



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 4 JANUARY 2016 AT 6:30 PM**

- In the Chair** : Alderman J Smyth
- Members Present** : Aldermen - W Ball, T Burns, M Girvan, M Cosgrove  
Councillors - A Ball, J Blair, M Goodman, N Kelly, M Magill, V McWilliam, J Montgomery, M Rea and D Ritchie
- Non-Committee Members Present** : Councillors – D Hollis, N McClelland, P Michael, W Webb,
- Officers Present** : Director of Operations - Ms G Girvan  
Head of Arts and Culture - Ms U Fay  
Environment Manager – Mr M Lavery  
Member Services Officer - Mrs D Hynes  
Systems Support Officer – Mr J Higginson  
Legal Advisor - Mr P Casey

**CHAIRMAN'S REMARKS**

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

He went on to wish everyone a very Happy and Prosperous New Year.

**1 APOLOGIES**

Councillor L Clarke

**2 DECLARATIONS OF INTEREST**

None.

### 3.1 AC/ACG/9 RIVER TO LOUGH FESTIVAL - ANTRIM CASTLE GARDENS

Members were advised that the River to Lough Festival is a successful award winning event now in its third year. It showcases the unique cultural heritage of Lough Neagh and its Waterways celebrating the ancient fishing tradition.

The event is delivered by the Lough Neagh Partnership and they have requested that Antrim Castle Gardens host this event on Saturday 2 July 2016. This fits with the partnership's aim of bringing the event to different locations annually which are all on the shores of the Lough whilst also introducing new visitors to the Council's highly popular visitor attraction.

The festival is a food themed event, however will include various family entertainment activities. The Lough Neagh Partnership has estimated a total of 15,000 visitors with significant numbers expected from outside the Borough.

It was proposed to host the 2016 River to Lough Festival in Antrim Castle Gardens on Saturday 2 July 2016 with the Event Field and Large Parterre specifically being used for the various event elements. The remainder of the gardens will remain open to the general public. Admission to the event is free of charge, however, there are specific elements that require a ticket to be purchased including a cookery demonstration and pop up restaurant.

Proposed by Councillor Kelly  
Seconded by Councillor Montgomery and agreed that

**the request from the Lough Neagh Partnership for Antrim Castle Gardens to host the 2016 River to Lough Festival on Saturday 2 July 2016 be approved.**

*Noted: Officers to use Council stand at Country Lifestyle festival event to promote the River to Lough Festival tourism numbers.*

*ACTION BY: Ursula Fay*

### 3.2 L/P/S ROUNDABOUT SPONSORSHIP UPDATE

Members were made aware that the 2015 roundabout sponsorship programme was impacted due the introduction of the Traffic Management Regulations. As previously reported Council was unable to maintain some roundabouts as normal as full lane closures or specialist vehicles would have been required to comply with new regulations.

While Council was able to maintain some of the sponsored roundabouts there were some others which Council was not able to maintain under the new regulations. This resulted in some roundabouts not being maintained for approximately a 6-month period (April – September). Given that Council had already received sponsorship income for these roundabouts it is proposed that extended, free sponsorship should be offered to these particular sponsors to 31 March 2016.

The following roundabouts fall into this category:

- Antrim Hospital North
- Antrim Hospital South
- Hazlebank (M5 - Shore Road)
- Whiteabbey (Shore Road / Station Road)

Proposed by Councillor Montgomery  
 Seconded by Alderman M Cosgrove and agreed that

**approval is given to extend current sponsorship, free of charge, to 31 March 2016 at the above named roundabouts.**

*ACTION BY: Paul Holly*

### **3.3 D/GEN/1 SCHEDULE OF CHARGES 2016-17**

A proposed schedule of charges for implementation on 1 April 2016 for the Council's Leisure and Arts and Culture Services was circulated.

Officers continue to make progress in aligning rates across the Borough. Most rates will remain the same with minor charges annotated in the schedules enclosed and summarised below.

#### **Proposed Changes:**

##### **1. Spa and Fitness Membership Options**

Crumlin Leisure Centre's monthly adult direct debit will come into alignment with Ballyearl Leisure Centre rising from its introductory rate of £22.00 per month to £26.00 per month for new customers.

##### **2. Golf and Leisure Membership**

The current offer of 20% off one facility membership between Allen Park and Antrim Forum be extended. In the event that a person takes membership for each be extended to include double memberships of any leisure facility with a golf facility from 01 April 2016.

##### **3. Swimming**

A 30p increase for swimming sessions.

##### **4. Over-50's Activities**

An increase of between 20p and 30p depending on the activities offered.

##### **5. Children's Classes and Clubs**

A 30p increase per class aligning children's activities to £4.00.

##### **6. Swimming Lessons**

A 10p decrease per lesson aligning children's activities to £4.00.

## **7. Private Swimming Lessons**

Persons providing private swimming lessons (not organised by the Council) must pay adult swim for each 45 mins they use the pool and child must pay relevant fees (selected pools only – Council policy on Safeguarding applies for children).

### **Affiliation Rate**

This annual rate covers all the administration and invoicing costs in allowing customers to pre-book their sessions for the year.

A £5 increase for clubs and groups and a £30 decrease for Athletics.

## **8. Learner Pool Hire**

A £7.50 increase in Valley Leisure Centre and a £15 decrease in the Antrim Forum to align overall rate to £45.00 per hour.

## **9. Meeting Room Hire per Hour**

A £1 increase in Ballyearl and for most leisure centres £1.90 decrease.

## **10. Antrim Stadium and the Synthetic Pitch At Antrim Forum**

Prices will be held until refurbishments take place. After that prices will increase and range from 25p to £2.00 as highlighted on the schedule.

## **11. Golf Membership**

There has been no price increase from 2012 due to the development plans in Allen Park. It is proposed to increase Adult and Senior membership by £25 and £15 respectively (price rises also include the agreed annual levy).

Junior and concession prices have been merged in Allen Park to bring the club into alignment with the rest of the facilities.

## **12. Driving Range**

Allen Park large and small buckets will increase by 60p to bring it into alignment with Ballyearl.

No changes have been made to the Leisure Pricing Policy. The Arts and Culture Policy remains unchanged except at Point 3 in the policy under Discounts the discretion to offer discount has been extended to all Arts and Culture facilities. The Arts and Culture Pricing Schedule also remains unchanged.

Proposed by Alderman M Cosgrove  
Seconded by Councillor Kelly and agreed that

**A report be brought back to the next Council Meeting setting out Leisure and Arts and Culture Pricing Policies and Schedules of Charges for the remainder of the Council term, 3 years.**

Noted: Officers to review GP sign off.

Noted: Proposals for charging for casual use of synthetic pitches to be brought to Committee.

ACTION BY: Caroline Douglas

### 3.4 AC/GEN/30 MAKING A MARK ARTS PROJECT

Making a Mark is an innovative community arts drawing project tailor made for older people. This project harnesses original artistic expression, whilst also producing social and cultural outcomes and original works of art giving older people the opportunity to express themselves through art and in doing so find a language and voice.

Making a Mark has the potential to contribute to the Arts and Culture Business Plan under the corporate theme of People by specifically meeting the objective of providing access to *high quality arts services and assisting toward a more active, healthy and empowered community.*

Therefore it is proposed to pilot "Making a Mark" project on the following basis:

- Select a minimum of four older people's community groups to participate, with representation from both legacy Council areas - Muckamore Hospital Arts Group, Burnside and District Community Group, Men's Shed Steeple and Crumlin Seniors Forum have the capacity to participate and have expressed interest in doing so.
- Delivery of three workshops of 2 hours duration to each group, with a maximum of 15 participants per workshop. Two artists will deliver the workshops.
- Arrange for the professional framing and presentation of the work in a final exhibition with invited guests encouraged coming along and "Meet the Makers". It is proposed to hold the exhibitions at Clotworthy House, Antrim Castle Gardens and the Flax Gallery, Mossley Mill.
- Participants require no previous skills and workshops will be open to all abilities.
- The total cost of the project as proposed is £3,400 or £850 per group, which includes the 3 workshops, professional framing and the delivery of the exhibitions. Provision for this expenditure exists in the 2015/16 Arts Development budgets.

Proposed by Alderman W Ball

Seconded by Councillor Montgomery and agreed that

**the delivery of a pilot Making a Mark Arts Project, including final exhibitions in Clotworthy House and the Flax Gallery, with Muckamore Hospital Group, Burnside and District Community Group, Men's Shed Steeple and Crumlin Seniors Forum at a cost of £3,400 be approved.**

*ACTION BY: Ursula Fay*

**3.5 AC/GEN/8 LOUGH NEAGH RESCUE REQUEST FREE USE OF THE OLD COURTHOUSE**

Members were advised that a request for free use of the Old Courthouse auditorium for an event has been received from Lough Neagh Rescue.

Lough Neagh Rescue is a registered charity, part funded by the Councils who border the Lough, which provides a lifeboat service for the entire Lough area. This vital emergency service relies heavily on volunteers and fundraising activity for financial support to ensure it remains operational.

The charity has requested use of the Old Courthouse to hold a fundraising event in February or March with a suitable date, which does not conflict with existing bookings, to be agreed. The usual charge for this would be £260 as Lough Neagh Rescue are eligible for the reduced community hire rate.

Proposed by Councillor Magill  
Seconded by Councillor Kelly and agreed that

**The request by Lough Neagh Rescue for free use of the Old Courthouse at a suitable date in February or March be accepted but policy on such requests be brought back to committee in due course.**

*ACTION BY: Ursula Fay*

**3.6 L/LEI/14 DEFIBRILLATORS**

Members were reminded that approval was given for a Small Grants Defibrillator scheme to be established as part of the Leisure Grant Aid Programme. The Scheme in Partnership with Antrim Lions Club will provide funding for Defibrillators for sports clubs on the basis of 50% funding from the Lions Club, 25% Council and 25% the Club. The Lions Club have agreed to provide £5,000 in the first instance.

Officers have completed an online application form, guidance notes and a scoring system which will go live in January 2016 as an extension of the Leisure Grant Aid Scheme.

Council will launch this new Scheme in partnership with Antrim Lions Club early in the new year with the Closing date for applications: Thursday 31 March 2016.

Proposed by Councillor Kelly  
Seconded by Councillor Ritchie and agreed that

**the request be noted.**

*Noted: The Mayor is to launch this scheme in conjunction with the Antrim Lions Club.*

*ACTION BY: Anna Boyle*

### 3.7 L/LEI/41 MACMILLAN CANCER CO-ORDINATOR POST

Members were reminded that approval was granted to pilot a partnership scheme with Macmillan Cancer which aims to establish a physical activity pathway for cancer patients in the Borough.

Council recently received confirmation that Macmillan Cancer has agreed to award £119,824 to fund a full time Macmillan Physical Activity co-ordinator post within the Antrim and Newtownabbey Borough over a 3 year period.

Council support was sought for the following:

- Hot desking facilities for a co-ordinator post holder
- Provision of supervision for the co-ordinator as well as office support, salary processing, mileage payments etc.
- Discounts (e.g. discounted leisure facilities charges for group sessions, first 3 – 6 sessions of a chosen activity free, potential to enter Exercise Referral membership rates, etc.)

Council officers aim to complete a recruitment process during January 2016.

Proposed by Councillor Blair

Seconded by Alderman M Girvan and agreed that

**the report be noted.**

*Noted: Presentation to be given to Committee by Macmillan Physical Activity Co-ordinator when in post.*

*ACTION BY: Anna Boyle*

### 3.8 WM/WM/14 WASTE DATA REPORT JUL – SEPT 2015

Under the Landfill Regulations (Northern Ireland) 2003, Council submits waste data returns to the Northern Ireland Environment Agency. These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's landfill diversion and compliance with the Northern Ireland Landfill Allowance Scheme (NILAS). Information will be provided to Committee on a quarterly basis going forward for information.

The waste data submission for the Jul - Sept 2015 quarter has just been completed and the waste data for 2014-15 is shown below compared to the previous year:

	Jul - Sep 14		Jul - Sep 15	
<b>Total Household Waste Arisings*</b>	18,880	Percentage Breakdown	19,145	Percentage Breakdown
Household Waste Arisings to Dry Recycling	3,447	18.5%	4,294	22%
Household Waste Arisings to Composting	6,439	34%	6,474	34%
Household Waste Arisings to Recovery	1,245	6.5%	1,775	9%

Household Waste Arisings to Landfill	7,749	41%	6,605	35%
<b>Total Local Authority Collected Municipal Waste Arisings*</b>	21,951		21,922	
Municipal Waste Arisings to Dry Recycling	5,588	25%	6,336	29%
Municipal Waste Arisings to Composting	6,556	30%	6,474	30%
Municipal Waste Arisings to Recovery	1,296	6%	1,861	8%
Municipal Waste Arisings to Landfill	8,511	39%	7,251	33%

\*Household Waste Arisings relates to the waste collected from domestic properties, including black bins, recycling bins, kerbside boxes, and Civic Amenity/Recycling Centres. Local Authority Collected Municipal Waste Arisings is ALL the waste collected by Council and this includes the household waste along with the commercial waste, street sweepings, and fly tipping.

Household waste arisings continue to increase, this may be due to the increase in household numbers within the new borough- however the amount of waste being diverted from landfill has decreased. The figures also indicate an increase in dry recycling across the borough. The majority of the Council's waste is pre-treated before being sent to landfill and this has significantly increased the recycling and recovery rates.

Please note that these waste data figures still have to be verified by NIEA.

Proposed by Councillor McWilliam  
Seconded by Councillor Magill and agreed that

**the report be noted**

*ACTION BY: Lisa Mayne*

### **3.9 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members were reminded that it was agreed at the June 2015 committee meeting to form the Borough Arts and Cultural Advisory Panel and it was agreed at the November meeting of the committee to appoint the additional independent members of the panel required to fill the number of available places and fill membership of the panel.

As part of the establishment of this new body an induction session of the Panel specifically for the independent members was held on Thursday 26 November when the independent members were taken through the code of conduct, governance and their role on the Panel by Wavell Moore of PM Consulting.

A second meeting of the panel, the first since the appointment of all the independent members, was held in Clotworthy House on Thursday 3 December 2015. As part of this meeting a joint induction session for both elected members and independent members of the Panel was covered by Wavell Moore covering the role of the panel in more detail.



At this first meeting of the full Panel the election of Chair and Vice Chair took place with Councillor Billy Webb elected as Chair and Mrs Sandra Weir, one of the independent members, elected as Vice Chair in line with the constitution. The minutes of this meeting were circulated for information.

Proposed by Councillor Blair  
Seconded by Councillor Goodman and agreed that

**the report and minutes be noted.**

*Noted: Congratulations were expressed to Councillor Webb and Mrs Sandra Weir on becoming Chair and Vice Chair.*

*ACTION BY: Ursula Fay*

### **3.10 WM/WM/01 RECYCLING END DESTINATIONS**

The circulated table showed the end destinations for materials. Approx 63% of material collected via the dry recycling kerbside schemes is reprocessed in Northern Ireland.

Proposed by Alderman W Ball  
Seconded by Councillor Goodman and agreed that

**the report be noted with an article to be included in a Residents Magazine demonstrating to residents how items are recycled/reprocessed. A visit to recycling facilities to be arranged for members.**

*ACTION BY : Lisa Mayne*

### **3.12 SUPPLEMENTARY ITEM L/GR/1 WILD ABOUT FOOD**

Members are reminded that 2016 has been declared Northern Ireland Year of Food where food will be celebrated following monthly themes throughout the year. A Heritage Lottery Fund application has been developed for £10,000 in partnership with Mid and East Antrim Borough Council to deliver an innovative project to highlight the importance of local produce through practical workshops and activities.

The workshops will provide participants the opportunity to develop traditional skills surrounding food to include baking, cooking and distilling making use of locally produced ingredients.

The funding will cover the cost of running workshops and materials required. Council will be required to support the project through officer time and the provision of venues for workshops.

Proposed by Councillor Ritchie  
Seconded by Councillor McWilliam and agreed that

**that the report be noted.**

ACTION BY: Lindsay Houston

### **3.13 SUPPLEMENTARY ITEM L/LEI/CLC/1 CRUMLIN LEISURE CENTRE UPDATE**

As the first full year of operation of Crumlin Leisure Centre (CLC) approaches, officers are pleased to report the following achievements:

1. 3G pitches at Crumlin Leisure Centre awarded surface grading for international rugby, football and GAA matches.
2. With 517 members, the centre has already exceeded the annual target of 350 members by 165 (47%)
3. By the end of November 2015, CLC had exceeded annual projected income targets by 13.8% (£24,143) with a total net income of £135,644.
4. All original Crumlin Community Centre extended lets (block bookings) remain as users of CLC.
5. A comprehensive programme of new activities and fitness classes are available at the centre including: Spin, Yoga, Kettlebells, Boxercise, Circuits, Dance, Zumba, Running, Abs Bums and Tums, Pilates, Soccer, Gymnastics, Table Tennis and Badminton.
6. A number of new groups are now based at the centre, including; Slimming World, Giggles and Jiggles Baby Massage; Dundesert Gospel Hall.
7. A number of national governing bodies and national training squads; Irish Premier league (Football); Netball Northern Ireland and County GAA teams are using CLC for training and matches.
8. With the addition of the new 3G pitches, numerous local teams are using CLC as their base for winter training and matches: Crumlin United, Glenavy Youth, St Josephs, Glenavy/St James, Aldergrove GAC; Glenavy FC; FC, Dundrod FC; Glenavy Old Boys and Aghalee Village FC.

A family fun day has been arranged for Saturday 30<sup>th</sup> January 12noon – 5pm at Crumlin Leisure Centre to celebrate the first birthday of the centre. All members, customers and their families are invited to attend. Members are asked to RSVP to Janine Beazley.

Proposed by Councillor Kelly  
Seconded by Alderman T Burns and agreed that

**that the report be noted.**

*Noted: Members commended Janine Beazley and her team on all their hard work to date and requested that a Press Release should be issued on such a good news story.*

*ACTION BY: Janine Beazley/Tracy White*

**PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Magill  
Seconded by Councillor Goodman that

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

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

**IN CONFIDENCE**

**3.11 IN CONFIDENCE G-LEG-25 ARC21 GOVERNANCE MATTERS**

Proposed by Alderman M Cosgrove  
Seconded by Alderman M Girvan and agreed that

**The letter be accepted.**

*ACTION BY: Paul Casey, Legal Advisor*

**Any Other Relevant Business In Confidence**

The Director of Operations gave an overview in relation to refuse collections over the Christmas period.

*ACTION BY: Geraldine Girvan*

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

Proposed by Councillor McWilliam  
Seconded by Councillor Magill that

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

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

**ANY OTHER RELEVANT BUSINESS**

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 7.48pm.

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**MAYOR**