



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

**In the Chair** : Councillor N Kelly

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

**Non-Committee Members Present** : Councillors – S McCarthy, V McWilliam, P Michael, S Ross and B Webb

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

**CHAIRMAN'S REMARKS**

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

The Chairman took this opportunity to welcome Councillor Stephen McCarthy to the Operations Committee Meeting.

The Chairman advised Members that following the Sentry Hill site having retained the Sandford Award, as reported to Committee previously, he had asked the Director of Operations to arrange a visit. He advised Members they had received a warm welcome from Wesley, Deirdre and Nicola and would highly recommend a visit to this very interesting facility.

The Chairman advised Members that following Randalstown having won Gold in the Small town category of Britain in Bloom, the award and certificate were on display. A report on the achievement to be discussed later in the meeting.

## **1 APOLOGIES**

Alderman Swann and Councillor Magill.

## **2 DECLARATIONS OF INTEREST**

Item 3.12 – Alderman Smyth.

## **3 REPORT ON BUSINESS**

### **3.1 AC/HE/13 BATTLE'S OVER – A NATIONS TRIBUTE WW1 BEACONS OF LIGHT**

Members were reminded that, following correspondence from Her Majesty the Queen's Pageant Master, it was agreed in November 2016 to participate in Battle's Over – A Nations Tribute a chain of beacons to be lit on 11<sup>th</sup> November 2018.

Coordination of the event began in February 2017 and a special Guide to Taking Part has now been published and was circulated for members' information where Council's participation was acknowledged on page 29.

Further correspondence had been received from Her Majesty the Queens Pageant Master outlining all four elements planned for 11 November 2018, as listed on page 4 of the guide, to commemorate and remember the end of the war:

- 6.00AM: Sleep in peace, now the battle's over
- 6.55PM: Battle's Over - The Last Post
- 7.00PM: WWI Beacons of Light
- 7.05PM: Battle's Over - Ringing out for peace.

In relation to Battle's Over – Ringing Out for Peace, the Pageant Master had asked if the Council would consider approaching local churches and asking them to participate by ringing their bells at 7.05pm on 11 November 2018 to achieve the sound of 1000's of bells ringing out across the UK.

It was proposed that a letter be sent to all churches in the Borough outlining the Council commitment to and participation in Battle's Over – A Nations Tribute and WW1 Beacons of Light and advising them of the opportunity for them to participate in Battle's Over – Ringing Out For Peace. All necessary information they require in relation to potential participation in this part of the WW1 commemorations would be provided within this correspondence along with officer contact details should they require any assistance.

In addition, Officers are developing a proposed schools project to coincide with the anniversary and further information would be provided to Committee in due course.

Proposed by Alderman Ball  
Seconded by Councillor Blair and agreed that

- (i) **a letter is issued to all churches in the Borough, outlining Council's participation in Battle's Over – A Nations Tribute, and advising them of the opportunity to participate in Battle's Over – Ringing Out for Peace and,**
- (ii) **that a project involving schools, community groups and the Royal British Legion be developed for consideration as well as an event to mark the end of the Great War.**

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

### **3.2 AC/EV/14 CATERING VENDORS FOR EVENTS**

Members were reminded that it was reported in April that Officers were to carry out a procurement exercise to establish a select list of catering vendors for the programme of outdoor events delivered by the various Council sections up until the end of March 2019.

The purpose of the exercise was to streamline the procurement process and achieve efficiencies through establishment of a select list of competent caterers, which would enable a more simplified, but transparent selection process, to be used each time an outdoor event was being organised. The select list would be used for all outdoor events with the exception of VLC and V36 Park as there is a franchisee agreement in place for these sites.

The opportunity was publicly advertised with all submissions received opened on 21 July 2017 and referred to the Evaluation Panel for assessment. In order to pass selection, and be placed on the select list for catering at Council events, submissions were evaluated using the following selection criteria:

1. Mandatory exclusion
2. Insurances
3. Food hygiene rating
4. Vendor registration with a Council
5. Health and Safety policy
6. Environmental policy
7. Details of unit to be used
8. Special terms and conditions
9. Safety guidelines
10. Declarations
11. Terms and conditions

A total of 24 vendors applied with one unable to provide all the requested documentation. The remaining 23 met the requirements of the assessment in full and would be placed on a select list, which was circulated for Members' information. Officers organising outdoor events, where there is a requirement for catering provision, would use the list to appoint caterers for specific events by approaching relevant, categorised vendors with details of the proposed fee for the specific event and asking:

- a) If they are interested in trading at the event and
- b) For a service proposal specific to the event, which can be scored by the officer responsible, with lots drawn in the event of a tie.

Each time a vendor is awarded the opportunity to trade at an event they would only be asked to verify Nos. 2 and 3 above in order for Council to certify that insurances are current and that their Food Hygiene Rating retains a score of 4 or 5.

Additional catering vendors can apply for inclusion on the select list in six month intakes during the life of the contract. Officers would carry out an assessment, on all new applicants, based on the same set criteria, as listed above, and those meeting the requirements of the assessment would be added to the list. Officers would carry out an evaluation following each event and vendors rated as unsatisfactory, would be removed from the list.

Proposed by Councillor Montgomery  
Seconded by Councillor Blair and agreed that

**the twenty-three catering vendors who have met the requirements of the assessment are placed on a select list for provision of catering at Council events for the period 1 January 2018 to 31 March 2019 (with an option by the Council to extend for a period of 12 months' subject to review and performance.**

Officers to bring back report on pricing structures for vendors and inclusion of healthy options at events.

*ACTION BY: Julia Clarke, Procurement Officer, Ursula Fay, Head of Arts and Culture, Paul Kelly, Head of Economic Development*

### **3.3 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members were advised that the second quarterly meeting of the Borough Arts and Cultural Advisory Panel of 2017/2018 was held in Theatre at The Mill on Wednesday 11 October 2017 and the minutes were circulated for members' information.

The 3 new independent members attended for the meeting when they also received induction training from PSM Consulting in line with that given to all other independent members.

The Old Courthouse and The Courtyard Theatre were presented and agreed by the Panel and these were circulated.

The Panel also discussed more details for the Spinning Yarns event, approved by Council in September. This proposal including branding design was circulated. The Panel recommended that the event was delivered on 1/2 September 2018.

Proposed by Councillor McClelland  
Seconded by Councillor Montgomery and agreed that

- (a) the minutes of the meeting of 11 October 2017, including spring programmes for the three theatres, be noted.**
- (b) the delivery of Spinning Yarns on 1/2 September 2018, using the enclosed branding design be approved.**

Councillor Webb advised Members that the three recently appointed independent Members were already proving to be excellent contributors to the Advisory Panel and he congratulated the staff on the excellent Branding for the spinning Yarns event scheduled for 2018.

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

## **ENVIRONMENTAL HEALTH**

### **3.4 EH/PHWB/10 NORTHERN OBESITY PARTNERSHIP FUNDING**

Members were reminded that Council is a member of the Northern Obesity Partnership Group. Other members include the Northern Health and Social Care Trust, the Public Health Agency, Mid and East Antrim, Causeway Coast and Glens and Mid Ulster Councils. The group develops an annual action plan, which supports local delivery of the Regional Obesity Prevention Implementation Group Action Plan.

Following an application by Officers, the Northern Obesity Partnership had offered £4,000 funding to support a gardening project in Duneane. The aim of the project was to support local citizens to enhance their physical and mental health and wellbeing and the funding proposal was co-designed with the local community. This project builds on the existing work being carried out by the various groups in the area and would include all generations within the Toomebridge area. Proposals included new raised beds, purchase of new gardening equipment, vegetable and fruit plants together with activities to raise awareness of growing, cooking and food hygiene and awareness raising of the local facilities within the existing Community Garden.

Proposed by Councillor Scott  
Seconded by Alderman Ball and agreed that

**the offer of £4,000 funding by the Northern Obesity Partnership is accepted.**

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

### **3.5 ES/EHS/EP/1 INFORMATION SHARING PROTOCOL – LANDLORD REGISTRATION**

Members were reminded that an Information Sharing Protocol exists between Council and the Landlord Registration Registrar. This protocol exists to allow the sharing of any personal data held under the Landlord Registration Scheme which is needed by the Council to carry out its functions under the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978.

The protocol had been reviewed and revised to take account of the Department for Communities audit requirement for system access checks by the Landlord Registrar.

The revised Information Sharing Protocol was circulated.

Proposed by Alderman Smyth  
 Seconded by Councillor Ritchie and agreed that

**the revised Information Sharing protocol between the Council and the Landlord Registration Registrar be approved.**

On a query from Alderman Smyth, Officers confirmed that the point of contact in relation to the Information Sharing Protocol would be Vanessa Hodgen, Principal Environmental Health Officer.

*ACTION BY: Helen Harper, Environmental Health Manager (Environment)*

**LEISURE**

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

**Background**

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

Projects could apply for funding up to a maximum £1,000 for activities that meet outcomes of the Community Plan. Priority would be given to projects that aim to increase participation among traditionally underrepresented groups that include: Women and girls, People with a disability and, those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010).

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

Should recurrent funding be awarded from Sport NI for 2018/2019, a review on this process would be completed.

A total of 6 eligible Every Body Active grant applications had been received for this call.

Every Body Active 2020 Small grants	Approved to date		Applications this call (November 2017)		
	Annual budget	Approved spend to date	No.of applications	Proposed funding award this call	Funding balance if approved
	£35,907	£0	6	£6,349	£29,557
<b>Totals</b>	£35,907	£0			
Total spend to date including this call, if approved: <b>£6,349</b>					

**Notes:**

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

Proposed by Alderman Girvan

Seconded by Councillor McClelland and agreed that

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

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

### **3.7 L/LEI/AC/3 EVERY BODY ACTIVE 2020**

#### **Background**

Members were reminded that Every Body Active 2020 (EBA 2020) is a 4-year sport and physical activity participation programme, funded by Sport Northern Ireland and delivered by District Councils.

The key objectives of "EBA 2020" are to increase quality opportunities for target groups to develop and sustain participation in Sport across key-life transitions. Targeted groups are; People with a disability; Participants living in areas of high social need; Women/girls; Sustained participation.

#### **Current model of Delivery**

The model of delivery adopted by Council enables the employment of a Development Manager, and 11 coaches, five of whom are employed by National Governing bodies; Athletics NI, Cricket Ireland, Netball NI, Ulster Hockey and Ulster Rugby. The remaining coaches are employed directly by Council and these are in the areas of gymnastics, football, dance and exercise referral. These coaches deliver taster sessions in community/school settings and encourage attendance at leisure centre based programmes. They also run programmes in the leisure centre which are additional to normal classes and contribute significantly to leisure centre income. Sport NI has recognised this method of management as best practice within Northern Ireland.

#### **Review and report of success to date:**

Officers have completed a full review of the EBA 2020 programme over the first 18 months of implementation, which includes both quantitative and qualitative data (circulated). The review reports high levels of success (both financially and the increase in levels of participation in physical activity throughout the Borough):

- Exceeded targets in Year 1 by 3.7% (182 participants)
- Of 934 participants in gymnastics, 89.4% came from the Antrim and Newtownabbey Borough and 10.6% of participants came from outside the Borough to take part in activities demonstrating the high standard of programme that Council coaches deliver.
- Income from Council delivered programmes was recorded at £56,533.67 for 16/17
- 36.5% of new participants in Every Body Active programmes are now sustaining regular involvement in Physical activity.

- New Antrim Forum Autism Club established at Antrim Forum meeting twice per month for physical activity. 14-18 children with Autism take part alongside also their brothers and sisters.
- Ulster Rugby, which contributes towards the salary costs of two Club development officers alongside EBA funding. These officers, based at Randalstown and Ballyclare Rugby Club are now receiving investment from the local clubs contributing to their sustainability
- Establishment of the new 'Rugbugz' fundamental rugby scheme that works with 2 & 3 year olds in community settings throughout the Borough.

## Budget

Council's budget allocation from Sport Northern Ireland for EBA 2020 was £335,935 over four years. Council agreed to contribute £46,000 for the first two years of the programme (1 April 2016 - 31<sup>st</sup> March 2018) based on the following considerations:

1. That the reducing funding allocations to governing bodies are provided subject to programme delivery, which promotes sustainability within the community and strengthens links with local sports clubs.
2. A full review of the programme to be carried out prior to any commitment to the remainder of the programme.

Funding from Sport NI was set down as follows on a decreasing basis annually over the four-year period. The funding for Year 1 and year 2 covered the costs for 11 coaches (both Council and Governing Body employed) and 1 Development Manager.

<b>Table 1: Funding breakdown</b>	<b>Yr. 1: 2016/17</b>	<b>Yr. 2: 2017/18</b>	<b>Yr. 3: 2018/19</b>	<b>Yr. 4: 2019/20</b>	<b>Total over 4yrs</b>
Sport NI	£139,413	£92,382.33	£57,109.02	£47,030.96	<b>£335,935 (already offered)</b>

<b>Table 2: Allocation of Sport NI Funding</b>	<b>Yr. 1: 2016/17 (approved by Council)</b>	<b>Yr. 2: 2017/18 (approved by Council)</b>	<b>Yr. 3: 2018/19 (under consideration)</b>	<b>Yr. 4: 2019/20 (under consideration)</b>	<b>Total over 4yrs</b>
Governing Body Allocation (5 coaches)	£58,089	£38,490	£23,795	£19,595	£139,969
Funding for Council employed staff	£81,324	£53,892 (Approved)	£33,314	£27,435	£195,965
<b>Total Contribution</b>	<b>£139,413</b>	<b>£92,382.33</b>	<b>£57,109.02</b>	<b>£47,030.96</b>	<b>£335,935 (already offered)</b>

**Table 3: Costs to Council Year 1 (16/17) and Year 2 (17/18): (Approved by Council)**



	<b>Yr. 1: 2016/17 (Approved by Council)</b>	<b>Yr. 2: 2017/18 (Approved by Council)</b>
<b>Council Actual Staff Costs (net)</b>	£153,610	£153,610
<b>Minus Sport NI contribution</b>	£81,324	£53,892
<b>Council Contribution to Council employed staff</b>	£46,000 (approved)	£46,000 (Approved)
<b>Balance before application of income</b>	-£26,286	-£53,718
<b>Income</b>	£56,533 (Actual)	£61,291 (10 months)
<b>Balance</b>	+£30,347	+£7,573

#### **Future considerations:**

In order to sustain EBA 2020 for the next two years (Year 3 18/19 & year 4 19/20) Officers proposed that savings are made on the Development Manager post whilst remaining budgets are used to retain all 11 coaches.

This proposal made the following assumptions:

- The programme staffing costs are reduced to £120,490 in Year 3 and Year 4
- Income predicted for Year 3 and Year 4 in is estimated at a total of £130,000 (£65,000 p.a)
- Contributions from Council will be reduced from £46,000 to;
  - Year 3 18/19: £22,176
  - Year 4 19/20: £28,461
- Management duties would be reallocated to either one of the existing Sport and Play Development posts.

<b>Proposed EBA 2020 Costs to Council Year 3 (18/19) and Year 4 (19/20):</b>		
	<b>Yr. 3: 2018/19</b>	<b>Yr. 4: 2019/20</b>
<b>Proposed Council contribution</b>	<b>£22,176</b>	<b>£28,461</b>
<b>Sport NI contribution (already offered)</b>	£33,314.02	£27,030.96
<b>Income to Leisure Centres</b>	£65,000 (estimate)	£65,000 (estimate)
<b>Total Cost (11 coaches)</b>	<b>£120,490</b>	<b>£120,490</b>

Proposed by Alderman Smyth  
Seconded by Councillor Ball and agreed that

**Council agrees to commit to the delivery of the Every Body Active 2020 programme in Year 3 (18/19) and Year 4 (19/20) making contributions of £22,176 in Year 3 (18/19) and £28,460 in Year 4 (19/20).**

*ACTION BY: Matt McDowell, Head of Leisure*

## **PARKS**

### 3.8 L/P/33 GREEN FLAG PROPOSALS 2018

Members were reminded that the Keep NI Beautiful presented the Council with 14 Green Flags (2017).

<b>Green Flag Sites (2017)</b>	<b>Section</b>
1. Six Mile Water Park 2. Ballynure Cemetery 3. Kilbride Cemetery 4. Lilian Bland Park 5. Mallusk Cemetery 6. Rashee Cemetery 7. Newtownabbey Way (inc. Global Point, Mossley Park, Mossley Mill, Threemile Water, Monstown Wood and Glen Park) 8. Jordanstown LSP and Hazelbank Park (inc. Gideons Green and Whitehouse Lagoon) 9. V36 and Glas-na-braden Glen 10. Mill Race Trail 11. Wallace Park 12. Ballyeaston Church Ruin (Community Green Flag Award)	Parks
13. Sentry Hill (Heritage Green Flag Award) 14. Antrim Castle Gardens (Heritage Green Flag Award)	Arts and Culture

It was proposed that for 2018, Belmont, Sixmile and Antrim Cemeteries are submitted in addition to the sites listed above, bringing the total to 15 sites. Both Sentry Hill and Antrim Castle Gardens would be submitted again for the Heritage Green Flag Award.

Officers would continue to work with local communities to develop community applications where appropriate.

Proposed by Councillor Blair  
Seconded by Councillor Scott and agreed that

- (i) The 15 sites, as set out above, are submitted for Green Flag status in 2018 and that up to 3 further sites be submitted subject to confirmation of support from relevant community representatives, namely, Randalstown Riverside Path, Rathfern Social Activity Centre and Toome Linear Path**

*ACTION BY: Lindsay Houston, Biodiversity Officer*

### 3.9 L/P/19 GRASS MANAGEMENT

Following a recent meeting of the Grass Management Sub Group on Monday 9 October, an update was set out below.

#### **ROUNABOUT IMPROVEMENTS**

Roundabouts requiring traffic management setups:

Transport NI have continued to support Council to access high speed approach roundabouts for at least five occasions in the year to date. This has ensured ongoing grass cutting access to Parks staff throughout spring and summer.

Over the spring/summer period the following roundabouts have been improved.

- Hospital North resurfaced and safety working zone completed.
- Hospital South resurfaced, and safety working zone completed.
- Corrs corner has been completed.

Completion of these roundabouts means that access was now needed twice yearly for weed control and vegetation management.

The upgrading of the remaining roundabouts at Nutt's Corner, Killead, Houston's Corner, Ballynure, and both Toome roundabouts remain as areas to be progressed. In particular

- Nutts Corner has been deferred for action until a funding review by the Department for Infrastructure (DFI).
- Both Toome Roundabouts will be improved as part of ongoing major DFI road works currently in place in this area. Progression of the sculpture as agreed by Council at this location cannot proceed until major roadworks have been completed.

The remaining roundabouts, (Killead, Houston's Corner & Ballynure will continue to be cut approximately every 30 days, (with DFI providing safe access set ups) beginning May 2018 until September 2018.

Council agreed in May 2017 to proceed to progress design concepts to improve roundabouts and to reduce maintenance costs. A budget had been agreed for this purpose subject to design refinement and agreement with DFI.

Officers had met with Transport NI and had reviewed the design concepts and costs in detail and they have indicated: -

1. The need to extend the specification in some areas, (primarily on safe working zones and on reducing further the amount of grass areas) to future proof on requirements.,
2. Increased costs associated with materials, and
3. Increased costs in establishment of safe working zones including the significant cost of traffic management arrangements, when processing works through DFI contractor.

Due to cost implications, works to the more complex. High speed access roundabouts only would be carried out by TNI's contractor with the remainder done through Council's select list of contractors.

Costs were now being established through quotations for those roundabouts that can be delivered using our tendered minor works/landscape contractors and these would be progressed over the next few months. At this time Officers expect to be able to progress 6-8 roundabouts within budgets agreed with Council, namely Ballyhenry, Prince Charles Way, Stiles Way, Carnbeg, Killead, Springfarm, and potentially Whiteabbey and Hazelbank.

## **SANDYKNOWES ROUNDABOUT**

Council agreed that if DFI were to provide safe access arrangements, that this area would be transferred to Council to maintain. In the absence of DFI budgets at this time it is highly unlikely that progress with the initial works proposed would be delivered this year.

Through Glengormley Urban DEA members have agreed £22,500 towards a design project on this roundabout and have agreed to fund the required access improvements through DFI this year on the understanding that DFI would support design works next year when their budgets become available.

## **LEGAL/HEADS OF AGREEMENT**

Officers are working up heads of Agreement documents currently with Transport NI to ensure agreement on the designs proposed and dealing with responsibilities on an ongoing basis (e.g. damage and maintaining of safe working zones (Dfi responsibility), maintenance of shrubs, trees mulch and weed control etc., (Council)). This will ensure that when the roundabouts are taken on by Council that there will be clear understanding on the division of responsibility.

Over the summer months Dfi had also invested £56,000 conducting repairs, power washing, and thermos plastic painting of concrete aprons and chevrons.

## **URBAN GRASS CUTS**

DFI Roads had indicated that a further urban and rural grass cut would take place late October early November. Quality concerns raised by Officers over the summer had been addressed with the contractor and this had resulted in a number of increased cuts being undertaken by the contractor at no cost to Council.

Once again, an initial cut in the spring would be carried out by DFI subject to their budgets, however the Department was again unlikely to be able to make resources available for this purpose next year.

In light of this situation Officers proposed that Council continues with funding the urban grass cutting arrangements, namely 5 urban cuts at a cost of £50,000, provision having been made in the estimates.

## **2018 PARKS PROGRAMME (GRASS AND PLANTING)**

This year Stiles Way, opposite the Civic Centre, had been added to the regular works programme. This area would be developed further with two cutting zones by Spring 2018 (Biodiversity corridor and a 14 to 20 day cut adjacent to the road side).

As part of ongoing improvements to the Parks Service, work schedules and service delivery were being modified for the new season in 2018. Improvements being progressed include phasing of seasonal staff and revised grass cutting schedules, plant storage and ordering. These would result in improvements across the Borough and should assist with accessibility.

## **Parks & Towns Accreditations**

There had been quite a number of successes in terms of accreditations in 2017, details were outlined below: -

- 14 Green Flags
- Ulster in Bloom 2017
  1. Randalstown -Best Small town category
  2. Ballynure - 3<sup>RD</sup> Small village category
  3. O'Kanes Bar – Special Recognition floral display
- Ulster in Bloom 2016 Finalist
- Randalstown going forward to Britain in Bloom National Final (Wales October 2017)
  
- Best Kept 2017 Awards
  - Randalstown - Best Kept Small Town
  - Merville Garden Village – Best Kept Large Housing Estate
  - Robert Hill, Ballyeaston Community Achiever
  
- Inland Water River Trust – Sixmilewater River Trust winner

## **FUTURE PLANNING**

To build on the successes in Best Kept and Ulster in Bloom, Officers intend to focus on other areas where improvements can be achieved.

An engagement evening took place on Tuesday 24 October 2017 6.30 p.m. building on the success of last year's event and action plans arising from the event would be presented to Committee in the New year.

## **BEST KEPT GARDEN COMPETITION**

A full review was being conducted on the above event to: -

1. seek to increase its profile
2. improve communication, judging and notification.

Members of the Grass Management Subgroup views were sought and they recommended the following actions.

- the introduction of a launch event for 2018 where previous year's winners are invited to a reception hosted by the Mayor
- the introduction of an awards event for 2018, where the winners in 2018 are again invited to a reception hosted by the Mayor

Officers would bring forward a full report with recommendations and schedule in the New Year.

Proposed by Alderman Smyth

Seconded by Councillor Montgomery and agreed that

## **Council approves:**

- (i) **that the £22,500 approved through the Glengormley Urban DEA in respect of Sandyknowes Roundabout is used to provide a safe access zone and**

**landscaping improvements on 'splitter islands' and roundabout outer boundaries. DFI to make a reciprocal contribution to further development costs at Sandyknowes in 2018/2019.**

- (ii) Officers to redesign and landscape 6-8 roundabouts using Councils appointed minor works/landscaping contractors within the approved budget.**
- (iii) a continuation of arrangements for 5 urban grass cuts through the DFI appointed contractor at a cost of £50,000 in the next financial year.**

Members extended thanks to Ivor McMullan and his team for all their excellent work.

It was noted that any Members interested in looking at the Plans for proposals for roundabouts could do so by contacting Ivor McMullan.

It was confirmed that details of representatives of any additional areas interested in engaging with Officers to improve their locality should contact Ivor McMullan.

*ACTION BY: Ivor McMullan, Head of Parks*

### **ITEMS FOR INFORMATION**

#### **3.10 AC/MU/6 FIXED HERITAGE ASSETS AUDIT**

Following Council's decision to continue working in Partnership with Mid and East Antrim Borough Council, without the formal governance arrangements of a Heritage Partnership, it was agreed that updates on the agreed Action Plan would be reported as projects are completed. The completion of a Fixed Asset Heritage Audit was included within this plan at an estimated cost of £8,000. The Audit had now been completed at a cost of £7,590 and was circulated for Members' information.

It had produced a comprehensive listing of fixed heritage assets accessible to the public in the Borough, a scoring matrix to both determine heritage sites of significance and organise them in rank order, a searchable database and associated baseline report including an interactive web map. The audit had taken a thematic approach taking account of historic periods and events, which had made significant impacts on the development of the Borough and would inform the development of enhanced interpretation and sympathetic exploitation of local heritage.

Proposed by Alderman Smyth  
Seconded by Councillor Montgomery and agreed that

**the report be noted and Officers to upload the Heritage Audit and supporting documents to the Council Website.**

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

### 3.11 EH/PHWB/8 DUNEANE CO-PRODUCTION PROJECT

Members were reminded that through Joint Working Arrangements funding provided by the Public Health Agency, the Health and Wellbeing section within Environmental Health had been carrying out a Co-Production Pilot Project in the Duneane area.

This culminated in a report being presented to Council in January 2017 for approval which was launched at a Co-Production workshop at Mossley Mill on 22 February 2017. This work had now been recognised by the Chief Medical Officer in his Annual Report (page 24) as a 'good example of the Making Life Better Approach.'

The Report goes on to state that:-

*'Duneane shows that when local people and representatives from public bodies including the Council get together to work for the good of the community, it can have a really positive effect on the whole area.'*

The learning from this initiative is being rolled out across the whole Borough through the work of Community Planning Health and Wellbeing Outcome Delivery Group.

The Chief Medical Officer's Annual Report is available via the following link:

[https://www.health-ni.gov.uk/sites/default/files/publications/health/CMO Annual Report 2016-17\\_0.pdf](https://www.health-ni.gov.uk/sites/default/files/publications/health/CMO%20Annual%20Report%202016-17_0.pdf)

Proposed by Councillor Blair

Seconded by Councillor Montgomery and agreed that

**the report be noted and that the Chairman would send a letter of congratulations to staff involved.**

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

*Alderman Smyth declared an interest in the next item, 3.12 and left the chamber at this point.*

### 3.12 EH/EHS/FC/11 BUTCHERS SEMINAR ON MEAT LABELLING AND COMPOSITION

Members were reminded that the Food Safety section of Environmental Health had a Food Service Delivery Plan which included Sampling Programmes for both composition and microbiological standards.

On review of the sample results from last year, a clear need was identified to support businesses with the relevant information to comply with these complex legislative labelling requirements and a seminar was organised at both Mossley Mill and Antrim Civic Centre and a total of twenty-four businesses attended.

The topics covered were tailored to the business needs and included food allergies, beef labelling, traceability, speciation and compositional requirements. The seminar consisted of a presentation by Environmental Health Officers and a workshop with practical examples and a question and answer session.

Evaluation of the seminars revealed that 100% of those attending found the information provided to be useful and relevant, and 90% stated that their knowledge had increased with regard to specific topics covered.

The seminar would be followed up with a further sampling programme to ensure that businesses achieve full compliance.

Proposed by Councillor Clarke  
Seconded by Councillor Montgomery and agreed that

**the report be noted.**

*NO ACTION*

*Alderman Smyth returned to the Chamber.*

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

The Valley Leisure Centre Fitness Suite reopened on Monday 2<sup>nd</sup> October following a £230,000 refurbishment. The primary focus of the refurbishment was the replacement of fitness equipment with the facility now boasting over 100 state of the art exercise stations, which includes over 20 IFI accredited pieces enabling accessibility for physically disabled users.

The facility was officially re-opened on 19<sup>th</sup> October by Mayor of Antrim and Newtownabbey, Councillor Paul Hamill.

Feedback had been extremely positive to date from customers.

Proposed by Councillor McClelland  
Seconded by Councillor Ball and agreed that

**the report be noted.**

*NO ACTION*

### **3.14 L/GEN/32 LEISURE PRIORITIES**

Following the adoption of the Leisure Strategy (2017 – 2030) and the appointment of a new Head of Leisure Services, this report and subsequent short presentation to the Operations Committee detailed the planned action within the next 12 months to ensure that specific priorities set within the leisure strategy are achieved.

It was noted, the Leisure Strategy is built around 5 key themes - Pricing, Place, Programming & Participation, People, and Performance, as was set out below.



Theme	Priority	Planned Action
<b>PRICING</b>	<p>Review the pricing model to make it more affordable and accessible to ensure greater participation:  <b>Completed: new memberships and PAYG launched 1/10/17</b></p> <p>Encourage more businesses to get their staff active through our corporate membership scheme</p>	<ul style="list-style-type: none"> <li>- Build on the work to date by:</li> <li>- Conducting a comprehensive review of pricing annually</li> <li>- Design and implement an annual membership marketing plan.</li>   <li>- Development and Launch of a targeted marketing and prospecting campaign for businesses surrounding all leisure centres</li> </ul>
<b>PROGRAMMING and PARTICIPATION</b>	<p>Increase participation through innovative programming.</p> <p><b>To coincide with launch of new More memberships. Additional classes have been added in all centres.</b></p>	<ul style="list-style-type: none"> <li>- Further Programme review with particular focus on studio classes, swim school, and maximising usage at all times</li> <li>- Develop programmes to maximise use of both indoor and outdoor spaces for leisure</li> </ul>

Theme	Priority	Planned Action
<b>PARTNERSHIPS &amp; PEOPLE</b>	<p>Continue to develop effective partnerships to develop performance pathways, increase participation, and deliver sustainable leisure</p>	<ul style="list-style-type: none"> <li>- Development of a comprehensive Sport &amp; Play strategic action plan.</li> <li>- Continue to ensure targets are met for Everybody Active (2020), MacMillan Co-ordinator Post, GP Referral etc.</li> <li>- Continue to be actively involved in relevant partnerships including Northern Partnership for Physical Activity, Northern Obesity Partnership etc.</li> <li>- Seek external funding</li> <li>- Continue to provide support to clubs and individuals through</li> </ul>

		Leisure Grants and Sports Development
<b>PERFORMANCE</b>	Increase customer satisfaction across all leisure activities	<ul style="list-style-type: none"> <li>- Agreed timetable for roll out of Quest accreditation for those leisure centres which don't have it.</li> <li>- Pilot a digital customer feedback system.</li> </ul>
<b>PERFORMANCE</b>	Deliver on Council's priorities for capital investment once approved to ensure quality council facilities and provide optimum opportunities for individuals to participate in leisure activities	<ul style="list-style-type: none"> <li>- <b>Antrim Grammar &amp; Parkhall 3G Pitch</b></li> <li>- <b>Antrim Forum Athletics Track resurfacing</b></li> <li>- <b>Valley Zest Soccer</b></li> <li>- Valley Reception</li> <li>- Access control Valley &amp; Antrim Forum</li> <li>- <b>V36 Urban Sports Park</b></li> </ul> <p>All in <b>bold</b> approved, remainder to be approved</p>

Proposed by Councillor Blair  
 Seconded by Alderman Smyth and agreed that

**the report and presentation by the Head of Leisure be noted.**

Members extended thanks to all staff involved in the leisure membership scheme.

*ACTION BY: Matt McDowell Head of Leisure*

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

### **3.15 L/P/BIO/19 GREENISLAND GREENWAY**

Following Mid and East Antrim Borough Council's successful application for funding of the Greenisland Monkstown Greenway, the next stage of the scheme involves engineering design and robust consultation. This consultation would be completed by February 2018

In October Members were updated on the feedback from some local residents who had raised their concerns with their Threemilewater District Electoral Area (DEA) members. It was agreed in October that Knockagh DEA and Threemile DEA members would meet to discuss these concerns.

A meeting took place on 19 October with officers and Members from both DEAs in attendance.

At this meeting Council representatives outlined:

- concerns expressed by local residents, including antisocial behaviour, loss of privacy.
- Concerns around scheme design including provision of street lighting.
- Future concerns regarding policing and management.
- Practical Health and safety concerns at the access/egress to the Jordanstown Road, and
- the absence of consultation to date in the Antrim and Newtownabbey Borough.

Following debate on the above the representatives from Mid and East Antrim agreed to meet with concerned residents who would be impacted by the project proposal. This meeting was agreed to take place before any wider consultation would be progressed in order that local needs would be considered and met.

It was emphasised that the Threemilewater DEA members could not support the proposed project unless the needs of local residents were satisfied.

This meeting was agreed to be held in Ulster Transport Bowling Club at a date still to be confirmed.

Proposed by Councillor Scott  
Seconded by Alderman Ball and agreed that

**the report be noted.**

Councillor Ross thanked Ivor McMullan for his ongoing support with this project and asked that details of the appointment of consultants by Mid and East Antrim Borough Council be provided as agreed at the meeting.

*ACTION BY: Ivor McMullan, Head of Parks*

### **3.16 L/PBIO/9 VALLEY PARK ENHANCEMENT WORK – BELFAST HILLS PARTNERSHIP**

Members were reminded that Belfast Hills Partnership (BHP) had secured funding to carry out engagement activities and improvement actions on sites surrounding the Belfast Hills area to increase volunteer and community based activity. Projects at Rathfern were considered by Committee previously.

In partnership with Council officers, a work plan had been developed to create volunteer opportunities and site improvements at Valley Park (circulated) during winter 2017/18.

The work would be carried out at no cost to the Council.

Proposed by Alderman Smyth  
Seconded by Councillor Clarke and agreed that

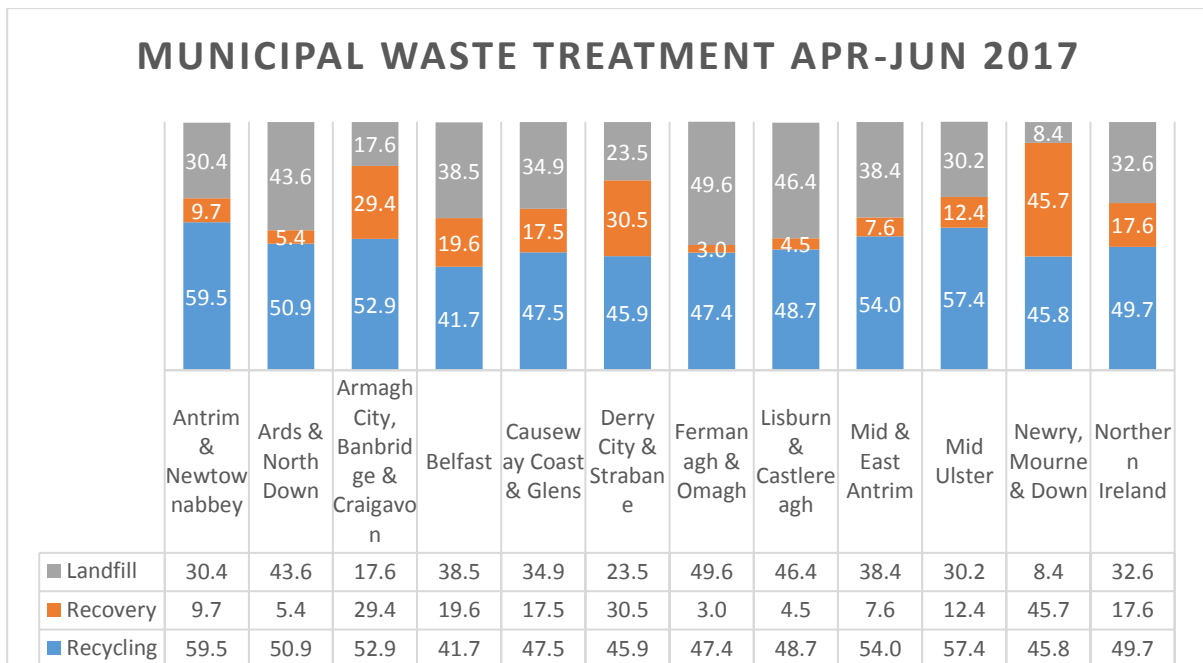
**the report be noted.**

**3.17 WM/WM/37 WASTE MANAGEMENT PERFORMANCE REPORT APRIL – JUNE 2017**

**WASTE TREATMENT:**

The provisional Northern Ireland local authority collected municipal waste management statistics report (circulated) for April to June 2017 had been published by the Department of Agriculture, Environment and Rural Affairs. The report provided information on local authority collected municipal waste from household and non household sources and recycling and landfill rates in Northern Ireland.

The report showed that Council achieved the highest recycling rate for municipal waste in Northern Ireland during the first quarter of the year. Municipal waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.



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.

The household recycling rate for the same period was 54% and Council used 16% of our landfill allowance allocation (NILAS). The improved performance was due to additional organic waste recycling, a reduction in waste to landfill, and a stabilisation of the waste arisings.

Proposed by Alderman Ball  
 Seconded by Councillor Blair and agreed that

**the Report be noted.**

Following a query from Councillor Goodman, the Director to clarify the potential for alternative methods of disposal.

*ACTION BY: Geraldine Girvan, Director of Operations/ Michael Laverty, Head of Waste*

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

**3.18 DIR/OPS/003 NITRATES ACTION PROGRAMMES**

Following agreement at October Operations Committee that a letter should be sent to the Permanent Secretary expressing concerns regarding the impact of the wet weather over the summer months on farmers, in view of the impending start of the closed period for nitrates, a response had been received. Both items of correspondence were circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Ritchie and agreed that

**that the report be noted.**

Councillor Rea thanked the Committee and Director for sending the letter and asked that his disappointment with the response be recorded.

*NO ACTION*

**3.19 AC/GEN/53 NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION**

Members were reminded that Council was shortlisted in 3 categories in the 2017 Local Government Awards:

Best Local Authority Service Team  
Employee of the Year  
Best Local Authority Elected Member Development

Samuel Hyndman, Operations and Development Manager at Antrim Castle Gardens, was the winner of the Northern Ireland Local Government Employee of the Year. Samuel picked up his award at the recent event attended by the Mayor and some Members.

Proposed by Councillor McClelland  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

Members congratulated Samuel on such a prestigious award and for all the hard work at Antrim Castle Gardens by he and the team.

*NO ACTION*

### **3.20 L/P/7 - BRITAIN IN BLOOM: GOLD FOR RANDALSTOWN**

As Members were aware, following Randalstown's success in Ulster in Bloom, it was entered into the Small Town Category of Britain in Bloom, run by the Royal Agricultural Society.

At the finals on 27<sup>th</sup> October 2017, Randalstown won the Gold Medal for the Small Town Category in this UK wide competition. This success was due, in no small part, to the partnership between Council's Parks team, and the vibrant and hardworking volunteers involved in Tidy Randalstown.

As Members recalled, Randalstown also won The Best Kept Small Town 2017 in the Northern Ireland Amenity Council Best Kept Awards.

Banners to celebrate the success would be put in place in strategic locations in the town.

Proposed by Councillor Clarke  
Seconded by Councillor Scott and agreed that

**the report be noted.**

Members congratulated all the staff and volunteers, businesses involved.

*NO ACTION*

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

The undernoted supplementary item was considered at this point.

### **3.26 L/CP/1 VOL4 SEASONAL CARPARK OPENING ARRANGEMENTS (SUPPLEMENTARY REPORT)**

Members were reminded that the contract for transferred carparks is managed through the Department for Infrastructure under a Regional contract until 2019. Council is required to inform the Department of planned non-charging in order that the contactor can be advised to avoid issuing Parking tickets.

#### **1. Free Car Parking in December, Harrier Way, Ballyclare**

Council had traditionally offered free car parking in the Square, Ballyclare on Saturdays in December to support local traders. Saturday 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> December which had been approved by Council on 30 October 2017.

Through the Ballyclare Town Team, a request had been received for free car parking in Harrier Way as well, on Saturdays in December to support local traders.

(Saturday 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> December.)

Proposed by Councillor Ritchie  
Seconded by Councillor Clarke and agreed that

**that approval is given for:**

**i. Free car-parking in Harrier Way, Ballyclare on Saturdays 2,9,16,24 and 31 December 2017.**

ACTION BY: Ivor McMullan, Head of Parks

**ANY OTHER RELEVANT BUSINESS**

- (1) Councillor Blair requested that the Director of Operations provide details to Committee of length of service by Members on Joint Working Groups and Public Bodies.

ACTION BY: Geraldine Girvan, Director of Operations

- (2) Following a query from Alderman Ball regarding the supply of green recycling bags, Officers confirmed a delivery is due within the next week.

ACTION BY: Michael Lavery, Head of Waste Management

- (3) Alderman Smyth requested information on street cleansing rotas.

ACTION BY: Michael Lavery, Head of Waste

- (4) A number of members raised issues in relation to street cleansing; Councillor Ross requested clarity on how dog fouling is dealt with by the Cleansing team, report of broken glass by Councillor Clarke and a build-up of leaves around Whiteabbey Hospital raised by alderman Ball.

In response to these queries Officers confirmed that a mechanical sweeper is used, that the resident complaining about the glass would be contacted and area cleaned and that a sweep of footpaths around Whiteabbey Hospital would be undertaken.

ACTION BY: Michael Lavery, Head of Waste Management

**PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Scott  
Seconded by Alderman Smyth and agreed that

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

**ITEMS IN CONFIDENCE**

**3.21 IN CONFIDENCE AC/ACG/16 TREE WORKS AT ANTRIM CASTLE GARDENS**

Members recalled that in September Council deferred a number of decisions pending clarity of the current financial situation. One of these related to tree works at Antrim Castle Gardens, following completion of a tree survey.

Officers had reviewed the Arboriculturist's report (circulated).

In order to establish priority for any necessary works, the condition and health of 2,213 trees within Antrim Castle Gardens were assessed within the survey with a total of 286 trees identified as requiring remedial works. Of this total 186 were identified as high priority in terms of removal or essential surgery, with costs broken down as follows:

### Costings

	Estimated Cost
<b>Works (286 trees)</b>	£ [REDACTED]
<b>Priority works (186 trees)</b>	£ [REDACTED]

Proposed by Alderman Smyth  
Seconded by Councillor Ritchie and agreed that

**priority works to 186 trees are carried out at an estimated cost of £ [REDACTED].**

Officers to provide detailed information on trees affected and to review the proposal for replanting of trees.

A press release to be issued regarding tree works.

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

### 3.22 **IN CONFIDENCE** PK/CEM/004 **CARNMONEY CEMETERY RETAINING WALL**

Carnmoney Cemetery currently houses a compound which is necessary for the storage of machinery and materials such as excavated soils which are kept and used to infill after interments. The condition of the existing retaining wall within the compound has deteriorated significantly due to years of use and through the normal day to day impact from cemetery vehicles.

The location of the compound within Carnmoney Cemetery East, was shown below:





### Issues:

1. There is a drop in levels between the compound and the concrete slab on the perimeter of the compound. As the wall was unstable and posing a risk of injury to operatives and public, two elevations have already had their walls removed. This results in increased risk of accidents on site. (Temporary safety arrangements have been put in place as there is now no physical boundary between the public and a working area where plant machinery and materials are stored).
2. There have been a number of complaints relating to the dispersal of excavated materials onto surrounding graves, especially during wet weather, creating additional maintenance costs to Council and distress to families.

In order to resolve the issues presented, Officers proposed to construct a new cost effective 'Lego style' interlocking block system that would:

- Reduce maintenance costs to Council
- Improve the safety of operatives on site
- Resist the lateral pressure of soil; contribute towards the prevention of sink holes
- Reduce the likelihood of flooding; and
- Eliminate the visibility of excavated grave material in the cemetery

Costs for installation were estimated to be in the region of £[REDACTED]. The associated outline Business Case and Economic Appraisal were circulated.

Proposed by Councillor Scott  
Seconded by Alderman Ball and agreed that

**Council approve the Outline Business Case and Economic Appraisal and progression of works at an estimated cost of £[REDACTED].**

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

### **3.23 IN CONFIDENCE L/LEI/40 FOUNDRY LANE HOCKEY PITCH**

#### **Background**

Foundry Lane is a shared use synthetic pitch facility which was developed in partnership between the legacy Newtownabbey Borough Council, North Eastern Education Board (now Education Authority), Ballyclare Secondary School and Ballyclare High School. Part funded by Big Lottery Fund, the facility opened in November 2006 and is actively used by the local schools, sports clubs and community groups. The pitches are maintained by grounds teams from the Education Authority (EA) with evening and weekend bookings (and supervision) managed by Council through Sixmile Leisure Centre. A copy of the partnership agreement was circulated.

Members were appraised in November 2015 of the condition of the synthetic pitch carpet. The assessment revealed that water was 'ponding' in localised areas throughout the pitch which led to the surface being slippery as a result of algae growth. Council agreed in November 2015, to proceed, in partnership with the Education Authority, with a carpet refurbishment estimated to cost in the region of £35,000. Works were to be done on a partnership basis to include carpet renovations, clearing and repairing drains. This work did not proceed due to a changeover of Education Authority personnel.

In June 2017, the Education Authority reviewed the pitch condition which revealed that the carpet needs to be replaced.

**Costs:**

Costs to replace the synthetic pitch at Foundry Lane were estimated to be in the region of £[REDACTED]. Under the partnership agreement, after application of school reserves at £[REDACTED], the Education Authority and Council provide 50% each of the remaining costs. This means a proposed contribution from Council in the region of £[REDACTED].

The Education Authority had indicated that they would wish to procure and deliver this project, subject to their approval processes, in Summer 2018.

An Economic Appraisal and Business Case were circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Clarke and agreed that

**Council approves the Economic Appraisal and Business Case for the replacement carpet at Foundry Lane pitch at a total project cost of £[REDACTED], Councils contribution being £[REDACTED].**

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

**3.24 IN CONFIDENCE L/SAP/11 ANTRIM RUGBY CLUB**

Members were reminded that on 9 January 2017 the Committee resolved to terminate the lease with Antrim Rugby Club in relation to lands adjacent to Allen Park.

The lease termination process is now complete and no money was paid to Antrim Rugby Club. Antrim Rugby Club did not contest the termination of the lease.

Officers are currently considering options for the future operation of the site and will update Members when those options are finalised.

Proposed by Councillor Scott  
Seconded by Councillor McClelland and agreed that

**the report be noted.**

Officers to bring detailed report back to Committee at the earliest opportunity.

*ACTION BY: Geraldine Girvan, Director of Operations*

**3.25 IN CONFIDENCE WM/ARC21/4 ARC21 JOINT COMMITTEE PAPERS**

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

- October 2017

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

Proposed by Councillor Scott  
Seconded by Alderman Smyth and agreed that

**the papers be noted.**

Officers to clarify arc21 papers being taken in confidence.

*ACTION BY: Michael Lavery, Head of Waste*

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

Proposed by Councillor Scott  
Seconded by Councillor Ritchie and agreed that

**the remainder of Committee business be taken in Open Session.**

The Chairman advised that audio-recording would recommence at this point.

**ANY OTHER RELEVANT BUSINESS**

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 8.35pm.

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**MAYOR**

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