



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 6 MARCH 2018 AT 6:30 PM**

**In the Chair** : Councillor N Kelly

**Members Present** : Aldermen – W Ball, M Girvan, J Smyth and R Swann  
Councillors – A Ball, J Blair, L Clarke, R Foster, M Goodman, M Magill, J Montgomery, D Ritchie and M Rea

**Non-Committee Members Present** : Councillors – T Hogg, D Hollis, R Lynch, V McWilliam, P Michael and B Webb

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

**CHAIRPERSON'S REMARKS**

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

The Chairperson welcomed Councillor Robert Foster to his first Operations Committee Meeting.

The Chairperson went on to offer condolences on behalf of the Committee, to Councillor McClelland and her family on the loss of her husband Donovan. Sympathies were also expressed to the families of the former Antrim Borough Council Councillor, Jack McClay, and to former Councillor, John Scott, whose grandson died in Australia.

**1 APOLOGIES**

Councillor McClelland.

## **2 DECLARATIONS OF INTEREST**

Item 3.24 – Alderman Smyth.

## **3 REPORT ON BUSINESS**

### **ITEMS FOR DECISION**

#### **ARTS AND CULTURE**

### **3.1 AC/GEN/031 REQUEST FOR FILMING AT REPLICA TRENCH MOSSLEY MILL**

Members were advised that a request to film at the Mossley Mill replica trench had been received from a small group of Queens University Graduates who are making a short film about the Belfast Blitz. They had indicated that they would require only a few hours to complete the scenes and had given an assurance that if granted permission they would not be intrusive and take the utmost care whilst filming.

It was proposed to grant permission for this filming to take place with a suitable date to be agreed with the group.

Proposed by Alderman Ball

Seconded by Councillor Ritchie and agreed that

**the request to film at the Mossley Mill Replica Trench on a suitable date yet to be agreed be approved.**

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

### **3.2 AC/EV/11 SUMMER SUNDAY MUSIC PROGRAMME**

Members were reminded that a new outdoor music programme branded Summer Sunday Music was approved March 2017. The programme was a combination of the previous Sunday Treats and Summer Band Concert programmes and from June to August 2017 a total of 23 summer band concerts and 8 contemporary music concerts were delivered across various facilities in the Borough. The full 2017 programme was circulated for members' information.

A review of this inaugural Summer Sunday Music Programme had been carried out with the following findings:

- Antrim Castle Gardens and Jordanstown Loughshore Park were by far the most popular venues attracting healthy audiences of between 60 and up to 1200. Both facilities benefit from access to purpose built bandstand facilities.
- Feedback from the Concert Bands that played at V36 at The Valley indicates that the facility was not suitable for this type of concert. Numbers were low at each performance.

- The contemporary music concerts held in Theatre at The Mill failed to attract any spectators over and above the usual coffee shop visitors yet drew large numbers in Antrim Castle Gardens for the outdoor concerts.
- Lillian Bland Park whilst benefitting from a performance space, also failed to attract any more than small numbers of spectators.

Having considered the outcome of the review of the 2017 programme it was proposed to deliver Summer Sunday Music 2018 on the following basis:

- Concerts to be held only in the two venues that attract larger audience numbers namely Antrim Castle Gardens and Jordanstown Loughshore Park, each Sunday from 13 May until 26 August.
- Concerts programmed in May would be contemporary acts with the traditional band concerts commencing in both venues from Sunday 3 June.
- All Concerts would be held from 3pm to 4pm

The total costs for the delivery of 6 contemporary music concerts and 26 summer band concerts across both venues is £8,200.

The Band of H.M. Royal Marines is on tour in Northern Ireland in June 2017 and had offered to play a free concert in Antrim Castle Gardens on Sunday 17 June. It was proposed to include this within the 2018 Summer Sunday Music programme. There is a requirement to control admission to this concert, as requested by the PSNI, which could be achieved through advance booking so that the required level of security at the Parterre could be put in place by controlling admissions by tickets for which there will be no charge.

Proposed by Councillor Montgomery  
Seconded by Alderman Smyth and agreed that

**the delivery of the proposed Summer Sunday Music 2018 programme as outlined, at a cost of £8,200, be approved.**

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

### **3.3 AC/MU/3 MUSEUM ACCREDITATION**

Members were reminded that the Museum Accreditation Scheme sets nationally agreed standards for museums in the UK. There are currently just under 1800 museums participating in the scheme, demonstrating their commitment to managing collections effectively for the enjoyment and benefit of users.

The scheme is administered by Arts Council England in partnership with CyMAL: Museum, Archives, Libraries Wales; Museums Galleries Scotland and the Northern Ireland Museums Council. Sentry Hill Historic House and Visitor Centre achieved full accreditation in 2007, submitted a successful accreditation return in 2011 and in 2014 again achieved full accreditation to a revised version of the scheme. Museum at The Mill achieved full accreditation in 2015.

The Accreditation award is valid for three years at which point participating museums are invited to provide evidence that they continue to maintain the Accreditation Standard. The Accreditation returns for both Sentry Hill and Museum at The Mill are to be submitted by 31 March 2018. Members were advised that the following policy documents, copies of which were circulated

for Members' information, have been updated to reflect Council reorganisation and that these require approval as part of the Accreditation process:

Museums Service Access Policy  
Museums Service Environment Policy  
Museums Service Documentation Policy  
Museums Service Conservation Policy  
Museums Service Collection Development Policy

In addition, a Forward Plan is required. A draft Museum Service Forward Plan was also circulated, which in summary sets the strategic context within which the service would be delivered and identifies the policies which would guide this service delivery. In addition, the Plan sets out the 4 strategic aims of the service and corresponding objectives.

Members were reminded that there was a statutory obligation on the Council under Section 75 of the Northern Ireland Act (1998) to undertake a screening of each new policy or programme to establish if an Equality Impact Assessment (EQIA) is required. The screening exercise had concluded that, as these policies would have no adverse impact on any of the Section 75 categories, a full equality impact assessment was not required. The screening form for the above policies was circulated.

Proposed by Councillor Foster  
Seconded by Councillor Blair and agreed that

**the museums' policy documents, required as part of the accreditation process for Museum at The Mill and Sentry Hill, be approved together with the Section 75 screening form.**

ACTION BY: Samantha Curry, Culture and Heritage Manager and Ursula Fay,  
Head of Arts and Culture

### **3.4 AC/MU/9 COLLECTION OF WILLIAMITE COINS**

Members were advised that a local coin collector had offered the Council a collection of coins from the Williamite period for purchase. There are 25 coins in total covering the historical periods of James II, William III, and William and Mary. The seller had indicated that he would accept in the region of £2,300 for the collection. A list of the coin collection was circulated for members' information.

In general, the condition of the coins would fall into the categories of 'Fine' and 'Very Fine' and they were valued by the latest Spink guide as having a combined value of approximately £2,500. The Spink Guide is produced by Spink and Son Ltd, which is the world's premier collectables auction house. It specialises in the auctioning and private sales of stamps, coins, banknotes, medals, bonds & shares, autographs, books and fine wines.

This coin collection has strong links to the history of the White House Visitor Centre and, as such, its purchase would contribute very positively to the White House visitor offering. In general, purchase of the collection would also contribute to the Museums Service aim to collect, preserve and interpret the history of the

Borough of Antrim and Newtownabbey. There is provision within existing budgets for the purchase of this collection.

Proposed by Councillor Blair

Seconded by Councillor Foster and agreed that

**the purchase of the collection of Williamite coins, at a cost of £2,300, be approved.**

*ACTION BY: Samantha Curry, Culture and Heritage Manager*

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

Members were reminded that the purpose of the Arts and Culture Grant Aid 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 proposed awards are subject to the receipt of all relevant supporting documentation.

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

<b>Ref</b>	<b>Group Individual</b>	<b>Funding Category</b>	<b>Funding Purpose</b>	<b>Score</b>	<b>Amount Awarded</b>
<b>3715</b>	Maya Reilly-Stewart	The attendance at or participation in an arts event either by invitation or qualification	To attend Ulster Youth Orchestra Summer Course and Concert Tour 2018 in Bratislava	<b>60%</b>	<b>£500</b>
<b>3726</b>	Erin Peel	The attendance at or participation in an arts event either by invitation or qualification	To attend Ulster Youth Orchestra Summer Course and Concert Tour 2018 in Bratislava	<b>90%</b>	<b>£500</b>
<b>3732</b>	Ballyclare Musical Festival	Delivery of an event or festival, which must be held in the Borough and open to the public.	To deliver Ballyclare Musical Festival March 2018	<b>75%</b>	<b>£1000</b>

The remaining budget available for arts grants in 2017/2018 is £5,115. The total amount proposed for this report is £2,000 leaving a balance of £3,115 to fund any applications in the current financial year.

Proposed by Councillor Ball

Seconded by Alderman Girvan and agreed that

**the Arts and Culture Grant Awards set out above be approved.**

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

### **3.6 AC/GEN/01 ARTS AND CULTURE PRICING SCHEDULE 2018/2019**

The proposed schedule of charges for implementation on 1 April 2018 for Councils Arts and Culture Services was circulated.

A review of the Arts and Culture Schedule of Charges had been carried out and some changes were proposed with the following points to be noted:

- Changes proposed aim to reduce further any differentials arising from legacy council pricing arrangements to reflect pricing consistency across all facilities.
- Changes proposed aim to ensure a uniform approach to pricing for similar facilities across all arts and culture venues.
- Benchmarking with other conferencing and meeting room facilities in the area had been carried out as part of the review to ensure rates remain competitive.
- Changes proposed should ensure the differential between standard rates and community rates was further aligned across all facilities to reflect the ratio of community rates that are approximately two thirds of the standard rate.
- Based on the above ratio community hire charges for Mossley Mill conferencing and meeting rooms have been introduced for the first time.
- In order to achieve all of the above many rates remain unchanged.

Proposed by Councillor Montgomery

Seconded by Councillor Ritchie and agreed that

**the Arts and Culture pricing schedule for 2018/2019 is approved with the exception of minimum booking requirements at Whitehouse which should be reviewed.**

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

## **ENVIRONMENTAL HEALTH**

### **3.7 EH/EHS/006 SERVICE LEVEL AGREEMENT BETWEEN THE DEPARTMENT OF JUSTICE AND ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL – THE MANUFACTURE AND STORAGE OF EXPLOSIVES REGULATIONS (NI) 2006 (AS AMENDED), AND THE EXPLOSIVES (FIREWORKS) REGULATIONS (NI) 2002 (AS AMENDED).**

Prior to 1 April 2015, Councils in Northern Ireland carried out work on behalf of the Department of Justice in relation to the inspection of premises where explosives, namely fireworks and flares are stored and sites where fireworks displays are staged.

Following Local Government Reform and formation of the new Councils, a new Service Level Agreement had been drawn up. This would allow the Department of Justice to request Warranted Officers (Environmental Health Officers) from the Council to carry out an initial site inspection to ensure that explosive materials are stored in accordance with guidance contained in approved Code of Practice. Councils must then provide a written report to the Department within three weeks of receipt of the request. The site must then be inspected twice by the Council within the following five year period.

The Service Level Agreement (circulated) sets out arrangements including; how Council would receive payment from the Department of Justice for works carried out by Council Officers.

#### Premises

- A fee of £195 would be paid to the Council for work performed relating to the registration of a business premises where fireworks are to be stored. This fee would cover an initial inspection by Environmental Health Officers and the two other inspections that are required to be carried out within the first five years.
- Where a business wishes to renew its registration, a fee of £139 would be charged. This would cover the review inspection and the two additional inspections within the subsequent five years.
- The Service Level Agreement requires the Department to review these fees annually with any increase coming into effect from 1st April.

#### Firework Display Sites

- In relation to inspecting display sites, the Department would pay for mileage to and from the site, currently 65 pence per mile.
- The hourly rate for the Council Officer's time spent at the site would also be paid. In line with other Councils in Northern Ireland, this rate had been calculated at £30 per hour.

Proposed by Alderman Girvan

Seconded by Councillor Clarke and agreed that

**the following are approved:**

- (i) the Service Level Agreement with the Department of Justice for The Manufacture and Storage of Explosives Regulations (NI) 2006, and The Explosives (Fireworks) Regulations (NI) 2002 is approved, and;**
- (ii) proposed costs for work completed on behalf of the Department of Justice are as set out on the report.**

*ACTION BY: Colin Kelly, Environmental Health Manager (Commercial)*

## **LEISURE**

### **3.8 L/GEN/5 SCHEDULE OF CHARGES 2018-2019**

A proposed schedule of changes for the implementation on 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 for Parks and Leisure was circulated. Prices are reviewed annually.

### **Points to note:**

Following the recently introduced More Membership and review of Pay as You Go prices, no price increase was recommended.

It was proposed to introduce a new product for users of the Driving ranges and Golf Simulator. At a cost of £30 for a 4-week period, this would entitle the holder to unlimited balls at the golf driving ranges as well as use of the Golf Simulator at Allen Park a maximum of 12 times over the 4-week period. In line with other pricing this would be reviewed annually.

### **Pricing Policy**

The Pricing Policy, together with the relevant Section 75 Screening Form was circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Montgomery and agreed that

**the Schedule of Charges for 2018/2019, Pricing Policy and Section 75 Screening Form be approved.**

*ACTION BY: Geraldine Girvan, Director of Operations*

## **3.9 L/GEN/56 FACILITY CLOSURES**

A schedule for the closure arrangements on Bank/Public Holiday times during 2018/2019 was circulated for:

- Leisure Centres
- Arts and Heritage Venues
- Pavillions
- Recycling Centres

Proposed by Councillor Blair  
Seconded by Councillor Magill and agreed that

**the arrangements for closures of Operations facilities as set out in the schedule for 2018/2019 be approved.**

*ACTION BY: Geraldine Girvan, Director of Operations*

## **3.10 L/LEI/001: REDUCTION IN AGE RESTRICTION IN FITNESS SUITES**

Due to the ongoing success of the "More" membership scheme, there have been multiple requests and feedback from users to reduce the age limit for which an individual can access fitness suites within the leisure centres. Currently in all of Councils fitness suites, a young person has to be 16 years of age to use the facilities.



Officers have conducted extensive research across both private and public sector, as well as considering UK Active (UK wide partnership organisation which provides recommendations and best practice for Sport and Leisure) advice for age restrictions in fitness suites. In addition, relevant council officers had been consulted concerning health and safety and, safeguarding.

This research indicated that across Northern Ireland, a number of Councils currently allow fitness suite usage by young people who are over 14 years old.

UK Active indicates that use of fitness suites is permissible for young people over 14 years of age. UK Active also recommend that appropriately trained staff are present and that safeguarding measures are put in place. Members should note that Council fitness staff are already appropriately qualified to instruct this age group.

Based on research, officers proposed that the lower age limit for access to council fitness suites is reduced from 16 to 14 years old. In order to meet safeguarding guidelines, users must be accompanied by a parent or guardian. This change, if approved, would be effective from 1<sup>st</sup> April 2018.

Proposed by Councillor Magill

Seconded by Alderman Girvan and agreed that

**the lower age limit for access to Council fitness suites will be reduced from 16 to 14 years of age (accompanied by a parent), effective from 1<sup>st</sup> April 2018.**

*ACTION BY: Matt McDowell, Head of Leisure*

## **PARKS**

### **3.11 PK/CP/001/VOL4 CENTRAL CAR PARK ANTRIM**

Members were reminded that the programme of resurfacing works for the 11 transferred car parks was due to start in August.

PHASE 1 includes Harrier Way, Ballyclare, Central Antrim and Bridge St, Antrim.

Following appointment of a consultant in October 2017 the delivery programme was being fully developed and tender documents drafted for the Contractor Framework, through the Capital Projects team.

#### **CAR PARK OPERATIONS DURING WORKS**

It would be necessary for all or part of the car parks to be closed for a short period whilst works are undertaken. The objective would be to keep these closures to a minimum. Officers would work with relevant traders and changes would be highlighted well in advance for customers and visitors to the towns. Committee would receive information in a timely way.

#### **EMERGENCY WORKS**

Due to the recent severe weather conditions the surface at Central Car Park, Antrim has deteriorated and emergency works are required – remaining car parks are currently satisfactory. Officers are progressing these works and it is hoped that they will be completed by the end of March or early April. A

detailed report on works to car parks including emergency works would be considered at the March meeting of the Community Planning and Regeneration Committee.

In relation to the emergency works at Central Car Park, Officers would work with the contractor to explore the potential for the car park to operate whilst works are ongoing rather than having to close it down. However, in the event of closure being required, approval would be needed to effect this.

Proposed by Alderman Smyth  
Seconded by Councillor Ritchie and agreed that

**should it be required, that approval is given for full or part closure of Central Car Park, Antrim during emergency works from Friday 6 to Tuesday 10 April subject to confirmation by the contractor.**

*ACTION BY: Geraldine Girvan, Director of Operations*

### **3.12 PK/GEN/035/VOL2 GRASS MANAGEMENT**

The Grass Management sub group met on Monday 5<sup>th</sup> February 2018, and officers updated Members on a range of issues. In summary, Members were updated on roundabout improvements, grass cutting, seasonal planting proposed, action plans for Glengormley, Ballyclare and Straid, community engagement action plans and the Best Kept Garden Competition. Minutes of the meeting and community engagement action plans were circulated, and the specific recommendations arising from the meeting were set out below.

Proposed by Alderman Smyth  
Seconded by Councillor Clarke and agreed that

- (i) The additional seasonal planting, flower beds and hanging baskets at Straid, Ballyclare and Glengormley is progressed and**
- (ii) That officers progress with delivery of the village and towns action plans.**

Noted: Officers to remove and ensure that unauthorised advertising signs be removed at roundabouts in the Macedon DEA.

Members thanked Ivor and his team on all their hard work.

*ACTION BY: Ivor McMullan, Head of Parks*

## **WASTE MANAGEMENT**

### **3.13 WM/WM/37 WASTE PRESENTATION FROM DAERA**

Officers are currently carrying out a review of Waste Management Strategy and in particular how glass should be collected from the kerbside in the legacy Antrim area. Potential collection options would be presented to Council next month which would take into account economic, environmental, and legal compliance considerations.

With regards to the legal compliance and possible future legislative targets, Members wished to invite a representative from the Department of Agriculture, Environment, & Rural Affairs's Waste Policy section at the April meeting for a presentation. This official would be able to give an overview of strategic waste issues, possible Brexit implications, and highlight best practice case studies.

Proposed by Councillor Clarke  
Seconded by Councillor Blair and agreed that

**that a representative from DAERA's Waste Policy section gives a presentation to Members on strategic waste issues at a future meeting of Committee.**

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

## **ITEMS FOR INFORMATION**

### **3.14 EH/EHS/2 ANIMAL WELFARE SERVICE**

Members were reminded that since April 2015, the Department for Agriculture, Environment and Rural Affairs funded Animal Welfare Service had been delivered through a four-centre model with Fermanagh and Omagh District Council taking the Lead Regional Council role. Governance arrangements exist through the Animal Welfare Project Board and Service Level Agreements between the Sub-regional Lead Council and constituent Councils. Mid and East Antrim acts as a Sub-regional Lead Council for delivery of the service across the Mid and East Antrim, Causeway Coast and Glens, and Antrim and Newtownabbey Borough Council areas.

Due to staffing issues, the Project Board has had to withdraw on call cover for the Animal Welfare Service provided by Councils at weekends with effect on Friday 16th February 2018.

A further review of the situation would take place before end March and cover would be in place on the Bank Holidays up to and including Easter.

Antrim and Newtownabbey Borough Council website had been updated to reflect this new arrangement. (Animal Welfare Web Information circulated).

Mid and East Antrim Borough Council had advised that the issue of on call cover would form part of a wider review of the Animal Welfare Delivery Model to commence shortly in light of anticipated funding pressures.

Proposed by Alderman Smyth  
Seconded by Councillor Clarke and agreed that

**the report be noted and that Officers review what actions can be taken to prevent dog cruelty, particularly within the Greystone Road area.**

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

### **3.15 CE/OA/017 DRIVER AND VEHICLE LICENSING AGENCY**

Members were reminded that a contract exists between Council and the Driver and Vehicle Licensing Agency (DVLA) for use of the Web Enabled Enquiry (WEE) Service.

This service assists Council in the enforcement of legislation such as that controlling litter and dog fouling through identification of the registered owner of a vehicle.

As part of the governance arrangements for the contract, audits are carried out by DVLA to ensure that the data obtained is used and stored appropriately. The latest audit took place on 23 January 2018 and resulted in a Green Rating, indicating a high level of compliance.

Proposed by Councillor Ritchie  
Seconded by Councillor Ball and agreed that

**the report be noted.**

NO ACTION

### **3.16 L/LEI/501: QUEST ACCREDITATION**

In February 2018 Antrim Forum underwent assessment to retain Quest accreditation which was successfully achieved. Quest is a quality assurance scheme and continuous improvement tool for leisure facilities and sports development teams. Quest is supported by Sport England, Sport Wales, Sport Scotland and Sport Northern Ireland as well as organisations like CIMSPA, (Chartered Institute for the Management of Sport and Physical Activity) ukactive, Chief Leisure Officers' Association and SPORTA.

Members were reminded that at the November meeting of Committee, the Head of Leisure presented priorities for the service for the next 12 months, with one of the priorities being that all centres achieve Quest accreditation. Officers were keen to evidence the high quality, operational and service standards at each of the Leisure Centres within the Borough and additionally the accreditation for Sport and Play Development. These accreditations would address a key challenge within the Leisure Strategy to offer 'continuous improvement in a challenging economic climate'.

In addition to Antrim Forum which retains accreditation, Allen Park, Ballyearl LC, Crumlin LC, Sixmile LC and Valley LC would be working towards QUEST accreditation in 2018/2019 with a view to assessment taking place in early 2019.

Proposed by Alderman Smyth  
Seconded by Councillor Blair and agreed that

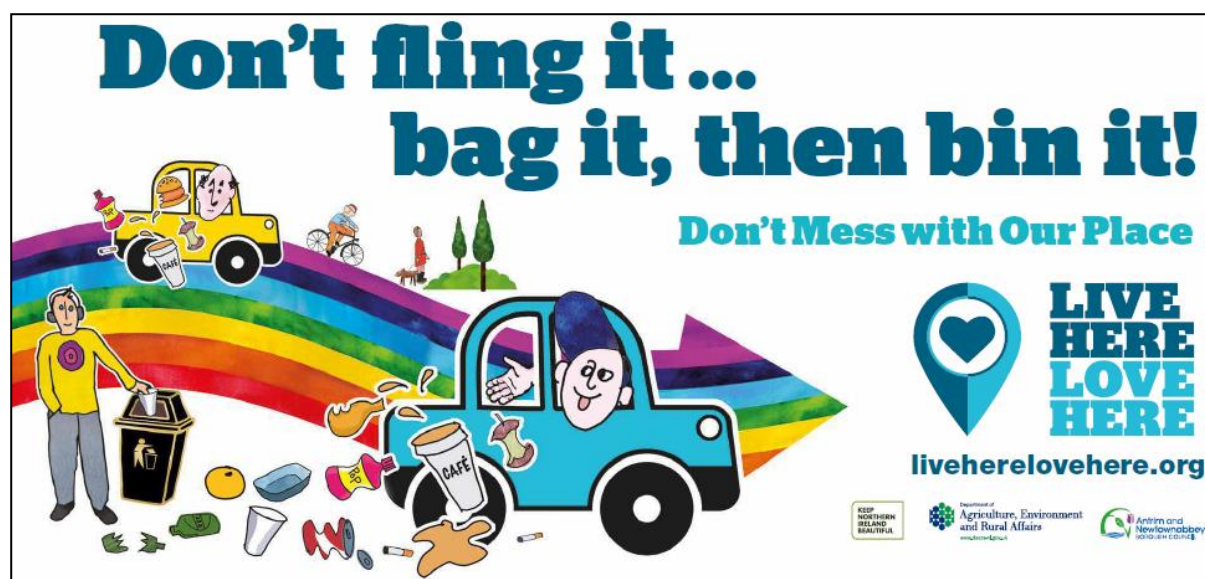
**the report be noted.**

NO ACTION

### 3.17 WM/SC/4 "DON'T MESS WITH OUR PLACE" LITTER CAMPAIGN

At the October Operations Committee meeting, Members approved a targeted litter campaign based on the "Don't Mess With Our Place" message using the existing Live Here Love Here campaign artwork.

The campaign activities were held over a two-week period from 5 February 2018 with advertising billboards, below, displayed in Glengormley, Jordanstown, Dunsilly, Antrim, Ballyclare, and Newtownabbey.



Envirolab educational shows were also held for local school children. During the week, over 850 children from 13 schools attended the shows at locations across the Borough and the initial feedback from the teachers had been extremely positive and some were listed below together with images from the shows.

The Envirolabs targeted issues like littering, dog fouling and recycling and their impact on human health, flora & fauna, and the local & global environment.



"Thank you for visiting the school yesterday afternoon, I heard your talk was fantastic!! .... THANKYOU - for a fantastic, informative afternoon!!" - Creavery Primary School

"We were very lucky to receive a visit from Scientific Sue and her Envirolab today. Sue carried out lots of experiments; such as making slime and making bottles of cola explode! We also learned about the environment and how important it is to recycle and to keep our Earth clean and tidy. We all had great fun and we also learnt a lot." - Ashgrove Primary School.



Further feedback was being sought from local schools to ascertain whether further Envirolab sessions based litter and recycling should be organised. The sessions were very interactive and practical based and may be very useful to engage secondary level students.

All aspects of the litter campaign would be assessed for their effectiveness and replicated, if appropriate, in future campaigns. It was envisaged that future campaigns would use the Live Here Love Here artwork, which Council was licensed to use, with the "Don't Mess With Our Place" strapline to add local context. Officers would continue to keep Members informed of potential litter campaigns at future meetings.

Proposed by Councillor Montgomery  
Seconded by Alderman Smyth and agreed that

**the Report be noted.**

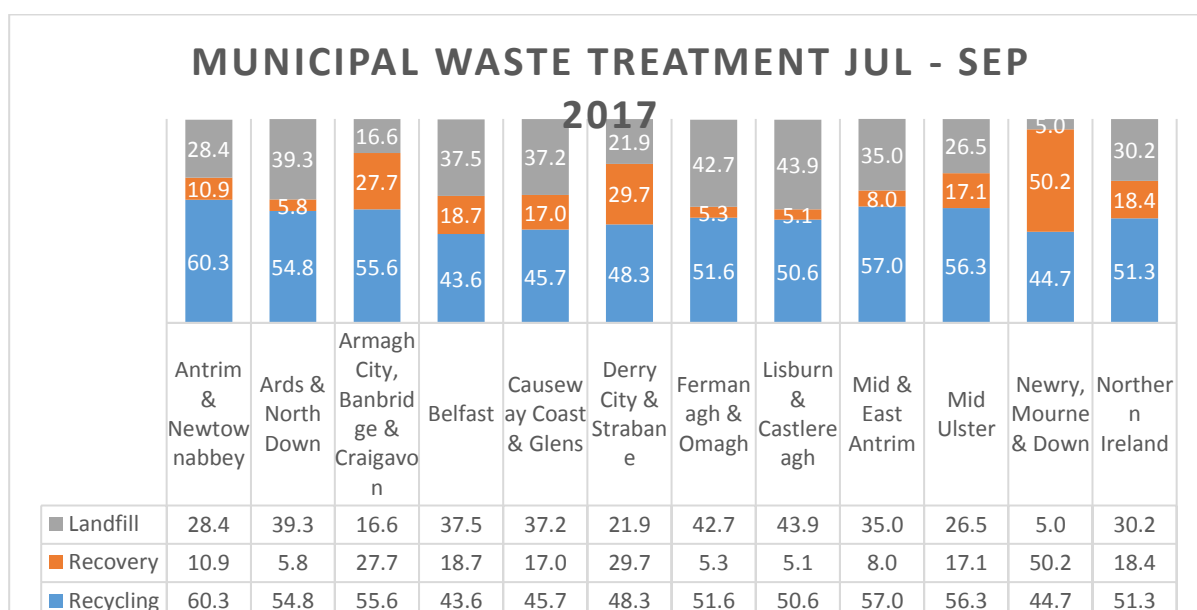
NO ACTION

### 3.18 WM/WM/37 WASTE MANAGEMENT PERFORMANCE REPORT JUL – SEP 2017

#### WASTE TREATMENT:

The provisional Northern Ireland local authority collected municipal waste management statistics report (circulated) for July to September 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 continued to achieve the highest recycling rate for municipal waste in Northern Ireland during the second quarter of the year, as we did in the first quarter of 2017/18. 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 were 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 56.8% and Council had used 31% of its annual landfill allowance allocation (NILAS). The improved performance was due to additional organic waste recycling and a reduction in waste to landfill.

Proposed by Councillor Blair

Seconded by Alderman Smyth and agreed that

**the Report be noted and that Officers furnish Members with a brief report in relation to landfill statistics across councils.**

Members commended staff on their excellent work.

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

### **3.19 PK/CEM/004 REQUEST FOR MEMORIAL STONE – VICTORIA CROSS RECIPIENT**

Correspondence had been received (circulated) requesting Council to consider erecting a memorial stone to Major Hugh Colvin VC.

Major Colvin served with The Cheshire Regiment in the British Army, during the First World War (namely The Battle of Passchendaele). He subsequently received the prestigious Victoria Cross Medal for his bravery, after successfully rescuing numerous colleagues whilst under fire. After surviving the First World War, he resided in Newtownabbey after retiring, and died at the age of 75.

Major Colvin is buried at Carnmoney Cemetery; the request was for a memorial stone to be erected at the foot of the Cross of Sacrifice, located at the entrance to the Cemetery.

Location, cost, design etc. would be established and a report brought to Committee in April 2018.

Proposed by Alderman Ball

Seconded by Councillor Montgomery and agreed that

**the report be noted and that Officers try to establish a comprehensive list of all Victoria Cross recipients from within the Borough**

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

*Having declared an interest in Item 3.24 Alderman Smyth left the Chamber at this point.*

The undernoted supplementary items were considered at this point.



### **3.24 SUPPLEMENTARY REPORT AC/HE/020 ROUND TOWER ANTRIM – FAIRY DOOR PROJECT**

Members were advised that the Steeple Community Association had identified an arts and heritage project which had the potential to enhance the Round Tower area of the Steele Park and in doing so make a positive contribution to the first two 'Love Living Here' Community Plan objectives of:

1. Citizens enjoying good health and wellbeing and
2. Citizens Living in Connected Safe, Clean and Vibrant Spaces

This group would like to work with the three primary schools surrounding Steeple Park: Parkhall, Antrim and St Comgall's as well as Men's Shed Steeple to design, manufacture and install miniature fairy doors on various trees in the wooded area beside the Round Tower and develop a trail among the fairy doors. They have requested both permission of the Council to do this and practical 'in kind' support in a number of areas as follows:

- Assistance from the Arts and Culture Team with the overall management of the project including making contact with each of the schools to secure their support and participation. This support would extend to assistance with the development of the trail as well as creation of a brand to enable the group to develop promotional materials, which could be used by the various project partners as well as the Council to promote the trail on social media.
- Assistance with clearing, cutting back of undergrowth and cleaning-up paths in and around the wooded area.

Proposed by Councillor Montgomery  
Seconded by Councillor Ritchie and agreed that

**the Steeple Community Association be granted permission to deliver the Fairy Door Project in the wooded area at the Round Tower in Steeple Park and the 'in kind' support requested by the Association to assist with delivery of the project be approved.**

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

*Alderman Smyth returned to the Chamber at this point.*

### **3.25 SUPPLEMENTARY REPORT PK/CP/001/VOL4 CAR PARKING ARRANGEMENTS-EVENTS**

Further to the report on emergency works being carried out at Central Car Park, it had been confirmed that these works were scheduled to last from Friday 6<sup>th</sup> to Tuesday 10<sup>th</sup> April (subject to confirmation with the contractor's method statement) and that the car park would need to close during works. This would coincide with the Antrim Live Festival which is Friday 6<sup>th</sup> to Sunday 8<sup>th</sup> April. Promotion of the Festival, which has events at various venues in Antrim town, would highlight all other car parks in the town and advance notice of the closure of Central car park would be advertised. It was proposed that charges be waived in Railway Street for the weekend to accommodate visitors to the Antrim Live Festival.

In addition, the Apprentice Boys of Derry are holding the Annual Easter Monday demonstration in Antrim town (2<sup>nd</sup> April). The route takes in Railway Street, Castle Way, High Street, Market Square, Antrim Stadium and the Randalstown Road. At a recent event planning meeting organisers had requested that Council consider allowing up to 40 spaces in Central car park to be reserved for visitors with mobility issues. This would be the spaces closest to Antrim Castle Gardens. It would also be beneficial to waive the charges at Railway Street car park for this event.

The estimated loss of car parking income for an average week at Railway Street is less than £500.

Proposed by Councillor Montgomery  
Seconded by Alderman Smyth and agreed that

- (i) **approval is given for the car parking charges in Railway Street Car Park be waived from Friday 6<sup>th</sup> to Sunday 8<sup>th</sup> April and on Monday 2<sup>nd</sup> April and,**
- (ii) **that up to 40 spaces can be reserved for visitors with mobility issues at Central Car Park on Monday 2<sup>nd</sup> April.**

Noted: Officers to consider a park and ride at the Junction and the potential to use the Tesco car park.

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

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

- (1) *Alderman Ball requested information on refuse collection vehicles.*

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

- (2) *Officers were requested to review and replace concrete benches in Ballycraigy and Dublin Road areas.*

*ACTION BY: Ivor McMullan, Head of Parks*

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

Proposed by Councillor Magill  
Seconded by Councillor Ritchie and agreed that

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

## **ITEMS IN CONFIDENCE**

### **3.20 IN CONFIDENCE L/LEI/VLC/016 V36 URBAN SPORTS PARK**

Under Peace IV, Council produced a local Action Plan for the Borough. Section 2.3 of the plan outlines the Creation of a New Shared Space Programme. Shared space concepts are designed by local people working together to bring a sense of belonging to people's areas or the creation of physical connections between places. Three projects had been identified within the Borough:

1. Steeple (Provision of 3G pitch at the Parkhall College and Antrim Grammar site)
2. Crumlin Glen
3. **Skate Board / Urban Sports Park**

#### **BACKGROUND**

An urban sports park is a purpose-built recreational environment made for skateboarding, Parkour, BMX, scooter, wheelchair, and inline skating. There have been in excess of 1000 young people in the Borough who have stated that they would like to see consideration for the provision of an Urban Sports Park. The need has been identified through a number of engagements through community planning, PCSP, Good Relations and Community Services.

The proposed Urban Sports Park at V36 would be a concrete installation with fencing, floodlighting and inclusive options for users of all abilities. Project costs are estimated at £[REDACTED] with contributions as follows:

- Council: £[REDACTED] (67%)
- SEUPB Peace IV: £[REDACTED] (33%)

The Business Case, Economic Appraisal and Section 75 screening form for the development an Urban Sports Park at V36 was circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Blair and agreed that

**Committee approves the outline Business Case, Economic Appraisal and section 75 screening for development of an Urban Sports Park at V36 at a total project cost of £[REDACTED] Council's contribution being £[REDACTED].**

**Project cost and breakdown of contributions confirmed as above.**

*ACTION BY: Janine Beazley, Leisure Grants and Special Projects Officer /  
Matt McDowell, Head of Leisure*

### **3.21 IN CONFIDENCE PK/CEM/004 CARMONEY CEMETERY EAST**

#### **Introduction**

Following reports of flooding at the additional spaces created at Carnmoney North East Cemetery (Selby Smith site), cemetery staff constructed a land drain adjacent the cemetery extension between old and new plot areas to alleviate immediate overland flows. This had minimal effect and a technical assessment

was therefore carried out. This identified works required immediately as well as longer-term requirements:

1. Short term: Excavate and install 1.5 x 1.5m swale (broad drain) for the length of the grass area at northern tip of the Carnmoney East land at an estimated cost of £[REDACTED] - £[REDACTED].
2. Long term: Water catchment survey be carried out to determine the overall requirement for the control of ground and surface water flows throughout the Cemetery. An action plan and costs to be reported to Committee

### **Impact on Capacity**

Without the use of the site, the number of plots available at Carnmoney Cemetery reduced to less than 20 and works were therefore treated as an emergency. Under the Council's Scheme of Delegation, the Chief Executive and Directors have the delegated powers to take measures, including expenditure, in emergencies and cases of urgency. As this was deemed to be an urgent matter the Director of Operations made the decision to procure the works required. Earney Contracts, who carried out the original work in 2017, were asked to carry out the works.

A further report would be provided for consideration on a longer-term action plan.

Proposed by Councillor Blair

Seconded by Alderman Girvan and agreed that

**that the report be noted.**

ACTION BY: Ivor McMullan, Head of Parks

## **3.22 IN CONFIDENCE PK/GEN/022 VILLAGE IMPROVEMENTS – BURNSIDE AND STRAID**

A number of Village and Hamlet Plans have been developed through GROW South Antrim across the whole Borough including Toome, Creggan, Groggan, Killead, Moneyglass, Parkgate, Straid, Ballyrobert, Burnside, Ballynure, Ballyeaston, Dunadry and Doagh.

A number of the Plans had identified improvements which could be progressed through the Parks team and some had been allocated an approved budget and match funding by Council through the Community Planning and Regeneration Committee. In the Straid plan, for example, improvements to the entrance to the village including landscaping, flowers and benches were identified and funding of £[REDACTED] approved in May 2017, being up to £[REDACTED] from GROW together with council match funding of up to £[REDACTED] (subject to completion of a successful application to GROW). Designs and estimated costings would be developed for the application.

Officers from the Parks team had been liaising with representatives in the village and the Department for Infrastructure (DfI) Roads to ensure that the final design would meet road safety requirements. Designs and estimated costs would be brought to committee at the earliest opportunity.

The Burnside Village Plan also identified similar environmental improvements including flower beds and planting. Officers from the Parks team recently met with community representatives who had prioritised the area in front of Brookfield Heights, which currently has a steep grass slope as a key area for improvement. In the ownership of the Department for Infrastructure, Roads, this bank area could be enhanced through an application to GROW and designed to require minimal annual maintenance. A similar licence arrangement as is in place with DfI for works to roundabouts could be put in place

Costs are expected to be between £[REDACTED] to £[REDACTED]. Again, an application could be submitted to GROW for funding for up to 75% of costs. Match funding would be required from Council and/or Northern Ireland Housing Executive (if any land is in its ownership) of between £[REDACTED] to £[REDACTED], depending on total projects costs. Designs and estimated costings would also be developed for this application.

Improvements of this nature and funding opportunities for the remaining Village Plans would be worked through and reported to Committee in due course.

Proposed by Alderman Smyth  
Seconded by Councillor Ritchie and agreed that

**In line with the Village Plans that:**

- (i) two applications for funding are made to GROW South Antrim as set out above and that,**
- (ii) Council enters into the normal licencing agreement with DfI Roads regarding the grass bank in front of Brookfield Heights, in Burnside**

*ACTION BY: Ivor McMullan, Head of Leisure*

### **3.23 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:

- February 2018

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 Ritchie  
Seconded by Councillor Montgomery and agreed that

**the papers be noted.**

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

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

Proposed by Councillor Ritchie

Seconded by Alderman Girvan and agreed that

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

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

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 7.10pm.

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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.***