



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON WEDNESDAY 9 MAY 2018 AT 6:30 PM

- In the Chair** : Councillor N Kelly
- Members Present** : Aldermen – W Ball, M Girvan and J Smyth
Councillors – A Ball, J Blair, L Clarke, R Foster, M Magill, J Montgomery, N McClelland, D Ritchie and M Rea
- Non-Committee Members Present** : Councillors – V McWilliam and B Webb
- Officers Present** : Director of Operations - Ms G Girvan
Head of Arts & Culture - Ms U Fay
Head of Environmental Health – Mr C Todd
Head of Parks - Mr I McMullan
Head of Waste – Mr M Laverty
ICT Officer – Mr J Higginson
Media and Marketing Officer – Mrs J Heasley
Member Services Officer – Mrs D Hynes
- In attendance** : Mr C Kelly – Environmental Health Manager

CHAIRPERSON'S REMARKS

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

He went on to offer condolences, on behalf of the Committee, to Alderman Ball and his family on the loss of his brother.

Being the last meeting of Committee as Chairman, Councillor Kelly thanked Members of Committee, non-committee Members, the Director, Heads of Service and all staff for their support for himself and the Vice Chairman throughout the year.

1 APOLOGIES

Alderman Swann and Councillor Goodman.

2 DECLARATIONS OF INTEREST

Items 3.8 and 3.9 – Alderman Smyth.

Councillors Blair and Magill arrived at this point of the meeting.

3 REPORT ON BUSINESS

3.1 PRESENTATION

Members were reminded that in September 2017 it was agreed that ten minute presentations would be made to the Operations Committee on the work of the Health and Wellbeing, Commercial and Environment Sections of the Environmental Health Service on a quarterly basis.

Colin Kelly, Environmental Health Manager was in attendance. The Presentation given outlined, Food Safety Inspections, Food Complaints, Food Incidents, Illegal Slaughter, Allergen Initiative, Accident Investigations, Workplace Transport Initiative, Health and Safety Inspections, Consumer Safety, Tobacco Control Legislation and Supporting Local Businesses.

Members' questions were answered by Mr Kelly and a number of Members commended him and his team on the excellent work that they do.

The Chairperson thanked Mr Kelly for his presentation and he left the meeting.

3.2 AC/EV/016 HORTICULTURE WEEK CUSTODIAN AWARDS 2018

Members were advised that Horticulture Week is the UK's leading business title for the professional *horticulture* community providing comprehensive news, analysis, opinion, technical reports, product and market data across all areas of the industry.

The Horticulture Week Custodian Awards honour the achievements of the professionals responsible for the management of the UK's Parks and Gardens with management achievement recognised across a range of categories celebrating outstanding work across all areas of activity including restoration and redevelopment, management and maintenance, partnership working and more.

A nomination for Antrim Castle Gardens was submitted to the Best Gardens or Arboretum (6 + staff) category. This award goes to the gardens or arboretum, which in the opinion of the judges illustrates excellence in whichever of the following areas are deemed most appropriate: Maintenance, cleanliness, environmental practice, horticultural practice, arboricultural practice, conservation, community involvement, safety, promotional activity, innovation, overall management and plan.

Correspondence had been received advising that the Antrim Castle Gardens nomination had been shortlisted. The 2018 Horticulture Week Custodian Awards

were being held on Wednesday 27 June from 3pm until 5pm in Woburn Abbey, Bedfordshire when all the winners would be announced.

Tickets for the Awards were £60 per person with travel to the event estimated to be around £100 per person for flight and transfer only.

Proposed by Councillor Montgomery
Seconded by Alderman Smyth and agreed that

approval is given for attendance at the Horticulture Week Custodian Awards ceremony by the Mayor and Chair of the Operations Committee, or their nominees, as an approved duty, together with an officer, at Woburn Abbey Bedfordshire on 27 June 2018.

ACTION BY: Ursula Fay, Head of Arts & Culture / Member Services

3.3 AC/EV/1 SPOOKED OUT AT V36

Members were reminded that the 'Spooked Out at V36' Halloween event incorporating a fireworks display had been successfully delivered in V36 at The Valley since 2015 with an audience of around 10,000 attending. This large-scale seasonal family event including fireworks is one of the Council's two Halloween celebration events, the other being 'Spooktacular' which is held annually at The Junction, Antrim. As part of the Halloween programme a funfair / fairground had also been held in V36 for the last two years in the run up to the Spooked Out event, which had also been well attended and provided a popular activity over the school holidays for the local community.

Having considered the scheduling of other Halloween activities, including the Council's own annual 'Spooktacular' event planned for The Junction on Thursday 25 October 2018 and 'The Monster Mash' planned for The Odyssey on Sunday 28 October 2018, it was proposed that 'Spooked Out at V36' be held on Wednesday 31st October at a cost of £15,000 from Arts and Culture budgets. It was also proposed to run the funfair once again in V36 from Saturday 27 October until Wednesday 31 October 2018 at no cost to the Council.

The Spooked Out event format would be similar to previous years with a range of free family fun building up to a spectacular fireworks display. The funfair would include special discounted sessions and be used to promote the Spooked Out event as a grand finale.

Proposed by Councillor Foster
Seconded by Councillor Blair and agreed that

the 'Spooked Out at V36' Halloween event including fireworks display be held on Wednesday 31 October 2018 in V36 at the Valley with a funfair / fairground event to operate in V36 at The Valley from Saturday 27 October until Wednesday 31 October at no additional cost and that Officers look at the layout of the attractions in the fun fair and particularly those items suitable for younger children for ease of accessibility.

ACTION BY: Ursula Fay, Head of Arts and Culture

3.4 AC/ACG/016 NORTHERN IRELAND TOURISM AWARDS 2018

Members were advised that the Northern Ireland Tourism Awards 2018 were celebrating their 40th anniversary with a black tie Gala Event in the Europa Hotel Belfast on Thursday 24th May 2018. This annual award ceremony is about recognising the very best within the tourism industry, and Tourism NI encourages businesses of all sizes and shapes to enter with the achievement of an award proven to bring business benefits and positive publicity.

An entry to the Tourism Awards 2018 in the category of NI Tourism Heritage Property of the Year was submitted in January for Antrim Castle Gardens. Correspondence had been received from Tourism NI advising that this entry had been successfully shortlisted. The other finalists in this category were Crumlin Road Gaol and Blessingbourne Manor and Country Estate.

This category seeks to recognise the hard work involved in managing historical buildings, but also highlights the importance of built heritage to maintaining a unique sense of place for visitors. Entries were invited from facilities that can demonstrate evidence of:

1. Appropriate restoration and successful re-purposing of a site of historical or cultural significance for the benefit of tourism.
2. A successful balance of maintenance of the historical character of the site alongside delivery of a visitor experience through the imaginative use of interpretation.

Shortlisted entries in this category would be further assessed by a Mystery Shopper to decide final winners. Final results would be revealed at the gala event in May at the Europa Hotel.

Tickets for the event are £65 per person or a table of 10 can be purchased for £650.

Proposed by Councillor Montgomery
Seconded by Councillor McClelland and agreed that

the Mayor, Deputy Mayor, Chair and Vice Chair of Committee, or their nominees attend as an approved duty together with two officers.

ACTION BY: Ursula Fay, Head of Arts & Culture / Member Services

3.5 PK/GEN/031 REQUEST TO MARK 100TH ANNIVERSARY OF THE RAF

At February Committee, Officers were requested to consider a suitable way to commemorate the 100th Anniversary of the RAF. The Parks team had proposed a floral display to be located at the Town Wall in Antrim due to the proximity to former RAF Aldergrove facility. It was proposed that this would be in place from mid-May to coincide with the civic reception and concert being hosted by the Mayor in the Old Courthouse, Antrim in 2018.

The Head of Parks confirmed that the civic reception would now be taking place later on in the year and also advised Members that Officers are looking at a

further display in the Whiteabbey area and would update Members in due course.

Proposed by Alderman Smyth
Seconded by Councillor Ritchie and agreed that

a floral display, commemorating the 100th Anniversary of the RAF be approved at the Town Wall, Antrim and at a location in Whiteabbey to be agreed.

ACTION BY: Mark Wilson, Parks Supervisor

3.6 PK/BIO/017 BALLYNURE OLD GRAVEYARD

A request had been received from Ballynure Historical Group with regard to the signage at the graveyard.

The graveyard, which is maintained by the Council and is one of the Council's Green Flag sites, is historically important and is often visited by historical interest groups and those researching family history.

The current signage for the site is 'Ballynure Cemetery' however the site is known in any historical reference material as 'Ballynure Old Graveyard'. (Circulated – extract from *Gravestone Inscriptions County Antrim Vol.3. Old Families of Carrickfergus & Ballynure*).

Costs to amend the signage was estimated to be in the region of £60.

Proposed by Alderman Girvan
Seconded by Councillor Montgomery and agreed that

The sign at Ballynure Cemetery be changed to read 'Ballynure Old Graveyard'.

Officers to explore the potential for a more appropriate style of signage at Antrim Graveyard, Muckamore.

ACTION BY: Lindsay Houston, Parks Development Officer

3.7 AC/GEN/45 DEA FUNDING PROGRAMME – ANTRIM LIVE

The 2018 Antrim Live Festival, funded through the Antrim DEA went ahead on 7 and 8 April following a similar format to the previous year with a variety of arts, cultural activities both free and ticketed, programmed over the two days for a wide age range to participate in. The programme included:

- Artisan Craft Market.
- Funfair
- Wonderland Wood Treasure Trail
- Baby Raves.
- Comedy Night.
- Living History at Pogue's Entry.
- Street Theatre.
- Live Music.

- Busking Competition

A detailed evaluation of Antrim Live was circulated for Members' information and showed that the Festival actually extended over 3 days commencing on Friday 6 April with the Funfair.

The event was received very well with the footfall figures to the town up 1,758 on the Saturday and 1,904 on the Sunday. Included within the evaluation was a budget breakdown, which showed the net cost of Antrim Live 2018 as £12,041, an increase on budget mainly due to the inclusion of the brand new Wonderland Wood treasure trail within the programme as a pilot to gauge interest in this new product for future programming. The additional cost had been met from the Arts and Culture budget as the items for the Wonderland Wood can be used again.

Other key findings within the evaluation were:

- 3,117 tickets for a range of events were sold in comparison with 586 in 2017.
- These ticket sales generated £5,169 in income compared with £3,054 in 2017
- Family activities including the brand new Wonderland Wood as well as the Artisan Market were very popular.

Proposed by Councillor Montgomery
Seconded by Alderman Smyth and agreed that

the Antrim Live evaluation report be noted and that Officers bring back a report through the relevant Committee to establish if this event and anything similar, currently funded through the DEA programme, could be 'mainstreamed' into council budgets going forward. Officers to also examine the potential for sponsorship from local businesses for Antrim Live.

Members took this opportunity to thank staff and the Antrim Town DEA Members on such an excellent and successful event.

ACTION BY: Ursula Fay, Head of Arts & Culture/Louise Moore, Head of Community Planning

Having declared an interest in Items 3.8 and 3.9 Alderman Smyth left the Chamber at this point.

3.8 EH/EHS/FC/11 FOOD STANDARDS AND LABELLING INITIATIVE FOR BUTCHERS' SHOPS

Members were reminded that the Food Safety section of Environmental Health has a Food Service Delivery Plan, which includes Sampling Programmes for both composition and microbiological standards.

On review of sample results taken in line with the sampling programme, deficiencies in compliance with legislative requirements were identified with regard to areas of composition and labelling in butchery premises.

The aim of this initiative was to determine the level of compliance among butchery shop premises, in particular: -

- The presence and level of Sulphur Dioxide (SO₂) within food products produced
- The presence of any of the 14 food allergens
- Percentage meat content within meat products
- Product descriptors are substantiated
- Labelling requirements

Following the seminars conducted in October 2017, visits were carried out and compliance checks carried out. The premises that did not attend the seminar received targeted intervention and advisory visits.

A report detailing the outcomes of the initiative to date was circulated.

Proposed by Councillor Montgomery
 Seconded by Councillor Magill and agreed that

the report be noted.

NO ACTION

3.9 EH/EHS/FC/11 FOOD ALLERGY INITIATIVE

The Food Information Regulations (Northern Ireland) 2014 came into effect on 13th December 2014. This legislation has affected all food businesses as they are now legally required to provide customers with accurate information on the 14 major food allergens.

The Food Safety section within Environmental Health over the past 12 months have been working on an initiative to address any issues of non-compliance arising from the sale of food containing any of the 14 food allergens.

The initiative focused on the following areas: -

- Communication to customers
- Identification and recording of foods containing any of the 14 allergens
- Communication between staff
- Staff training
- Cross contamination controls
- Compliance with food safety management system regarding allergen management

The aim of this initiative was:

- To assess and improve compliance with the Food Information Regulations (Northern Ireland) 2014
- To deliver seminars to share knowledge and enhance compliance
- To enable consumers to make safer food choices when buying foods by ensuring information is provided in a clear and consistent manner

This resulted in:

- A total of 502 Allergen Intervention visits being carried out between April 2017 and March 2018

- 349 businesses being found to comply with the requirements of the legislation
- 153 businesses identified as being non-compliant in some aspect of the requirements

Revisits were carried out to all non-compliant premises and appropriate action taken in line with the Council's Enforcement Policy. This included:

- Written warnings for non-compliance
- Advice
- Provision of allergen packs, signs or matrix books as required
- Signposted to online training for staff provided on the Food Standards Agency's website

Seminars were also provided for Northern Health Trust staff as part of the work on allergens. A total of eight seminars in Holywell Hospital, Whiteabbey Hospital and Antrim Area Hospital were delivered and these were attended by staff employed by the Northern Trust who worked in a range of roles including catering staff and domestic assistants.

A report detailing the outcomes of the initiative to date was circulated.

Proposed by Councillor Montgomery
Seconded by Councillor Ritchie and agreed that

the report be noted.

NO ACTION

Alderman Smyth returned to the Chamber at this point.

3.10 PK/GEN/066 FIELDS IN TRUST DESIGNATION 2018

Fields in Trust (FIT) is a national programme which aims to protect vital open spaces all across the UK. Sites include sport pitches, children's playgrounds, bicycle trails and country parks ensuring safeguarding in perpetuity.

Committee agreed in May 2017 to submit Lillian Bland Community Park, Ypres Park, Whiteabbey War Memorial Park and Sentry Hill as Centenary Fields. This element of the Fields in Trust programme was designed to preserve war memorial parks, playing fields and other green spaces which had a significant link to World War I.

Correspondence had been received to confirm that the following sites had been designated as Fields in Trust:-

- Lillian Bland Community Park
- Ypres Park
- Whiteabbey Park

As Sentry Hill has restricted opening hours, Fields in Trust had confirmed that it does not meet the criteria.

Branded promotional materials and appropriate promotional plan would be implemented on completion of the process for the remaining sites supported by Fields in Trust. The promotion of these sites as Fields in Trust would be developed in

partnership with Arts and Culture section as part of the World War I centenary programme in November 2018.

Proposed by Councillor Foster
Seconded by Councillor Blair and agreed that

the report be noted and that Officers add the War Memorial Park, Ballyclare to the list.

ACTION BY: Lindsay Houston, Parks Development Officer

3.11 WM/WM/37 COMMERCIAL WASTE RECYCLING SERVICE

Members were aware that the Council offers a commercial waste recycling service to local business for the collection of paper and cardboard. This was introduced in Newtownabbey in approximately 2005 to increase recycling rates by local business, and more recently if requested in Antrim the service was offered.

Prior to the introduction of the service, businesses would have had to arrange their own recycling service or the paper/cardboard was placed in normal trade waste bin and landfilled. The service is currently provided by a private company, Baileys waste and there is no cost for the participating businesses as Council covers the cost of the service.

Following the introduction of the food waste regulations, a food waste collection service was introduced for businesses. This means that all the remaining commercial waste can be processed at a recycling facility rather than being landfilled. Currently two local based companies, ISL Waste Management Ltd and McKinstry Waste Management provide this materials recycling service. The processing through these facilities would maximise the amount of waste that is recycled.

There would be minimal impact on the businesses who would place their paper and cardboard into the normal trade waste bins rather than separating it into designated containers. Thereafter it would be sorted and recycled. Approximately 300 businesses currently avail of the paper and cardboard collection service.

The service would cease at the end of June 2018 when the current contract with Baileys Waste expires. Businesses currently using the service would be contacted by email and letter over the next six weeks to advise them of the changes. No service amendments are required by Council. As the paper/cardboard would be collected by Council along with the other commercial waste and separated for recycling or recovering, it was proposed that the changeover would be implemented in June with businesses given advance notice.

Proposed by Councillor Montgomery
Seconded by Councillor Ritchie and agreed that

the report be noted.

NO ACTION

3.12 PK/BIO/019 PROPOSED MONKSTOWN-GREENISLAND GREENWAY - CORRESPONDENCE FROM PERMANENT SECRETARY PETER MAY

Members were advised that correspondence had been received from Peter May, Permanent Secretary in response to correspondence sent to relay concerns raised by Members at the Council meeting in February 2018 in relation to the proposed Monkstown/Greenisland Greenway.

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

Proposed by Councillor Blair
Seconded by Alderman Smyth and agreed that

the correspondence be noted.

NO ACTION

4. ANY OTHER RELEVANT BUSINESS

- (1) *Alderman Smyth requested if Officers could look at the provision of defibrillators within the local towns and villages within the Borough. The Director of Operations confirmed that the Corporate Health and Safety Manager was in the process of assessing provision of defibrillators at council facilities initially, followed by provision across the Borough. She advised that both Policy and Governance and Operations Committees would be kept informed.*

ACTION BY: Geraldine Girvan, Director of Operations

- (2) *A number of Members complimented organisers and council staff on an excellent Garden Show Ireland event, commenting favourably on the weather, turnout and format. Officers to consider the use of the Barbican Gate, pedestrian access at the Randalstown Road and reinstatement of the grounds.*

ACTION BY: Ursula Fay, Head of Arts & Culture

- (3) *On the proposal of Councillor Kelly and seconded by Councillor Blair it was agreed that on behalf of the Committee a letter of thanks go to the organisers of Garden Show Ireland and the event Sponsor and that staff are also thanked.*

ACTION BY: Geraldine Girvan, Director of Operations

- (4) *In a response to a query raised by Councillor Montgomery, The Head of Arts and Culture confirmed that a report would be going to the June Committee proposing the that the Barbican Gate would be opening during the summer, and each summer as an access to Antrim Castle Gardens.*

ACTION BY: Ursula Fay, Head of Arts & Culture

- (5) *A number of members thanked the Chair and Vice Chair for the manner in which business had been conducted in the meetings throughout the year.*

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Magill
Seconded by Councillor Ritchie and agreed that

the following Committee business be taken In Confidence.

3.13 IN CONFIDENCE AC/ACG/006 TREE WORKS ANTRIM CASTLE GARDENS

Members were reminded that it was reported to Committee in November that following completion of a tree survey as part of the Antrim Castle Gardens Management and Maintenance Plan, a total of 286 trees had been identified as requiring remedial works. It was agreed that priority works to 186 of these trees, in need of urgent repair or removal, be carried out at an estimated cost of £[REDACTED].

Members were advised that following a tender exercise to select an appropriate contractor this work had been carried out at a cost of £22,000. The appointed contractor had provided an estimate of an additional £[REDACTED] to complete the works to the remaining 100 trees recommended by the survey. It was proposed to obtain additional quotations in line with procurement policy thresholds and complete all of the recommended works. If approved, this would bring the total cost of this work to £[REDACTED] against an approved budget of £[REDACTED] for priority works only.

Proposed by Councillor Montgomery
Seconded by Councillor Magill and agreed that

all of the remaining works to 100 trees are completed at an estimated additional cost of £[REDACTED].

ACTION BY: Ursula Fay, Head of Arts and Culture

3.14 IN CONFIDENCE PK/CEM/012 RASHEE CEMETERY: 5 CORNERS REQUEST FOR ACCESS

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Proposed by Alderman Girvan
Seconded by Alderman Smyth and agreed that

[REDACTED]

ACTION BY: Ivor McMullan, Head of Parks

3.15 IN CONFIDENCE PK/GEN/078 CRUMLIN GLEN: PHASE 1 UPDATE

Following the transfer of Crumlin Glen to Council in 2016 consultants were appointed to examine the potential to develop the Glen and to increase usage. Following consultations with a wide range of stakeholders the findings were reported to Committee in February 2017. The report, Development Opportunities at Crumlin Glen set out a short list of options which required more detailed consideration. Members of the Airport DEA had a meeting to discuss the report and were satisfied that the shortlisted options be progressed and costed.

One of these was improvements to the path network and as Sport Northern Ireland's new Outdoor Spaces small-scale capital funding programme had opened for applications Officers submitted an application for funding.

This programme aims to develop new outdoor recreation facilities and infrastructure across Northern Ireland. The scheme aims to break down barriers to participation in sport and physical activity, whilst making green, open spaces more accessible to local communities.

Funding for upgrade of a number of existing short, informal pathways within Crumlin Glen was submitted as a first phase in the development of the site – estimated total project cost £[REDACTED]. These works would improve access for those with mobility issues, older people and those with prams and safety for all users of the site.

CAPITAL PROVISION

Within Council's capital programme an estimated £[REDACTED] was included for a project in Crumlin Glen.

PROJECT

There has been limited investment in the Glen prior to its transfer to Council and although it is an amenity which offers a countryside experience it requires investment in the path infrastructure as a prerequisite to other potential developments. In assessing the options to make such improvements the option which offers the widest possible access to the public is the best option – Option 4. This will include the upgrade of existing trails, directional signage both within the Glen and the town and security fencing and gates.

BREAKDOWN OF ESTIMATED PROJECT COSTS:

| Funder | Amount | Status |
|--------------------------------|--------------------|--|
| Sport NI (Outdoor Spaces) | £[REDACTED] | Secured – must be spent in 2018/19 |
| Alpha Programme | £[REDACTED] | Pending – due for consideration in April 2018. |
| Council | £[REDACTED] | |
| TOTAL AMOUNT – PHASE 1: | £[REDACTED] | |

FUNDING AWARD

Confirmation had been received that the application had been successful, with an award of £[REDACTED] for the project, subject to submission of approved economic appraisal and business case (circulated together with a Section 75 screening form).

The key elements within this Phase 1 scheme were summarised below);

- Upgrading of existing *main* trails
- New bridge (existing one does not comply with Sport NI access standards)
- Directional signage and people counters
- Security fencing and gates

A further application had been submitted to the Alpha programme. In the event that this application was unsuccessful, the matter would be brought back to Committee for further consideration.

Proposed by Alderman Smyth

Seconded by Councillor Montgomery and agreed that

the scheme to develop paths and improve access at Crumlin Glen at an estimated cost of £[REDACTED] be approved, including a contribution of £[REDACTED] from Council together with the Business Case, Economic Appraisal and Section 75 Screening form and that the fencing works be carried out at the commencement phase if possible to ensure the site is secured.

ACTION BY: Elaine Upton, Countryside & Physical Activity Development Manager

3.16 **IN CONFIDENCE** PK/GEN/096 THE GRANGE: BALLYCLARE ALLOTMENTS

Through the Grange Neighbourhood Renewal Partnership, legacy Newtownabbey Borough Council received funding from the Department for Social Development for an allotments and landscaping project in the Grange Estate in Ballyclare.

The project was developed and implemented via a partnership approach involving Council, Northern Ireland Housing Executive (NIHE), the Department for Social Development and Groundwork NI. The Residents Association lease the land from NIHE on a year by year basis.

Due to the previous involvement by Council an allotment holder at the site had approached Officers to explore the possibility of Council taking over the management of the site due to its recent deterioration.

The site currently provides nine raised beds, which in some cases have been sub divided into more manageable plots, as well as communal facilities including a lockable shed for storage of tools, a water tap and a greenhouse. There are currently two active tenants on the site. NIHE had been approached and were willing to consider a lease to Council, letter circulated.

Council currently has four allotment facilities in the Borough at Greystone, Ballyearl, Rathfern and New Mossley, with further allotments planned for Rathcoole and Crumlin in this financial year. In total, there are 196 tenants renting plots across these sites. A further 48 Borough residents remain on the general waiting list, of which 12 have specifically requested an allotment in the Ballyclare area.

Going Forward

If the transfer to council is approved it was proposed that the plots would be rented at similar rates to comparable sites; small plots (c. 5m x 3m = £■■■) and large plots (c. 5m x 15m = £■■■). On new sites to date, for example Greystone and Rathfern allotments, local residents are offered priority from the waiting list for an initial 2 week period and thereafter the site is opened up to the full waiting list on a first come-first serve basis. It was proposed that the same approach would be taken.

Proposed by Alderman Girvan

Seconded by Councillor Foster and agreed that

- (i) approval is given to enter into a long-term lease option with NI Housing Executive for The Grange Allotments in Ballyclare;**
- (ii) sitting tenants to confirm if they wish to retain their plot under Council terms and conditions; and**
- (iii) local residents on the waiting list are then given priority for plot rental. A further two weeks thereafter, availability to be opened up to the general waiting list.**

Usage levels of all Council's allotment sites to be monitored over time to ensure they remain actively worked assets.

ACTION BY: Ivor McMullan, Head of Parks

3.17 **IN CONFIDENCE** WM/CON/1 KERBSIDE MULTI MATERIAL COLLECTION CONTRACT

This report had been presented to allow Members to consider two issues:

1. Proposed contract variance to the collection cost per household;
2. Possible contract extension from 1 October 2018.

Members were advised that at a Council meeting held on 27 June 2011, the contract for a kerbside collection of multi-material recycling service was awarded to Bryson Recycling for the initial contract period 1 October 2011 to 30 September 2018 at an approximate cost of £[REDACTED] per annum or £[REDACTED] per household (2017/18 rate). The contract included an annual contract price increase in line with the Retail Price Index, and allowed for increases in numbers of properties.

Bryson Recycling have been collecting the kerbie boxes or triple stacks from domestic households in legacy Newtownabbey since then (Members are reminded that with the triple stack system residents receive a 180 litre black bin in place of their 240 litre black bin). This contract has worked well with relatively few complaints and Bryson had flexed the contract to include the collection of triple stacks from approximately 20,000 households at the initial contract rate, even though it was costed for the collection of kerbie boxes only.

PROPOSED CONTRACT VARIANCE

A process of negotiation was required between Council and Bryson Recycling and this resulted in Bryson requesting a contract variation based on an increase in presentation rate of triple stacks/increased tonnages and the resultant impact on the company's resources.

As reported to the Operations Committee, as a result of the triple stack expansion - participation and set out rates have increased by approximately 15% and the tonnage of material collected has also increased by a similar amount. This means that Bryson Recycling are both stopping more regularly and for longer on the collection rounds and while this is positive in terms of increased recycling and less waste to landfill, it has increased the demand on their resources.

As a result of the latest expansion of the triple stacks in the Jordanstown area and the expected increase in presentation rates and material collected, Bryson Recycling has indicated there is an issue with capacity. Bryson now has no spare capacity in its collection resources to service all of the remaining 13,000 households which are due to receive a triple stack in legacy Newtownabbey in the next 6 months. This is based on the expectation that the same increases will be experienced.

Council has committed to complete the triple stack distribution by December 2018 and, Bryson Recycling has stated that they will need to vary the contract price to allow the purchase and resourcing of a further collection vehicle. The additional cost of these resources, vehicles and 2 staff, would be approximately £[REDACTED] (£[REDACTED] including National Living Wage increase – see below) per annum to Council.

This contract variance would mean that the scheduled distribution of the triple stack units can proceed as planned otherwise the plans would need to be reviewed and possibly delayed. Officers would also need to commence a new procurement exercise for a kerbside multi-material collection service using triple stack units rather than kerbie boxes. In addition, the variance being requested includes an additional increase of £[REDACTED] per annum going forward as Bryson Recycling is paying the National Living Wage to staff.

These changes can be summarised as follows:

| | Cost (£) per hh (Approx) | Total Cost (Approx) |
|---|---------------------------------|----------------------------|
| Current Contractual Rate (2017-2018) | £[REDACTED] | £[REDACTED] |
| Proposed Contractual Rate (2018-19) | £[REDACTED] | £[REDACTED] |

The contract rate increases for RPI and increase in number of properties were budgeted for however, Officers are forecasting that budget reductions linked to increases in dry recyclable tonnages associated with the contract and resultant reduction in landfill will mean that the increase can be absorbed.

From previous experience in change over from kerbie boxes to triple stacks, Officers envisage that an additional 1,100 tonnes will be diverted from landfill realising savings of £104,975 on landfill disposal rates.

PROPOSED EXTENSION OF CONTRACT

The initial contract period of 5 years expires on 30 September 2018 but as there is currently a level of market instability and Council is assessing options for future kerbside collection of dry recyclables in legacy Antrim, it is recommended that the contract is extended for 12 months out of a permitted 24 months. The contract would be extended from 1 October 2018 to 30 September 2019.

Members noted that the initial procurement process for this kerbside collection service was carrying out in association with the legacy Ballymena and Carrickfergus councils. Officers from Mid and East Antrim Borough Council had indicated that they propose to recommend to their council to extend the current contract with Bryson Recycling for two years and it is currently progressing through their democratic process.

Proposed by Alderman Smyth

Seconded by Councillor Montgomery and agreed that

- 1. the above contract is varied by an additional rate of £[REDACTED] per household, due to extra collection vehicle and national living wage, above the current contractual agreement rate at a cost of approximately £[REDACTED] per annum from 1 June 2018;**
- 2. the contract is extended for a further period of 12 months to 31 October 2019 at the revised rates.**

ACTION BY: Michael Laverty, Head of Waste Management

3.18 **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:

- April 2018

Members were reminded that these documents are 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 Foster

Seconded by Alderman Smyth and agreed that

the papers be noted.

ACTION BY: Michael Laverty, Head of Waste Management

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman Girvan

Seconded by Alderman Smyth 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 7.45 pm.

MAYOR

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