



29 March 2023

Committee Chair: Councillor N Kelly

Committee Vice-Chair: Councillor N Ramsay

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

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

Dear Member

**MEETING OF THE OPERATIONS COMMITTEE**

A meeting of the Operations Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Monday 3 April 2023 at 6.30 pm.**

You are requested to attend.

Yours sincerely

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

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

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

**For any queries please contact Member Services:**  
Tel: 028 9034 0107/028 9448 1301  
[memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

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

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 INTRODUCTION OF NEW STAFF**

### **4 ITEMS FOR DECISION**

- 4.1 Parks and Open Spaces Sub Group
- 4.2 Affordable Warmth - Service Level Agreement
- 4.3 Keep Recycling Local – Presentation Request
- 4.4 Ballylinney Old Burying Ground
- 4.5 Leisure Grant Aid Programme
- 4.6 Northern Ireland Waste and Resource Management Conference
- 4.7 Environmental Management Policy 2023
- 4.8 Amended Street Naming - Randalstown Road
- 4.9 Recovery and Improvement Plan – Performance Progress Report Quarter 3 – Operations
- 4.10 Mossley Dam – Threemilewater Conservation and Angling Association

### **5 ITEMS FOR NOTING**

- 5.1 Quest Accreditation
- 5.2 Darkness Into Light
- 5.3 Antrim Forum 50th Anniversary
- 5.4 Sports Awards 2023

### **6 ITEMS IN CONFIDENCE**

- 6.1 arc21 Joint Committee Papers
- 6.2 Cemetery Burial Capacity Update
- 6.3 John Street Playground - Review Of Lease
- 6.4 Hazelbank Park & Jordanstown Loughshore Park Development Proposals

6.5 Leisure Centre Investment Programme

**7 ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
OPERATIONS COMMITTEE MEETING ON  
MONDAY 3 APRIL 2023**

**4 ITEMS FOR DECISION**

**4.1 PK/GEN/035/VOL4 PARKS AND OPEN SPACES SUB GROUP**

At the most recent Parks and Open Spaces Sub-Group meeting on 14 March 2023, Members considered a detailed report. Arising from the meeting a series of recommendations were made for consideration by the Operations Committee and the minutes of the meeting are **enclosed**.

**RECOMMENDATION: that the minutes of the Parks and Open Spaces Sub-Group meeting held on 14 March 2023 be approved.**

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

Agreed by: Paul Mawhinney, Head of Parks Operations

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

## 4.2 EH/PHWB/003 AFFORDABLE WARMTH - SERVICE LEVEL AGREEMENT

Members are reminded that Council delivers the Affordable Warmth Scheme in partnership with the Department for Communities and the Northern Ireland Housing Executive.

Affordable Warmth is a Department for Communities' scheme for tackling fuel poverty which focusses on households that have an income of less than £23,000 p.a. and which delivers energy efficiency measures such as heating system replacement and loft/cavity wall insulation.

Referrals are processed by Environmental Health and Wellbeing team and each household is assessed against the qualifying criteria:

- income of less than £23,000 and,
- are an owner-occupier or private tenant.

Households which meet the criteria are then advised of the required documentation such as proof of income, ownership and occupancy. A referral form is completed and transferred to the Northern Ireland Housing Executive who make the final decision on eligibility.

The Department for Communities has prepared an updated Service Level Agreement **enclosed**, to cover the period from 1 April 2023 to 31 March 2024. At present, the Department is unable to confirm the budget for 2023/2024, however, they have stated that their current planning assumption is for a capital budget of £16m regionally, which equates to the completion of twenty referrals per calendar month in each Council area. In this case therefore the current allocation of twenty referrals per calendar month would continue.

The Department is also drafting an addendum to the current business case to allow the Scheme to run from April 2024 to March 2026. Options on a revised funding model will be set out in the addendum and any changes must demonstrate value for money and will be subject to budget availability and approval.

The annual target for referrals by Council during 2022/2023 was achieved and feedback from applicants who have benefited from the scheme was extremely positive.

**RECOMMENDATION: that the Service Level Agreement for delivery of the Affordable Warmth Scheme, April 2023 to 31 March 2024, be approved.**

Prepared by: Alison Briggs, Deputy Head of Environmental Health (Health and Wellbeing)

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

Approved by: Geraldine Girvan, Director of Operations

#### 4.3 G/MSMO/017 VOL 3 KEEP RECYCLING LOCAL – PRESENTATION REQUEST

Members are advised that a request (enclosed) has been received from Keep Recycling Local requesting the opportunity to make a presentation at a future Operations Committee meeting to provide information on recycling and the circular economy.

**RECOMMENDATION: that Keep Recycling Local representatives be invited to present to a future Operations Committee meeting.**

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

#### **4.4 PK/CEM/026 BALLYLINNEY OLD BURYING GROUND**

Members are advised that correspondence has been received from Ballylinney Old Burying Committee (**enclosed**) requesting that Council consider how it could support this area of historical significance within the Borough. The burying ground is an important source of the history in the local area, with the ground retaining two Commonwealth War Graves, and the graves of rhyming weaver poet Thomas Beggs, and inventor and entrepreneur John Rowan.

It is proposed that initial support will include the Parks Service undertaking tasks such as grass cutting, tree work and other relevant grounds maintenance on an ongoing basis. The Committee will retain responsibility for any burials at this time. In addition to the initial support, it is proposed that Officers explore how the group can be further supported in areas such as heritage and tourism.

**RECOMMENDATION: that approval be granted for Council to undertake grounds maintenance works at Ballylinney Cemetery on an ongoing basis.**

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

Agreed by: Paul Mawhinney, Head of Parks Operations

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



#### 4.5 L/LEI/002/VOL3 LEISURE GRANT AID PROGRAMME

Members are advised that during the fifth call for the Leisure Grant Aid Programme (January - February), a total of 42 applications were submitted. All 42 applications have been scored with a table setting out details and recommendations **enclosed**.

Members are reminded that for 2022/23 in order to provide more flexibility and a quicker turnaround for applicants, the budget for the programme would roll on an annual basis. As a result, the financial position if all recommended grants are approved demonstrates a £30,180 overspend. However, this balance will roll into the next financial year and be within the allocated £170,000 budget to the 2023/24 Leisure Grant Aid Programme.

Category	No. of apps.	Budget	Approved spend to date 22/23	No. of apps.	Grants proposed	Funding Balance remaining (subject to approval of application)
					(£)	
Capital Grants	1	£20,000	£20,000	0	£0	£0
Grants to Clubs	16	£19,714	£19,658	2	£12,723	-£12,667
Grants to Athletes	48	£38,993	£37,464	24	£6,378	-£4,849
Grants to Coaches and Officials	18	£1,792	£1,792	5	£1,873	-£1,873
Sports Event Grant	1 3	£85,000	£84,972	4	£2,435	-£2,407
Defibrillator Grant	4	£4,500	£4,500	6	£8,385	-£8,385
<b>Total</b>	<b>100</b>	<b>£170,000</b>	<b>£168,387</b>	<b>42</b>	<b>£31,794</b>	<b>-£30,180</b>
Fitness suite Gold Card	<b>12</b>	20 Applications	12 eligible	1 Application	0 eligible	8 applications

**RECOMMENDATION: that the grant awards set out in the enclosure are approved**

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

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

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

#### **4.6 WM/WM/32 NORTHERN IRELAND WASTE AND RESOURCE MANAGEMENT CONFERENCE 2023**

The Chartered Institution of Waste Management (CIWM) Northern Ireland and Recycle NI has organised a Resource Conference on 'The Journey to Net Zero' at Titanic Conference Centre Belfast on Thursday 25 May 2023.

The Conference has a range of waste and resource management sector professionals, opinion formers and policy experts from across the UK and Europe speaking during the day.

The Conference is open to Elected Members and Officers and a summary of the current agenda is attached **(enclosed)**. The agenda is of strategic interest to Council climate change and waste plans and it is proposed to offer the opportunity for up to five Elected Members to attend at a rate of £140 per delegate. The Local Authority Recycling Advisory Committee (LARAC) has provided all Northern Ireland councils with two tickets each for Officer's use and it is proposed that the Director of Waste Operations and the Head of Waste Strategy and Contracts will also attend the event.

**RECOMMENDATION: that Council approves attendance at the Northern Ireland Waste and Resource Management Conference at Titanic Conference Centre Belfast of up to five Elected Members and one further Officer.**

Prepared by: Lynsey Daly, Head of Waste Strategy and Contracts

Approved by: Michael Laverty, Director of Waste Operations

#### **4.7 WM/WM/49 ENVIRONMENTAL MANAGEMENT POLICY 2023**

Members will be aware that Council has successfully implemented an Environmental Management System (EMS) ISO14001 throughout our operations and facilities which has demonstrated our commitment to leading the way in environmental excellence.

Part of the requirement to hold EMS ISO14001 certification, Council must review and up-date, where applicable, its Environmental Policy in line with improvements made. The Environmental Policy has been reviewed and is attached (**enclosed**) for approval.

The Environmental Policy must follow a standard format and proposes that Council will:

- Develop and implement specific environmental objectives and targets to be reviewed annually;
- Comply fully and, where possible, exceed the requirements of applicable legislation and regulations to ensure prevention of pollution and continued environmental improvements;
- Review the Environmental Management System to ensure effectiveness and continued improvement.

**RECOMMENDATION: that Council approves the draft Environmental Policy.**

Prepared by: Lynsey Daly, Head of Waste Strategy and Contracts

Approved by: Michael Laverty, Director of Waste Operations

#### **4.8 PBS/BC/003 VOL 2 AMENDED STREET NAMING – RANDALSTOWN ROAD, ANTRIM**

Members are reminded that a development naming application was received from Samantha Shannon on behalf of Lotus Homes (UK) Ltd. regarding the naming of a residential development off Randalstown Road, Antrim. The development consists of 74 dwellings, these being a mixture of detached and semi – detached. The development names and developer's rationale were submitted as outlined below, with the developer's application, location map and site plan **enclosed**.

The names suggested by the developer were rejected at the February meeting of the Operations Committee. Officers contacted the developer and as a result, alternative proposals are set out below:

1. Weavers Gate – The British Enkalon factory manufactured fibres which were then spun into nylon thread. Nylon is commonly woven into other fabrics to strengthen or add elasticity. On that basis Weavers is an appropriate name, based on the history of Enkalon.
2. Weavers Lodge – The same rationale as above applies to our second suggestion.
3. Weavers Green – The same rationale as above applies to this suggestion.

In order to rationalise postal numbering, it is requested that officers are given delegated powers to add suffixes to the overall development name if required.

Members are reminded that there is a Weavers Meadow and Weavers Wood located in Crumlin and Newtownabbey respectively.

Should the Council not wish to select one of the above names; the matter will be referred back to the developer via the Building Control section for further consideration.

**RECOMMENDATION: that Council approves a name for the above development.**

Prepared by: Liam McFadden, Principal Building Control Surveyor

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

Approved by: Geraldine Girvan, Director of Operations

#### **4.9 PT/CI/052, 053, 054 RECOVERY AND IMPROVEMENT PLAN – PERFORMANCE PROGRESS REPORT QUARTER 3 - OPERATIONS**

Members are 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.

The Council's Corporate Recovery and Improvement Plan 2022-23 was approved in June 2022. This set out a range of challenging performance targets, along with four identified improvement objectives and a number of Statutory Performance Targets.

A third quarter progress report for Operations is **enclosed** for Members' approval. The Corporate Recovery and Improvement Plan 2022-23 Quarter 3 Performance Progress Report was scrutinised, reviewed and noted by the Audit & Risk Committee on 21<sup>st</sup> March 2023.

**RECOMMENDATION: that the Corporate Recovery and Improvement Plan 2022-23 Quarter 3 progress report Operations be approved.**

Prepared by: Allen Templeton, Performance and Transformation Officer

Agreed by: Lesley Millar, Performance and Improvement Manager

Approved by: Geraldine Girvan, Director of Operations

#### **4.10 PK/GEN/130 MOSSLEY DAM – THREEMILEWATER CONSERVATION AND ANGLING ASSOCIATION**

Members are reminded that the Threemilewater Conservation and Angling Association has been operating at Mossley Dam since 2012, originally on the basis of an annual renewal. In June 2019, Council approval was given to the group for a 12-year licence which was further amended in January 2022 to retain 12 years on the licence allowing the group to make funding applications.

Council Officers were formally notified following their Annual General Meeting in February 2023 that the group has now been dissolved resulting in the licence being terminated. Officers have recently been contacted by previous members of the dissolved group, who have been constituted as Mossley Mill and Threemilewater Angling Association. Following an initial meeting with Council Officers, the group have requested that Council consider agreeing to a similar licence arrangement that was previously in place. If approved Officers will commence drafting a new licence and will provide a further report to Committee for consideration and approval.

**RECOMMENDATION: that Council approves entering into negotiations with Mossley Mill and Threemilewater Angling Association to agree on a licence for use of Mossley Dam.**

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

## **5 ITEMS FOR NOTING**

### **5.1 L/LEI/50 QUEST ACCREDITATION**

Members are reminded that Quest is a quality assurance scheme for leisure facilities across the United Kingdom designed to measure how effective organisations are at delivering leisure operations.

Members are reminded that all Council leisure centres achieved Quest accreditation in 2019, with centres retaining their accreditation when the scheme recommenced following disruption relating to the pandemic in 2021. In 2023 all centres entered into a more extensive assessment called Quest Plus which takes place over a two day period. Assessments have recently been completed with all centres achieving accreditation.

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

Prepared by: Conor McCallion, Leisure Development Manager

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

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



## 5.2 L/LEI/648 DARKNESS INTO LIGHT

Members are reminded that there has been a charity walk event delivered in partnership with Pieta House, the Darkness into Light Charity since 2016. The event encourages people to walk in memory of loved ones lost through suicide and in doing so raise awareness about suicide prevention services as well as supporting charities involved in this vital work.

The event is scheduled to commence at sunrise at the V36 on Saturday 6 May 2023. This year's charity partner is local mental health charity Listening Ear, based in Rathcoole. The walk will be promoted by Pieta House as well as through Council's social media and website.

Registration for the event opened in March via <https://www.darknessintolight.ie/>

**RECOMMENDATION: It is recommended that the report be noted.**

Prepared by: Anna Boyle, Sport & Physical Activity Manager

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

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

### **5.3 L/LEI/AF/010 ANTRIM FORUM 50TH ANNIVERSARY**

Members are advised that the Antrim Forum celebrates its 50<sup>th</sup> anniversary in May 2023. To earmark the occasion, Officers intend to liaise with local DEA members and other key stakeholders to develop a range of activities including the creation of an exhibition illustrating the Antrim Forum over the years.

**RECOMMENDATION: that the report be noted**

Prepared by: Conor McCallion, Leisure Development Manager

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

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

#### **5.4 L/SAP/008/VOL3 SPORTS AWARDS 2023**

Members are reminded that in November 2019, Council agreed to host a series of prestigious awards, including Council Sports Awards, once every Council term to maximise their impact. The Sports Awards were previously held in November 2019. Therefore, it is proposed that the next awards take place in late 2023.

It was previously agreed that a working group be established for the Awards, made up of one nomination from each political party and the corresponding number of community sporting representatives. The first full meeting of the Sports Awards Working Group will take place after the election in mid to late June.

For this year's Awards, Officers intend to seek sponsorship opportunities to offset the costs of the event, with the specific details reported back to the Working Group.

**RECOMMENDATION: that the report be noted**

Prepared by: Anna Boyle, Sport & Physical Activity Manager and, Conor McCallion, Leisure Development Manager

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

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