



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON WEDNESDAY 7 JUNE 2017 AT 6:30 PM**

**In the Chair** : Councillor N Kelly

**Members Present** : Aldermen –M Girvan, J Smyth and R Swann  
Councillors – A Ball, J Blair, L Clarke, M Goodman, J Montgomery, N McClelland, M Rea and J Scott

**Non-Committee Members Present** : Councillors – D Arthurs, D Ritchie, W Webb

**Officers Present** : Director of Operations - Ms G Girvan  
Head of Leisure - Mr I McMullan  
Head of Waste Management - Mr M Lavery  
Head of Arts & Culture - Ms U Fay  
Head of Environmental Health - Mr C Todd  
Media and Marketing Officer – Ms J Coulter  
ICT Officer – Mr C Bell  
Member Services Officer - Mrs D Hynes

**CHAIRMAN'S REMARKS**

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

The Chairman thanked his predecessor and previous Vice Chair for an excellent year, indicated that he was very pleased to have been appointed as Chairman of the Operations Committee and welcomed Councillor Rea as Vice Chair.

**1 APOLOGIES**

Aldermen W Ball, M Cosgrove and Councillor M Magill.

**2 DECLARATIONS OF INTEREST**

Item 3.34 – Councillor M Rea.

### 3 REPORT ON BUSINESS

#### 3.1 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 was 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all proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.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. A total of 3 applications had been received and 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:

Ref	Group Individual	Funding Category	Funding Purpose	Score	Amount Awarded
3167		Participation in specialist training or study.	To attend Donegal Gaeltacht at Machaire Rabhartaigh to study language, arts and music.	75%	£250
3193	Northern Penguin Productions	The attendance at or participation in an arts event either through invitation or through qualification.	To attend local cartoon festival.	No supporting documents supplied therefore ineligible and not scored.	£0
1839	Newtownabbey Arts and Cultural Network	The production of art work.	To order licence and scripts for local production.	40% Application lacked detail on purpose of grant. Officers will work with the group on a new application for funding.	£0
				<b>TOTAL</b>	<b>£250</b>

The total budget available for arts grants for 2017/18 was **£10,515**. The total amount proposed for this award period was **£250** leaving a balance of **£10,265** to fund any future applications in the current financial year.

Proposed by Councillor McClelland  
Seconded by Councillor Scott and agreed that

**the Arts and Culture Grant award be approved.**

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

### **3.2 AC/MU/6 MID ANTRIM HERITAGE PARTNERSHIP REVIEW**

Members were reminded that following approval of the Mid Antrim Heritage review that formal partnership arrangements including the Heritage Advisory Panel would cease at the end March 2017. It was also agreed that partnership working between both councils on a project basis should be continued and provision of £20,000 was made in the 2017/18 Arts and Culture budgets for such projects.

A Mid Antrim Heritage Review for 2016/17 and Action Plan for 2017/18 2016/17 for the partnership was circulated for Members' information with the following projects and estimated costs planned for delivery in the current year:

Led by Antrim & Newtownabbey Borough Council:

- Family Learning/digital technology: android version of Kids n Castles + shared marketing/promotion of both versions of app estimated expenditure: £10,000 for android + £3,000 for promotion = £13,000
- Family History & Genealogy Extension of Church yard trails and GPS mapping £8,000

Led by Mid & East Antrim Borough Council:

- Robert Burns and Mid-Antrim Exhibition research, scriptwriting, design & print £12,000
- 1920 – 23 Decade of Centenaries research & programme development £5,000

Updates on the individual projects, including final costs, would be reported to committee as they are completed.

Proposed by Alderman Smyth  
Seconded by Councillor Scott and agreed that

**the 2017/18 action plan for the Mid Antrim Heritage Partnership, including planned expenditure, be approved.**

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

### 3.3 AC/HE/18 BARBICAN GATE ACCESS FOR ANTRIM CASTLE GARDENS

The Barbican Gate is a B1 listed building which formed the main entrance to Antrim Castle from the town having been built circa 1818 as the final stage in a process that began with a major remodelling of Antrim Castle in 1813.

The Barbican Gate is very much connected to the Castle with architectural features of battlement and neo Tudor twin towers forming a Tudor arch. These features strongly echo the work carried out on the Castle and both are believed to be the work of the same architect John Barden of Dublin.

Members were aware of the ever increasing footfall to Antrim Castle Gardens which had increased year on year post refurbishment from 99,811 in 2012/13 to 464,453 in 2016/17. In order to better connect the town centre with the Gardens, supporting the local economy in doing so, whilst also easing pressure on the limited on site car parking provision in the Gardens by promoting Council's town centre car parks, it was proposed to open up and promote the Barbican Gate as a pedestrian access to the Gardens on a pilot basis.

Whilst there was currently access available a gate adjacent to the Barbican Gate the opening of the Barbican Gate itself with its visual appeal and strong heritage connections to the Gardens was seen as an opportunity to encourage more visitors and local people to access the Gardens by this route and promote pedestrian access. This would also connect the town and Gardens and promote and encourage one of the free car park. (Central Carpark).

Members were also aware that the underpass area had been the focus of some anti-social behaviour at times and would benefit from improvement. Given the high profile of Antrim Castle Gardens as one of Northern Ireland's leading visitor attractions, it was proposed to carry out a number of improvements and actions in and around the Barbican Gate as part of this pilot exercise to maximise the visual appeal of this access route and bring it up to the standard fitting with the Gardens themselves whilst also minimising the risk of and impact of any vandalism or anti-social behaviour. The following actions were proposed:

- Completion of works to vandal proof electrical sockets and light fittings inside the Gate and make doors secure whilst opened.
- Completion of repairs and planting to the various flower beds along the route from the Gate to the Gardens.
- Completion of a tidy up along both the riverbank and boardwalk which includes painting of railings and lamp posts.
- Reinstatement of the underpass water feature.
- Painting of the underpass ceiling and the addition of an attractive artwork painted the wooden partition under the bridge.
- Repair to the tiled seat under Hall's Bridge and replacement of vandalised pavers in and around the immediate area.

The works outlined above could be completed by the beginning of July in time to commence the pilot at an estimated total cost of £[REDACTED] (to include opening

and closing gates) with the tidy up and planting of flower beds provided for within the Castle Gardens budget.

As part of the strategy to better connect the town centre with the Gardens the Arts and Culture, Communications and Tourism teams were jointly developing a project to install a range of signage including maps which would run from within the Gardens through to the town and they would ensure that if the pilot was successful the final signage scheme compliments and promotes the Barbican Gate access.

If approved, it was proposed to complete the works outlined and commence the opening of the Barbican Gate from the beginning of July with the Gate being opened up daily at 8:00am when other boardwalk gates are opened and closed each evening at 6.00pm. The pilot would run to the end of August subject to ongoing review during that time.

Members were advised that the Antrim Castle Gardens Park Rangers would continue to include the underpass in their patrols but extend these patrols to the Barbican Gate whilst also increasing frequency of patrol throughout the pilot. This team would also monitor and record any issues, during the pilot with a report on the pilot brought to the September committee meeting.

Proposed by Councillor Montgomery  
Seconded by Alderman Smyth and agreed that

- (a) the opening of the Barbican Gate, as a pedestrian access to Antrim Castle Gardens from 1 July to 31 August 2017, on a pilot basis as outlined, be approved with a report brought back to the September committee meeting.**
- (b) the completion of the improvement works to the Barbican Gate and underpass and boardwalk area at an estimated cost of £[REDACTED] be approved.**

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

### **3.4 EH/EHS/FC/10 APPROVAL OF PREMISES AS A COLD STORE – FINLAY POULTRY, 7 BALLYEASTON VILLAGE, BALLYCLARE BT39 9SH**

Since 1 June 2006, it had been a legislative requirement to approve product specific food establishments under regulations EC852/2004.

District councils had been informed by the Food Standards Agency of a review in policy in relation to the approval of cold storage premises. This was a result of direction from the European Commission that stand alone cold stores require to be approved under Regulation 853/2004.

All cold store premises which handle products of animal origin (including, meat, dairy and poultry products) now require approval unless they operate in a way that is exempt under Regulation 853/2004.

Council's Environmental Health Service as the relevant enforcing authority for the premises had been tasked with assessing cold stores in their area and identifying those requiring approval.

The following premises have been inspected and assessed and shown to fully comply with current legislative requirements. Full approval of these premises is deemed appropriate.

Premises	Address	Identification Number
Finlay Poultry	7 Ballyeaston Village Ballyclare BT39 9SH	ZJ 0016 EC

Proposed by Councillor Scott  
Seconded by Councillor Blair and agreed that

**full approval be granted by Council to the cold store premises above.**

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

### **3.5 EH/EHS/FC/9 SERVICE LEVEL AGREEMENT FOR DRINKING WATER INSPECTORATE FOR NORTHERN IRELAND, ACTING ON BEHALF OF THE DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS (DAERA)**

The Drinking Water Inspectorate (DWI) had developed a Service Level Agreement for the council, for the purposes of undertaking risk assessments and sampling water supplies under the Private Water Supply Regulations (Northern Ireland) 2009 (as amended).

Currently Environmental Health Officers undertake this work on behalf of DWI in domestic and commercial establishments that have a private water supply that falls into scope of the Regulations. Council officers had been authorised by DWI for a number of years in carrying out this activity on their behalf.

The Service Level Agreement had been developed to define the working relationship between the Council and DWI for a period of two years with the potential for a bi-annual extension thereafter subject to review.

The agreement defines the level of service expected by the Council and arrangements on how the service is to be delivered. The Council would receive remuneration from DWI for the work carried out on their behalf.

The content of the agreement, details the current arrangements operated between DWI and the Council and the terms of the arrangement had been reviewed and are acceptable.

A copy of the Service Level Agreement was circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Scott and agreed that

**the Service Level Agreement be approved.**

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

### **3.6 EH/EHS/14 FOOD STANDARDS AGENCY (NORTHERN IRELAND) – CONSULTATION ON THE IMPACT OF THE MANDATORY ONLINE DISPLAY OF FOOD HYGIENE RATINGS IN NORTHERN IRELAND**

Members were reminded that legislation for the introduction for a Statutory Food Hygiene Rating Scheme received Royal Assent in January 2016. This consultation related to an element of the legislation needed to implement the requirement of displaying the Food Hygiene Rating when food is sold online in Northern Ireland.

Officers had worked with the other 10 councils to consider the impacts on food businesses to ensure consistency of approach of adopting online display.

A copy of the consultation and draft response was circulated.

<https://www.food.gov.uk/news-updates/consultations/2017/fhrs-online-2017>

The draft response sets out proposed agreement with the 12 month lead time for the introduction of the requirement of online display to assist businesses make the necessary adjustments to their websites apps etc. and the proposal that any business with an online presence should display the hygiene rating online for consistency.

Proposed by Alderman Smyth

Seconded by Councillor Ball and agreed that

**the response to the Food Standards Agency (Northern Ireland) Consultation on the operation of online display of Food Hygiene Ratings be approved.**

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

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

Members were reminded that Sustainable Northern Ireland (SNI) approached all 11 councils requesting financial support of £5,000 from each. Approval was given in April this year, subject to all councils agreeing financial support. Officers had checked and confirmation had been received that 9 of the other 10 councils had approved the £5,000 contribution.

Officers believed that the expertise and support in a number of areas including training and SNI's access to funding opportunities would be useful in assisting all departments within the Council in meeting sustainable development obligations and that it represented good value for money.

Proposed by Councillor Blair

Seconded by Councillor McClelland and agreed that

**Council reaffirms its decision to make a contribution of £5,000 to Sustainable Northern Ireland for 2017/18.**

*ACTION BY: Lindsay Houston, Biodiversity Officer*

### **3.8 L/GEN/43 KNOCKENAGH AVENUE CAPITAL SCHEME - NAMING**

The above scheme in Rathfern was progressing on schedule to open at the end of the summer. Officers were progressing signage for the location and sought Members' guidance on naming the facility.

The site would provide a significant landscaped parkland area with a trim trail as well as allotments.

A number of options were detailed below for discussion or consideration:

- Knockenagh Park
- Rathfern Park
- Knockenagh Activity Area
- Rathfern Activity Area

Proposed by Councillor Blair

Seconded by Councillor Ball and agreed that

**the scheme being developed at Knockenagh Avenue be named, Rathfern Activity Area.**

*ACTION BY: Ivor McMullan, Head of Leisure*

### **3.9 L/LEI/AF/10 REQUEST FOR EVENT POOL CLOSURE ON SUNDAY MORNING**

#### **Background**

Antrim Forum had hosted the Special Olympics Regional training camps since 2013. These events run one Sunday a month from November to May, bringing approximately 160 special needs athletes and 55 coaches from all over Ulster to one central venue. The organiser books the stadium, grass pitches, main halls and pools. Previous bookings were on Sunday mornings when the Forum was closed.

#### **For Consideration**

The Special Olympics had requested use of Antrim Forum once a month from 17 November – 18 May (Sunday 10am – 12.30pm). As facilities are now open to the public on a Sunday morning from 9am this would mean a temporary pool closure to facilitate the special booking, all other areas required could be used without impact.

The special event would equate to £650 income to the Forum each Sunday and the group would also bring three additional regional finals to the Forum each year.

Pool usage figures and income for Sunday 10am – 1pm since the implementation of new opening hours were detailed below:

7 <sup>th</sup> May 2017	47 users
14 <sup>th</sup> May 2017	71 users
21 <sup>st</sup> May 2017	81 users

Proposed by Alderman Smyth  
 Seconded by Councillor Scott and agreed that

**the temporary pool closure at Antrim Forum to accommodate the Special Olympics one Sunday a month from 17<sup>th</sup> November to Sunday 18<sup>th</sup> May 10am – 12.30pm approved.**

*ACTION BY: Jackie Fulton, Recreation Manager*

### **3.10 L/P/13 BRITAIN IN BLOOM**

Members were reminded that Randalstown had been nominated through its recent success in Ulster in Bloom, to the Britain in Bloom Awards.

#### **UK finals Awards Ceremony**

Up to 5 representatives from each entry were invited to attend the awards Ceremony, which this year was being held in Llandudno in Wales on the evening of Friday 27<sup>th</sup> October.

Costs for flight and overnight stay were estimated to be £200 per person plus £70.00 for car hire to transport representatives to and from Llandudno.

#### **Tidy Randalstown**

The Tidy Randalstown Group had been extremely active and instrumental in achieving the Ulster in Bloom and Northern Ireland Amenity Council Awards and Council may wish to consider their representation at the event.

Proposed by Councillor Blair  
 Seconded by Councillor Scott and agreed that

- (i) Approval is given for the Mayor, Chair and Vice Chair of Operations Committee (or their nominee) to attend as an approved duty, at an estimated cost for flight and overnight accommodation of £200 per person plus car hire at £70.00.**
- (ii) Two representatives of Tidy Randalstown to be invited to attend and an officer if possible**

*ACTION BY: Lindsay Houston, Biodiversity Officer/ Mayor's PA/Member Services*

### **3.11 AC/MU/1 MUSEUM AT THE MILL**

Members were advised that the current opening arrangements for Museum at The Mill were approved by legacy Newtownabbey Borough Council as follows: Monday to Wednesday 10am – 5pm, Thursday 10am – 9pm, Friday 10am – 4pm and Saturday 11am – 4pm. Evening and weekend opening were included in order to provide access outside of the working week for families and individuals.

Since this time there had been approximately 12,000 visitors per annum to Museum at The Mill spread evenly throughout the opening hours. In recent times antisocial behaviour had developed in the evenings around the Mossley Mill site and on Thursday evenings this had been extending into the Museum itself. The Thursday evening opening had therefore been reconsidered to ensure the safety of the Museum contents, its staff and the site as a whole and as footfall during this period represents 6% of annual footfall it was proposed that the Museum should close at 5pm on Thursdays. This early closure would not have any financial implications either in terms of savings or costs.

Members also considered current Saturday opening hours for the Museum, 11am until 4pm. Whilst there had been no express demand, a slight extension – 10am to 5pm could provide additional access outside the working week. This would bring the museum opening hours into line with Theatre at The Mill and could be achieved at no additional staff cost given that there is existing duty cover which oversees all arts and cultural activity on the Mill site.

Evening usage of the Museum in general would continue for pre-booked events, activities and tours with appropriate access and security arrangements in place. Additional promotion of the Saturday opening, if approved, could be carried out to ensure maximum awareness of weekend opening.

Proposed by Councillor Scott

Seconded by Councillor Montgomery and agreed that

- (a) Approval is given for the closure of the Museum at The Mill on Thursday evenings at 9pm during the summer season, April – August, accessed via front door of Mossley Mill, with a proviso that if any anti-social behaviour occurs that staff can close the facility immediately and report retrospectively.**
- (b) Saturday opening hours are extended from 11am until 4pm to 10am to 5pm in line with current Theatre at The Mill opening arrangements be approved, at no extra cost to Council.**

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

### **3.12 EH/EHS/CP/1 CONSUMER PROTECTION SERVICE DELIVERY PLAN 2017-2018 REVIEW OF THE CONSUMER PROTECTION SERVICE DELIVERY PLAN 2016-2017**

An annual plan had been prepared showing how Council would fulfil its statutory duties and deliver services under consumer protection legislation.

Copies of the Consumer Protection Service Delivery Plan 2017-2018 and the review of the Consumer Protection Service Delivery Plan 2016-2017 were circulated.

Proposed by Alderman Smyth

Seconded by Councillor Montgomery and agreed that

- (a) The Consumer Protection Service Delivery Plan 2017/2018 be approved.**

- (b) The review of the Consumer Protection Service Delivery Plan 2016-2017 be noted.**

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

**3.13 EH/EHS/11 HEALTH AND SAFETY SERVICE DELIVERY PLAN 2017-2018  
REVIEW OF THE HEALTH AND SAFETY SERVICE DELIVERY PLAN 2016-2017**

Monitoring guidance issued by the Health and Safety Executive Northern Ireland (HSENI) under Article 20 of the Health and Safety at Work Northern Ireland Order 1978 requires the Council to establish and maintain a planned Health and Safety activity programme on an annual basis.

Copies of the Health and Safety Service Delivery Plan 2017-2018 and the review of the Health and Safety Service Delivery plan 2016-2017 were circulated.

Proposed by Councillor Montgomery  
Seconded by Councillor Clarke and agreed that

- (a) The Health and Safety Service Delivery Plan 2017-2018 be approved.**
- (b) The review of the Health and Safety Service Delivery Plan 2016-2017 be noted.**

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

**3.14 EH/EHS/8 CONSULTATION ON DRAFT PLAN TO IMPROVE AIR QUALITY**

The Department for Environment, Food and Rural Affairs in England, the Department for Transport, the Welsh Government, the Scottish Government and the Department for Agriculture, Environment and Rural Affairs in Northern Ireland had opened a consultation on a draft revised UK Air Quality Plan for tackling nitrogen dioxide (consultation letter circulated).

The consultation outlined the strategic approach to be adopted in Northern Ireland through revision of the air quality policy and legislation by the Northern Ireland Executive.

In summary the response:-

- Welcomes the need for the Northern Ireland Executive to revise Northern Ireland's air quality policy and legislation and devise an Air Quality Action Plan with a range of actions
- Requests that continued Government Funding be given to Councils to carry out their duty to review and assess air quality and to develop action plans in pursuit of the achievement of the UK Air Quality Objectives
- Supports significant new investments to be given to transport networks to reduce reliance upon the most polluting types of vehicle and modes of transport and the introduction of incentives to make public transport the preferred option
- Recognises the Air Quality Action Plan measures already in place for Antrim and Newtownabbey Borough Council

- Expresses concern about the adoption of an air quality indicator within the Draft Programme for Government (PfG) 2016-2021 for the whole of Northern Ireland which will obscure exceedances at local levels
- Agrees that consumers should be provided with adequate information to make informed decisions on all aspects of the potential environmental impacts a vehicle may have
- Highlights that reduction in air pollution will have long-term benefits and potential savings to the Northern Ireland Health Service

The full consultation documents could be found at:

<https://consult.defra.gov.uk/airquality/air-quality-plan-for-tackling-nitrogen-dioxide>

Proposed by Alderman Smyth

Seconded by Councillor McClelland and agreed that

**the response to the consultation on the Draft Plan to Improve Air Quality be approved and submitted by the deadline of 15<sup>th</sup> June subject to approval by Council in June. Any changes to be notified to the Department.**

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

### **3.15 EH/EHS/18 FOOD SERVICE DELIVERY PLAN 2017-2018 REVIEW OF FOOD SERVICE DELIVERY PLAN 2016-2017**

The Council was required to produce an annual plan showing how it intends to fulfil its statutory duties and deliver Food Control services.

Copies of the Food Service Delivery Plan 2017/2018 and the review of the Food Service Delivery Plan 2016/2017 were circulated.

Proposed by Councillor Montgomery

Seconded by Alderman Smyth and agreed that

**(a) The Food Service Delivery Plan 2017/2018 be approved.**

**(b) The review of the Food Service Delivery Plan 2016-2017 be noted.**

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

*Clifford Todd left at this point of the meeting.*

### **3.16 L/LEI/CLC/2 CRUMLIN LEISURE CENTRE CAPITAL SCHEME**

As part of the development of the former Crumlin Community Centre to a Leisure Centre, access to the pitches located at the rear of the Centre was critical to the success of the scheme (see map circulated).

Council agreed in 2014 that the Lakeview access; owned by Northern Ireland Housing Executive (NIHE) would be acquired by Council through a 'right of easement'. The cost at that time was £2,000 subject to Council redesigning access to the site to assist NIHE to address anti-social behaviour in the area. This was done but the land has not formally transferred as yet.

NIHE had indicated that their measurements of the land in question were incorrect and had therefore reviewed the valuation upwards to £6,000.

Proposed by Alderman Smyth  
 Seconded by Councillor Blair and agreed that

**approval is given for completion of the land transfer as per the enclosed map for access at Crumlin Leisure Centre at a cost of £6,000.**

*ACTION BY: Ivor McMullan, Head of Leisure*

### 3.17 L/CP/1 CAR PARK SURVEYS

Following an update report to Operations Committee in November on the 11 car parks which transferred to Council, it was agreed that car parking charges should be reviewed and reported to Committee.

The current position regarding charging was as follows:

Car Park	Charge/free
Central Car Park, Antrim	Free (approved October 2016)
Railway Street, Antrim	10p for 1 <sup>st</sup> three hours and 30p per hour thereafter (approved November 2015)
Harrier Way, Ballyclare	Pay and Display (40p per hour)
Castle Street, Antrim	Free (free at point of transfer and not changed)
The Square, Ballyclare	Pay and Display (40p per hour)
Dublin Road/ Bridge Street, Antrim	Free (free at point of transfer and not changed)
A2 shore Road, Whiteabbey	Free (free at point of transfer and not changed)
Shore Road, Whiteabbey	Pay and Display (20p per hour)
Farmley road, Glengormley	Free (free at point of transfer and not changed)
John Street, Randalstown	Free (free at point of transfer and not changed)
Portglenone road, Randalstown	Free (free at point of transfer and not changed)

#### Surveys

Surveys were undertaken to get the views of people using the three remaining Pay and Display car parks on; charging, reasons for using the car park, duration of stay, etc. and also of local traders. Surveys (results circulated) were conducted in February and March of this year with a total of 77 trader surveys and 440 user surveys across the 3 sites.

In relation to Farmley car park, electronic surveys were undertaken as there was some concern that this may be used as all day parking for people taking the bus to Belfast.

### **Survey Results – Pay and Display Car Parks**

In general, Harrier Way was identified as the most frequently used car park of the three, whilst Whiteabbey had the longest stay or dwell due to a small number of people parking there for work.

Responses from traders - Results show that free all day parking was favoured by the majority of traders 51%, while 27 % suggested 3 hours free parking and 21% indicated that current prices were satisfactory.

Traders indicated that free car parks would encourage more customers to the area, encourage longer stays and would result in greater use of shops, cafes and services.

Users – when users were asked about value for money in relation to costs; 58% (Shore Road, Whiteabbey), 51% (The Square, Ballyclare) and 38%, (Harrier Way) stated that the charges represented value for money.

A total of 74% of those surveyed at Shore Road, Whiteabbey were using local shops, cafes and restaurants, 85%, (the Square, Ballyclare) and 88% using Harrier Way.

The stay or dwell times are 90 – 122 minutes.

### **Survey Results - Farmley**

This carpark is currently free.

Responses from Users - A total of 89% of users surveyed visited local shops, cafes and restaurants and accessed local services whilst the value for money for Farmley score was excellent at +94.

The electronic survey conducted indicated that more than 80% of visits were less than one hour and this would indicate that there was not large scale use of the car park for all day parking by people getting the bus to Belfast.

In summary:

- A significant number of car park users who participated in the survey stay for 1-2 hours per visit
- Re: Pay and Display car parks, over half of traders favoured free parking with over a quarter stating that up to 3 hours free would be preferable
- The majority of users were customers in local shops, etc,
- Views on value for money by users vary across the pay and display car parks
- Traders indicate that they believe that free car parks would encourage more customers.

### **Income**

Current income for the three Pay and Display car parks was approximately £75,000 per year with £36,000 of expenditure.

As with Railway Street car park in Antrim, it was currently not possible to have a zero charge on the Pay and Display machine so the options for reducing the charges were to introduce 10 per hour and use existing machines or introduce free parking and install barriers.

Proposed by Alderman Girvan  
Seconded by Councillor Montgomery and agreed that

**Approval is given, on a trial basis of 6 months, for remaining pay and display car parks to be operated free. Officers to conduct a survey after the trial period and report results and financial details to Committee.**

**Councillors Blair, Rea and Scott requested that their objection to free car parking be noted.**

**(Amended by Council at the Council Meeting on Monday 26 June 2017)**

ACTION BY: Ivor McMullan, Head of Leisure

Councillor Ritchie left at this point of the meeting.

### **3.18 L/P/46 PROPOSALS FOR FIELDS IN TRUST 2017**

#### **Background**

Fields in Trust (formerly the National Playing Fields Association) is a national charity which aims to protect open spaces all across the UK,

*to ensure that everyone – young or old, able or disabled and wherever they live – should have access to free, local outdoor space for sport, play and recreation.*

The organisation has two key means to dedicate open space; (i) Fields in Trust and (ii) Centenary Fields Initiative.

#### **Fields in Trust (ongoing programme)**

Sites dedicated as Fields in Trust include sports pitches, children's playgrounds, bicycle trails and country parks ensuring they are safeguarded in perpetuity. The Fields in Trust guideline criteria are:-

- Used principally for outdoor recreation, sport or play
- Accessible to the public
- Affordable for the local public
- Council ownership or in leasehold situation of over 99yrs.

All councils in Northern Ireland were invited to identify recreation sites which they wished to dedicate, in perpetuity, as Fields in Trust thus protecting them into the future for generations to come.

Legacy Newtownabbey Borough Council approved the dedication of the Six Mile Water Park, Ballyclare as a Field in Trust in 2014. Legacy Antrim Borough Council decided not to have any facilities dedicated.

Any sites which meet the criteria could be submitted for dedication.

#### **Centenary Fields Initiative (2014-2018)**

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 a significant link with World War I.

Legacy Newtownabbey borough Council identified a number of sites in 2014 which should be dedicated as part of this programme:

Ballyclare War Memorial Park  
Ballynure war Memorial Park  
Lilian Bland Community Park  
Whiteabbey War Memorial  
Ypres Park

The dedication of these sites was not progressed in the run up to RPA and Officers had now reviewed the file with a view to progressing the dedication process.

In preparation, the ownership of each site listed had been checked and the two War Memorial Parks do not have 99 years or more left on the leases and were therefore not eligible. The remaining three sites; Lilian Bland Community Park, Whiteabbey War Memorial and Ypres Park were eligible.

In addition, Sentry Hill had links with World War I and could be added to the list for dedication.

Officers had also done research in relation to World War I links on the legacy Antrim facilities and had not identified anything significant. Antrim Castle Gardens had seen some minor activity connected with the North Irish Horse, which Lord Massereene served in during WW1 and some fundraising activities by Lady Massereene for the war effort. This site could be dedicated as a Field in Trust however.

Proposed by Councillor Montgomery  
Seconded by Councillor McClelland and agreed that

**applications are progressed for the dedication of Lilian Bland Community Park, Whiteabbey War Memorial, Ypres Park and Sentry Hill as Centenary Fields.**

*ACTION BY: Lindsay Houston, Biodiversity Officer*

### **3.19 L/LEI/00/12 NETBALL NORTHERN IRELAND**

#### **Background**

Netball NI is a National Governing body with responsibility to develop Netball as a sport and to provide high quality competition for its players. In recent years Netball NI had increased its presence in the Borough through various initiatives as well as through involvement in the "Every Body Active 2020" Programme (funded jointly by Council and Sport NI). A short summary of recent Netball activity in the Borough was circulated.

#### **Potential for Major Events**

This presence in the Borough had brought high profile international teams to special events organised by Netball NI, developing interest locally and helping to grow local clubs.

Recently officers met with the Chairman and the Sports Development Manager as Netball NI were seeking to raise the profile of their sport further and were

seeking to attract more international competitions which they would like to host locally. To that end they had requested the opportunity to present to Committee to outline their future plans.

Proposed by Councillor Montgomery  
Seconded by Councillor McClelland and agreed that

**Members agreed the request by Netball Northern Ireland to make a presentation to Committee.**

*ACTION BY: Ivor McMullan, Head of Leisure/ Member Services*

### 3.20 L/LEI/2 LEISURE GRANT AID PROGRAMME

A total of 36 leisure grant aid applications had been received since the last call in April 2017.

#### Grant Aid request Totals - 1<sup>st</sup> April 2017 – 31<sup>st</sup> May 2017.

Officers had revised the format for reporting Leisure Grant aid in order to provide a clearer reporting mechanism for members. Table 1 detailed an overview of Leisure Grant spend to date. Appendix 1 provided a summary of the applications which had been scored electronically using the Grant Manager System and the recommendations were circulated:

Table 1: Overview of Leisure Grant spend up to 31<sup>st</sup> May 2017.

Grant	Overall Budget Available	Applications Received to date	Committed spend to date	Budget remaining
Capital Grants for Sports Clubs (£20,000)	4 x £20,000 grants awarded annually (£10k p.a. for 2 yrs) £40,000	2 (2 <sup>nd</sup> instalments)	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Instalment: £10,000 Moneyglass Boxing Club:</li> <li>2<sup>nd</sup> Instalment: £10,000 Antrim Boxing Club:</li> </ul> <p>Total £20,000</p>	£20,000
Club Minor Works Grants – between £5,000 - £20,000	£45,000	0	£0.00	£45,000
Grants to Individuals and Clubs	£35,000	28	£18,424.49	£16,575.51
Events Grant (exceptional/regional)	£25,000	2	£4,314.00	£20,686
Events Grant (local)	£20,000	0	£0.00	£20,000
Defibrillator grant	£5,000	1	£1018.80	£3,981.20
<b>TOTAL</b>	<b>£170,000.00</b>		<b>£43,757.29</b>	<b>£126,242.71</b>
Elite Athlete Training Bursary	18 Available	5	5	13

#### Points to note:

- Members were reminded of the request for funding from Team NI Gold Coast Commonwealth Games which was approved in April. The details of successful grant applicants from the borough selected to compete at the commonwealth games would be available at the end of June 2017 and the adjustments would be

made to the above table in the next Grant's report. The opportunity for media and PR coverage would be explored.

2. Annual Cross Country Event organised by Athletics NI in the Borough since 2009 was not eligible for funding as grant conditions state only 1 application can be submitted every two years and the event received funding in 2016.

Proposed by Alderman Smyth

Seconded by Councillor McClelland and agreed that

- a) **that approval is given for the proposed awards as detailed and**
- b) **officers to review criterion regarding 1 application every two years and report to Committee.**

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

### **3.21 L/LEI/1 OPERATIONS COMMITTEE TERMS OF REFERENCE**

Antrim and Newtownabbey Borough Council conducts its business through a traditional committee system, where business was initially considered by one of its Committees forming a key component of Antrim and Newtownabbey Borough Council's corporate governance framework.

In line with good governance arrangements Terms of Reference (TOR) are required for each Committee. These TOR would build on the previously agreed Committee remits and outline each Committee's core functions and define authority limits using a standardised format. It was proposed that each Committee's TOR would be taken to the associated Committee for approval prior to publication on the Council website. A copy of the new draft Operations Committee Terms of Reference was circulated for consideration by Members.

Proposed by Alderman Smyth

Seconded by Councillor Scott and agreed that

**Members approve the Operations Committee Terms of Reference.**

*ACTION BY: Liz Johnston, Head of Governance*

### **3.22 AC/ACG/12 PARKING AT ANTRIM CASTLE GARDENS FOR FORTHCOMING EVENTS**

Members were advised of a number of large scale events planned for Antrim Castle Gardens in the coming months which would impact upon car parking and traffic management:

#### **Antrim Festival Events (run by Antrim Festival Group)**

- Festival at the Park – Sunday 11<sup>th</sup> June 2017
- Fun at the Cake – Friday 16<sup>th</sup> and Saturday 17<sup>th</sup> June 2017

#### **Ulster Pipe Band Championships**

- Saturday 22<sup>nd</sup> July 2017

#### **Party in The Park**

- Sunday 30<sup>th</sup> July 2017

These events would have restrictions to onsite parking due the expected large number of visitors, and traffic management systems would be used with appropriate signage to alternative parking in order to minimise any impact upon local residents or disruption to traffic flow in the vicinity of the Gardens.

Proposed by Councillor Scott

Seconded by Councillor Clarke and agreed that

**the report be noted**

*NO ACTION*

### **3.23 AC/GEN/12 MADD MUSIC LTD**

Members recalled that at the November 2016 meeting, as a result of MADD Music Ltd deciding to dissolve the following actions were agreed:

- (i) Advise the Arts Council Northern Ireland (ACNI) of this decision and that their offer of funding would therefore be declined.
- (ii) Continue to provide support for MADD from within the staff team to carry out necessary activities required to dissolve the company.
- (iii) Review the MADD programme and examine which elements could potentially continue to be delivered from within the arts and culture service at no additional cost.

In relation to points 1 and 2 members were advised that MADD Music Ltd directors formally advised the ACNI of their decision to dissolve and declined the offer of funding on 5 December 2016. Staff support was provided to MADD from the Arts and Culture team to carry out the necessary activities required to dissolve the company in particular to ensure all financial arrangements were in order. The final dissolution had been carried out by the MADD Music Ltd company accountant with the company ceasing to trade on 31 May 2017 with the submission of accounts to Company House having been completed.

In terms of the programme review, Members were advised that the review was carried out by officers through conducting a survey of past participants as well as examining attendance records and investigating financial viability of the various programme activities. The programme, as reported to the committee in November was circulated for Members' information together with the outcomes of the review.

Members were also advised that as part of MADD Music Ltd dissolution the Council was offered first refusal on all equipment owned by the Company and had retained all that was needed to continue with Jam Club and other music activities.

The MADD Music Ltd Constitution states that upon dissolution assets were to be distributed to other not for profit and charitable organisations. MADD had advised that they have gifted small amounts of their remaining funds and equipment to the following organisations:

- Men's Shed Steeple – cash donation.

- Harmony Music Festival – cash donation.
- Arts Care – equipment donation.
- Community Arts Partnership – cash and equipment donation.

Every effort had been made to continue popular and successful elements of the MADD programme at no additional cost and all necessary actions taken to assist MADD dissolve the company. Opportunities for inclusion and promotion of music in the arts and culture programme on an ongoing basis would continue to ensure there is no gap in provision.

Proposed by Alderman Smyth  
Seconded by Councillor Ball and agreed that

**the report be noted.**

*NO ACTION*

### **3.24 AC/GEN/22 BALLYCLARE TOWN HALL – UPDATE**

Members were reminded that Ballyclare Town Hall was designated as an Arts and Culture facility within the new Council structures. As was previously reported to committee, that it was planned to raise the profile of this historic building through a programme of activities and initiatives. The following was an update of this activity to date:

#### **Operational Actions:**

- The development and use of a new logo in keeping with other Arts and Culture building logos to aid promotion of the Town Hall. This has led to the development of a range of resources to promote the venue including external signage in the form of promotional 'A Frames' with the installation of a totem style building sign planned for the next phase of corporate rebranding in the coming months.
- Age NI's lease had been extended until May 2018 following council approval in August 2016.
- A risk management programme with comprehensive risk assessments had been developed for Ballyclare Town Hall which included the introduction of a planned safety and building check programme.
- The hall and stairway were re-painted in November 2016.
- Repairs had been completed in the Cameron Room to address an ongoing problem with damp.
- Wi-Fi had been installed and was free to all customers and visitors.

#### **Programming and Promotional Actions:**

- Inclusion of the town hall clock with all 'light ups' of civic buildings in support of charitable causes and awareness campaigns.
- Revamp of the marketing and promotional activity for the monthly tea dance, which typically runs on the last Wednesday of every month.
- Establishment of a monthly book club which runs on the second Tuesday each month.

- Community cinema established on 17 December 2016 with a screening of 'Frozen.' A monthly programme had now been developed with screenings scheduled until October 2017.
- Inclusion of events in the Town Hall as part of the May Fair.
- A five-week Salsa Dance course commenced on Tuesday 30 May with 25 confirmed bookings to date.
- Baby market selling a full range of baby products proposed in coming months to occur every month or six weeks at weekends.
- Digital Photography course has been scheduled for 8– 11 August for 11-16 year olds.

A full autumn programme of arts and cultural activity was being planned for the September to December period which would reflect the feedback collected in the recent survey as outlined below.

#### **Financial Performance:**

The net cost of operating the Town Hall had been reduced by 27.5% in 2016/17 which included a slight increase in income generated.

For the current financial year additional data collection and performance measures would be used to monitor ongoing performance of this facility including numbers attending and cost per customer.

#### **Ballyclare Town Hall Survey:**

To help inform future planning and development of the Town Hall's programme and potential use a survey was carried out over a number of weeks, at various times, in a number of locations throughout Ballyclare to find out what activities residents and visitors would like included in future plans for this historic building.

The results of the survey were circulated for Members' information. A total of 283 surveys were completed and the key findings were as follows:

- 79% of respondents were not aware of the opening hours of the Town Hall but 66% do know that it can be booked in advance.
- There was limited awareness at 44% of what the Town Hall was currently used for, yet 83% had been in the Town Hall before.
- When asked what activities people would like to see; arts and crafts, dancing and cooking proved to be the most popular but there was interest across a range of other cultural activities.
- When asked when activities should be available there were high levels of support for weekend and evening programming which was outside the existing hours of opening and had resource implications.

The survey results would be used to inform the future introduction and development of new activities at the Town Hall as well as how best to promote this facility throughout the Ballyclare area with an annual update to be reported to Committee.

Proposed by Councillor Clarke

Seconded by Councillor Montgomery and agreed that

**the report be noted.**

NO ACTION

### 3.25 EH/GEN/3 WORKPLACE TRANSPORT SEMINAR

Enforcement of the Health and Safety at Work (Northern Ireland) Order 1978 was carried out jointly by Environmental Health Officers and the Health and Safety Executive for Northern Ireland (HSENI).

Every year in the UK, around 50 people are killed and more than 5,000 are injured as a result of workplace transport accidents. The term workplace transport refers to the use of any vehicle or piece of mobile equipment in any work setting and the most common causes were:

- people falling from or being struck by a vehicle,
- objects falling from a vehicle, and
- vehicles overturning.

Council had seen an increase in reported accidents involving workplace transport over the past two years. In response, a workplace seminar was organised by the Environmental Health Service to deliver key safety messages about the use of vehicles in the workplace. The seminar held on 25 May 2017 was attended by 140 people representing employees and management from local businesses, as well as Environmental Health Officers from other district councils.

Keynote speakers were:

- Lisa Ramos, a survivor of a forklift truck accident in which she lost a limb,
- Kevin Campbell, Major Investigation Team, HSENI
- David O'Regan, Drug and Alcohol Testing, Radox UK
- Peter Harvey, Chief Executive, Forklift Truck Association
- Jason Douglas, Corporate Health and Safety Officer ,and
- Karen Allen, Principal Environmental Health Officer (Health and Safety).

The event was well received by all who attended and delivered a hard-hitting message on the effects of accidents, particularly those involving forklift trucks.

Environmental Health Officers would be following up the success of the seminar with visits to businesses over the coming year to assess safety control measures within their premises.

The seminar was also recorded on video and would be used as a resource tool for businesses to carry out additional training.

Proposed by Alderman Smyth

Seconded by Councillor Clarke and agreed that

**the report be noted and that Members be invited to any future, similar seminars.**

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

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

The annual Bee Safe event took place at Ballyearl Arts & Leisure Centre from 8<sup>th</sup>-12<sup>th</sup> May and High Street Presbyterian, Antrim from 15<sup>th</sup>-19<sup>th</sup> May. Over 1300 Year 7 pupils from primary schools throughout the Borough attended.

As part of the event staff from the Health and Wellbeing team delivered a Home Accident Prevention Scenario. Pupils had the opportunity to identify potential hazards within the home and were given tips on how to stay safe.

Bee Safe is a proactive, multi-agency community safety initiative specifically aimed at the primary seven age group. The event promotes safety and develops community awareness, preparing pupils for the transition to secondary level education. Bee Safe is a creative way of teaching Primary 7 pupils how to prevent everyday accidents and dangerous situations and how to deal with them safely and effectively should they occur. Children move around 7 accident themed scenarios in small groups over either a morning or afternoon session. The initiative was delivered by agencies including the Police and Community Safety Partnership, Police Service of Northern Ireland, Antrim and Newtownabbey Borough Council, Northern Ireland Fire and Rescue Service, Translink, Women's Aid and Beyond Skin.

Proposed by Councillor Clarke  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

*NO ACTION*

### **3.27 EH/PHWB/3 AFFORDABLE WARMTH**

Members were reminded that at the May 2017 meeting of the Operations Committee a report was presented on the temporary funding arrangements in place for the Affordable Warmth programme during the period April to June 2017.

Affordable Warmth was the Department for Communities' primary scheme for tackling fuel poverty. Full details of the roll out of the scheme for the last financial year are now available and were circulated.

From 1 April 2016 until 31 March 2017, Affordable Warmth staff completed 2420 visits to households in the borough.

429 completed surveys were transferred to the Northern Ireland Housing Executive.

366 homes received a total of 639 energy efficiency measures (including cavity, loft and solid wall insulation and new heating systems) at a value of £1,235,498.59.

Proposed by Councillor Scott  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

*NO ACTION*

**3.28 L/LEI/2, L/LEI/291 LETTER OF THANKS FROM RECIPIENT OF LEISURE GRANT AID**

A letter of thanks (circulated) had been received from [REDACTED] who was in receipt of a leisure grant from Council.

Proposed by Councillor Scott  
Seconded by Alderman Smyth and agreed that

**the correspondence be noted.**

*NO ACTION*

**3.29 L/LEI/6 HAZELBANK PARK**

The park at Hazelbank experiences high volumes of users most of the year round from regular Park users. The attendances increase markedly in the Park during periods of good weather and at Bank Holiday weekends particularly. Along with the increased visitor numbers is an inevitable increase in the volume of litter.

**MAY BANK HOLIDAYS**

The early May Bank holiday weekend was a particularly good weekend in terms of weather. During this weekend Park bins very quickly reached capacity and staff had difficulty keeping bins cleared due to restrictions on vehicular access (due to the high volumes of traffic).

The late May Bank holiday will have additional short term measures in place in an effort to improve the service including an extended staff presence until later in the evenings (to empty bins and litter pick) as well as additional cage bins to assist collection and storing of bin bags on site.

**FUTURE PLANNING**

A more long term solution was being investigated in order to provide a more appropriate ongoing service in this area involving new bin types, (bin capacity and locations), consideration of more prominent recycling solutions at point of disposal and the upgrading of dog refuse bins to general waste bins at some locations. It was intended that this additional work would be in place as early as possible and by the end of the Summer period at the latest.

Proposed by Councillor Scott  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

*NO ACTION*

**3.30 L/P/22 COMMEMORATIVE PROGRAMME - UPDATE**

In this quarter (15<sup>th</sup> March – 31<sup>st</sup> May) 4 benches had been installed and 2 trees planted. The sites were detailed below:

- Loughshore Park, Jordanstown- 1 x bench and 1 x tree
- Hazelbank Park – 1 x tree
- Valley Park – 1 x bench
- Carnmoney Cemetery – 2 x benches

All requests were compliant with Council policy.

Proposed by Councillor Scott  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

Noted: Officers to follow up request from Alderman Smyth in relation to request for benches at Lough Road, Antrim.

*ACTION BY: Mark Wilson, Parks Manager*

### **3.31 WM/WM/15 arc21 JOINT COMMITTEE**

As the arc21 Joint Committee meeting did not take place in May there were no papers available for discussion.

Proposed by Councillor Scott  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

*NO ACTION*

### **3.32 WM/WM/01 NAPPY ADVICE SERVICE NORTHERN IRELAND CORRESPONDENCE**

A number of Members had been received an email from a member of the public on behalf of the Nappy Advice Service Northern Ireland (NASNI). NASNI would like to establish a cloth nappy library to assist parents in changing from disposable nappies to reusable cloth nappies, which would prevent the disposal of nappies to landfill. In order to establish the cloth nappy library, NASNI appears to be requesting financial assistance from the Council.

Officers were researching the issue including the environmental effects of using disposable nappies versus reusable ones, the effectiveness of previous local authority trials and the level of support required by NASNI. Officers would be meeting with representatives from NASNI and would report back to Committee in the future.

Proposed by Councillor Scott  
Seconded by Councillor Blair and agreed that

**the report be noted and report to include consideration of environmental issues.**

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

**3.33 L/P/1 COMPLAINT – SCRAMBLERS, CARNMONEY HILL**

Following a complaint about scramblers at Carnmoney Hill Officers convened a meeting at short notice, with the PSNI, Woodland Trust, the local resident who had made the complaint and those members who had been contacted.

Officers had agreed to liaise with the PSNI over coming weekend in an attempt to bring prosecutions which it was hoped would act as a deterrent. A security company would provide cover over the weekends and contact PSNI directly with information on scrambler use. Any further updates would be brought to committee.

Proposed by Councillor Scott  
Seconded by Councillor Clarke and agreed that

**the report be noted**

*NO ACTION*

**3.34 AC/ACG/5 CORRESPONDENCE – ANTRIM SHOW**

Correspondence (circulated) had been received from Randox, recently announced as the headline sponsor for Antrim Show. Council was requested (i) to note that the fourth Saturday in July was the longstanding date for the Show and (ii) for that reason this date was avoided in relation to any events which council had influence on.

Members noted that the Pipe Band Championship organisers had been asked to avoid this date should they consider a return to Antrim in 2018.

Proposed by Councillor Montgomery  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

*NO ACTION*

**3.35 L/P/33 GREEN FLAG PROPOSALS 2017**

Following changes to the Green Flag Award by Keep Northern Ireland Beautiful, being reported to Committee in January 2017, it was agreed that 16 sites would be submitted for awards this year

The report indicated that two community applications - Randalstown and Toome -were subject to agreement with relevant community groups that they would be in a position to work on submissions. Confirmation had been received from the groups that they would not be in a position to proceed this year and would re-consider in 2018.

A total of 14 sites had been submitted – all will be judged in May/June with the results announced in July. Details of planned and actual submissions were circulated.

Proposed by Councillor Scott  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

A member raised the issue of a damaged flag pole at the bowling Club in Randalstown. Officers to establish responsibility.

*ACTION BY: Lindsay Houston, Biodiversity Officer, Ivor McMullan, Head of Leisure*

### **3.36 CE/GEN/60 BUSINESS PLAN UPDATES**

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

Progress updates for the year end for Arts and Culture, Environmental Health, Leisure and Waste Management were circulated for Members' attention.

Proposed by Councillor McClelland  
Seconded by Alderman Smyth and agreed that

**the updated year end Business Plans for Arts and Culture, Environmental Health, Leisure and Waste Management be noted.**

*NO ACTION*

The undernoted supplementary item was considered at this point.

### **3.43 SUPPLEMENTARY REPORT WM/GEN/02 WRAP WASTE SEMINAR – “BRIDGING THE RECYCLING GAP”**

WRAP Northern Ireland and the Collaborative Circular Economy Network (CCEN) were holding a half day seminar on how recycling rates in Northern Ireland have to be improved to ensure compliance with Government targets.

WRAP and CCEN had recently completed two distinct, but complementary, projects which had involved DAERA, Invest NI, Councils and companies from the recycling and reprocessing/ manufacturing sectors. The WRAP project identified preferred collection options for Northern Ireland to meet the EU recycling target for 2020. Members were apprised of an overview of this Gap Analysis at the recent waste workshop. The industry-led CCEN project considered how an increased tonnage of quality municipal recycling can maximise the potential for increased economic activity in Northern Ireland.

At this seminar, speakers from WRAP, DAERA, CCEN and Belfast City Council would address how the findings are being developed into firm action, how this is informing and influencing policy makers and developing a circular economy network with the aim of maximising economic benefit to Northern Ireland. The seminar will be held at the Hilton Templepatrick Hotel on Thursday 22 June 2017 10:00 to 13:30 and the Officers would be attending. If Members would like to

attend this free event, they can register by emailing WRAP directly ([keith.patterson@wrap.org.uk](mailto:keith.patterson@wrap.org.uk)) or informing Officers and they would make the necessary arrangements.

Proposed by Councillor Scott  
Seconded by Councillor Blair and agreed that

**the report be noted.**

NO ACTION

### **ANY OTHER RELEVANT BUSINESS**

The Chairman requested that, where practical, any Member wishing to raise anything under the Any Other Relevant Business item, to raise it with the Vice Chair, an Officer or himself before the meeting.

After some discussion and some members opposing the Chairman's request, it was agreed that Standing Orders should be clarified on this matter.

*ACTION BY: Geraldine Girvan, Director of Operations*

- (1) Councillor Arthurs requested if it was possible that the grass could be trimmed at Kerbies Lane junction just off the Dublin Road as the Department for Infrastructure, Roads, had indicated it could be some days before they could do it.

Officers to establish if this would be possible.

*ACTION BY: Ivor McMullan, Head of Leisure*

- (2) Councillor Montgomery highlighted to Members that the Antrim Festival would start on Friday 9<sup>th</sup> June with the Soap Box Race and encouraged Members and the public to attend.

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

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

Proposed by Councillor Montgomery  
Seconded by Alderman Girvan and agreed that

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

### **ITEMS IN CONFIDENCE**

**3.37 IN CONFIDENCE AC/GEN/38 CATERING SERVICES AT MOSSLEY MILL**

Members were reminded that it was reported to the April Operations Committee meeting that the contract for provision of catering services at Mossley Mill for the period 1 January 2015 to 31 December 2017 could be extended by a further two years' subject to performance and it was agreed that a survey of customers be carried out in order to review performance to date.

A survey covering all elements of the catering service was designed and carried out with elected Members and Council staff during late April and early May 2017. There were 21 Member surveys completed and 57 staff surveys representing a response rate of 52.5% and 48% respectively.

A summary of the survey results was circulated for Members' information. The results show that overall both elected Members and staff were satisfied with the Mossley Mill catering service.

[REDACTED]

[REDACTED]

In terms of the choices available for Members' catering at meetings, the caterer has been asked to review and expand upon the options whilst also making member services aware of range of choices available. In addition, online post event catering surveys had been introduced for all external conferencing and meeting customers as well as feedback forms within the restaurant and contract performance would continue to be monitored on an ongoing basis using all of the various feedback systems with issues raised at the ongoing monthly contract review meetings.

Proposed by Councillor Blair  
Seconded by Councillor McClelland and agreed that

**the contract with Mount Charles for the provision of catering services at Mossley Mill be extended for a further two years to the 31 December 2019.**

Noted: Officers to investigate the possibility of food being served in the café/restaurant in each of the Civic Centres on the evenings of Committee and Council Meetings, instead of meeting rooms.

*ACTION BY: Liz Johnston, Head of Governance*

### **3.38 IN CONFIDENCE L/GEN/53: NEILLSBROOK PITCH DEVELOPMENT**

Members were advised that provision of £[REDACTED] was made in the capital estimates for pitch development in Randalstown based on likely costs of £[REDACTED]. Following consultations with sports groups locally, concerns emerged regarding the Multi Use Games Areas (MUGAs) not being fit for purpose. It was subsequently agreed to convert these into a practice pitch and resurface with a

3G carpet at an estimated cost of £[REDACTED] to include associated storage facilities.

A design for car parking, landscaping of the remaining site and proposed 3G pitch to be reported in due course. The Business Case and Economic Appraisal for the conversion of the MUGA and storage (Phase 1) were circulated.

Proposed by Councillor Clarke  
Seconded by Alderman Swann and agreed that

**Council approve the outline Business Case and Economic Appraisal for Neillsbrook pitch development.**

*ACTION BY: Ivor McMullan, Head of Leisure*

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

**3.39 IN CONFIDENCE L/LEI/25 STEEPLE PARK CONCEPT PLAN:  
ANTRIM GRAMMAR SCHOOL PITCH DEVELOPMENT**

Members were reminded that Council had approved a concept plan for the Steeple site at an estimated total cost of £[REDACTED], financed by land disposals, external funding and Council capital budget.

Phase 1 of the scheme was approved with indicative costs estimated in the region of £[REDACTED] to include; the refurbishment of the Steeple House, creation of car parking and appropriate entrances and creation of a 3G pitch at Antrim Grammar School, subject to approval of a Business Case and Economic Appraisal.

The Business Case and Economic Appraisal for development of a 3G pitch, floodlighting and fencing was circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Montgomery and agreed by

**Council approves the outline Business Case and Economic Appraisal for development of a 3G pitch, floodlighting and fencing at Steeple Park as part of Phase one of the Greater Steeple concept plan at an estimated cost of £[REDACTED].**

*ACTION BY: Ivor McMullan, Head of Leisure*

*Alderman Girvan and Alderman Swann left at this point of the meeting.*

**3.40 IN CONFIDENCE WM/WM/01 JOINT TRADE UNION CORRESPONDENCE ON WASTE COLLECTION REVIEW**

Correspondence had been received by Members of the Operations Committee from the joint trade union officials (circulated).

Officers are meeting with trade unions week beginning 5<sup>th</sup> June and any updates would be reported to Committee and feedback from the consultation

process would, in any event, be reported to Council at the end of the consultation period.

Proposed by Councillor Montgomery  
 Seconded by Councillor Rea and agreed that

**Members do not accept the request for a meeting with the Joint Trade Union and let Officers continue with meetings as the matter related to staffing issues. A recorded vote was requested.**

on a vote of 2 in Favour, 7 against and 0 abstentions (undernoted) the vote was declared fallen.

In Favour	Against	Abstention
Councillor Montgomery	Alderman Smyth	
Councillor Rea	Councillor Ball	
	Councillor Clarke	
	Councillor Blair	
	Councillor McClelland	
	Councillor Kelly	
	Councillor Goodman	

**AMENDMENT**

Proposed by Councillor Blair  
 Seconded by Alderman Smyth

on a vote of 7 in Favour, 2 against and 0 abstentions (undernoted) it was agreed that

**A cross party group from the Operations Committee including the Chairman and Vice Chairman to meet with the Trade Union Officials with those attending to receive guidance and advice from Senior Officers and to strictly adhere to advice given.**

In Favour	Against	Abstention
Alderman Smyth	Councillor Montgomery	
Councillor Ball	Councillor Rea	
Councillor Clarke		
Councillor Blair		
Councillor McClelland		
Councillor Kelly		
Councillor Goodman		

*ACTION BY: Geraldine Girvan, Director of Operations*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

[REDACTED]



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Proposed by Alderman Smyth  
Seconded by Councillor McClelland and agreed that

**The report to be brought to Full Council "In Committee" for consideration**

ACTION BY: Helen Hall, Roberta Flaherty, Ivor McMullan

### 3.42 IN CONFIDENCE L/GEN/65 AQUASLIDE REFURBISHMENT

Further to the report to Operations Committee in May setting out proposals to carry out works to bring the Aquaslide at the Valley Leisure Centre Structural back into commission and to carry out maintenance to the Aquaslide at the Sixmile Leisure Centre, the following was agreed:

*That Council approves the outline business case and economic appraisal for refurbishment of Aquaslides at the Valley and Sixmile Leisure Centres at a total estimated cost of £[REDACTED], subject to provision of information on potential usage. Staff resources to be addressed as part of the ongoing staff structure process.*

Officers have reviewed the needs of all major groups of users; people swimming laps, swimming lessons, leisure swimmers, slide users and propose the following time slots for the slides to be used.

SLIDE SESSIONS	SIXMILE LC	VALLEY LC
January – December	1.00pm – 4.00pm Saturday & Sunday	1.00pm – 4.00pm Saturday & Sunday
School Holidays (Summer & Easter)	Summer 6 weeks Tuesday Wednesday & Thursday  Easter 2 weeks Tuesday Wednesday & Thursday	Summer 6 weeks Monday, Wednesday Friday  Easter 2 weeks Monday, Wednesday Friday
July & August	1.00pm – 4.00pm Tuesday, Wednesday & Thursday	1.00pm – 4.00pm Monday, Wednesday & Friday
July & August	Also used as an activity for summer schemes	
Halloween Break	1.00pm – 4.00pm Tuesday Wednesday & Thursday	1.00pm – 4.00pm Monday, Wednesday Friday
Approximate number of sessions	One session per day between 1.00pm-4.00pm	One session per day between 1.00pm-4.00pm

Following implementation of the full leisure staffing structure these sessions could be reviewed and any additions reported to Committee.

Proposed by Alderman Smyth  
Seconded by Councillor Blair and agreed that

**on the basis of the usage of the Aquaslides in the Valley and Sixmile Leisure Centres, as set out above that the refurbishment of the Aquaslides proceeds at the estimated costings reported to Operations Committee in May.**

ACTION BY: Ivor McMullan, Head of Leisure

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

Proposed by Councillor Montgomery  
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 9.00pm.

---

**MAYOR**

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