



2 September 2020

Committee Chair: Councillor R Foster

Committee Vice-Chair: Alderman T Burns

Committee Members: Aldermen – F Agnew, L Clarke, M Girvan, J McGrath and J Smyth
Councillors – J Archibald, A Bennington, J Gilmour, N Kelly, A Logue, T McGrann, V McWilliam and R Swann

Dear Member

MEETING OF THE OPERATIONS COMMITTEE

A remote meeting of the Operations Committee will be held in the **Council Chamber, Mossley Mill on Monday 7 September 2020 at 6.30pm.**

All Members are asked to attend the meeting via "Zoom".

To ensure social distancing, it is only possible to facilitate 11 Members in the Council Chamber. Priority admission will be given to Committee Members on a first come, first served basis. This does not affect the rights of any Member participating in the meeting.

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

PLEASE NOTE: no refreshments will be available.

For any queries please contact Member Services:

Tel: 028 9034 0048/028 9448 1301 memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 ITEMS FOR DECISION

- 3.1 The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010: Prohibition or Restriction of Use of Public Roads for Special Events
- 3.2 Leisure Recovery Update
- 3.3 Annual Contributions
- 3.4 Correspondence from DfI re Blue/Green Infrastructure

4 ITEMS FOR NOTING

- 4.1 Allen Park Restaurant Franchise
- 4.2 Slow Cooker Programme
- 4.3 Drinking Water Quality Report for Northern Ireland
- 4.4 Review of Food Service Delivery Plan 2019/2020
- 4.5 Health and Safety Delivery Plan Review 2019/2020
- 4.6 Car Park Arrangements, Ballyclare
- 4.7 Woodland Trust Green Recovery Initiative
- 4.8 DAERA Future Recycling and Collection of Waste of a Household Nature in Northern Ireland Discussion Paper
- 4.9 Muddy Boots – Edible Growing Programme

5. ITEMS IN CONFIDENCE

- 5.1 Right to Sell Foodstuffs and Hot/Soft Drinks in Council Parks
- 5.2 arc21 Joint Committee Papers
- 5.3 Harmonisation of Waste Collection Services in The Borough –Update of Project Timeline and Contracts
- 5.4 Parks Plant and Vehicle Replacement

6. ANY OTHER RELEVANT BUSINESS

REPORT ON BUSINESS TO BE CONSIDERED AT THE OPERATIONS COMMITTEE MEETING ON MONDAY 7 SEPTEMBER 2020

3 ITEMS FOR DECISION

3.1 **EH/GEN/007 THE ROADS (MISCELLANEOUS PROVISIONS) ACT (NORTHERN IRELAND) 2010: PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS FOR SPECIAL EVENTS**

Members are reminded that the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 came into force in September 2017. This new legislation introduced powers to prohibit or restrict the use of public roads for the purpose of holding special events on them. Special events are defined as:

- Any sporting event, social event or entertainment which is held on a public road; or
- The making of a film on a public road - including the making of TV programmes, films or advertisements.

The Department for Infrastructure (DfI) is carrying out a review of how the legislation and its provisions are operating in practice and has circulated a questionnaire.

The areas under review are:

- Number of events
- Types of event
- Cost of administration

In addition, any other supporting data in relation to the implementation of the legislation has been requested and to this end, the following issues are raised:

- The cost incurred by each applicant in employing a competent Traffic Management Company for each event and how this impacts on the ability to proceed with events
- The constraints associated with having to advertise each event in at least one local newspaper

A copy of the draft response to the review is **enclosed**.

RECOMMENDATION: that the draft response to the Review of the Roads (Miscellaneous Provisions) Act (Northern Ireland) be approved.

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.2 L/GEN/075 LEISURE RECOVERY UPDATE

Members are aware that Council's leisure centres closed on 19th March 2020 in line with government guidance relating the Coronavirus pandemic. Following the release of the Northern Ireland Executive's Approach to Decision Making document, Officers developed a series of recovery plans to enable a phased return of leisure services which were subsequently approved by Council. Key milestones in relation to recovery are as follows:

Phase 1 (28th May) – Golf Courses and Driving Ranges

Phase 2 (15th June) – Bowling Greens, Antrim Stadium, 3G Pitches

Phase 3 (15th July) – Fitness Suite & Fitness Classes

Phase 4 (7th August) – Swimming Pools*, Sports Halls and selected Grass Pitches

*For lane swimming and open swim sessions only. Leisure swim including aqua slides recommenced 28th August.

Next Steps

In line with the Northern Ireland Executive's easing of restrictions as well as guidance from National Governing Body Swim Ireland, it is proposed to recommence swimming lessons from mid October 2020. Swim Ireland's "Return to Water for Swimming Lessons" framework details a series of measures that will be applied to ensure the safety of those attending lessons, staff and instructors. As the swimming lessons will be delivered by coaches, there is no requirement to return additional staff from furlough.

The remaining facilities still to reopen are spas and health suite facilities, soft play, and ten pin bowling. Due to the challenges of opening these facilities safely, it is proposed that they remain closed but kept under review. Members may wish to consider approved delegated authority for Officers authority to re-open when safe to do so.

To note that Ballyearl Leisure Centre remains closed due to the challenges of effectively maintaining social distancing within the building, however access to the golf course and driving range is still available.

RECOMMENDATION: that approval is given for:

- (i) the recommencement of swimming lessons at the Antrim Forum, Valley and Sixmile leisure centres**
- (ii) delegated authority for Officers for the re-opening of remaining leisure facilities, as set out above, when safe to do so**

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.3 PK/BIO/011, PK/GEN/024 ANNUAL CONTRIBUTIONS PK/BIO/012, PK/GEN/177

Members are reminded that in previous years Council has contributed to a number of organisations, by providing funding on an annual basis. The following groups have received annual contributions:

- Sustainable NI - £5,000 annually
- Forest Schools - £5,000 annually
- Keep Northern Ireland Beautiful - £21,000 annual funding (50% of which is available to community groups in the Borough for grants)
- Belfast Hills Partnership - £11,865 annually, and also a further £2,778 (since 2015) for the BHP Big Lottery Project

Due to the effects of the COVID-19 pandemic, a range of groups, including those above were contacted and advised that funding was being deferred due to the impact of lockdown on Council's finances.

Members' instructions are now sought on releasing funding to these groups.

Correspondence has been received from Sustainable NI indicating that to encourage more co-ordination between councils and central government, on issues relating to planning and the built environment specifically, they are proposing that each Council nominates a Sustainability Champion within Planning, with whom Sustainable Northern Ireland can liaise with to develop more sustainable planning policies. This information has been passed to the Director of Economic Development and Planning.

Committee's instructions are requested.

Prepared by: Vicki Kyles, Executive Assistant to the Director of Operations

Approved by: Geraldine Girvan, Director of Operations

3.4 PK/BIO/019/VOL3 CORRESPONDENCE FROM DfI REGARDING BLUE/GREEN INFRASTRUCTURE

Further to the report to the August meeting of Council highlighting the response to correspondence from the Department for Infrastructure confirming the status of the Doagh to Larne Greenway proposal, Officers also referred to interest from a number of Members in the development of new walking and cycle routes.

The Department contacted the Chief Executive's office following receipt of the Council's letter and has requested a meeting to discuss the potential for a path from the western end of O'Neill Road to Gideon's Green to include a continuous route of a suitable width. This meeting has been arranged and Committee will be updated in due course.

Officers have also been contacted by some Members regarding

- a link from Hightown Road through to the O'Neill Road/Valley Park to Gideon's Green which would create an additional add stretch to the path set out above
- the Boardwalk in Antrim town linking the town to the Lough Shore Park.

In order to be able to update the Department on potential additional walking or cycling route options, Members are asked to indicate any other routes which could be considered subject to funding and land ownership.

RECOMMENDATION: that the Department is updated on the options set out above together with any others recommended by Committee.

Prepared and Approved by: Geraldine Girvan, Director of Operations

4 ITEMS FOR INFORMATION

4.1 L/LEI/AP/005 ALLEN PARK RESTAURANT FRANCHISE

The franchisee at Allen Park has indicated that he is not in a position to continue operations, and has ceased trading at the facility.

The franchise opportunity will be advertised again and will be managed in line with the Council's procurement process.

RECOMMENDATION: that the report be noted.

Prepared by: Vicki Kyles, Executive Assistant to Director of Operations

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

4.2 EH/PHWB/017 SLOW COOKER PROGRAMME

In August 2020, Officers from the Health and Well Being team delivered a Slow Cooker Programme across the Borough through which residents who had received official shielding food boxes up to the end 31 July 2020 were given the opportunity to participate. The Programme delivered by the team was funded by the Northern Healthy Lifestyles Partnership (NHLP), Public Health Agency (PHA) and The Henderson Group.

A flyer was distributed to all those who were in receipt of shielding boxes with details of how to apply and a total of 54 slow cooker packs were distributed. Participants received a recipe book and a box of fresh and store cupboard ingredients to allow them to start using the slow cookers immediately, along with some food containers to store any excess meals. A member of the Environmental Health team also contacted each recipient to encourage use of the cooker, assess if they had any additional queries and to tailor the foods to the individual needs where practicable.

Initial feedback from participants has been very positive with some residents being totally overwhelmed at receiving the cooker and by the support provided by Environmental Health staff.

A full evaluation of the Slow Cooker Programme will be carried out in October to assess how usage was sustained and a report will be brought to a future meeting of Committee.



RECOMMENDATION: that the report be noted.

Prepared by: Alison Briggs – Principal Environmental Health officer – Health and Wellbeing

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.3 EH/EHS/FC/009 DRINKING WATER QUALITY REPORT FOR NORTHERN IRELAND

Members are reminded that Northern Ireland Water produces a report to demonstrate water quality for each council in Northern Ireland based on the level of compliance with a set of standards.

For monitoring purposes, Northern Ireland Water's supply area is divided into water supply zones, each of which supplies a maximum of 100,000 people.

Samples are taken randomly from customer taps in each supply zone and from planned samples at supply points.

In summary, the findings for the Borough are:

- Compliance rate at the customer tap was 99.8% in 2019 – as surveyed from a random selection of homes in the Borough.
- The Council's 8 water supply zones all complied with the physical-chemical and microbiological standards laid out in the Water Supply (Water Quality) Regulations (Northern Ireland 2017). Some minor exceedances were noted but were not significant.

Overall, the report reflects that the water quality in the Borough meets with the Water Supply (Water Quality) Regulations (NI) 2017.

RECOMMENDATION: that the report be noted.

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.4 EH/EHS/018 REVIEW OF FOOD SERVICE DELIVERY PLAN 2019/2020

The Council is required by the Food Standards Agency to produce an annual plan showing how it intends to fulfil its statutory duties and deliver Food Control services.

A review of the Food Service Delivery Plan 2019/2020 is **enclosed**.

Due to the onset of the COVID-19 pandemic, resources have been dedicated to the implementation of the Health Protection (Coronavirus, Restrictions) (Northern Ireland) Regulations 2020 and supporting businesses as they reopen in securing compliance with Social Distancing requirements.

All other Food Safety activities will be addressed on a priority risk basis and kept under review.

RECOMMENDATION: that the review of the Food Service Delivery Plan 2019/2020 be noted.

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.5 EH/EHS/011 HEALTH AND SAFETY DELIVERY PLAN REVIEW 2019-2020

Monitoring guidance issued by the Health and Safety Executive Northern Ireland (HSENI) under Article 20 of the Health and Safety at Work (Northern Ireland) Order 1978 requires the Council to establish and maintain a planned Health and Safety activity programme on an annual basis.

A copy of the review of the Health and Safety Service Delivery Plan 2019-2020 is enclosed.

Due to the onset of the COVID-19 pandemic, and the involvement of the Environmental Health Service in the response to this public health and economic crisis, the Service Delivery plan for 2020-2021 has been suspended.

Resources have been dedicated to the implementation of the Health Protection (Coronavirus, Restrictions) (Northern Ireland) Regulations 2020 and supporting businesses as they reopen in securing compliance with Social Distancing requirements.

All other Health and Safety at Work activities are being addressed on a priority risk basis and kept under review.

RECOMMENDATION: that the review of the Health and Safety Service Delivery Plan 2019-2020 be noted.

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.6 PK/CP/003 CAR PARK ARRANGEMENTS, BALLYCLARE

A request was received from Ballyclare Primary School for slightly extended time slots to the parking permits for parents who need to take and collect their children from the school.

Changes to the usual school procedure due to COVID-19 has meant that the school has had to implement staggered times for parents.

The parking permit applies to the car park at the Town Hall – (Market Square, Ballyclare) for the following times:

- 8.20 am to 9.20 am
- 1.20 pm to 2.20 pm

Traffic Attendants will be in place but have been notified and parents with a permit will be exempt from parking charges for those periods of time only.

Parents also use the Harrier Way car park but, as there are no charges, there is no need for any changes.

RECOMMENDATION: that the report be noted.

Prepared by: Vicki Kyles, Executive Assistant to Director of Operations

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

4.7 PK/BIO/036 WOODLAND TRUST GREEN RECOVERY INITIATIVE

Correspondence (**enclosed**) has been received from the Woodland Trust regarding a scheme for to provide free trees for schools and communities to create more green spaces and address the climate and nature crises at grass roots level.

The Parks team has been working with the Woodland Trust on planting projects with local schools and community groups for many years and engaged with a number of groups *to establish* interest. As a result, one group, the Threemile Fishery Trust proposes to apply to plant trees through the scheme in an area in the Threemilewater Park path this autumn.

Officers have identified a number of areas which would be suitable for planting schemes including but not limited to, the Valley Park, additional parts of the Three Mile Water Park, the almost completed New Mossley Path, Six Mile Water Park, Crumlin Glen, Riverside path at Randalstown and adjacent to the new play park at Rathcoole.

The timing of this announcement has made it difficult for local schools to participate and there will be another opportunity later in the year which they may be able to benefit from.

Officers are engaging with Woodland Trust to try to secure a range of planting packs to enable further engagement and planting over the coming months. In addition, the GIS mapping of suitable areas is underway and this will enable discussion with DEA members.

The information received from Woodland Trust will also be highlighted on social media to encourage more uptake from groups locally.

RECOMMENDATION: that the report be noted.

Prepared by: Ruth Wilson, Biodiversity Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

4.8 WM/WM/40 DAERA FUTURE RECYCLING AND COLLECTION OF WASTE OF A HOUSEHOLD NATURE IN NORTHERN IRELAND DISCUSSION PAPER

The Department of Agriculture, Environment and Rural Affairs (DAERA) has published a discussion document on the “Future Recycling and Separate Collection of Waste of a Household Nature in Northern Ireland” (**enclosed**). This document targets both waste from households and businesses which produce mixed waste which is similar in nature and composition to waste from households. The aim is to help Northern Ireland achieve the targets of 65% municipal recycling rate by 2035 and to reduce landfill rates to 10% by 2035.

DAERA is seeking views on measures to improve the quality and quantity of recyclate collected in Northern Ireland and to reduce landfill rates whilst having minimal impact on businesses and householders. It sets out 5 proposals aimed at improving recycling from businesses and a further 12 targeting household waste.

The business proposals are set out in the Discussion Paper as follows:

1. In order to increase food waste collected from non-household (business and other organisations) municipal waste, the Food Waste Regulations (NI) 2015 should be reviewed to ensure obligated businesses segregate food waste for collection;
2. We want to increase recycling from businesses and other organisations that produce municipal waste. We think the most effective way of doing this would be to require these establishments to segregate their recyclable waste from residual waste so that it can be collected and recycled by waste collectors;
3. As rural communities make up a significant proportion of Northern Ireland, we propose to review the impact on businesses in rural communities so that they are not disproportionately affected by laws introduced to increase recycling of non-household municipal waste;
4. We propose to review options to maximise business recycling whilst alleviating the cost burden on businesses;
5. In advance of implementing changes to business recycling, we will work with waste producers and waste collectors to improve reporting and data capture on waste and recycling performance of businesses and other organisations. Any requirements will be subject to further consultation.

In summary, the business proposals are aimed at encouraging companies to recycle as much of their waste as possible while not increasing the financial burden on them.

The household proposals are set out as follows:

6. We propose that all Councils in Northern Ireland should be required to restrict capacity for residual waste from households to help divert more material into the recycling waste streams;
7. By 2023 we propose to legislate for Councils to provide all kerbside properties and flats with access to at least a weekly collection service for food waste;

8. We propose that all Councils in Northern Ireland should be required to collect a core set of dry recyclable material at kerbside from houses and flats;
9. We propose that the core set of materials will be glass bottles and containers, paper and card, plastic bottles, plastic pots tubs and trays, and steel and aluminium tins and cans;
10. We propose that this set of core materials should regularly reviewed by government and, if appropriate, expanded over time provided that:
 - evidence supports the benefits;
 - there are viable processing technologies for proposed materials
 - there are sustainable end markets
 - Councils would not be adversely affected, including financially
11. We propose to review the separate collection of materials in Northern Ireland and supporting guidance to help clarify the position on current and future collections to help Councils and waste operators in decision making on separate collections;
12. We propose to provide national guidance to help establish greater consistency in recycling and waste collection services and reduce confusion for households;
13. We will continue the support by the Department for Recycle Now and the tools produced by WRAP to help Councils and other campaign partners to communicate effectively on recycling;
14. We will work with Councils and others to improve transparency of information available to householders on the end destination for household recycling;
15. We will introduce statutory regulation in line with the other three UK nations requiring Materials Recycling Facilities (MRFs) to report on input and output materials by weight to determine the average percentage of target and non-target and non-recyclable material;
16. We propose developing an updated set of recycling and waste indicators to monitor performance and cost efficiency and to highlight where services may be improved. We will work with Councils to develop these and other indicators to reflect areas such as quality or contamination levels and service delivery;
17. We will look at metrics that can sit alongside weight-based metrics and will work with stakeholders to develop these to better measure reductions of carbon emissions with waste in Northern Ireland.

The main areas of discussion for households are:

- the restriction of residual waste capacity for households, which Council has already adopted with the provision of 180l black bins alongside the wheelie box service;
- the provision of a weekly collection service for food waste, possibly round 2023/24, which would be in alignment with plans for England and Wales. The evidence provided by DAERA would suggest that a weekly separate food waste collection service diverts significantly more food waste from landfill than a co-mingled food and garden waste service (brown bin). Officers believe that further Northern Ireland specific supporting evidence is required and DAERA new burdens funding would be requested if councils were required to introduce this. While for many councils additional collection vehicles will be required, in Antrim and Newtownabbey a

separate food waste collection could be carried out as part of the wheelie box service;

- there is a greater focus on the quality of recyclate collected with a number of the measures seemingly encourage wheelie box type collections. DAERA would like an agreed set of materials that would be collected from all households in Northern Ireland like the existing glass, paper/card, plastic bottles/tubs, and cans collected in the majority of the Borough along with the possible inclusion of food and drinks cartons and plastic bags/film.

Officers are currently drafting a response to the discussion paper based on internal and external consultation meetings and would welcome feedback from Elected Members by Friday 18 September. A draft response to the Discussion Paper will be reported to full Council on 28 September.

RECOMMENDATION: that the report be noted.

Prepared by: Lynsey Daly, Waste Contracts & Strategy Manager

Agreed by: Michael Lavery, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

4.9 EH/PHWB/017 MUDDY BOOTS – EDIBLE GROWING PROGRAMME

Some Members may be aware that the legacy Newtownabbey Borough Council developed an innovative programme - Muddy Boots – which was developed by the Nutrition and Wellbeing Officer.

This programme was designed to assist participants to grow their own fruit, vegetables or herbs in whatever space they have available; pots, window boxes, gardens or allotments. Videos and 'Sow and Grow' guides were available and could be used by both novices and more experienced gardeners.

The impact of COVID-19 on health and wellbeing has been a subject of some concern and in this context, Officers in the Well Being team reviewed the Muddy Boots resources previously used. Re-introducing in a web based format rather than the previously hands-on programme is easily achievable, at no cost and makes the information accessible to a much wider audience, ensuring that delivery is safe for even the most vulnerable in our communities.

The Muddy Boots Online Experience, which will be available to all residents, will enable participants to grow fresh produce at home regardless of ability or available space, encouraging sustained participation in 'edible growing' as a lifestyle change.

The programme is also in line with the principles contained in the 'Health and Wellbeing 2026 - Delivering Together' strategy and the Mental Health Action Plan published in May 2020 by the Health Minister, Robin Swann.

These lifestyle initiatives have been shown to promote wider health benefits including healthier eating, increased physical activity and improved mental health and wellbeing.

A further update and links to the online resources will be brought to the October meeting of the Operations Committee.

RECOMMENDATION: that the report be noted.

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations