



27 March 2019

Committee Chair: Councillor D Ritchie

Committee Vice-Chair: Councillor J Greer

Committee Members: Aldermen – A Ball, T Burns, M Girvan, J Smyth
Councillors – L Clarke, S Flanagan, R Foster, N Kelly, A Logue,
J Montgomery, N McClelland, J McGrath and M Rea

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 1 April 2019 at 6.30pm.**

You are requested to attend.

Yours sincerely

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

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

For any queries please contact Member Services:

Tel: 028 9034 0098 / 028 9448 1301

memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

- 1 Apologies
- 2 Declarations of Interest
- 3 **ITEMS FOR DECISION**
 - 3.1 Darkness into Light Charity Working Group
 - 3.2 Request for Car Park Closures
 - 3.3 Shared Path - Hazelbank Park
 - 3.4 Request for Live Here Love Here Support 2019/20
 - 3.5 Golf Online Booking: Tee Times
- 4 **ITEMS FOR INFORMATION**
 - 4.1 Community Resuscitation Minutes
 - 4.2 Quest Accreditation - Antrim Forum
 - 4.3 Packaging Waste from Supermarket Operations
 - 4.4 Fairtrade Borough Status - Re-Accreditation March 2019
 - 4.5 Reduction of Single Use Plastics Across Council, Update
- 5 **ITEMS IN CONFIDENCE**
 - 5.1 Quotation for the Provision of Catering at Allen Park
 - 5.2 Doagh to Larne Greenway - Update
 - 5.3 arc21 Procurement of Bring Site Service Contract (Lots 1, 2, 3 And 4)
 - 5.4 arc 21 Procurement of Materials Recycling Facility Contract
 - 5.5 arc21 Joint Committee Papers
 - 5.6 Dog Park Feasibility Study Update
 - 5.7 Valley Leisure Centre: More Pitches Refurbishment, Phase Two
- 6 **ANY OTHER RELEVANT BUSINESS**

3 ITEMS FOR DECISION

3.1 L/LEI/648 DARKNESS INTO LIGHT CHARITY WORKING GROUP

Members are reminded that the Darkness into Light Charity Walk has taken place for the last three years in V36 at the Valley.

The Darkness into Light concept 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 fund for the charities involved in this vital work.

The 2019 worldwide programme of Darkness into Light Charity Walks are planned for Saturday 11 May 2019 with a walk planned for this date at V36 starting at 4.15am.

To assist in the planning and delivery of this event, Council approved the formation of a Working Group made up of Elected Members, Council Officers, PSNI, the local Charity partner - Antrim Youth Information and Counselling Service (AYICC).

The Working Group met on Monday 4 March 2019 and the minutes of the meeting are **enclosed**.

RECOMMENDATION: that the minutes of the Darkness into Light Working Group be approved.

Prepared by: Anna Boyle, Sport and Physical Activity Development Manager

Agreed by: Matthew McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.2 PK/CP/012 REQUEST FOR CAR PARK CLOSURES

Approval is required from Council for any car park closures or changes in car park charges. This is then reported to Transport NI to allow them to make the necessary changes, with the car park contractor (NCL).

Requests have been received from Whiteabbey Village Business Association for the closure of the Car Park at Whiteabbey Village, and also from the Economic Development Service to facilitate the Ballyclare May Fair Festival.

The proposed closures for both events are listed below:

CAR PARK	DATE/TIME	PURPOSE
Whiteabbey Village Car Park	Sunday 5 May 2019 – 2pm – 5pm	Small Car Rally (Porsches and Ferraris etc.)
Harrier Way	6.00am on Sunday 19 May 2019 through to midnight on Sunday 26 May 2019.	Horse Traders parking (Tuesday only) and amusements for the rest of the Festival week
The Square	Tuesday 21 May (from 6.00am to midnight) and Saturday 25 May (from 6.00am to midnight)	A stage and stalls for two days

RECOMMENDATION: that permission is granted for the use of car parks as listed.

Prepared by: Mark Wilson, Parks Manager and Karen Steele, Tourism, Town Centre and Regeneration Manager

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.3 PK/GEN/053 SHARED PATH – HAZELBANK PARK

Members are reminded of the measures which have been put in place in recent years to address the needs of pedestrians and cyclists sharing the path at Hazelbank. This has included the installation of chicanes and new signage to slow speeding cyclists and presence of Park Wardens giving out leaflets and advice.

It is proposed, that engagement continues to encourage a shared use and respect between all the users of the path. One means to do this is, through a Sustrans initiative called, 'The One Path Initiative'.

Sustrans implemented a Shared Path solution at Comber Greenway and the Foyle Valley Cycle path to address the issues of shared use. An information leaflet on the initiative is **enclosed**.

Officers recently met with Sustrans and they are prepared to try their One Park Initiative on the path at Hazelbank at a cost of £2,500, which could be met through Parks budgets. This would mean carrying out initial surveys to identify the issues, identify the main user groups and community engagement events with the aim of creating a 'One Path ethos.' The information produced may also be useful to Council in seeking funding for improvements.

RECOMMENDATION: that Council works with Sustrans on the 'One Path Initiative' at Hazelbank Park, at a cost of £2,500.

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.4 WM/WM/33 REQUEST FOR LIVE HERE LOVE HERE SUPPORT 2019-20

Keep Northern Ireland Beautiful (KNIB) has submitted a funding request for the Live Here Love Here (LHLH) Programme for 2019-20. KNIB is the environmental charity with the stated aim of making Northern Ireland a cleaner and more pleasant place in which to live. The LHLH Programme focuses on improving the local environment and building a sense of pride in local communities.

Council has financially supported the Programme, in the amount of £21,000 per annum, for the last three years, with local groups benefiting from LHLH small grants scheme to improve their local communities to an approximate value of 10,500 per annum. Groups supported include:

- Six Mile Water Trust – environmental improvements at Paradise Walk Templepatrick;
- Monkstown Village Initiatives/Monkstown Community Forum – development of a community garden;
- St James Aldergrove GAC – environmental improvements to their grounds to reduce anti-social behaviour;
- Ballyearl Improvement Group – enhancing the appearance of the area and providing wildlife habitats;
- Straid Village and District Community Group – environmental improvements in the village;
- Burnside and District Community Group – provision of signage to reduce dog fouling in the area;
- Templepatrick Action Community Association – promotion of horticultural events;
- Tidy Randalstown – development of a Community Kitchen Garden.

In addition, two further groups, Glenravel Fold Tenants Association and Maine Fold Tenants Association were able to access funding from Choice Housing as a result of this Programme.

LHLH also runs extensive advertising campaigns in the Borough and across Northern Ireland on issues like littering and dog fouling which raise public awareness and aid Council cleansing operations.

In order to maintain the LHLH programme in the Borough, KNIB has requested continued funding support from Council of £21,000 for 2019/2020, which can be met from the Waste Management budget.

RECOMMENDATION: that Committee approves the request for £21,000 in financial support for Keep Northern Ireland Beautiful's Live Here Love Here Programme in 2019/20.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

3.5 L/LEI/AP/008 & L/LEI/BE/002 GOLF ONLINE BOOKING: TEE TIMES

Members are reminded that in June 2018, the Leisure Service implemented a new Leisure Management System. To date, the implementation has proven to be successful by improving the customer experience when booking facilities, and making administration functions more efficient. Officers have utilised the features of the system to make the majority of facilities within the Leisure Centres available to book and pay for online as well as in the centre. During this process, officers discovered an opportunity through the availability of additional software which would also make golf available to be booked and paid for online across both courses. This was not previously possible.

The software which is provided by a company called BRS Golf/Golf Now will provide members of the Borough's two golf courses with the ability to book their tee-off times online or via an App on their mobile devices. In addition, the software will allow non-members to book and pay for a round of golf at either course while also being promoted on the BRS Golf/Golf Now website and booking platform which attracts over 3.5 million golfers worldwide. Locally, over 90% of golf courses in the province have adopted this software, with Lisburn & Castlereagh Borough Council adopting it for use at their two municipal courses. To note there is no capital or ongoing revenue cost to Council but rather BRS Golf/Golf Now would be provided with 2 x "four ball" slots per course per day, at a time of the Council's choice. If these slots are sold through the booking platform, BRS Golf/Golf Now would retain the income.

A presentation containing additional information as well as section 75 equality screening for this proposal are **enclosed**. To note, an EQIA is not required.

RECOMMENDATION: that Committee approves the implementation of the BRS Golf Members App and 'Golf Now' online Tee Time reservation for Allen Park and Ballyearl Golf Courses for an initial period of 2 years commencing April 2019 at no cost to Council, and that the Equality Screening form.

Prepared by: Janine Beazley, Leisure Grants and Special Projects Officer,
and Richard Stewart, Manager of Allen Park and Ballyearl

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

4 ITEMS FOR INFORMATION

4.1 EH/PHWB/013 COMMUNITY RESUSCITATION MINUTES

Members are reminded that the Community Resuscitation Working Group was set up in the Borough involving the Northern Ireland Ambulance Service, Council officers and other stakeholders. The second meeting of the group took place on 12th March and the minutes are **enclosed**.

RECOMMENDATION: that the minutes of the Community Resuscitation Working Group meeting of 12th March 2019 be approved.

Prepared by: Wendy Brolly, Environmental Health Manager (Health and Wellbeing)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.2 L/LEI/501 QUEST ACCREDITATION – ANTRIM FORUM

Members are reminded that in June 2018 Crumlin Leisure Centre achieved Quest accreditation for the first time followed by Allen Park, Ballyearl LC, and Sixmile LC in January 2019. Antrim Forum has held Quest accreditation for the last 10 years and again underwent assessment in February 2019 and successfully retained accreditation. The Valley Leisure Centre is the final centre to complete Quest accreditation and will go through assessment later in 2019.

RECOMMENDATION: that the report be noted.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

4.3 WM/WM/37 PACKAGING WASTE FROM SUPERMARKET OPERATIONS

At the January Operations Committee meeting, it was agreed that Officers write to the main large supermarket retailers in the Borough to find out what they are doing to reduce the volume and impact of packaging waste, with particular focus on Single Use Plastics. This was in line to the correspondence Ards and North Down Borough Council sent to supermarket retailers in their area.

Officers are pleased to report that responses have been received from the following large retailers:

- Tesco;
- Marks and Spencer;
- Iceland Foods Ltd;
- Lidl UK;
- ASDA.

A response was not received from the Co-Operative on this occasion.

Retailers have outlined in detail their commitment to reducing packaging waste and in particular Single Use Plastic. All have indicated that they have incorporated significant policy changes; targets and investment into internal packaging and packaging sold to their customers; their education and awareness to both internal customer and contractors as well as their impact to their main external customers.

Officers were pleased to note that the main retailers in the Borough are working hard to achieve the same goals as the Council, indeed many of the retailers thanked the Council for their interest in what they are doing.

Copies of the letters from the retailers are **enclosed**.

RECOMMENDATION: that the report be noted.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

4.4 WM/WM/42 FAIRTRADE BOROUGH STATUS – RE-ACCREDITATION MARCH 2019

As Members will be aware, Officers, with the help of the Fairtrade Steering Committee, have been working to renew Council's Fairtrade Borough Status, through accreditation with Fairtrade UK and Ireland.

Fairtrade helps small-scale farmers ensure they earn stable incomes and have long-term contracts with companies. In addition, they earn the Fairtrade Premium, which they invest as the farmer-owned co-operative democratically chooses, in projects that will benefit their business or community.

Fairtrade accreditation was held by both legacy Councils and this was transferred to the new Council in April 2015. The work of Council, businesses, schools and communities has led to the continued growth in awareness and promotion of Fairtrade across the Borough and this has resulted in the successful re-accreditation of Fairtrade Borough Status.

The Fairtrade Borough status recognises the strong support for Fairtrade, achieving five qualifying goals, including, a wide availability of Fairtrade products in local shops and catering outlets, and high levels of support from local people, businesses, the council, faith groups and schools. The accreditation lasts for two years and a copy of the Certificate is **enclosed**.

If Members would like further information on Fairtrade, and how businesses, schools, community groups and faith organisations can get involved further, please contact Joanne Templeton, Waste Education and Awareness Officer on Ext 40058 or at Joanne.Templeton@antrimandnewtownabbey.gov.uk

RECOMMENDATION: that the report be noted.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

4.5 WM/WM/COMS/1 REDUCTION OF SINGLE USE PLASTICS ACROSS COUNCIL, UPDATE

As Members will be aware, Council approved an Action Plan to reduce the amount of Single Use Plastics (SUP) across the organisation in October 2018. While plastics have many environmental advantages, for example, lighter weight means reduced fuel costs and carbon emissions etc., discarded plastic material has caused litter issues in the Borough and there are wider environmental effects as highlighted through the BBC Blue Planet programme.

Current waste management consultations on Extended Producer Responsibility, Deposit Return Schemes, and the Plastic Packaging Tax reflect the wider focus on reducing environmental impacts.

An update on progress with Council's Action Plan is set out below:

	Action	Action Plan Update
1	Increase the use of biodegradable waste sacks through further trials of the sacks to identify a supply that would be an acceptable quality	A wide range of biodegradable waste sacks were purchased and tested and none were of sufficient quality to meet operational requirements. The sacks currently being purchased are produced from recycled plastic waste. As this encourages greater plastic recycling to produce the feedstock for the sacks, it is proposed to continue to use these sacks until sacks which meet operational needs come on to the market Recommendation: to be kept under review.
2	Require all catering contractors to stop the use of SUP as a contractual requirement in all new catering contracts	Officers from the Waste Management and Procurement sections are currently researching this issue and will be surveying all current franchisees on the potential impacts to their businesses and services if a ban of SUPs is introduced. This information will be used to inform future Terms of Reference for catering franchisees, once considered by Committee. Once the survey has been completed proposals will be brought to Committee for consideration regarding (i) existing franchisees and the selection of future franchisees.
3	Consider options to encourage those vendors providing catering at council events to reduce or stop the use of plastic containers and utensils	Officers are currently auditing all catering vendors on Council's approved list to establish their use of SUPs. Advice and guidance on alternatives to plastic packaging and utensils is being given. Once the survey has been completed proposals will be brought to Committee for consideration

		regarding (i) existing vendors and the selection of future vendors.
4	Provide advice and assistance to existing Council catering contractors	<p>This is ongoing with Officers providing advice and guidance on alternatives to plastic packaging and cutlery. Also, identifying what steps they have already taken to reduce use of SUPs.</p> <p>Information received to date indicates that the Lough Shore Café in Antrim has replaced plastic straws with cardboard ones, and Yarns restaurant at the Mill has agreed to participate in the trial of cardboard food packaging in the Three Mile Water DEA. An assessment of the pilot will be brought to Committee in due course.</p>
5	Assess the economic and environmental impact of removing all plastic bottles from Council and caterers' vending machines, including market testing at time of contract renewal	<p>There are a number of issues which officers are currently considering in relation to the potential impact of this action:</p> <ul style="list-style-type: none"> • current consultation on a Plastic Packaging Tax and industry research would indicate that a plastic bottle with a significant recycled content is, in terms of carbon savings, the best environmental option compared to both glass and metal packaging • Coca Cola HBC, based in Lisburn, has committed to 25% recycled content by the end of 2019 and 50% in 2020. Coca Cola supplies the vending machines at the leisure centres. <p>It is proposed to defer consideration of this action pending the outcome of the consultation on a Plastic Packaging Tax. In the meantime, reusable water bottle use will be promoted as set out in item 6 below.</p>
6	Carry out a survey with members of the leisure centres regarding the removal of vending machines in the leisure centres	<p>In line with the proposal at item 5 above, proposed to postpone the of leisure members until the outcome of the consultation is clear. Officers have been able to secure support from Northern Ireland Water and their staff will be carrying out awareness sessions in each of the five leisure centres promoting the use of reusable water bottles including free water bottle giveaways.</p>
7	Support the National Refill Campaign	<p>As part of the National Refill Campaign, all staff were provided with reusable water bottles.</p>

		As stated above, NI Water are to carry out reusable water bottle giveaways at the five Council leisure centres. Further promotion is being organised of National Refill Day on 19 June 2019.
8	Consider options for the removal of SUP and cardboard cups from water fountains in the public and staff areas of Mossley Mill and Antrim Civic Centre	The provision of the water bottles to staff at the 2 Civic Centres has significantly reduced the use of SUP and cardboard cups and it is proposed to phase out the disposable cups when current supplies run out. Officers are continuing to consider the best environmental option for the public areas of Mossley Mill and Antrim Civic Centre and a report will be brought to Committee in due course.
9	Take-away pilot project in the Threemilewater DEA to encourage use of paper and wooden utensils instead of plastics.	The pilot project with 6 fast food establishments was carried out in March 2019. Each participating business was provided with cardboard food packaging and wooden cutlery as an alternative to plastic containers. In addition to this, 6 clean ups were organised with 3 local schools participating in the events. The results of the trial are currently being gathered and will be reported to Committee in due course. Sustainable NI, which promotes the adoption sustainable development principles by local authorities, would like to use the project as a good practice case study.

In summary, the Action Plan is being progressed with the current focus on engaging our current catering franchisees and contractors to encourage the phasing out of all unnecessary SUP. As a result, Officers are seeking the views of current suppliers on the impacts to their businesses and services if a ban of SUPs, such as cutlery, polystyrene food containers, straws, plates and cups at Council catering establishments and organised events, was introduced.

Members may also wish to note that environmentally friendly cleaning products are also now being purchased for Council-wide use and the procurement team are investigating the implementation of new further sustainability clauses to include the reduction of SUP.

RECOMMENDATION: that the report be noted and that Officers continue to progress actions and report to Committee regularly.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations