



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN  
ANTRIM CIVIC CENTRE ON MONDAY 28 OCTOBER 2019 AT 6.30 PM**

- In the Chair** : The Mayor (Alderman J Smyth)
- Members Present** : Aldermen – F Agnew, P Brett, T Burns, T Campbell, L Clarke, M Cosgrove, M Girvan, D Kinahan and J McGrath  
Councillors – J Archibald, A Bennington, M Cooper, H Cushinan, P Dunlop, G Finlay, S Flanagan, R Foster, J Gilmour, M Goodman, P Hamill, N Kelly, R Kinnear, A Logue, R Lynch, M Magill, P Michael, J Montgomery, N McClelland, D McCullough, V McWilliam, S Ross, L Smyth, M Stewart, R Swann, B Webb and R Wilson
- In Attendance** : Dr Stephen Blockwell, Head of Investment Management, NI Water  
Mr David McCullough, Head of Wastewater, NI Water
- Officers Present** : Chief Executive – J Dixon  
Director of Organisation Development – A McCooke  
Director of Operations – G Girvan  
Director of Finance and Governance – S Cole  
Director of Community Planning – N Harkness  
Head of Waste Management - Michael Laverty  
ICT Projects Officer – J Higginson  
Media and Marketing Officer – J Heasley  
Member Services Officer – S Boyd  
Member Services Manager – V Lisk

**1 BIBLE READING, PRAYER AND WELCOME**

The Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by the Reverend Michael Gregory.

Councillors Cushinan, Finlay, Goodman, Kelly, Kinnear and Logue joined the meeting at this point.

## **2 APOLOGIES**

Councillors – McGrann and McAuley

## **3 DECLARATIONS OF INTEREST**

Item 10.1 – Councillor Foster

Item 11.3 – Alderman Kinahan

## **4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Alderman Campbell

Seconded by Councillor Foster and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday, 30 September 2019 be taken as read and signed as correct.**

*NO ACTION*

## **5 MINUTES OF THE OPERATIONS COMMITTEE MEETING**

Moved by Alderman McGrath

Seconded by Councillor Cooper and

**RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 7 October 2019 be approved and adopted.**

*NO ACTION*

## **6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING**

Moved by Councillor Dunlop

Seconded by Councillor Hamill and

**RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday 8 October 2019 be approved and adopted.**

*NO ACTION*

## **7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE MEETING**

Moved by Councillor McWilliam

Seconded by Councillor Dunlop and

**RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting of Monday 14 October 2019 be approved and adopted with the exception of Item 4.2 – Street Naming.**

Moved by Councillor Logue

Seconded by Councillor Goodman and

**RESOLVED – that, in relation to Item 4.2 – Street Naming, the name Blackwater Gate be selected for this development.**

*ACTION BY: William Richmond, Principal Building Control Officer*

**8(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1**

Moved by Alderman Brett  
Seconded by Councillor Webb and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 21 October 2019, Part 1 be approved and adopted.**

*NO ACTION*

**8(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2**

Moved by Alderman Brett  
Seconded by Councillor Webb and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 21 October 2019, Part 2 be taken as read and signed as correct.**

*NO ACTION*

*Aldermen Brett, Cosgrove, Girvan and McGrath left the Chamber during this item.*

**9. PRESENTATION**

**9.1 PRESENTATION BY NI WATER**

Members were reminded that it was agreed at the June Council meeting that NI Water be invited to a future meeting to present on its investment plan for the next Price Control (PC21) for the period 2021-2027.

A copy of the Drinking Water Quality Report for Northern Ireland 2018 was circulated for Members' information.

Dr Stephen Blockwell, Head of Investment Management, NI Water and David McCullough, Head of Wastewater, NI Water were in attendance to make the presentation.

Dr Blockwell and Mr McCullough responded to Members' questions and agreed to contact some Members directly to provide clarification on issues raised.

The Mayor and Members thanked Dr Blockwell and Mr McCullough and they left the meeting.

Proposed by Councillor Hamill  
Seconded by Councillor Montgomery and

**RESOLVED - that the Chief Executive write to the Secretary of State regarding the allocation of funding to NI Water.**

*ACTION BY; Jacqui Dixon, Chief Executive/Member Services*

### **MAYOR'S REMARKS**

The Mayor congratulated Tidy Randalstown and Antrim Town on achieving gold in the small town and silver in the town categories respectively at the Britain in Bloom Awards.

The Mayor advised that he had attended a study visit to the Enchanted Forest at Pitlochry and had met with the Provost of Perth, he had also launched the new play park at Lilian Bland Park, opened the Dog Park at V36 and looked forward to the opening of the Dog Park in Antrim this week.

The Mayor congratulated all the team who had delivered at the Halloween celebrations this year. He also congratulated the Media and Waste teams as the Council had been awarded a gold and two silvers at the CIPR awards for the #recycleright campaign.

## **10. ITEMS FOR DECISION**

*Having declared an interest in the next item, Councillor Foster left the Chamber. Alderman Burns also left the Chamber.*

### **10.1 TO APPROVE THE SEALING OF DOCUMENTS**

Members were advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

- Antrim Lough Shore Park Public Art Contract
- Lease with Listening Ear Project for the lease of an office at the Dunanney Centre

Moved by Councillor Goodman  
Seconded by Councillor Magill and

**RESOLVED – that the documents be signed and sealed.**

*ACTION BY: Paul Casey, Head of Legal Services and Borough Lawyer*

**10.2 EH/EHS/FC/015 APPROVAL OF PREMISES – HENDERSON KITCHEN, UNIT 6-8 CRAIGSTOWN INDUSTRIAL ESTATE, RANDALSOTWN**

Members were reminded that since 1 January 2016, it has been a legislative requirement to approve product specific food establishments under Regulation EC 853/2004 that lays down specific hygiene rules for the hygiene of foodstuffs.

Premises that produce food Products of Animal Origin are required to be approved under Regulation EC 853/2004. An application for approval had been received from Henderson Kitchen, Craigstown Industrial Estate, Randalstown.

The premises was required to have an approval for the following categories, Meat Preparations, Minced Meat, Fishery Products, Dairy Products and Egg Products. The Council, as the relevant enforcing authority for these premises, must approve the business and in doing so must assess that the business is complying with all relevant legislation.

To obtain approval strict hygiene standards for both structure and procedures are required. Approval cannot be given unless the required standards are met before any food is sold for human consumption.

The premises was last inspected on the 23 October 2019 and found to be in full compliance with current legislative requirements. Full approval for the premises was deemed appropriate.

The Council must issue an approval number to each individual food business it approves. The approval number is a unique three-digit number. When presented it is preceded by the Local Authorities own two letter code to form an Approval Code. The approval number for this business is UK ZJ 019 EC.

Moved by Alderman Clarke  
Seconded by Councillor Finlay and

**RESOLVED - that full approval be granted to Henderson Kitchen, Unit 6-8 Craigstown Industrial Estate with the approval number UK ZJ 019 EC.**

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

**10.3 EH/EHS/FC/014 APPROVAL OF PREMISES AS A COLDSTORE – D FOODS, 8 PORTLAND AVENUE, NEWTOWNABBEY**

Members were reminded that since 1 January 2016, it has been a legislative requirement to approve product specific food establishments under Regulation EC 853/2004 that lays down specific hygiene rules for the hygiene of foodstuffs.

Coldstores are required to be approved under Regulation 853/2004 subject to certain exemptions. All coldstore premises which handle products of animal

origin require approval, unless they operate in a way that is exempt under Regulation 853/2004. Exemptions include having a genuine retail element to their business, with sales to the final consumer on a local, marginal and restricted basis. This business is a standalone coldstore and therefore none of the aforementioned exemptions apply.

The Council, as the relevant enforcing authority for these premises, must approve the business and in doing so must assess that the business is complying with all relevant legislation.

The premises was inspected on 3 September 2019 and found to be in full compliance with current legislative requirements. Full approval of the premises is therefore deemed appropriate.

The Council must issue an approval number to each individual food business it approves. The approval number is a unique three-digit number. When presented it is preceded by the Local Authorities own two letter code to form an Approval Code. The approval number for this business is UK ZJ 020 EC.

Moved by Alderman Campbell  
Seconded by Councillor Montgomery and

**RESOLVED - that full approval be granted to D Foods, 8 Portland Avenue, Newtownabbey with the approval number UK ZJ 020 EC.**

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

#### **10.4 PT/CI/024 CORPORATE IMPROVEMENT PLAN 2019-20 QUARTER 1 IMPROVEMENT OBJECTIVES PROGRESS REPORT**

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

A first quarter progress report was circulated for Members' attention.

The report provides an overview on how we performed against:

- *Our eight corporate improvement objectives, as set out in the 2019-20 Corporate Improvement Plan, which was approved by Council in June 2019;*
- *The seven statutory indicators and standards that were set by Central Government Departments for Planning Services, Economic Development and Waste Management – as defined in the Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015 and;*
- *A range of self-imposed imposed improvement objectives across all service areas*

The Corporate Improvement Plan 2019-20 Quarter 1 Improvement Objectives Report was presented to and reviewed by the Audit Committee on 17 September 2019.

Moved by Councillor Hamill  
Seconded by Alderman Kinahan and

**RESOLVED - that the Corporate Improvement Plan 2019-20 Quarter One progress report be approved.**

*ACTION BY: James Porter, Performance Improvement Officer*

*Councillor Foster returned to the Chamber.*

## **10.5 ED/ED/046 STEEPLE SITE - ROUND TOWER AND PARKLAND**

Members were reminded that a decision was made in June 2019 to invest the proceeds of the sale of the old cinema site at Fountain Hill into the development of the Round Tower and surrounding parkland. The sum available from this sale is £363,000 and it was confirmed at the Council meeting in June 2019 that preparatory work on this scheme should now commence. Members attended a presentation on 23<sup>rd</sup> September which provided an historical background to the Round Tower, Witches Stone and the wider monastic site followed by a visit to the Tower itself. The presentation also covered examples of where similar sites have been preserved and developed as tourist attractions including Nendrum Monastic Site on Mahee Island near Killinchy, Co Down, and Devenish Island on Lough Erne.

By way of background, the ancient monastic history of the site dates back to the 10<sup>th</sup> Century. The Tower is believed to have been one of the earliest round towers built in Ireland and served as a bell-tower and place of protection or refuge from raiders. It is locally known as The Steeple, measures 28 metres tall and is now one of only two complete towers remaining in Northern Ireland and one of the finest left in Ireland. It is now a scheduled monument, which is in the care of the state and maintained by the Department for Communities Historic Environment Division.

The site as it currently stands is home to many tall trees which to a great extent hide the Tower itself. To this end it is not easily seen from the road, nor accessed. Members expressed the view that an initial phase of work should be undertaken which would:-

- i. improve signage at the site and interpretation as required.
- ii. develop a path network which will promote greater access to the site and linkage to the nearby schools, Civic Centre etc.
- iii. lighting or other enhancements to the Tower / site that would be acceptable to the Historic Environment Division.

Officers would now progress plans for this work and report back to Members in due course.

Members had also requested that consideration be given to an archaeological dig on part of the site and a Phase 2 development which could potentially include facilities for visitors and the application of technology to tell the story of the Steeple site.

Moved by Councillor Montgomery  
Seconded by Councillor Dunlop and

**RESOLVED - that**

- (a) Phase 1 as outlined be approved;**
- (b) consideration be given to a Phase 2 development and an exploratory archaeological dig.**

*ACTION BY: Majella McAlister, Director of Economic Development and Planning*

*Alderman Cosgrove returned to the Chamber.*

#### **10.6 G/LEG/044 ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL STANDING ORDERS**

Members were advised that it was agreed at the Planning Committee in August 2019 that Officers would bring back a review on Standing Orders to consider the use of a recorded vote for decisions on Planning Matters.

Officers had considered the Standing Orders which make provision for a recorded vote at item 24.5. Any Member may currently call for a recorded vote on any decision and this also applies in the case of decisions on planning applications.

The suggestion being made was that for all decisions in relation to planning applications, a recorded vote would be required. Should Members wish to proceed in this way, the Standing Orders would have to be amended to reflect this for the operation of the Planning Committee.

Moved by Councillor Webb  
Seconded by Councillor Lynch and

**RESOLVED – that Officers review Standing Orders to determine an efficient method to introduce the use of a recorded vote for planning decisions at the Planning Committee.**

*ACTION BY: Paul Casey, Head of Legal Services and Borough Lawyer*

*Aldermen Girvan and Brett returned to the meeting.*

**10.7 ED/ED/140 ECONOMIC DEVELOPMENT PARTNERSHIP AND WORKING GROUP MINUTES**

Members were advised that the Partnership and Working Group Minutes as listed below can be viewed in the new electronic folder called “**Partnership Minutes for Members Information**” on Members’ iPads.

| <b>Tourism, Town Centres</b> |                        |                            |
|------------------------------|------------------------|----------------------------|
| <b>File Ref</b>              | <b>Date of Meeting</b> | <b>Name of Partnership</b> |
| ED/REG/002                   | 5 July 2019            | Ballyclare Town Team       |
| ED/REG/006                   | 12 June 2019           | Randalstown Town Team      |

Moved by Councillor McWilliam  
Seconded by Councillor Wilson and

**RESOLVED - that the Town Team Meeting Minutes as listed be approved.**

*ACTION BY: Kim Murray, Business Support*

**10.8 CP/CC/005 LEGACY NEWTOWNABBEY - SENIOR CITIZENS GRANTS 2019**

Members were reminded of the annual legacy opportunity for Senior Citizens Groups in Antrim to apply for funding to run Christmas events. Following Members’ feedback from the 14 October 2019 Community Planning & Regeneration Committee, Members may wish to consider opening funding to legacy Newtownabbey Senior Citizens Groups.

The total budget allocated for the Senior Citizens Groups in Antrim for Christmas 2019 was £8,000 with recommended grants for 22 applications totalling £7,995.75. Members considered a similar budget for the legacy Newtownabbey Groups.

If approved, it was proposed to open a call for applications from legacy Newtownabbey Groups from 1 November 2019 for Senior Citizens Christmas Events and the budget would be found from departmental underspends.

Sufficient time needs to be made available for applications to be advertised, received, processed, approved and payments to be issued for Christmas 2019 events. As such, given the short timeframe available, Members considered delegating authority to the Director of Community Planning to approve the grant aid with a report going to a future meeting of the Community Planning Committee for Members’ information.

Moved by Councillor Finlay  
Seconded by Councillor McClelland and

**RESOLVED - that**

- i. £8,000 funding for Senior Citizens Christmas events is made available to legacy Newtownabbey Senior Citizens Groups.**
- ii. Applications for funding to open on 1 November 2019.**

- iii. **Delegation of authority be granted to the Director of Community Planning to approve the grant with a report going to a future meeting of the Community Planning Committee for Members' information.**

*ACTION BY: Paul Townsend, Community Facilities Co-ordinator*

*Aldermen Burns and McGrath returned to the Chamber.*

## **10.9 ED/ED/040 Vol 2 LOUGH ROAD TRAFFIC SOLUTION**

Members were reminded that it was agreed in July 2019 that the Chief Executive should write to the Department seeking a traffic management solution at the Lough Road. Measures proposed included traffic lights, a small roundabout or other similar interventions to control the flow of traffic. A response had now been received from the Network Development Manager, copy circulated, which indicated that traffic surveys and monitoring of the junction had been undertaken during peak times to ascertain how it was performing. The feedback indicated that delays can be experienced when there are events at Antrim Forum or Massereene Golf Club, however, there were no significant delays during the peak times with traffic moving satisfactorily.

The Traffic Management Team would continue to monitor the site after the Gateway Centre is operational.

Moved by Councillor Michael  
Seconded by Councillor Montgomery and

**RESOLVED - that Officers acknowledge the response and advise that it falls short of what is required to manage traffic in the area.**

Moved by Alderman Kinahan  
Seconded by Councillor Kelly and

**RESOLVED – that the Department be asked to introduce a temporary one-way system until a better system has been identified.**

*ACTION BY: Majella McAlister, Director of Economic Development and Planning*

## **11. ITEMS FOR INFORMATION**

### **11.1 FI/FIN/4 BUDGET REPORT – SEPTEMBER 2019**

A budget report for September 2019 was circulated for Members' information. The Council's variance on Net Cost of Services for the period to the end of September was £456k favourable. In setting the Estimates for the year, Council had budgeted to apply a credit balance from reserves of £700k, equating to £350k for the period of the report.

Taking account of the credit balance application and the income from District Rates and the De-Rating grant being on budget for the period, the overall position of the Council was an increase of £106k to the General Fund.

Moved by Alderman Cosgrove  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

*NO ACTION*

## **11.2 PK/GEN/024 CORRESPONDENCE FROM TIDY RANDALSTOWN**

Members were advised that correspondence had been received by the Chief Executive from Helen Boyd, Tidy Randalstown expressing her thanks to the Council for nominating Tidy Randalstown for the Queen's Award for Voluntary Service and for the Awards Ceremony and Reception.

A copy of the letter was circulated for Members' information.

Moved by Alderman Clarke  
Seconded by Councillor McWilliam and

**RESOLVED - that the report be noted.**

*NO ACTION*

*Having declared an interest in the next item, Alderman Kinahan left the Chamber.*

## **11.3 CP/CD/106 QUEENS AWARD FOR VOLUNTARY SERVICE**

Members were advised that correspondence had been received from the Queens Award for Voluntary Service expressing their thanks and appreciation of the support provided to them at the four Presentation Ceremonies which took place between June and September 2019.

A copy of the letter was circulated for Members' information.

Moved by Alderman Clarke  
Seconded by Councillor McWilliam and

**RESOLVED - that the correspondence be noted.**

*NO ACTION*

## **11.4 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL – OCTOBER BULLETIN**

As agreed at the August 2019 meeting of the Council, the Northern Ireland Housing Council's monthly bulletin was circulated for Members' information.

Moved by Councillor Webb  
Seconded by Councillor Magill and

**RESOLVED - that the report be noted.**

*NO ACTION*

#### **11.5 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

Members were advised that correspondence has been received from Newry, Mourne and Down District Council regarding a Motion adopted by that Council calling for a review of bowel and breast cancer screening and requesting support.

A copy of the letter was circulated for Members' information.

Moved by Councillor Webb  
Seconded by Councillor Magill and

**RESOLVED - that the correspondence from Newry, Mourne and Down District Council be noted.**

*NO ACTION*

#### **11.6 CE/EL/004 LOCAL GOVERNMENT ELECTIONS 2019**

Members were advised that in accordance with Section 23 of the Electoral Law Act (Northern Ireland) Act 1962, the Returning Officer shall submit to the local authority a detailed account of the expenses incurred in the conduct of an election. An account of the expenditure incurred in the Local Government Election in May 2019 was circulated.

Prior to the election, correspondence was received from the Northern Ireland Office advising that the maximum spend for administration and staffing to be incurred on this election was £286,671 (excluding postage costs).

Assurance was provided that the May 2019 Election cost is within the limit set by Northern Ireland Office.

Moved by Councillor Webb  
Seconded by Councillor Magill and

**RESOLVED - that the report be noted.**

*NO ACTION*

*Alderman Kinahan returned to the Chamber.*

The Mayor advised that the Motion would be taken at this point of the meeting.

*Councillors Hamill and McWilliam left the Chamber.*

### **13. MOTION**

Moved by Councillor Wilson  
Seconded by Councillor Finlay

*"This Council acknowledges the scale of the climate crisis and the impact it will have on people and communities in Northern Ireland; resolves to establish an all-party working group on climate change resilience exploring how we can mitigate this crisis and protect our citizens from the existing and future effects of climate breakdown and; investigate measures the Council can take to limit its impact on climate change."*

**The Motion was declared unanimously carried.**

*ACTION BY: Jacqui Dixon, Chief Executive*

### **MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Councillor Michael  
Seconded by Alderman McGrath and

**RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.**

Members were advised that the audio recording would cease at this point.

*Councillors Hamill and McWilliam returned to the Chamber.*

### **12. ITEMS IN COMMITTEE**

#### **12.1 IN CONFIDENCE WM/WM/01 HARMONISATION OF WASTE COLLECTION SERVICES IN THE BOROUGH**

In order to provide the residents of the Borough with a completely harmonised waste collection service and to maximise the ability to obtain Government funding by ensuring the collection of high quality recyclables, Members were reminded that in June Council approved the following;

- (i) The economic appraisal and Equality Screening document relating to the preferred option, namely, Option 5A, the provision of a 180L black bin collection service in legacy Antrim and (ii) the weekly collection of dry recyclables through a wheelie box (triple stack) container by an external organisation, subject to receipt of funding from Central Government with estimated savings of £3 million over ten years;

- (ii) the outsourcing of the residual waste collection services (black bins) in legacy Antrim with estimated additional savings of £3 million over 10 years;
- (iii) the Council reaffirms its decision to have no compulsory redundancies nor imposed TUPE transfers to third party organisations.

These approvals were subject to a three month consultation period with residents, staff and Trade Unions to allow Council to meet its employment obligations and provide the public with an opportunity to express their views on the proposed service change from blue bins to wheelie boxes with 180 litre black bins.

**Consultation - staff and trade unions**

Consultations had been completed with staff, trade unions and residents. The consultation period was initially due to end in September but at the request of the Trade Unions it was extended to the middle of October 2019.

Immediately following the June Council meeting a series of meetings were held at the operational depots with staff followed up by meetings with individuals. These provided staff with an opportunity to ask questions about the proposals and the potential implications for their roles. Officers also met with full time trade union officials and a summary of comments from the meeting were circulated.

**Consultation - residents**

Officers carried out a comprehensive consultation with members of the public. This comprised a short survey which was available on the website and in the September edition of Borough Life. Face to face surveys were also carried out by council staff at events and various locations in the Borough during the consultation period.

A total of 832 surveys/responses were completed and a summary of the results from those who answered the questions is set out below:

- 84% stated that they want to recycle more;
- Of those not currently recycling glass, textiles or batteries, 61% said it was because there was no home collection;
- With home collection an additional 10% stated that they would recycle glass, 9% more would recycle textiles and 15% would recycle batteries
- 60% indicated that proposed changes provide sufficient capacity

More detail was circulated for information.

The proposed service would provide the residents with greater recycling capacity and would increase the scope of the materials collected from households (glass, textiles, and household batteries).

Key issues raised through the consultation were set out below with comments:

| Issue | Comment |
|-------|---------|
|-------|---------|



|  | <p>present and contracts are currently working well.</p> <p>Services have successfully been outsourced since 2013, and as recently as 2018 the collection of brown bins in Antrim and black bins in Newtownabbey has been successfully delivered through an external contractor.</p> <p>Using the example of a recently outsourced service, the collection of black bins in Newtownabbey, there has been an extremely positive experience with the standard of service provided by the contractor.</p> <p>There has been a significant reduction in the number of missed bins following the start of the collection contract:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>No of Missed Black Bins</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td>1,991</td> </tr> <tr> <td>2017-18</td> <td>2,104</td> </tr> <tr> <td>2018-19 (<b>service outsourced from July 2018</b>)</td> <td>1,484</td> </tr> <tr> <td>2019-20 (to date)</td> <td>238</td> </tr> </tbody> </table> | Year | No of Missed Black Bins | 2016-17 | 1,991 | 2017-18 | 2,104 | 2018-19 ( <b>service outsourced from July 2018</b> ) | 1,484 | 2019-20 (to date) | 238 |
|--|---|------|-------------------------|---------|-------|---------|-------|--|-------|-------------------|-----|
| Year   | No of Missed Black Bins   |      |                         |         |       |         |       |  |       |                   |     |
| 2016-17  | 1,991   |      |                         |         |       |         |       |  |       |                   |     |
| 2017-18  | 2,104   |      |                         |         |       |         |       |  |       |                   |     |
| 2018-19 ( <b>service outsourced from July 2018</b> ) | 1,484   |      |                         |         |       |         |       |  |       |                   |     |
| 2019-20 (to date)                                    | 238   |      |                         |         |       |         |       |  |       |                   |     |

## Funding Programme

### Quality of recycling materials

The funding guidance for the DAERA Household Waste Recycling Collaborative Change Programme 2019/2020 - 2021/2022 has been released. This is significant capital funding for vehicles, containers, and implementation costs. The Guidance states:

*"The programme will emphasise quality of recycling, as well as increasing the quantity of recyclates collected, in order to ideally realise the economic potential of recycling to the economy."*

A stated Objective of the programme is:

- To improve the quality of household waste recycling collected by local councils to a standard allowing wide market access;

and one of the Programme targets is:

- To collect 8,000 additional tonnes of post-consumer paper, plastics and glass from kerbside collections to standards suitable for use by UK and EU

reprocessors in the first year following the programme completion (these three materials are being used as indicator materials).

It is clear that projects which prioritise the quality of the material collected and whether or not the waste can be processed in Northern Ireland to the benefit of the local economy are key considerations. The wheelie boxes have much lower contamination rates than blue bins - typically 0.1% compared to 15%. In addition, approximately 85% of the materials collected in the wheelie box are reprocessed in Northern Ireland and Republic of Ireland, retaining jobs and having a positive impact on the local economy. The collection of recycling materials in the blue bin would not meet the conditions of the grant.

At present there are two distinct waste collection services operating in the Borough and the harmonisation of these services would result in the following benefits:

- Same service would be delivered to all residents;
- A single communications message for all recycling and waste services would be possible simplifying the issue for customers
- Increased recycling rates as a result of introducing the wheelie boxes in the Antrim area.

The preferred option, Option 5A also helps Council to meet its waste management targets, approve requests for voluntary severance from waste staff, meet the requirements for successful application for funding from central government with the potential to leverage £2.5million to the Borough, and means that Council's stated position of no compulsory redundancies and no TUPE transfers to external organisations stands.

Members noted that, working with officials from the Department, the application to include funding (100%) for a project officer for a 1 year fixed term to ensure the smooth delivery of the implementation phase of the project, additional units and tote bags.

#### **Additional Potential Grant Aid**

In addition to an application for grant aid for the completion of harmonisation at around £2.5m (Option 5A), there was potential for grant funding (100%) for replacement vehicles to cover the collection of wheelie boxes in legacy Newtownabbey on a purchase and lease basis. The contract for the collection of dry recyclables in Newtownabbey finishes in October 2020 and at that stage, a contract could be tendered for the whole Borough, should approval be given to the recommendations – subject to a successful funding application.

Option 5A means that Council would provide the collection vehicles to the contractor, subject to a successful DAERA grant application, as this is deemed to be the most economically advantageous option. Transport costs, including vehicle purchase, make up approximately 25% of the overall service costs, eg. rate per household. If the Council purchased the vehicles for the

contractor through 100% grant funding, then the final contract rate would reflect this.

As a result, Officers were proposing to include the provision of kerbside recycling vehicles (9 no) for the collections service in Newtownabbey in the funding application, to a value of £[REDACTED]. The provision of these vehicles could result in the potential cost saving of £250,000 per annum on current kerbside collection contract costs in legacy Newtownabbey. In order to achieve funding, Council would need to demonstrate an increase in recyclables collected as the proposed vehicles would be replacing like for like vehicles (currently operated by Bryson Recycling).

As a result, it was proposed to introduce an organics recycling service at flats and apartments that currently do not have the service, targeting an additional 100 tonnes of recyclables. The proposed vehicles will therefore include the potential to allow food waste collections and would also future proof Council against any potential legislative changes in the collection of food and allow for possible additions to the scope of materials collected leading to greater recycling performance.

This would increase the Council's grant application to just under £[REDACTED] – for 100% of costs.

### **Carbon Benefits**

A recent study from WRAP (Waste Resources Action Programme) Cymru, a Government funded waste advisory body set up to promote sustainable waste management, compared the carbon impact of the three different kerbside collection systems utilised in Wales:

1. kerbside sort (wheelie box);
2. co-mingled (blue bin);
3. two stream (typically blue bin and separate box).

The report concluded that kerbside sort had the highest carbon benefit, and lowest impacts in terms of collection, post collection and MRF/transfer stages, followed by two stream, with co-mingled coming third. The assessment considered the collection, waste transfer, waste sorting, onward transport and recycling benefits of all three systems.

### **Variation of Existing Residual Waste Collection Contract**

If Council approved the recommendation to out-source the remaining black bin collections in the legacy Antrim area, a new procurement exercise would be required to select a contractor to provide the service. While this procurement exercise was progressed, the envisaged contract start date was October 2020. For a short period, Council can vary the existing black and brown collection contract with Avenue Recycling to allow staff to leave via the Voluntary Severance Scheme. This would mean inclusion of blue and black bins in the Antrim area in the current contract and allow Council to grant imminent severance requests to some staff.

It was estimated that the contract variation could achieve savings on operational costs in the region of £280,000 against budget for domestic waste

collection for a 6 month period starting in April 2020. Avenue Recycling had been approached and had confirmed that they can provide the bin collection service for both in the Antrim area with the cost of the service at the tendered rate for black bin collections in the original contract.

### **Conclusion**

Taking all of the information from the consultation into account, Option 5A remained the preferred Option as it would allow Council to:

- i. Achieve full harmonisation for the collection of waste both in terms of service and delivery;
- ii. Implement a weekly kerbside glass, textiles & batteries collection service in Antrim;
- iii. Increase levels of recycling;
- iv. Produce high quality recyclate achieving greater market value, which meets Government objectives and provides greater market security;
- v. Have a single communications message for residents of recycling and waste collection services;
- vi. Maximise the potential of Government funding;
- vii. Meet all outstanding staff severance requests in waste management;
- viii. Reduce the financial impact of ongoing operating costs of the waste management fleet with the reduction in fleet size to approximately five 26 tonne Refuse Collection Vehicles;
- ix. Have greater focus on street cleansing services.

In the event that Council proceeds with the implementation of Option 5A, subject to the successful award of DAERA funding for the new scheme, Officers will commence the procurement exercise to select a contractor to provide the collection service for the residual waste (black) bins in legacy Antrim and the dry recyclables (wheelie box) across the Borough (existing contract for wheelie box collections expires November 2020).

### **AMENDMENT**

Proposed by Councillor Wilson

Seconded by Councillor Lynch that

- (i) the harmonisation of the kerbside collection of all recyclable and residual domestic waste, service and delivery, from households across the Borough as set out in Option 2 of the economic appraisal and associated Screening Form, namely;
  - a. the provision of a 180L black bin collection service in legacy Antrim and,
  - b. the weekly collection of dry recyclables through a wheelie box (triple stack) container delivered in house in legacy Antrim;

With estimated savings of £2,608,980 subject to the award of funding from the Department of Agriculture, Environment, & Rural Affairs and;

- (iii) the submission of a funding application to DAERA for the purchase of 9 kerbside collection vehicles to service the Newtownabbey households in the new dry recyclables collection contract at an estimated capital value of £[REDACTED];

With potential cost savings of £250,000 per annum on the current kerbside collection contract costs, subject to the award of funding from the Department of Agriculture, Environment, & Rural Affairs and;

- (v) the reaffirmation of its decision to have no compulsory redundancies nor imposed TUPE transfers to third party organisations.

On the proposal being put to the meeting 9 Members voted in favour, 25 against and 3 abstentions, it was declared not carried.

The original proposal was then put to the meeting

Proposed by Alderman Cosgrove  
Seconded by Alderman Campbell that

- (i) the harmonisation of the kerbside collection of all recyclable and residual domestic waste, service and delivery, from households across the Borough as set out in Option 5A of the economic appraisal and associated Screening Form, namely;**

- a. the provision of a 180L black bin collection service in legacy Antrim and,**
- b. the weekly collection of dry recyclables through a wheelie box (triple stack) container by an external organisation in legacy Antrim;**

**With estimated savings of £3 million subject to the award of funding from the Department of Agriculture, Environment, & Rural Affairs and;**

- (ii) the outsourcing of the residual waste collection services (black bins) in legacy Antrim with estimated additional savings of £3 million over 10 years and;**
- (iii) the submission of a funding application to DAERA for the purchase of 9 kerbside collection vehicles to service the Newtownabbey households in the new dry recyclables collection contract at an estimated capital value of £[REDACTED];**

**With potential cost savings of £250,000 per annum on the current kerbside collection contract costs, subject to the award of funding from the Department of Agriculture, Environment, & Rural Affairs and;**

- (iv) the variation of the existing waste collection contract for blue and black bins in legacy Antrim for a short period to allow staff who have expressed an interest to leave via the Voluntary Severance Scheme at estimated cost savings of up to £280,000;**

(v) **the reaffirmation of its decision to have no compulsory redundancies nor imposed TUPE transfers to third party organisations;**

(vi) **Officers review how information in relation to waste is communicated to the public.**

On the proposal being put to the meeting, and a recorded vote having been requested by Councillor Wilson, 23 Members voted in favour, 13 against and 1 abstention

| <b>In favour of the Motion<br/>Members viz 23</b>   | <b>Against the Motion<br/>Members viz 13</b>   | <b>Abstentions<br/>Member viz 1</b> |
|---|--|-------------------------------------|
| <p>Aldermen: Agnew, Brett, Campbell, Cosgrove, Kinahan, Smyth</p> <p>Councillors: Archibald, Bennington, Cooper, Finlay, Flanagan, Foster, Gilmour, Hamill, McGrath, McCullough, McWilliam, Magill, Michael, Ross, Stewart, Swann, Webb</p> | <p>Aldermen: Burns, Clarke</p> <p>Councillors: Cushman, Dunlop, Goodman, Kelly, Kinnear, Logue, Lynch, McClelland, Montgomery, L Smyth, Wilson</p> | <p>Alderman Girvan</p>              |

**RESOLVED – that the proposal be declared carried.**

*ACTION BY: Michael Laverty, Head of Waste Management/Andrea McCooke, Director of Organisation Development*

*Councillor Kinnear left the meeting.*

**12.2 IN CONFIDENCE - FI/PRO/TEN/313 TENDER FOR ANTRIM FORUM POOL AND SPA MEDIA FILTER REPLACEMENT**

Members deferred consideration of this tender opportunity from Community Planning and Regeneration Committee of 7<sup>th</sup> October 2019 pending assurance that good governance was followed in delivering this project.

Members noted that all decisions within Council are governed by the Council's Constitution and Standing Orders (Approved May 2019). These documents set out the decision making structures adopted by Council including the responsibility for and principles of decision making. The role of Council, Committees and delegated powers to officers are also laid out in the documents. The Constitution and Standing Orders are accompanied by a suite of policies, procedures & protocols to ensure all regulations, guidance

are followed to deliver best value for ratepayers. These form the Governance Framework for Council.

Review of the project governance as requested considered two elements of the project:

- 1 Project Appraisal
- 2 Project Procurement

### **1. Project Appraisal**

Section 6 of the 'Financial Regulations' of Council outlines the use of economic appraisal in delivering value for money and satisfying public accountability.

Section 6.9 stipulates that appraisal shall apply, "*where the expenditure is for a capital scheme, an asset, a vehicle or for new revenue expenditure in excess of £20,000*".

An appraisal for this project was undertaken in August 2019 and considered by Operations Committee on 7<sup>th</sup> October. Approval was given to proceed with the project at an estimated cost of £[REDACTED].

### **2. Project Procurement**

Due to the requirement to minimise both revenue loss and public disruption, a procurement process was run in parallel with the appraisal process with the aim of delivery of the project during the planned period of Christmas closure in December 2019.

All public sector tender opportunities greater than £30,000 are required to be tendered via electronic portal. This tender was open to bidders from 6<sup>th</sup> to 27<sup>th</sup> September.

There was no requirement to follow European tender procedures as it was below the set threshold.

Council's 'Financial Regulations' further stipulate in section 7.5 that expenditure over £30,000 should be "*procured via "electronic portal" and Council approval*".

The outcome of the procurement exercise was brought to the CP&R Committee on 14<sup>th</sup> October for consideration. The tender sum was within the estimated amount approved by Operations Committee on 7<sup>th</sup> October.

In conclusion, proper procedure in both project appraisal and public procurement had been followed. Whilst it was unusual that these processes operated in parallel, there were valid business reasons and approvals were granted in the correct sequence. To give Members further assurances, other process checks in place in the Finance & Procurement Department to prevent project expenditure occurring without approval include;

- Procurement checklist- to verify project approval in place prior to contract award.
- Financial checklist - Appraisal approval is verified prior to allocation of a capital project code (an order for goods and services can only be raised with a valid project code).

The tender report is below for Members' consideration.

This tender opportunity was made available on eSourcingNI on Friday, 6 September 2019. Two tenders for the replacement of the Antrim Forum pool and spa media filter were opened via the eSourcingNI Portal on Friday 27 September 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

### STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, management systems and practices, previous relevant experience, schedule of operatives, pre-tender site inspection and declarations and form of tender. Both tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

### STAGE 2 – AWARD STAGE

#### Technical Assessment

The tenders were evaluated on a pass/fail basis for confirmation of compliance. Both tenders met the requirements of this stage and proceeded to the next stage of evaluation.

#### Quality/Commercial Assessment (30%/70%)

The tenders were evaluated on the basis of management of the contract and customer focus (10%), capacity and capability to deliver (20%), and cost (70%) and the recommendation is as follows:

| Supplier          | Quality Assessment (out of 30%) | Cost Assessment (out of 70%) | Total % Score | Total Cost (£) (excl. VAT) |
|-------------------|---------------------------------|------------------------------|---------------|----------------------------|
| H2O Servicing Ltd | 28%                             | 70%                          | 98%           | £ [REDACTED]               |

Moved by Alderman Brett  
Seconded by Councillor Foster and

**RESOLVED - that having achieved the higher score of 98%, H2O Servicing Ltd be appointed for the replacement of the Antrim Forum pool and spa media filter at the tendered rates.**

ACTION BY: Graham Reid, Senior Assets Officer and Bronagh Doonan, Head of Property and Building Services

*Alderman Campbell and Councillor Finlay left the meeting.*

### **12.3 IN CONFIDENCE CE/STC/88 ORGANISATION STRUCTURES**

A report relating to organisation structures was tabled at the meeting.

Moved by Alderman Cosgrove  
Seconded by Councillor Logue and

**RESOLVED - that**

- the structure for Community Planning (Appendix 1) be approved; and**
- a method of communicating when a Manager leaves the organisation be implemented.**

ACTION BY: Joan Cowan, Head of Human Resources

**MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Councillor McWilliam  
Seconded by Councillor Dunlop and

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

Members were advised that the audio recording would restart at this point.

The Mayor thanked everyone for attending and the meeting concluded at 8.52 pm.

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**MAYOR**