



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 5 FEBRUARY 2018 AT 6:30 PM

In the Chair : Councillor N Kelly

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

Non-Committee Members Present : Councillors – D Hollis, P Michael, V McWilliam and B Webb

Officers Present : Director of Operations - Ms G Girvan
Head of Parks - Mr I McMullan
Head of Arts & Culture - Ms U Fay
Head of Leisure – Mr M McDowell
ICT Officer – Mr J Higginson
Media and Marketing Officer – Ms J Coulter
Member Services Officer – Mrs D Hynes

CHAIRPERSON'S REMARKS

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

1 APOLOGIES

Councillors Goodman and McClelland

2 DECLARATIONS OF INTEREST

None declared.

3 REPORT ON BUSINESS

PRESENTATIONS

3.1 CORPORATE IMPROVEMENT INDICATORS 2018-19

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

Under the Act the Council has a statutory duty to make arrangements to:

- Secure continuous improvement
- Secure achievement of its improvement objectives
- Exercise its functions so that any Departmental specified standards are met.
- Gather information to assess improvements in their services and to issue a report annually on their performance against indicators which they have either set themselves or that have been set by Departments.

Over the last two years the Council has published a Corporate Improvement Plan detailing improvements which enhance the sustainable quality of life and environment for ratepayers and communities demonstrating clear links to both the Council's Corporate Plan and Community Plan.

The Northern Ireland Audit Office, Audit and Assessment Report (November 2017), made a proposal for improvement that:

"The Council needs to publish a range of indicators and standards to cover all of its functions within its Improvement Plan, in support of its general duty to continuously improve. This will improve the transparency of its arrangements to support continuous improvement. "

To this end Officers had identified a number of draft corporate improvement indicators which aim to measure four perspectives:

- Customers (e.g. percentage of satisfaction with recycled facilities)
- Processes (e.g. achievement of Green Flag Accreditation)
- Cost (e.g. cost per transaction/service)
- People and Learning (e.g. percentage of people participating in programmes)

The range of indicators also achieves a balance of coverage against the categories Strategic Effectiveness, Service Quality, Service Availability, Fairness, Sustainability, Efficiency and Innovation as identified in Part 12 of the Local Government (Northern Ireland) 2014 Act.

A short presentation (copy circulated) was provided for Members on the draft corporate improvement indicators for the Operations Directorate which the Director went through at the meeting.

It was proposed that the draft corporate improvement indicators are included in the overall Corporate Improvement Plan 2018-19, which would be presented to full Council in February 2018 with an additional report outlining the proposed governance arrangements.

Proposed by Alderman Smyth

Seconded by Councillor Montgomery and agreed that

the draft Corporate Improvement Indicators for the Operations Directorate be approved and included in the draft Corporate Improvement Plan 2018-19 for approval by Council in February 2018. Members noted that officers increased the target on the number of people attending leisure centres from 1.4 to 1.5million.

In response to a number of queries it was

Proposed by Councillor Blair

Seconded by Councillor Montgomery and agreed that

- **Officers write to Arts Council Northern Ireland, following recent comments by its Chairman, to confirm that Council is supportive of the Arts and the important role it plays in the Borough and does not consider Arts & Culture as a luxury. The Chairman to be asked to review the Arts Council expenditure in order to make savings of £700,000, rather than cut this from grants made to the Arts.**
- **Officers to review the use of plastic throughout the Council and also to review procurement of consumables with a view to reducing plastic and ensuring products are as environmentally friendly as practical and report back to Operations Committee.**
- **Officers review use of vending machines, provision of recycling bins in leisure centres and in town centres.**

ACTION BY: Ursula Fay, Head of Arts and Culture, Matt McDowell, Head of Leisure, Michael Lavery, Head of Waste Management

ITEMS FOR DECISION

ARTS AND CULTURE

3.2 AC/GEN/37 ARTS AND CULTURE GRANT AID

Members were reminded that a revised Arts and Culture Grant Aid Programme was approved by the Operations Committee in March 2017. The purpose of the grant programme is 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 all proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

The grants are delivered on a rolling funding programme linked to the financial year or until the funding for the year is exhausted. One application has been assessed by officers under the appropriate funding category and maximum award available. A summary of the applications is set out below along with the proposed awards:

Ref	Group Individual	Funding Category	Funding Purpose	Score	Amount Awarded
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3508	Mossgrove Youth Musical Festival Association	Delivery of an event or festival, which must be held in the Borough and open to the public.	To deliver the annual Mossgrove Youth Musical Festival	75%	£1000
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The remaining budget available for arts grants in 2017/18 is £6,115. The total amount proposed for this award is £1,000.00 leaving a balance of £5,115 to fund any future applications in the current financial year.

Proposed by Councillor Clarke
Seconded by Councillor Blair and agreed that

the Arts and Culture Grant Award be approved.

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

3.3 AC/GEN/45 ANTRIM LIVE

Following the success of the "Antrim Live" arts and culture festival, funded through the DEA Programme in February 2017 the event is to be repeated in 2018.

Following an initial meeting and discussion with Antrim DEA members, it was proposed to deliver Antrim Live 2018 over the weekend of 7 and 8 April when it should be a little warmer and more conducive to a predominately outdoor weekend festival.

The festival would follow a similar format to the previous year with a variety of arts and cultural activities both free and ticketed, programmed for a wide age range to participate in. Activities would be held both in Council's facilities but also in the town centre itself and other venues such as the Library and High Street. Some highlights of the 2018 weekend programme are:

- Craft Market
- Live Comedy with Neil Delamere in the Old Courthouse
- Music act to be confirmed.
- Fun fair – Ulster Bar Corner
- Baby Raves Old Courthouse
- Living history and storytelling at Pogue's Entry
- Evening Dance with Soda Popz Big Band at Old Courthouse
- Local buskers performing along High Street, Antrim
- Storytelling and children's theatre with Mr Hullabaloo at Antrim Library
- Various local performers at Castle Mall including Homespun Youth Theatre group, Men Shed Steeple and various local community choirs.

An Antrim Live standalone web site would be operational once again to promote the event, sell tickets and allow advance booking of the activities and it was hoped to build upon the success of the 2017 event when there was a 34%

uplift in number of visitors to the town during the festival. An evaluation report would be brought to a future meeting of the committee.

Proposed by Councillor Montgomery
Seconded by Alderman Smyth and agreed that

the delivery of Antrim Live 2018 on 7 and 8 April be approved.

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

3.4 AC/EV/3 GARDEN SHOW IRELAND 2018

This year's Garden Show Ireland event at Antrim Castle Garden was scheduled for Friday 4 to Sunday 6 May 2018 and is the last year of a three-year agreement with the show organisers.

Officers had reviewed the logistical arrangements put in place for the 2017 show, both for the set up/take down as well as the show itself, with the Garden Show Ireland team and as a result of their success in 2017 the following similar arrangements were proposed for 2018:

- Closure of the Castle Gardens car park for the duration of the show with a free park and ride bus service operating for show visitors at The Junction and with a designated area for blue badge holders operational from the Enkalon car park.
- Parking provision for exhibitors, event sponsors and corporate visitors be made in a specially designated car park in the hospital field area of Antrim Castle Gardens.
- Closure of the Clotworthy House car park to vehicles and pedestrians (with the exception of blue badge holders) to accommodate the show build from Monday 30 April with the car park opening again on Wednesday 9 May once the show dismantle has been completed safely. It was proposed to erect a perimeter cordon around the main show build area the event space from Monday 30 April with no public access to the area. This is to prevent visitor interaction in areas of heavy machine traffic and marquee erection etc. in order to protect visitors to the site. A significant reduction in this risk can be achieved by the closure.
- Closure of Clotworthy House to the public for the duration of the show with this area used instead as an integral part of the show and focal point for visitors.
- Closure of the Deer Park Bridge from 2 May at 5pm until 7 May at 5pm to prevent visitor interaction with heavy machine traffic.
- Access to the Gardens would be permitted for the duration of the show to all areas outside of the show area which is almost two thirds of the entire site. A variety of communications about planned closures will be used to ensure that regular visitors to the gardens are fully informed of the restrictions for the duration of the show and any inconvenience is kept to a minimum.

2019 and Beyond

In addition to planning for the 2018 show, Garden Show Ireland had been discussing with officers their plans beyond this year and have confirmed that they would very much like to stay at Antrim Castle Gardens for at least a further two years up to 2020. They feel that the venue works well in so many ways for the show and that this has enabled exciting expansion and development, particularly over the last 2 years. They had been particularly pleased to see the increased involvement from the local community with the show and having spent the last 4 years developing that would like to build on those relationships to be able to do more for the local area that should impact on the local economy in the long term.

Evaluation of the 2017 show found that it was the most successful to date with record visitor numbers showing a 20% increase on the previous year, highest pre-ticket online sales in the history of the Show - 30% increase on 2016 and a PR: Media impact value of £141,038 with circulation figures – 2,358,750.

Garden Show Ireland have identified two key areas where they would like to expand the show beyond 2018

1. The creation of more Show Gardens which, like the specialist nurseries, are very much the heart of the Show but over the last few years it has proved difficult to get the funding required from sponsors to create these.
2. Increased targeted marketing of the event both in NI and further afield to expand the audience and reach of the event and achieve greater economic impacts.

All of these elements would require more funding and while Garden Show Ireland would continue to push for additional corporate sponsorship, they had requested that the Council considers supporting one of the key areas above by either:

1. Provision of additional funding of £15,000, bringing the total support package to £40,000, either to create one feature garden or give bursaries for 3 small Show Gardens or
2. Provision of an additional £10,000, bringing the total support package to £35,000, which would be used to increase the marketing campaign

The show garden element of any garden show is a very popular feature with visitors, which adds a 'wow' factor to the event and can really inspire. These features add significant interest as well as a centrepiece for visitors to aspire to which in turn impacts positively on the traders at the show. The show garden element is also known to increase the profile and media interest in the show. For this reason, if Council was to agree to the request for additional funding, Officers would favour the funding of an additional Show Garden at £15,000.

Proposed by Alderman Girvan

Seconded by Councillor Blair and agreed that

(a) the proposed operational arrangements for Garden Show Ireland 2018, being held in Antrim Castle Gardens from 4 to 6 May 2018, be approved

(b) Council welcomes the Garden Show Ireland event for the next 2 years, 2019 and 2020 and that Officers meet with organisers with a view to discussing

meeting some of the additional costs requested. A further report come back to Committee in due course.

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

3.5 AC/EV/7 ENCHANTED WINTER GARDEN

Following agreement by Council that the Enchanted Winter Garden event be developed to a larger scale event at no additional cost, the event went ahead in December.

Financial Performance

The 2016 event was delivered for a net cost to Council of £46,000 and all the elements of that event were to be incorporated in the 2017 event with the addition of a Ferris Wheel and Christmas Boat attraction, additional entertainment and street theatre and the necessary infrastructure costs including new lighting, security, marshalling etc.

Entrance fees of £2 per adult and £1 per child were also approved and a means by which after initially paying the entrance fee customers could have free entry on repeat visits. Charges for the Ferris Wheel and Christmas Boat were agreed at £3 and £2 respectively.

Total expenditure for the event	£201,629
Agreed budget	<u>£46,000</u>
Balance to be met through income	£155,629

Total income from ticket sales, attractions, food vendors	£159,454
Total Surplus	£3,825

Customer Information

The information gathered through bookings enabled analysis of the customer profile. A total of 40% of customers were from within the Borough with the other 60% coming from all six counties of Northern Ireland as well as the Republic of Ireland, Great Britain and two from Spain. Most visitors outside the Borough were from County Antrim with large numbers coming from within a one-hour drive including towns such as Ballymena, Coleraine, Larne and Carrickfergus.

A total of 57,211 tickets were sold and this was a significant uplift on visitor numbers in 2016 (43,781). If a conservative estimate of under 2s was included (admission was free) a further 2,860 could be added giving total visitor numbers of 60,071 (based on 5% of tickets sold).

The Marketing and PR campaign for the event used a variety of methods and was concentrated within the Borough. However, social media achieved an impressive reach as did PR with photographs taken on the opening weekend of the event covered in each of the 3 Northern Ireland daily regional newspapers.

Event Survey Findings

A post event customer feedback survey was carried out by emailing all bookers. There was a significant response to this with 500 surveys completed which provided a robust sample size and compared very favourably with usual survey response rates for Borough Life.

Key findings of this survey were as follows:

- 79.58% were satisfied or very satisfied with the event.
- 47.16% of respondents said they visited local shops and restaurants as part of their visit.
- 87.78% were satisfied or very satisfied with the cost of attending the event.
- 4.63% said they did not spend any additional money whilst 81.90% said they spent an additional £10 to £60 whilst attending the event.
- 83.79% travelled to the event by car with 9.26% using the shuttle bus service.

Weather Risk

In terms of weather, the 2017 event achieved success in spite of there being yellow weather warnings in place from the opening of the event on Saturday 9 December until Wednesday 13 December. Temperatures were as low as -6c on some of the evenings. Analysis showed that this did have an impact on income generated at the event as 'dwell time' was significantly reduced because of the extremely cold conditions.

Layout

The revised layout with access through the Barbican Gate worked very well with minimal complaints from local residents re parking. The park and ride service was also well used with almost 10% using this service.

Success

Overall the 2017 event was very successful despite the scale, logistics and weather. With the excellent visitor numbers, feedback and media coverage Officers are now beginning to consider the 2018 event. With this in mind it would be helpful if Officers had an indication as to Council's views on proceeding at the same scale as 2017.

Proposed by Councillor Montgomery
Seconded by Councillor Blair and agreed that

(a) following the success of the 2017 event, that an event on a similar scale and net cost to council, £46,000, be approved in principle to allow Officers to develop proposals for consideration by Committee.

(b) the surplus of £3,825 generated by the event be donated to the Mayor's Charity Fund on this occasion and that in the future any surplus is reinvested back into the event.

Members thanked the Director and her team for their inspiration and courage on organising such a great event.

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

3.6 AC/EV/13 WORLD WAR 1 – BATTLE'S OVER – A NATION'S TRIBUTE

Members were reminded that, in response to an invitation from the Queens Pageant Master, it was agreed in November 2016 to participate in Battle's Over – A Nation's Tribute by lighting two beacons as part of a UK wide chain of beacons being lit simultaneously to mark the end of the First World War at 7pm on 11 November 2018. It was subsequently agreed at the committee meeting in

November 2017 that the Council participate in Ringing Out for Peace, an additional initiative from the Pageant Master, where churches across the UK would ring their bells simultaneously, with a letter to be issued to all churches in the Borough inviting them to join with this tribute at 7.05pm on 11 November.

At this meeting Members also agreed that a project involving schools, community groups and the Royal British Legion be developed for consideration as well as an event to mark the end of the Great War.

It was proposed to deliver a tree-planting project with schools and community groups across the Borough in partnership with the Royal British Legion, which would involve the planting of trees in Council facilities. This would include the Council's designated Centenary Fields which are currently Lilian Bland Community Park, Ypres Park, Sentry Hill and Whiteabbey War Memorial Park, having been designated by Fields in Trust. The Centenary Fields Initiative, in partnership with The Royal British Legion, was designed to preserve war memorial parks, playing fields and other green spaces, which have significant links to World War 1. Any other Council facilities with links to the Great War would be included in the tree planting initiative would cover as many council facilities as possible. An update on the final planting project would be brought to a future meeting of the committee.

In addition to the above and rather than a single event it was also proposed to organise a series of events in the autumn months leading up to 11 November 2018 to mark the end of the Great War as follows:

- Performance of the play 'Tom' in Council's theatre venues. Tom is based on the correspondence, photographs and diaries of Tom McKinney and his family's life at Sentry Hill until Tom's injury and death after the Battle of the Somme during the Great War.
- Programming of a number of 'Moment in Time' concerts by the Council Community Choir where a number of evenings of music, poetry and song from the Great War will be performed at various council venues in tribute to all who lost their lives in the Great War.
- Installation of a Poppy Display at the Council's Replica Trench at Mossley Mill in the weeks leading up to 11 November.
- Creation of two poppy themed planting schemes – one in Antrim Town Wall flowerbeds and another at the Beverly Shops roundabout in Newtownabbey by the Council Parks section.
- Delivery of the Antrim Arts Club award-winning exhibition of paintings commemorating the Great War in both Antrim Castle Gardens and Mossley Mill.
- A lecture series to be held in conjunction with the Somme Centre to include such subjects as Reflections on the Somme, Women in the First World War and the Thiepval Wood Project. These lectures would take place across a variety of Council venues.
- The lighting up red of the two Council civic buildings Antrim Civic Centre and Mossley Mill as well as Ballyclare Town Hall on Sunday 11 November.

In addition to the above officers are exploring other ideas which include a memory wall available in a number of locations where public can put up their thoughts and tributes, as well as additional theatre shows with a WW1 theme,

war time tea dances and living history indoor market events on Saturday 10 November in the Old Courthouse and Museum at The Mill where social conditions of the time could be experienced. It was proposed to bring the final report with dates for all of the events back to a future meeting of the Committee.

All of the above can be delivered from within existing budgets and would be promoted jointly as part of the Council's overall participation in A Nation's Tribute to mark the end of the Great War.

Proposed by Alderman Ball

Seconded by Alderman Girvan and agreed that

the proposals to mark the end of the Great War be approved. It was also agreed that Ballyclare War Memorial Park be included in the tree planting project, Officers explore inclusion of a tribute to the Merchant Navy, as Freemen of the legacy Newtownabbey Borough and a brass band through Antrim town to Market Square.

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

3.7 AC/MU/6 MID ANTRIM HERITAGE PARTNERSHIP REVIEW

Members were reminded that the Mid Antrim Heritage Partnership with Mid and East Antrim Borough Council was established for an initial 12-month period from April 2016 pending a review. The review on the work of the partnership was subsequently carried out in autumn 2016 and approved by the committee in December 2016. The key recommendation of the review was that both councils continue to work in partnership without the continuation of formal partnerships arrangements and structures including the existence of a Heritage Advisory Panel, which ceased at the end March 2017.

Provision of £20,000 was retained in the 2017/18 Arts and Culture budgets for such partnership projects with a Review for 2016/17 and Action Plan for 2017/18 approved in June 2017.

A Review of the partnership for 2017/18 and the proposed Action Plan for 2018/19 was circulated for Members' information with further provision of £20,000 made in the 2018/19 Arts and Culture estimates for the delivery of the action plan including the following projects, with indicative costs:

Led by Antrim and Newtownabbey Borough Council:

- Antrim Town and Carrickfergus Churchyard Trail Exhibition £8,000
- Antrim Town and Carrickfergus Churchyard Trail Talks Programme £2,000
- Public consultation and report £3,000
- Digital learning trails at Sentry Hill and the History Gallery at Mid-Antrim Museum £7,000

Led by Mid and East Antrim Borough Council:

- Hand to the Plough: A Robert Burns Exhibition – to be held at Mossley Mill
 - a. Exhibition catalogue design and print £3,000
 - b. Exhibition Transport to six venues £3,000

- c. Associated Programming £9,000 (potentially including performance including cross over between traditions/Ulster Scots language classes/highland and Scottish dancing demonstrations/talks series/booklet)
- Decade of Centenaries: 1919-21 Collection Audit/Archive research & development of resources for delivery through facilitated workshops/tours in 2019/20 covering the centenaries of the Treaty of Versailles, the War of Independence and the Government of Ireland Act including the formation of the Northern Ireland Parliament; £5,000, being held in various Schools and facilities throughout the Borough.

Updates on the individual projects, including final costs, would be reported to Committee as they are completed.

Proposed by Alderman Smyth

Seconded by Councillor Clarke and agreed that

the 2017/18 Review of the Mid Antrim Heritage Partnership and 2018/19 Action Plan, including planned expenditure, be approved and that Officers liaise with the Community Planning and Tourism teams regarding the trails to prevent duplication.

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

ENVIRONMENTAL HEALTH

3.8 EH/EHS/FC/8 PUBLIC ANALYST SERVICES

Members were reminded that a contract to provide Public Analyst services was awarded to Public Analyst Scientific Services (NI) Ltd in June 2016.

Article 27 (1) of the Food Safety (NI) Order 1991 requires that one or more Public Analyst(s) are appointed and individually named to act as Analyst(s) for the Council.

Following Council approval of named individuals in 2016, there had been a staff change at the Company and as a result the analyst below requires formal appointment by Council, having met the qualifications required by analysts set out in the Food Safety (Sampling and Qualifications) Regulations (NI) 2013.

Lilian Emma Jane Downie MChem, MChemA, CChem, MRSC

Environmental Health was satisfied that the above named person is employed by the Public Analyst Scientific Services (NI) Ltd fulfils the requirements of the regulations for appointment as Public Analyst.

Proposed by Alderman Smyth

Seconded by Councillor Clarke and agreed that

that the above Public Analyst be appointed.

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

LEISURE

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

A total of 15 eligible Every Body Active (EBA) grant applications had been approved to date, with 6 additional applications for this month. The EBA grants continue to be publicised through Council and Sport Northern Ireland staff and websites, and social media channels.

Every Body Active 2020 Small grants	Approved to date (15 applications)		6 Applications this call (January 2018)		
	Annual budget	Approved spend to date	No. of apps.	Proposed funding award this call	Funding balance after approvals
	£35,907	£14,188	6	£11,728	£9,900
Totals					
Total spend to date including this call, if approved: £25,916.37					

Number of participants benefitting from funding, including this call.

Women and Girls	954
People with a Disability	249
People from areas of High social Need	1104
Total number of Participants	2307

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

Proposed by Alderman Girvan
Seconded by Councillor Ritchie and agreed that

the grant awards as detailed are approved.

ACTION BY: Janine Beazley, Grants and Special Projects Officer

3.10 L/LEI/00/10 DISABILITY SPORT NI – DISABILITY SPORTS HUB LAUNCH

In May 2017, Council approved a partnership with Disability Sport NI (DSNI) to deliver the “Active Living 2021, Disability Sports hub project” to which DSNI provided an investment of specialised sports equipment worth £48,000. Allen Park was subsequently identified as the Sports Hub, with the Antrim Forum and Valley Leisure Centres agreed as satellite sites.

The regional launch took place on 4th October with representatives from Council, Sport NI and Disability Sport NI in attendance. In preparation of the new programme, staff received training on the use of the specialised equipment in November 2017.

Officers plan to hold an event to mark the official launch of Council's "Disability Sports Hub" on:

Date Monday 5th March 2018

Time 10am -12pm.

Programme for Launch

Due to the scale of activities which would involve three local primary schools (P7's) and participants from two local Learning Disability day centres would be participating in four activities (Wheel Chair games, Boccia, Goal Ball, track racers and the trikes), the Antrim Forum had been chosen as the venue for the launch.

Officers suggest that a local disabled sports person be invited to speak along with the Mayor at the event; and propose [REDACTED]

[REDACTED]

[REDACTED]

Proposed by Alderman Girvan

Seconded by Alderman Smyth and agreed that

The Director considers options for guests for the launch of the Antrim and Newtownabbey Disability Sports Hub and provides an update to Members.

ACTION BY: David McKee, Sports and Play Development Officer

3.11 ED/TOU/40 ULSTER AUTOMOBILE CLUB 'EASTER STAGES RALLY' 2018

Members were reminded that in October 2017 Council agreed to provide £20,000 sponsorship for The Ulster Automobile Club Easter Stages Rally. The Club plans to run a closed road rally on 6-7 April 2018 with up to 100 crews involving 7 competitive stages - 4 in The Borough and 3 in Mid and East Antrim Borough. The rally is a two-part event and would be a televised stage of the Irish Tarmac Rally Championship.

Organisers had requested use of a section of the carpark at Six Mile Leisure Centre as a service area from 5-7th April and a room in the Leisure Centre for registration, administrative checks and media sign on from 31st March – 7th April. A section of the leisure centre carpark would need to be closed off with barriers. Customers would still have access to the majority of the carpark. Rally organisers had also agreed with the owner of the adjacent tyre company use their land and premises for the service park and scrutineering.

Organisers had also requested that the rear carpark of Antrim Civic Centre be used as Parc Ferme on Friday 6th April from 8pm until 10am on Saturday 7th April. This carpark is to provide secure parking overnight.

Rally organisers would provide security and insurance as required for the use of all Council facilities.

Proposed by Councillor Blair
Seconded by Councillor Clarke and agreed that

Ulster Automobile Club be permitted to use the Six Mile Leisure Centre and Antrim Civic Centre Carparks for the Easter Stages Rally in April 2018.

ACTION BY: Matt McDowell, Head of Leisure

PARKS

3.12 L/LEI/152 COMMUNITIES IN BLOOM

Introduction

Members were reminded of Randalstown's recent success in Ulster in Bloom and then Britain in Bloom where the town won Gold and Joint Best in the Small Town Category. The Ulster in Bloom awards are managed by NILGA and it was NILGA which nominated Randalstown to go forward from its Ulster in Bloom win to the Britain in Bloom Awards:

Each year NILGA informs winning Councils of an International competition called Communities in Bloom. Due to there being costs involved, it was simply notifying Councils of the competition, not promoting it, however a number of nominations from Northern Ireland had been progressed by Councils in recent years.

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement. This was firstly a national programme, subsequently widened to an international challenge, with the emphasis and focus on enhancing green spaces in communities.

The International Challenge involved winners from different National Programmes e.g. Britain in Bloom, competing with each other based on population categories. The judging, which normally takes place in June or July, is based on the following criteria:

- Tidiness
- Environmental action
- Heritage conservation
- Urban forestry
- Landscaped areas
- Floral displays
- Community involvement

A registration fee of £835 is payable, and accommodation and hospitality costs must be met by the applicant for two international judges for 2 days.

The 2018 National & International Awards Ceremonies will be held in Strathcona County, Alberta, Canada from September 26-29, 2018.

The deadline for submissions to this International Challenge is 1st March 2018.

Additional costs would be incurred for representatives to attend the awards ceremony. Flights at this time of year are in the region of £800 per person and accommodation would be required.

Proposed by Alderman Swann

Seconded by Alderman Smyth and agreed that

that the report be marked as read.

ACTION BY: Lindsay Houston, Parks Development Officer

3.13 PK/GEN/053 SHARED USE PATH - HAZELBANK

Members agreed, May 2017 that two chicane type barriers be installed at strategic locations on the Hazelbank path to ensure that cyclists reduce speed at this very busy stretch of path. These barriers can be locked, opened or closed to allow for events and cleaning of the path as necessary.

Staff had reviewed these arrangements and whilst both complaints and compliments had been received, there had been significant decrease in reports of speeding cyclists in these areas.

As a result of feedback, two further locations had been identified where the installation of similar speed calming measures would improve safety further. Photographs of the proposed locations were circulated.

Proposed by Alderman Girvan

Seconded by Councillor Blair and agreed that

approval be given to install two further barriers at the specified locations.

ACTION BY: Mark Wilson, Parks Manager

ITEMS FOR INFORMATION

3.14 AC/ACG/15 QUEENS ROYAL GUN SALUTE

Members were advised that at the request of the 38 (Irish) Brigade a Royal Gun Salute was being held at Antrim Castle Gardens on Saturday 21st April 2018. There are six such events held annually which usually take place at Hillsborough Castle but it is currently closed for refurbishments. Holding such an event in Castle Gardens provides an opportunity for the general public to engage with the Royal Gun Salute as the event would be accessible to spectators, something which is not possible at Hillsborough.

The Medical Reserve units in Northern Ireland will also be hosting a reception to tie in with the Royal Gun Salute and intend to invite around 120 guests to this, including the elected members. The Lord Lieutenant of County Antrim will be hosting the Gun Salute and the invitation to the event will extend to the MP's, MLA's and other senior political, military and health professionals.

The Clotworthy House car park would be used to provide secure car parking for the invited guests on Saturday 21 April and would be closed to the public until the event concludes at 2pm.

Proposed by Councillor Rea
Seconded by Alderman Ball and agreed that

the report be noted.

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

3.15 L/LEI/PG/009 SKATEBOARD PARK

In June 2017 Otium Leisure Consultancy were commissioned to carry out a consultation and research project on the proposed development of an urban sports park, located at the V36 at the Valley Park as part of the PEACE IV New Shared Spaces Programme. The research brief took the form of a survey, consultation events and case studies. All aspects were carried out in conjunction with Council officers.

- There were 327 responses to the survey.
- Just under half of respondents were in the 15-30 age group.
- The majority of respondents lived within a 20-mile drive of the proposed location.
- 77% of those surveyed thought the park was a good idea.
- Respondents expressed the desire for the park to cater for all abilities and multi activities.
- Regarding the specifics of the park design and set up, lighting and staffing and regular checks are viewed as important features.
- Respondents viewed good design as critical to the project's success.

Subsequent consultation events took place with elected members and key community stakeholders. The importance of good design was emphasised at these events. In addition, as part of the PEACE objectives, a young person's reference group was to be formed.

Key conclusions from the findings were:

- That a Project Steering Group be brought together to ensure ongoing consultation with stakeholders in design and implementation.
- That the Young Persons Reference Group be represented on the Project Steering Group.
- That an Activity Development Plan be prepared, embracing the several types of use, ready to be implemented on completion of construction.

Full contents of the report were circulated.

Officers were currently developing a business case and economic approval for a Skateboard Park which would be brought to Committee for consideration in due course.

Proposed by Alderman Smyth
Seconded by Councillor Blair and agreed that

the report be noted.

A query was raised regarding Skateboard provision for Antrim to be explored in the future.

ACTION BY: Matt McDowell, Head of Service

3.16 WM/COMS/1 WASTE AWARENESS PROJECT FUNDING APPLICATION

Council had been offered funding of up to £60,000 to carry out innovative waste awareness projects in the Borough. The funding would allow new initiatives to be trialled and assessed for their effectiveness, and if they were successful in engaging the public and increasing the amount of waste recycled, then the projects could be replicated in other Council areas.

The funding had been awarded by Department of Agriculture, Environment, & Rural Affairs (DAERA) to Council and two other local authorities, Fermanagh & Omagh District Council and Newry, Mourne & Down District Council.

The monies had been identified in DAERA's 2017-18 budgets and therefore need to be allocated by 31 March 2018. As a result, the delivery timetable would be extremely challenging and Council would need to demonstrate flexibility in the communication measures chosen and implemented. Council is prohibited from spending the funds on certain types of advertising like billboards and TV/radio adverts.

Waste Officers had been working with their PR colleagues and staff from the other two Councils and it was proposed to trial some or all of the following awareness initiatives:

- Full bin wrap advertising messages on approximately 2,000 household bins across the Borough with simple messages of what can and can't be recycled. This means that every time the bin is presented for collection there will be a recycling message being promoted on the street;
- A further A5 sticker on every household black bin in the Borough highlighting what can and can't be recycled in residents' bins;
- Refuse/Recycling vehicle advertising panel messages;
- Use of trained "canvassing" staff in residential areas of low recycling participation to encourage greater use of the recycling containers provided;
- Employing temporary "meet and greet" staff at the recycling centres to communicate what can be recycled, raise awareness of the need to separate materials correctly and highlight upcycling facilities
- Training for Council staff at the recycling centres including customer care and waste awareness to improve their engagement with the site users and result in increased recycling;
- Project to supply fast food containers to businesses in a trial area. The containers would be made of sustainable materials and include recycling or litter awareness messages. The trial area for this is proposed to be the Threemilewater DEA as a similar project has been discussed through the Place Shaping Forum.

As highlighted, the challenging timescale to spend the monies may result in certain initiatives not proceeding at present. Officers would further update Members at subsequent Operations Committee meetings.

Proposed by Alderman Girvan

Seconded by Councillor Montgomery and agreed that

the Report be noted.

NO ACTION

3.17 L/LEI/340 NI COMMONWEALTH GAMES COUNCIL, TEAM NI ANNOUNCEMENT

Further to the report to Committee in December 2017, the 'TEAM NI' announcement took place on Wednesday 3rd January 2018, at Theatre at the Mill. The event received high profile televised publicity alongside a strong presence on social media.

A total of 10 representatives from the Borough would be attending the 21st Commonwealth Games in Australia from 4th - 15th April 2018.

Council (through the Leisure Grants Programme), had approved a total of £13,984 to support the 10 participants as follows:

	Name	Sport	Role	Association with Borough
1	Danielle Hill	Aquatics	Athlete	Resident & funded through leisure Grant aid scheme
2	James Brown	Aquatics	Athlete	Resident
3	Conor Ferguson	Aquatics	Athlete	Resident
4	Andrew Stewart	Badminton	Team Coach	Resident
5	Neil Booth	Lawn Bowls	Men's Coach	Resident & Club member Old Bleach BC
6	Laura Ostler	Performance Analyst		Resident
7	Zak Wilson	Table Tennis	Athlete	Resident & funded through leisure Grant aid scheme
8	Cameron Montgomery	Weightlifting	Athlete	Resident
9	Michaela Walsh	Boxing	Athlete	Club member, Monkstown Boxing Club
10	Aidan Walsh	Boxing	Athlete	Club member, Monkstown Boxing Club

Members also noted, that Council's Every Body Active Netball Coach, Lisa Bowman, would attend as part of the Netball Northern Ireland Squad.

The Mayor would host a reception on February 7th 2018 to congratulate the representatives from the Borough. Further opportunities for publicity would follow this event prior to The Games.

Proposed by Alderman Smyth

Seconded by Councillor Ball and agreed that

the report be noted.

NO ACTION

ANY OTHER RELEVANT BUSINESS

- (1) Alderman Swann highlighted the issue of littering by Members of the public and its impact on the area. He raised the particular issue of motorists littering at Kirby's Lane.

ACTION BY: Michael Lavery, Head of Waste Management

- (2) Councillor Magill requested that Officers include the centenary of the Royal Air Force in the End of World War 1 commemorations.

ACTION BY: Ursula Fay, Head of Arts and Culture

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Alderman Smyth

Seconded by Councillor Magill and agreed that

the following Committee business be taken In Confidence.

ITEMS IN CONFIDENCE

3.18 IN CONFIDENCE_PK/CEM/004 CARMONEY CEMETERY HOUSE

At January Operations Committee it was agreed that options for the future of Carnmoney Cemetery House would be investigated and brought back to Committee for further consideration.

[REDACTED]

Proposed by Alderman Girvan

Seconded by Alderman Smyth and agreed that

[REDACTED]

ACTION BY: Ivor McMullan, Head of Parks, Liz Johnston, Head of Governance

3.19 **IN CONFIDENCE** FI/PRO/TEN/11 **SUPPLY AND DELIVERY OF LITTER BINS**

CONTRACT PERIOD: 1 MARCH 2016 TO 28 FEBRUARY 2017 (WITH AN OPTION BY THE COUNCIL TO EXTEND FOR A FURTHER TWO PERIODS OF 12 MONTHS)

Members were reminded that approval was given in February 2016, to award a contract for the supply and delivery of litter bins. The approval was awarded Azzure Contracting Ltd and Unicorn Containers Ltd for the initial contract period 1st March 2016 to 28th February 2017. This was subsequently extended for a period of 12 months to 28th February 2018.

Having reviewed the contract, the Contract Manager had not experienced any significant issues with the goods provided by the suppliers under the terms of the contract.

As the market conditions were broadly similar, the Contract Manager recommended that the option to extend be exercised and that the contracts be extended for a further period of 12 months to 28th February 2019.

Proposed by Councillor Ball

Seconded by Councillor Blair and agreed that

following agreement with the Contract Manager, the contracts, with Azzure Contracting Ltd and Unicorn Containers Ltd, be extended for a further 12 months to 28 February 2019.

ACTION BY: Julia Clarke, Procurement Officer & Mark Wilson, Parks Manager

3.20 **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:

- January 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 Montgomery

Seconded by Alderman Smyth and agreed that

the papers be noted.

NO ACTION

3.21 **IN CONFIDENCE** L/LEI/489 **ENHANCED ACCESSIBLE CHANGING**

Following meetings with local residents, parents of children with special needs, it was identified that accessible changing facilities for older children (and adults) with disabilities were required. As a result, two locations were identified, Valley Leisure Centre and Antrim Forum. An Economic Appraisal, Business Case and Section 75 screening form for the project were circulated with a recommendation to provide a changing facility in each location.

The cost for the works was estimated at £[REDACTED] including contingency and professional fees.

Proposed by Alderman Girvan
Seconded by Councillor Ritchie and agreed that

**approval is given for the Economic Appraisal, Business Case and Section 75 Screening Form for the Enhanced accessible changing facilities in the Valley Leisure Centre and Antrim Forum at an estimated cost of £[REDACTED]
Consultation requirements to be progressed.
A press release and article in Borough Life to be progressed.**

ACTION BY: Matt McDowell, Head of Leisure Services

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman Smyth
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 8.18pm.

MAYOR

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