



29 September 2021

Committee Chair: Councillor A Logue

Committee Vice-Chair: Alderman M Girvan

Committee Members: Aldermen – F Agnew, T Burns, L Clarke, J McGrath and J Smyth  
Councillors – A Bennington, R Foster, J Gilmour, L Irwin, N Kelly, J Montgomery, R Swann and R Wilson

Dear Member

### **MEETING OF THE OPERATIONS COMMITTEE**

A remote meeting of the Operations Committee will be held in the **Council Chamber, Mossley Mill, on Monday 4 October 2021 at 6.30pm.**

You are requested to attend.

Yours sincerely

Jacqui Dixon, BSc MBA  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**For any queries please contact Member Services:**

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## **A G E N D A**

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### **2 DECLARATIONS OF INTEREST**

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- 3.1 Regional Home Safety Education Facility
- 3.2 Identification of Bathing Waters, Request for Nominations - Update
- 3.3 Grass Management Sub Group
- 3.4 Scheme of Delegated Functions – Property and Building Services
- 3.5 Consultation Proposals for Amendment of Technical Guidance Document R (Access to and Use of Buildings) – Changing Places Toilet Provision

### **4 ITEMS FOR NOTING**

- 4.1 Leisure Performance
- 4.2 MacMillan Move More – Offer of Match Funding
- 4.3 Hazelbank Park
- 4.4 Building Control Matters for the Period 1-31 July 2021
- 4.5 Litter Workshop

### **5 ITEMS IN CONFIDENCE**

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# REPORT ON BUSINESS TO BE CONSIDERED AT THE OPERATIONS COMMITTEE MEETING ON MONDAY 4 OCTOBER 2021

## 3 ITEMS FOR DECISION

### 3.1 EH/PHWB/002 REGIONAL HOME SAFETY EDUCATIONAL FACILITY

Correspondence (enclosed) has been received from Causeway Coast and Glens Borough Council, seeking support for the establishment of a Regional Home Safety Educational Facility. Northern Ireland has a high rate of accidents occurring within the home setting, with people over the age of 65 and children under 5 being most at risk of serious injury or death.

Education and Awareness raising can help to prevent accidents in the home. There has been no regional safety facility in Northern Ireland since the recent closure of the RADAR centre in Belfast. A similar facility, Hazard House based in Ballymoney had to close as a result of reduced visitor numbers during the COVID-19 pandemic.

A regional home accident prevention facility would allow preventive education and awareness raising with all age groups within our society and would aid the delivery of home safety measures to reduce accidents within the home setting.

**RECOMMENDATION: that Council supports Causeway Coast and Glens Borough Council, in their pursuit of central Government funding for the construction and running of a fit for purpose home safety facility.**

Prepared by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

### **3.2 PK/BIO/044 IDENTIFICATION OF BATHING WATERS, REQUEST FOR NOMINATIONS - UPDATE**

Members are reminded that following discussion at the September meeting of Committee regarding the proposed nomination of Antrim and Jordanstown Lough Shore Parks (including Hazelbank) as designated bathing waters further clarification has been sought from the Department. It has been confirmed that in relation to (i) pollution Council would not have any additional liability in relation to clearing any pollution than already exists - with primary responsibility resting with the Northern Ireland Environment Agency.

In relation to Changing Facilities – the only responsibility which Council would have is to ensure that where there are changing facilities in place, signage must be put in place stating this. There is no requirement to provide changing facilities at a nominated bathing water location.

**RECOMMENDATION: that Council agrees to become a Bathing Water Operator to facilitate the nomination of Antrim and Jordanstown Lough Shore Parks (including Hazelbank) as formally identified bathing waters.**

Prepared by: Matt McDowell, Deputy Director of Operations (Parks & Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

### 3.3 PK/GEN/035/VOL4 GRASS MANAGEMENT SUB GROUP

The Grass Management Sub Group met on 6 September 2021.

Members considered a detailed report and presentations which covered a number of key areas:

- Presentations on Parks Development
- Update on roundabout improvement programme
- Update on Local Biodiversity Action Plan
- Seasonal planting plans
- Community engagement and horticultural competitions
- Climate Change
- Renaming of Grass Management Sub Group

Arising from the meeting a series of recommendations were made for consideration by the Operations Committee. Minutes are **enclosed**.

**RECOMMENDATION: that the Minutes of the Grass Management sub-group meeting held on 6 September 2021 be approved.**

Prepared by: Matt McDowell, Deputy Director of Operations (Parks and Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

### **3.4 PBS/BC/001 SCHEME OF DELEGATED FUNCTIONS – PROPERTY AND BUILDING SERVICES**

Members are reminded that in exercise of its powers under Section 7 (1) (a) of the Local Government Act (Northern Ireland) 2014, it is recommended that the Council hereby delegates to the under noted the following powers and duties:

- Geraldine Girvan, Deputy Chief Executive (Operations) (interim)
- Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services) (interim)
- Stephen Hipkins, Head of Property and Building Services

Copies of the revised Schedules are **enclosed**.

**RECOMMENDATION: that the Scheme of Delegated Functions for the Deputy Chief Executive (Operations) Geraldine Girvan, Deputy Director of Operations (Environmental Health, Property and Building Services), Clifford Todd and the Head of Property and Building Services, Stephen Hipkins be adopted.**

Prepared by: Clifford Todd, Deputy Director of Operations, (Environmental Health, Property and Building Services)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

### 3.5 **PBS/BC/001 CONSULTATION PROPOSALS FOR AMENDMENT OF TECHNICAL GUIDANCE DOCUMENT R (ACCESS TO AND USE OF BUILDINGS) – CHANGING PLACES TOILET PROVISION**

The Department of Finance Building Standards Branch is carrying out a consultation on proposed amendments to Part R of the building regulations technical guidance document.

The amendments are technical in nature and relate to recommendations for changing place toilet provision within specific categories of building. The main proposed changes are set out with any relevant issues:

- The consultation seeks to determine through statutory guidance, a standard for changing place toilet provision, to ensure specific new/relevant large buildings commonly used by the public, are fitted with accessible sanitary facilities for people with complex and multiple disabilities, in a properly targeted proportionate manner, thus enhancing equality and inclusion within the building environment.
- The consultation proposes thresholds for changing place toilet provision based on the nature of the building type and size. However, officers have identified ambiguity on the application of changing place toilet standards for new build/material change of use/extension and alteration works for these various building categories within the consultation. For this reason, the response highlights these anomalies. This is broadly in line with comments to be submitted by Building Control Northern Ireland to SOLACE on this issue. A copy of the proposed technical response to the consultation is **enclosed** for Members' information.
- Council has a number of buildings which, if they were subject to change of use, extension or alteration works, may require the proposed changing place toilet installation requirements. The potential impact of this proposed legislative requirement can only be ascertained on receipt of clarity from the Department on the extent of the intended application of the changing place toilet requirement. We will continue to liaise with the Department and colleagues in Building Control Northern Ireland to seek clarity on these issues.

**RECOMMENDATION: that the draft response to the Consultation Proposals for amendment of Technical Booklet Guidance to Part R (Access To and Use of Buildings): Changing Places Toilet Provision, be approved.**

Prepared by: Stephen Hipkins, Head of Building and Property Services

Agreed by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

## 4 ITEMS FOR INFORMATION

### 4.1 L/ GEN/075 LEISURE PERFORMANCE

Members are reminded that prior to March 2020 key leisure performance indicators included memberships, usage, income, and customer satisfaction which is measured through the Listen 360 software.

All indicators have been steadily improving with the number of memberships in particular increasing recently.

Throughout the various closures, a range of measures were approved by Council to try to retain members including early suspension of direct debit payments, provision of online live streamed and pre-recorded classes as well as regular communication with customers.

At this early stage following the easing of a number of key restrictions and in the context of high levels of compliance with social distancing and all other public health advice, current indicators are as follows:

**Leisure memberships** - 7,386 (an increase of 59% since reopening in April 2021). The target is to return to pre-COVID levels of 10,000.

**Usage** - 300,275 in the 6 months from April to September 2021. The total usage for the same period in 2020/21 was 193,849.

**Income** - £1.1m income in the 5 months from April to August 2021 compared to a forecasted figure of £1.49m estimated income which assumed re-opening from 1<sup>st</sup> April 2021 (a COVID losses Reserve funded by grant from the Department for Communities was established in March 2021 to offset future operational income losses).

**Listen 360** - 65% (a 10% improvement from pre pandemic levels)

In particular, the performance of golf during throughout the last 18 months has been significant with a 28% increase in income in 2020/21 compared to 2019/20. This is estimated to increase again by 30% in year due to the increase in people taking up golf when other facilities were closed. The opening of the Top Tracer product at Ballyearl Driving Range is also expected to contribute to the increase.

**RECOMMENDATION: that the report be noted.**

Prepared by: Deaglan O'Hagan, Commercial Programmes Manager

Agreed by: Matt McDowell, Deputy Director of Operations (Parks & Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations



#### 4.2 L/LEI/041/VOL2 MACMILLAN MOVE MORE – OFFER OF MATCH FUNDING

Members are reminded that MacMillan Move More physical activity programme has been delivered in the Borough for people living with and beyond cancer since 2016.

Delivered by a Move More Coordinator, seconded from Antrim Forum, the costs fully were funded by Macmillan until 2019. At that point, the funding model was changed by MacMillan who then requested match funding. Council agreed, to continue to deliver the programme over the next three years on the basis of increasing contributions: Council contributing 25% of the Coordinator's salary costs in year 1, 50% in year 2, and 75% in Year 3. The current three-year programme is due to expire in December 2021.

Correspondence has been received from Macmillan, enclosed, indicating that funding has been secured from the Department of Health for the 11 councils to provide 50% funding for the Coordinator salary costs up to March 2024.

At 50% funding, the requested contribution from Council for each of the three years would be £22,000 per annum (£66,000 in total).

On the understanding that the funding for the Macmillan Move More programme would cease in December 2021, Officers have been developing a cancer rehabilitation programme as part of a wider Health Intervention Action Plan. This would mainstream the work currently carried out by the Move More Co-ordinator and make it an integral and sustainable part of programming for our leisure centres. It would involve having a number of staff being trained to deliver the same type of service as the MacMillan project, giving greater flexibility and reach. There would be no need for a member of staff to be seconded, rather the trained staff would work from their own centres.

Officers propose to explore with MacMillan, the potential to secure the grant funding and any practical support for the new model and will report back to Committee in due course.

**RECOMMENDATION: that the report be noted.**

Prepared by: Anna Boyle, Sport & Physical Activity Programmes Manager

Agreed by: Deaglan O'Hagan, Commercial Programmes Manager

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations/ Matt McDowell, Deputy Director, Operations (Parks & Leisure)

### 4.3 PK/GEN/195 HAZELBANK PARK

Members are reminded that the potential for a working partnership with the Probation Board Northern Ireland (PBNI) has been an aspiration for some time, the aim being to offer individuals who are on probation an opportunity to work within a Parks setting to gain work experience. An opportunity has now been secured for PBNI to provide up to four volunteers two days per week over a three-week period to work at Hazelbank Park. PBNI will also provide a supervisor who will be on site throughout the three weeks to liaise between the team and Council staff. The work to be completed will be the painting of the handrail along the shared path and also assistance with litter picking.

Council will provide all PPE required by the volunteers in order to complete the assigned tasks as well as providing a welfare area. The trial will commence in early October with the intention to develop this relationship and the extent of work being completed as well as exploring opportunities in other Parks.

**RECOMMENDATION: that the report be noted.**

Prepared by: Mark Wilson, Parks Manager

Agreed by: Matt McDowell, Deputy Director of Operations (Parks and Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

#### 4.4 **PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-31 JULY 2021**

##### **BUILDING REGULATIONS**

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

##### **Applications Received**

Full Plans – 41  
Building Notices – 107  
Regularisation Certificates – 41

##### **Full Plans**

Approvals – 45  
Rejected applications requiring resubmissions – 61

##### **Commencements & Completions**

Commencements – 232  
Completions - 174

**Inspections** - A total of 853 Site Inspections were carried out.

**Regularisation Certificate** - 48 Regularisation Certificates issued.

**Building Notice**- 74 Completion Certificates issued

##### **Property Certificates**

Received – 263  
Issued - 258

##### **Income**

Plan Fees Received for Month	£9,168
Inspection Fees Invoiced for Month	£13,621
Building Notice Fees Received for Month	£9,124
Regularisation Fees Received for Month	£3,520
Property Certificate Fees Received for Month	<u>£18,480</u>
<b>TOTAL</b>	<b>£53,913</b>

##### **Projected Income To Date**

£187,722

##### **Year to Date Actual Income**

£321,148

##### **Postal Numbering & Development Naming**

Numbers of official postal numbers issued – 24  
Number of new developments named - 1

##### **LPS Partnership**

Property details surveys completed – 62

Members are reminded that the new Head of Property and Building Services, Stephen Hipkins, took up his post on 1 September 2021.

It is therefore considered timely that we review the information that we report to Committee about the work undertaken by the Service.

This will include the both the format and frequency of reports so that the content is informative and reflects the quality of this important work.

**RECOMMENDATION: that the report be noted.**

Prepared by: Vicky Jordan, Business Support Officer

Agreed by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services) and Liam McFadden, Principal Building Control Surveyor

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

#### 4.5 WM/SC/001 LITTER WORKSHOP

Following the litter workshop on 1<sup>st</sup> September, there were a number of suggestion actions which members asked to be piloted:

These are:

- Solar powered compacting bins
- Bin sensors
- Specific coloured bags for community litter picks
- Big spring clean volunteer reward scheme
- Dog watch scheme
- Flower bed artwork - disks
- Mobile messaging signs
- Influencer campaign

A number of other proposals require further consideration:

- Private enforcement
- Dog foul spraying Plastic waste fish sculpture
- Flash mob videos
- Dedicated street litter/dog fouling teams

Officers are currently working on a detailed set of proposals for consideration by Committee in November.

**RECOMMENDATION: that the report be noted.**

Prepared and Agreed by: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services) and Michael Laverty, Deputy Director of Operations (Fleet and Waste Management)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations (Interim)