



28 September 2022

Committee Chair: Councillor N Kelly

Committee Vice-Chair: Councillor N Ramsay

Committee Members: Aldermen – F Agnew, T Burns, L Clarke, M Girvan
J McGrath and J Smyth

Councillors – J Archibald-Brown, A Bennington, R Foster,
J Gilmour, A Logue, J Montgomery and R Swann

Dear Member

MEETING OF THE OPERATIONS COMMITTEE

A meeting of the Operations Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Monday 3 October 2022 at 6.30 pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads 'Jacqui Dixon'.

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

PLEASE NOTE: Refreshments will be available in the Café from 5.20

For any queries please contact Member Services:

Tel: 028 9034 0048/028 9448 1301

memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 ITEMS FOR DECISION

3.1 Use of the Valley Leisure Centre for the Local Government Election Ballot Count on 4th – 6th May 2023

3.2 Northern Ireland Forest School Association

3.3 Successional Bulb Planting

3.4 Doagh Cemetery (Church Lane Burial Ground)

4 ITEMS FOR NOTING

4.1 Commemorative Programme

4.2 Winter Operations Plan

4.3 Granite Surfaces – Cleansing Requirements

5. ITEMS IN CONFIDENCE

5.1 Quotation for the Right to Sell Foodstuffs and Hot/Soft Drink in Council Parks

5.2 Valley Leisure Centre Roof, Café, Concourse & Under Croft

5.3 arc21 Joint Committee Papers

5.4 Residual Waste Treatment Contract Procurement

5.5 Garden Of Remembrance - Sixmile Cemetery

5.6 Confirmation of Funding - Greenways and Active Travel Projects

6 ANY OTHER RELEVANT BUSINESS

REPORT ON BUSINESS TO BE CONSIDERED AT THE OPERATIONS COMMITTEE MEETING ON MONDAY 3 OCTOBER 2022

3 ITEMS FOR DECISION

3.1 L/LEI/VLC/001 USE OF THE VALLEY LEISURE CENTRE FOR THE LOCAL GOVERNMENT ELECTION BALLOT COUNT ON 4TH – 6TH MAY 2023

Members are advised that the Valley Leisure Centre will be used for the election count for the Local Government Elections from Thursday 4th May to Saturday 6th May 2023 inclusive.

The Centre will be affected as follows:

- (a) the main sports hall and ancillary halls to be closed from 09.00am on Thursday 4th May 2023 to allow the building to be secured.
- (b) total closure of the centre on Friday 5th May and Saturday 6th May 2023 inclusive.

The Centre will re-open on Sunday 7th May 2023.

The pitches can remain open, being independently operated from the pavilion, and MORE members will be informed of the alternative facilities at Sixmile and Ballyearl.

RECOMMENDATION: that approval is given for the Valley Leisure Centre to be closed as outlined in the report to facilitate the Local Government Election Count

Prepared by: Vicki Kyles, Personal Assistant to Director of Parks and Leisure Operations

Agreed by: Deaglan O'Hagan, Head of Leisure Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

3.2 PK/GEN/117 NORTHERN IRELAND FOREST SCHOOL ASSOCIATION

Members are reminded that Council has contributed annually to the Northern Ireland Forest Schools Programme. The Northern Ireland Forest School Association (NIFSA) is a charity that promotes, develops and delivers sustainable environmental education programmes. The Forest Schools Programme is an innovative educational approach to outdoor play and learning, with a philosophy to encourage and inspire individuals of any age through positive outdoor experiences.

In 2021 – 2022, the Forest Schools Programme delivered an active training programme across six schools and nurseries in the Borough.

School	DEA Area
St. MacNissi's Primary School	Threemilewater
Round Tower Integrated Primary School	Antrim
St. Joseph's Nursery School	Antrim
Carnmoney Primary School	Glengormley
Thornfield House School	Threemilewater
Parkhill Primary School	Antrim

For the 2022/23 year, NIFSA have again requested £5000 to assist in delivering the programme. All schools and nurseries within the Borough are invited to register their interest in joining the programme by completing an online form.

RECOMMENDATION: that a contribution £5000 is provided to Northern Ireland Forest School Association to assist with the delivery of the Forest Schools Programme.

Prepared by: Angela Ross, Parks Development Officer

Agreed by: Paul Mawhinney, Head of Parks Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

3.3 PK/GEN/003 SUCCESSIONAL BULB PLANTING

Members are reminded that from 2018 Council's Parks Service have delivered an annual successional planting scheme across all DEAs.

The specialist supplier has indicated that due to an increase in costs relating to transportation, staff and machinery, the successional planting plan has increased on last year's figures of £38,150. The planting costs for this year are estimated to be in the region of £49,000.

The following locations are proposed to be planted:

- Antrim, Fountain Hill
- Randalstown Castle Road
- Ballyclare Sixmilewater Park
- Ballynure Roundabout
- V36 Park
- Lilian Bland Park
- Monkstown, Jordanstown Road
- Roundabouts at Nutts Corner, Ballynure, Sandyknowes, and Templepatrick

RECOMMENDATION: that approval be given for successional bulbs to be planted at the above locations at an estimated cost of £49,000.

Prepared by: Angela Ross, Parks Development Officer

Agreed by: Paul Mawhinney, Head of Parks Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

3.4 PK/CEM/022 DOAGH CEMETERY (CHURCH LANE BURIAL GROUND)

Members are reminded that currently, Council has responsibility for the maintenance of Doagh Cemetery, officially called Church Lane Burial Ground. This entails two grass cuts per year with maintenance also carried out from time to time involving cutting back shrubs and works undertaken to trees. Burials and administration of plots currently sits with a Cemetery Committee which keeps its records manually and which makes its own arrangements for digging graves through undertakers. A request has been received from the Cemetery Committee, for Council to take responsibility for both burials and administration.

The ancient graveyard, which appears to date back to the 1300s has, on average, one burial per year. Due to its age, the layout is such that manual digging of graves is required. It is worth noting that with the older cemeteries, grave records are not always accurate. Council's Cemeteries Admin staff have considerable experience in working through this type of issue.

Members are advised that research carried out following the request indicates that ownership of the land was vested in the local authority through a Schedule of Burial Grounds vested by the Commissioners of Church Temporalities in Ireland relating to the Irish Church Act 1869.

In considering the request, Members may wish to note that the number of burials is likely to reduce over time, whilst from a Cemeteries Administration perspective, the existing cemetery map would need to be transferred to the new cemetery software system, Plotbox, in line with the mapping underway for all cemeteries under Council ownership or stewardship. In assuming responsibility for the cemetery, Council's Cemetery Rules and Regulations would apply.

There are a mix of cemetery arrangements in place currently - those owned, developed and operated by Council, a number which were transferred to the legacy councils and which are maintained by Council which also has responsibility for burial and a small number where maintenance only is provided.

RECOMMENDATION: that responsibility for the administration and arrangement of burials at Church Lane Burial Ground, also known as Doagh Cemetery, by Council be approved.

Prepared and Approved by: Geraldine Girvan, Director of Operations

4 ITEMS FOR NOTING

4.1 PK/GEN/001/VOL3 COMMEMORATIVE PROGRAMME

Update on Commemorative Programme Sponsorship of Benches and Trees.

Benches

Year	Total	Location
Qtr 1 2022	6	Antrim Stadium (1), Carnmoney Cemetery (2) Crumlin Cemetery (1), Kilbride Cemetery (1), Valley Park (1)
Qtr 2 2022	3	Carnmoney Cemetery (1) Crumlin Cemetery (2)

Trees *

*Tree planting is only carried out Qtr 3 & 4 (Nov to Feb)

All requests were compliant with Council policy.

RECOMMENDATION: that the report be noted.

Prepared by: Glenda James, Parks Administration Supervisor

Agreed by: Paul Mawhinney, Head of Parks Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

4.2 WM/WG/2 WINTER OPERATIONS PLAN

From November to April, the Council maintains a Winter Operations Plan to assist staff in delivering Council services as safely and efficiently as possible during the winter months. The Plan also includes provision for gritting services all Council facilities and designated areas like town centres and car parks, the delivery of the waste collection services during adverse weather, and snow clearance operations.

The Plan is reviewed every year and as winter approaches, it was deemed prudent to advise Members on its provisions of the Plan (**enclosed**) which includes Appendix 2 that outlines the areas which will be gritted including how and when this will occur.

The Plan outlines the notification procedure for gritting operations which will be activated if the designated officer believes there is a strong possibility of ice occurring based on Met Office warnings and media weather reports. The procedure takes into account micro climatic differences across the Borough, for example, areas may be gritted in Glengormley due to sub-zero temperatures but there will be no requirement to do so in Crumlin as the temperature is above freezing.

The Plan aims to have Council facilities gritted before staff arrive at work and the main town centres to be serviced before shops and businesses open at 9am, although Members should be aware that gritting operations cannot take place during periods of heavy rain or snow and are dependent on available resources.

The Plan also addresses the possible impact of adverse weather on the waste collection services. In the event of severe weather, road conditions will be assessed and operations revised to reflect the increased risks to staff and public safety.

Community Winter Resilience Kits

As per Members request, Council also has three Community Winter Resilience Kits, including salt spreader, salt, grit box, snow shovels, ice grippers, gloves, and hi vis vests, for each DEA. The contact details of the community groups or individuals will be kept on a database in case resources need to be shared across the Borough if ice coverage is patchy. Community groups or individuals receiving the Kits will also be supplied with health & safety guidance notes.

RECOMMENDATION: that the report be noted.

Prepared and Approved by: Michael Laverty, Director of Waste Operations and Matt McDowell, Director of Leisure & Parks

4.3 WM/SC/01 GRANITE SURFACES – CLEANSING REQUIRMENTS

Members are reminded that the public realm schemes in Antrim, Ballyclare, Glengormley and Randalstown have included granite paving and cleaning requires a specialist machine. Council purchased a pavement scrubbing machines in order to maintain the appearance of the granite.

While the vehicles have reduced the requirement for cleans by specialist contractors but the nature of the staining often caused by greasy food products, vehicle oil or chewing gum, Officers are exploring other cleansing options as we seek to maximise the streetscape aesthetics to encourage economic growth in town centres.

As a result, officers will be trialling a hot water sweeper from 7 November 2022 to ascertain its effectiveness at keeping a high level of appearance at these public realm areas.

RECOMMENDATION: that the report be noted.

Prepared and Approved by: Michael Lavery, Director of Waste Operations