diverting food waste out of the black bin and into the brown bin.

These initiatives have included the following:

- The use of door hangers in certain areas of the Borough. This project was fully funded by Department of Finance and involved promotional messages and a "personal thank you" on door hangers which were delivered in the Borough;
- Regular articles in Borough Life highlighting the economic and environmental benefits of food waste recycling. There is also regular Love Food Hate Waste recipe section in the magazine;
- "Feed your bin" billboards in the Borough. Council has utilised advertising boards at prominent sites to promote the use of the brown bin for food recycling;
- "No food waste" stickers placed on residents' black bins. Council succeeded in securing a 100% funding application for the installation of awareness raising stickers on all black bins in the Borough. The sticker stated "No food waste please – remember to use your food recycling bin";
- The provision of a kerbside organic recycling service, using 240L bins, for rural households in legacy Antrim. Rural households in legacy Antrim previously received a food only recycling service but the residents now receive the full garden and food waste kerbside collection service using brown bins.

Impact of the Initiatives

Since the start of these food waste awareness initiatives, there had been a 9.65% increase in the amount of kerbside organics collected. This equates to over 540 tonnes of waste and if that waste had been disposed of in a landfill site, it would have cost over £50,000.

In addition, Council had received over 3,000 additional requests for new brown bins or food caddies compared to last year, with the majority of requests from areas where the bin stickers had recently been distributed. Therefore it was

believed that the bin stickers have caused a behavioural change and residents want a new bin/container to start recycling food waste.

Due to the success of the initiatives, Officers are considering how the increased levels of food waste recycling can be maintained and whether this success could be replicated for other recyclable materials.

Proposed by Alderman Smyth
Seconded by Councillor Clarke and agreed that

the Report be noted.

NO ACTION

3.29 L/LEI/336 NORTHERN IRELAND COMMONWEALTH GAMES COUNCIL (NICGC): REQUEST FOR SUPPORT

Introduction

Correspondence was received from the Northern Ireland Commonwealth Games Council (NICGC) on 21 August stating that the Queens Baton Relay would be visiting the Borough on Tuesday 29 August. The visit will provide photographic opportunities at:

- Antrim Forum at 16.45
- Valley Leisure centre, V36 at 18.45

The Mayor attended the event at Antrim Forum. A community event with photo opportunities was arranged at V36.

Proposed by Councillor McClelland
Seconded by Councillor Blair and agreed that

the report be noted

NO ACTION

The undernoted supplementary items were considered at this point.

3.41 SUPPLEMENTARY REPORT AC/GEN/18 WORLD MENTAL HEALTH DAY

Members were reminded that it was agreed by the committee in September 2016 that the Council support World Mental Health Day by lighting up civic buildings purple on 10 October 2016 and also by hosting an art exhibition in Clotworthy House from 3 to 14 October 2016.

Action Mental Health New Horizons Centre in Antrim had requested similar support for World Mental Health Day 2017, which was on Tuesday 10 October. As well as requesting a purple light up, which can be facilitated within the 'Light Up' policy, on 10 October they would like to run another art exhibition in Clotworthy House from 9 October to 13 October, which would feature work carried out by a patient as part of her recovery from mental illness.

Proposed by Alderman Ball
Seconded by Alderman Girvan and agreed that

the hosting of an arts exhibition in Clotworthy House from 9 October to 13 October 2017, as part of World Mental Health Day, be approved and the lighting up purple of Antrim Civic Centre, Mossley Mill and Ballyclare Town Hall on Tuesday 10 October 2017 to show support for World Mental Health Day be noted.

Exhibition also to take place in Mossley Mill.

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

ANY OTHER RELEVANT BUSINESS

- (1) *following a request by the vice Chairman, that Officers review the listing of individual reports, by service, for those reports in the open section, for decision it was*

Agreed: that a report be brought to Committee in October.

Councillor Blair requested that his objection be recorded to this proposal.

ACTION: Geraldine Girvan, Director of Operations

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Alderman Girvan
Seconded by Councillor Ball and agreed that

the following Committee business be taken In Confidence.

ITEMS IN CONFIDENCE

3.30 IN CONFIDENCE L/CEM/12 RASHEE CEMETERY - ACCESS PROPOSAL TO EXTEND 5 CORNERS INN

The owner of the 5 Corners Inn on the Rashee Road, Mr Max McConnell, had submitted a request to modify his access on the Springvale Road. This request, with photographs and maps, was circulated. Any agreement going forward would be subject to planning approval being in place.

Mr McConnell was seeking to extend his hotel premises and provide a carpark to the rear. The premises are adjacent to Rashee Cemetery, which currently has no parking facilities.

In order to progress the proposal, Mr McConnell would need to acquire a length of roadside along the perimeter of Rashee Cemetery to facilitate sight lines (see red line in Appendix 2). This area at the front of the Cemetery is currently a

grass verge with railings. Mr McConnell had indicated a willingness to create a gated entrance from his new car park to the Cemetery to facilitate parking for those attending funerals.

A visual assessment of the land being requested would indicate that the proposal could be physically accommodated, however a professional ground survey would be prudent.

To facilitate this request from Mr McConnell would require the following:

- Approval of the proposal in principle
- an assessment of Valuation from Lands and Property Services of the land to the front of the cemetery.
- all legal and land matters being set out for consideration by Council.

A full report would be brought back to Committee.

Proposed by Alderman Girvan
Seconded by Councillor Clarke and agreed that

approval is given, in principle, for lands at the front of Rashee Cemetery marked in red in Appendix 2 to be disposed of to Mr Max McConnell to facilitate additional parking at the Five Corners Inn, subject to all legal, administrative and planning matters being addressed to Council's satisfaction, including valuation, ground survey and direct access to Rashee Cemetery.

Councillor Clarke requested that Officers look at a maintenance issue at Rashee Cemetery that she had raised with the Director of Operations prior to the meeting.

ACTION BY: Ivor McMullan, Head of Leisure

3.31 IN CONFIDENCE L/GEN/55 CARNMONEY HILL – POND AT RATHFERN SOCIAL ACTIVITY CENTRE

Officers had been advised that Belfast Hills Partnership (BHP) had identified funding available to carry out works on Council property to the rear of Rathfern Social Activity Centre. Although no Letter of Offer had been issued as yet, if funding was confirmed the works would involve the creation of a new pond through improving the flow of water from the existing pond into an adjacent wetland area. This pond could then be used for Kayak training and pond dipping. It is not clear at this stage if planning approval is required. The cost of the project is approximately £[REDACTED]. (Map of the Pond location circulated).

Rathfern Social Activity Centre representatives had been in discussion with the Council with regard to this work for a number of years, however had been unable to secure funding.

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

Council approves, in principle, the creation of a Pond at Rathfern Social Activity Centre at a cost in the region of £■■■■, to be funded 100% by grant aid from Belfast Hills Partnership, subject to all legal, administrative and planning issues being addressed to Council's satisfaction.

Biodiversity issues to be taken into account.

ACTION BY: Lindsay Houston, Biodiversity Officer

3.32 IN CONFIDENCE L/SAP/11 ANTRIM RUGBY CLUB

Members were reminded that on 9 January 2017 the Committee resolved to terminate the lease of lands to Antrim Rugby Club.

Termination of the lease had commenced and the Council's Legal Services Manager was liaising with the Council's external legal provider to facilitate the completion of the termination process. It was hoped that this process would be completed in the next few months. Thereafter Officers would report to Members regarding the future plans for the site and the operation of Antrim Rovers on the site.

Proposed by Councillor Montgomery
Seconded by Councillor Clarke and agreed that

the report be noted.

In response to a query the Director confirmed that upon completion of the termination of the lease that a report on the options for the entire site would be brought to Committee including any financial implications with options.

ACTION BY: Paul Casey, Legal Services Manager

3.33 IN CONFIDENCE L/LEI/VLC/5 VALLEY LEISURE CENTRE - HEALTH SUITE

The Valley Health suite opened in 2007 and been in operation since then with only remedial maintenance in the last 10 years. Recently a major leak from the Jacuzzi resulted in its closure. Investigations highlighted that the condition of the pipework and encasement plinth require full replacement.

Officers had sought estimates for these immediate works to the Jacuzzi which was in the region of £■■■■. In consideration of the age of the remaining areas of the health suite, namely the sauna, steam room, fixtures and fittings, officers thought it prudent to investigate any works required in these areas. This may present economies of scale and a more complete project. As such officers were preparing a full Business Case and Economic Appraisal for consideration.

Proposed by Alderman Girvan
Seconded by Councillor Magill and agreed that

the report be noted. (Amended by Council on 25.9.17)

ACTION BY: Roberta Flaherty, Leisure Services Manager

3.34 IN CONFIDENCE AC/GEN/22 BALLYCLARE TOWN HALL

Ballyclare Town Hall is over 160 years old and forms a focal point in the town. Various refurbishment works had been carried out in recent years and a fresh approach to programming activities had seen usage increase (as reported in June).

Some of the original stained glass windows are still in place, however over the years there are three windows which had been replaced with plain glass and which would benefit from replacement in order to enhance the character of the building.

Officers estimated that to replace these three windows with stained glass would cost an estimated £[REDACTED], provision for which currently exists in budgets. It was therefore planned to proceed with the work at the earliest opportunity as part of the ongoing upgrading and development of the Town Hall.

Proposed by Alderman Girvan
Seconded by Councillor Magill and agreed that

the report be noted. (Amended by Council on 25.9.17)

NO ACTION

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

As agreed at the November (2015) meeting of Council, the papers for the arc21 Joint Committee Meeting were circulated for:

- June 2017

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

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

the papers be noted.

NO ACTION

3.36 IN CONFIDENCE WM/arc21/11 arc21 CADDY LINER SUPPLY CONTRACT

The arc21 Waste Container Supply Contract for the five of its constituent Councils, including Antrim & Newtownabbey, was extended in May 2017 and

this provided for the supply of various waste containers, including 240L bins, kitchen caddies, and kerbside recycling boxes.

The suppliers of Caddy liners, home composters, and bottle banks declined the offer to extend the contract and arc21 initiated a new procurement exercise for these supplies.

The new supply contract had been procured by arc21 in accordance with the EU Open Procedure and a copy of the arc21 tender report was circulated for information .

The contract was divided into three lots as follows:

1. Biodegradable caddy liners (7 litre);
2. Home Composters;
3. Bottle Banks.

The tenders for the supply of the caddy liners were evaluated in accordance with the criteria stated in the procurement documents. Following the evaluation process, Sphere Professional achieved the highest score and their tender was deemed to be the most economically advantageous with a tendered rate of £■■■■ for a roll of ■■■■ liners. This represents a ■■■% reduction in the current price of liners. The contract duration is 12 months.

No tenders were received in respect of Home Composters or Bottle Banks and arc21 will consider alternative procurement options with Council Officers in the future.

arc21 Joint Committee Approval

As per arc21 's Terms of Agreement the contract was approved by the arc21 Joint Committee on 29 June and now required ratification by the arc21 constituent Councils.

Proposed by Councillor Blair

Seconded by Councillor Smyth and agreed that

Council approves the award of the arc21 Caddy Liner Supply Contract to Sphere Professional UK Ltd, at the stated rates for a period of 12 months from the point of award. Any issues with the quality of Caddy Liners to be fed back to supplier.

ACTION BY: Michael Laverty, Head of Waste Management

3.37 IN CONFIDENCE L/LEI/29 CAPITAL LIST – LEISURE

Following Council having approved £1 million per annum for leisure capital, Officers had developed an initial list of projects for the 3-year period approved. The proposed list with estimated costings was circulated.

Reports on individual projects would be brought to Committee for consideration in the normal way, however the list had been developed to aid planning and budgeting and should be treated as a working document.

Proposed by Councillor Magill

Seconded by Councillor Clarke and agreed that

the report be noted.

The Director informed members that the list should be viewed as a working document which would change and flex over time and which was designed to give members an insight into the types of work expected to be required. She indicated that the contents would be updated regularly and reported to Committee accordingly and that in the normal way individual projects would be reported to Committee.

ACTION BY: Ivor McMullan, Head of Leisure

3.38 IN CONFIDENCE WM/WM/37 WASTE COLLECTION SERVICE (KERBSIDE) OF RECYCLABLE AND RESIDUAL DOMESTIC WASTE FROM HOUSEHOLDS ACROSS THE BOROUGH

In March 2017 Council considered the Business Case and Economic Appraisal for the Waste Collection Service (kerbside) of Recyclable and Residual Domestic Waste from Households across the Borough.

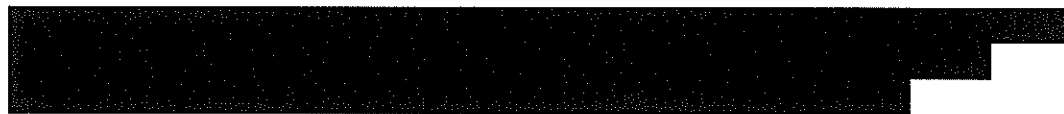
As Members were aware the Economic Appraisal included four options with the initial estimated 10 year costings:

Option	Option Summary	10 Year Costs	Projected Savings
1	Delivery of current waste collection schemes unchanged.	£ [REDACTED]	N/A
2	Outsourcing of the black bin collection service in legacy Newtownabbey & organic waste collection service in legacy Antrim (brown bins); retention of the current arrangements for the black bin and dry recyclable collection services (blue bin) in legacy Antrim and dry recyclables in legacy Newtownabbey (triple stack and kerbie boxes); continued outsourcing of Brown bin collections in legacy Newtownabbey.	£ [REDACTED]	-£ [REDACTED]
3	Out-sourcing of the black bin collection service in legacy Newtownabbey, the organic waste collection service (brown bins) throughout the Borough, and the dry recyclable collection service in legacy Antrim (blue bins); retention of the current arrangements for the black bin collections in Legacy Antrim.	£ [REDACTED]	-£ [REDACTED]
4	Outsourcing of all waste collection services across the Borough.	£ [REDACTED]	-£ [REDACTED]

Council approved Option 2 as the preferred option subject to consultation, as it provided the optimum approach to delivering the waste collection service while meeting the requests for voluntary severance and complying with Council's decision that there should be no compulsory redundancies and no TUPE transfers to external organisations.

REVIEW AND AMENDMENT

During a review of the Economic Appraisal it had been identified, that, while not affecting the final ranking, greater 10 year efficiencies were to be obtained through the Council's preferred Option, namely Option 2. Savings are now estimated to be approximately £[redacted] rather than the £[redacted] originally stated.



Preferred Option (Option 2) revised and original costings

	Original business case £	Revised business case £
Estimated Revenue Costs (incl outsourced collection services)	[redacted]	[redacted]
Total Cost of preferred Option (2) - 10 years	[redacted]	[redacted]
Savings against Option 1 – current provision (10 years)	[redacted]	[redacted]

A copy of the amended Economic Appraisal and Business Case (circulated).

Proposed by Councillor Montgomery
 Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.39 IN CONFIDENCE WM/ARC/12 arc21 RECEIPT, PROCESSING, TREATMENT, RECYCLING AND DISPOSAL OF STREET SWEEPINGS WASTE CONTRACT

The arc21 had tendered for a Provision of Receipt, Processing, Treatment, Recycling and Disposal of Street Sweepings Waste Contract on behalf of four of its constituent Councils, including Antrim & Newtownabbey.

There was an existing street sweeping disposal contract covering dewatering and landfill only at £[redacted] per tonne but it is due expired and Councils continue to require the provision of this waste treatment service.

The new supply contract had been procured by arc21 in accordance with the EU Open Procedure and a copy of the arc21 tender report was circulated for information.

The contract was divided into two council regions based lots due to the extensive operational requirements requested by Belfast City Council and were as follows:

1. Belfast City Council;
2. Antrim & Newtownabbey Borough Council, Mid & East Antrim Borough Council and Lisburn & Castlereagh City Council.

The contract would require the successful provider to divert of the waste from landfill by recycling or recovery treatment methods when possible. Any recycling of the street waste material would be included in Council's overall (municipal) recycling rate. The contract period was 2 years 3 months with the possibility of an extension of any period up to 12 months.

Four tender submissions from two separate operators were received with a separate response for each of the two lots respectively. The submissions were from the following waste operators:

- Irish Waste Services Ltd

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

The two submissions from [REDACTED] did not meet all of the necessary Mandatory requirements and following consultation with legal advisors and the Northern Ireland waste regulator, it was decided that these tender submissions be eliminated from the competition.

Therefore Irish Waste Services Ltd achieved the overall highest score for both lots and was the most economically advantageous tenderer for lot 1 and lot 2 at the following rates:

Lot No	Area	Rate	Additional Costs
1	Belfast City Council	£ [REDACTED] per tonne	Fixed Cost Incident = £ [REDACTED] Hourly out of normal working hours = £1 [REDACTED]
2	Antrim & Newtownabbey Borough Council, Mid & East Antrim Borough Council and Lisburn & Castlereagh City Council	£ [REDACTED] per tonne	Fixed Cost Incident = £ [REDACTED] Hourly out of normal working hours = £ [REDACTED]

arc21 Joint Committee Approval

As per arc21's Terms of Agreement the contract was approved by the arc21 Joint Committee on 31 August and now requires ratification by the arc21 constituent Councils.

Proposed by Alderman Smyth
Seconded by Councillor Ritchie and agreed that

Council approve the award of Lot 1 & 2 for the arc21 Provision of Receipt, Processing, Treatment, Recycling and Disposal of Street Sweepings Waste Contract to Irish Waste Services Ltd, at the stated rates for a period of 2 years and 3 months from the point of award.

ACTION BY: Michael Laverty, Head of Waste Management

3.40 IN CONFIDENCE L/LEI/AP/5 ALLEN PARK RESTAURANT FRANCHISE

Members were appraised at the July meeting [REDACTED]. At this meeting Council agreed to a reduction in weekday opening to three days - Friday, Saturday and Sunday.

Further correspondence circulated had been received from the Franchisee indicating an intention to terminate the franchise agreement and requesting that council considers a 1month notice period and not 6 months as set out in the Agreement:

In the event of early termination of the Agreement by the Caterer, the Caterer shall be liable for a further payment of the lesser of:

- (a) A sum equal to six months of the Annual Fee calculated in accordance with the Schedule 1 hereto and,
- (b) The costs incurred by Council in appointing an alternative Caterer.

Period of notice

The cost per month to the franchisee is £[REDACTED] or a total of £[REDACTED] for the full 6 months. Re-tendering is through e-sourcing and costs are staff time only. Council has discretion to reduce the period of notice and in considering such a request the impact on customers and time taken to get a replacement franchisee should be considered. Any reduction would be subject to the normal legal conditions that would apply to protect Council's interests.

Options

All those who submitted acceptable tenders in this exercise – starting with the next highest ranked company can be offered the franchise opportunity. Officers had contacted the first of these and the request was being considered. In the event that none are interested in the opportunity or are interested at a reduced franchise fee then the franchise would need to be re-tendered. These businesses could also be asked if they have any interest in providing an interim arrangement.

In order to establish any interest and enable Council to make a decision on the request for a reduced notice period, it was planned that responses would be in place in time for Council's consideration of the issue in September.

Proposed by Councillor Magill
Seconded by Alderman Swann and agreed that

the request by Big Occasions for a reduced notice period in relation to termination of the Allen Park catering franchise is considered by Council in September or the next closest meeting.

In response to a suggestion, Officers to carry out a survey of user groups to assist any new franchisee.

Officers to review changing/lockers for young people.

ACTION BY: Ivor McMullan, Head of Leisure

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Ritchie
Seconded by Alderman Girvan 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 8.10pm.

MAYOR

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