



2 January 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 7 January 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:

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REPORT ON BUSINESS TO BE CONSIDERED AT THE OPERATIONS COMMITTEE MEETING ON MONDAY 7 JANUARY 2019

PRESENTATION

3.1 PK/BIO/23 ENVIRONMENTAL MANAGEMENT SYSTEM

Introduction

As agreed at December Committee, a presentation on Council's Environmental Management System (EMS) will be given by Lindsay Houston, Parks Development Officer.

Background

The EMS is externally audited annually under the ISO14001 international standard for Environmental Management. Implementation of the standard demonstrates the Council's commitment to meeting the requirements of environmental legislation and regulations, preventing pollution and striving for continued improvement with regard to environmental performance.

The ISO14001 Standard includes specific criteria around leadership and strategic direction. This requires that the EMS to fully embedded in the Corporate performance of the organisation. Members are reminded that it was previously agreed that Committee would receive annual updates. The presentation is this year's update.

Annual Audit

The annual external surveillance audit has been successfully completed demonstrating that the EMS is meeting the requirements of the standard. The audit included a number of sites (Crumlin Leisure Centre, The Old Courthouse, Valley Leisure Centre and Sentry Hill) and the system as a whole to include documentation and strategic leadership.

Council was congratulated by the auditor on successful implementation of the revised standard and the following points were highlighted:

- No non-conformances have been recorded during the audit and six Opportunities for Improvement have been highlighted
- The efforts to reduce plastic and the review of the types of cleaning chemicals purchased and used by Council are to be commended
- The self-assessment and monitoring of performance carried out is detailed and an extremely useful tool to track performance and encourage further improvement
- Staff are to be commended for their ongoing participation and enthusiasm for the environmental system and the pride they take in the sites they work in and manage
- The development of the EMS Working group and support from senior management both within this working group and dissemination of the information arising to senior and central management

- Future areas of continued improvement highlighted include water use and digitalisation.

A summary of audit report and Opportunities for Improvement (OFIs) are enclosed.

RECOMMENDATION that the presentation is noted.

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

ENVIRONMENTAL HEALTH

3.2 EH/PHWB/10 NORTHERN OBESITY PARTNERSHIP FUNDING

Members are reminded that Council is a member of the Northern Obesity Partnership Group. The group develops an annual action plan, which supports local delivery of the Regional Obesity Prevention Implementation Group Action Plan. Other members include the Northern Health and Social Care Trust, the Public Health Agency, Mid and East Antrim, Causeway Coast and Glens and Mid Ulster Councils.

The Northern Obesity Partnership is running a "Choose to Live Better Festival" across the Northern Health and Social Care Trust area from 9th to 22nd January 2019. The Festival aims to promote and enhance opportunities for increasing physical activity, improving nutrition, tackling obesity and supporting breastfeeding across the Northern area.

Following approval of an application to the Partnership by the Health and Wellbeing Team, £3,000 has been offered. The basis of the application was to focus on office workers and particularly those who are desk based and have been identified as being at increased risk of long term health conditions due to spending long periods sitting, this formed the basis of the application.

If approved, the funding will be used to encourage Council staff to be less sedentary at work. 'Healthy Cues' and a video will be used to encourage staff to move regularly and increase their water consumption. The Public Health Agency "Take the stairs initiative" will also be used to encourage staff, Members and visitors to be more active.

The Cues all based on the "Take 5 Steps to Wellbeing" Model, available on the following link <https://www.mindingyourhead.info/take-5-steps-wellbeing> will be quick and easy things employees can do to make healthy choices whilst at work.

The 5 Steps are:

Connect: Connect with the people around you: family, friends, colleagues and neighbours at home, work, school or in your local community. Think of these relationships as the cornerstones of your life and spend time developing them. Building these connections will support and enrich you every day.

Be active: Go for a walk or run, cycle, play a game, garden or dance. Exercising makes you feel good. Most importantly, discover a physical activity that you enjoy; one that suits your level of mobility and fitness.

Take notice: Be observant, look for something beautiful or remark on something unusual. Savour the moment, whether you are on a bus or in a taxi, eating lunch or talking to friends. Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you.

Keep learning: Don't be afraid to try something new, rediscover an old hobby or sign up for a course. Take on a different responsibility, fix a bike, learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy. Learning new things will make you more confident, as well as being fun to do.

Give: Do something nice for a friend or stranger, thank someone, smile, volunteer your time or consider joining a community group. Look out as well as in. Seeing yourself and your happiness linked to the wider community can be incredibly rewarding and will create connections with the people around you.

This builds on the existing work through the Council's Community Plan where partner organisations are being encouraged to promote the Take 5 Steps to Wellbeing Model with their employees.

RECOMMENDATION: that the offer of £3,000 funding by the Northern Obesity Partnership is accepted and that the proposal is implemented as set out above.

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

Approved by Clifford Todd, Head of Environmental Health

Agreed by: Geraldine Girvan, Director of Operations

3.3 EH/EHS/LR/3 BYELAWS FOR THE REGULATION OF SKIN PIERCING 2018

Members are reminded that under the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, no person may carry out Acupuncture, Ear-piercing, Electrolysis, Tattooing, Cosmetic piercing and Semi-permanent skin colouring unless they are registered with the Council.

A business operator must carry out their practice at a registered premises. The purpose of registration is to ensure that essential health and hygiene standards are maintained in any premises where these activities are carried out. Comprehensive hygiene rules are enforced by Environmental Health Officers to ensure businesses carrying out the practice of skin piercing operate safely.

Both legacy Councils of Antrim and Newtownabbey had made byelaws for the regulation of businesses undertaking the practice of Acupuncture, Ear-piercing, Electrolysis, Tattooing, Cosmetic piercing and Semi-permanent skin colouring.

A revised set of byelaws to regulate the business of Skin Piercing and which includes the practice of all the activities listed above was approved at the Operations Committee on 4th April 2016.

Following a review of the byelaws drafted by all eleven of the new Councils, by the Northern Ireland Health and Safety Liaison Group and, taking into account the Department of Health Social Services and Public Safety's template for the creation of such byelaws, a further revision was carried out to ensure consistency of standards across all Councils in Northern Ireland.

The Skin Piercing Byelaws 2018 **enclosed** set hygiene standards relevant to cleanliness and hygiene of premises, staff and equipment. They aim to increase health protection and reduce the risk of transmission of infections such as Hepatitis.

In particular the revised Byelaws provide –

- definitions in relation to the skin piercing activities outlined above; and,
- details of those treatments that are exempt

Once approved and sealed by the Council and confirmed by the Department of Health Social Services and Public Safety, the following existing sets of byelaws will be revoked: -

Newtownabbey Borough Council

Byelaws for the Control of the Business of Tattooing
19/12/1988

Dated

Byelaws for the Practice of Acupuncture
19/12/1988

Dated

Byelaws for the Business of Ear-Piercing and Electrolysis
19/12/1988 Dated

Byelaws for the Regulation of Cosmetic Piercing
29/11/2006 Dated

Byelaws for the Regulation of Semi-permanent Skin
29/11/2006 Dated
Colouring

Antrim Borough Council

Byelaws for the Control of the Business of Tattooing
25/03/1991 Dated

Byelaws for the Practice of Acupuncture
25/03/1991 Dated

Byelaws for the Business of Ear-Piercing and Electrolysis
25/03/1991 Dated

Byelaws for the Regulation of Cosmetic Piercing
25/02/2010 Dated

Byelaws for the Regulation of Semi-permanent Skin
25/02/2010 Dated
Colouring

RECOMMENDATION: that the Byelaws for the Regulation of Skin Piercing 2018 be made and sealed.

Prepared by: Colin Kelly Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.4 L/GEN/5 SCHEDULE OF CHARGES AND PRICING POLICY 2019-2020

A proposed schedule of charges and pricing for Leisure and Parks is **enclosed**. These relate to =1st April 2019 to 31st March 2020.

Leisure

Key Amendments for 19/20 pricing schedule:

1. Alignment of costs across all leisure sites including:
 - Bouncy Castle birthday party prices and length of sessions
 - Over 50s programmes to be renamed to 'Fit and Active' at all sites
 - Hockey pitch prices for Marks Arena, Valley and Foundry Lane
 - Pitch hire charges now include use of changing rooms and provision of floodlights where required.
2. In order to encourage retention of Health Matters referrals into full time membership and remove cost as a barrier to participation:
 - £2.50 per session charge for Health Matters has been removed
 - Introduction of a Year 2 membership price, £20 per month (£16 in year 1) to phase up to full membership cost (£25 per month) in year 3.
3. To offer savings for parents with children in Swimming and Gymnastics Courses, payments will move from full course fees paid up front, to Direct Debit at £15 per month for 10 months. This includes a certificate for each term. This will reduce upfront costs to parents and spread the cost over the course of the year.
4. To encourage use during off peak periods in all leisure sites:
 - 50% reduction in hire charges for schools who wish to use any indoor or outdoor facility between 9am and 4pm during term time.
 - Cost of crèche at the Valley Leisure Centre to be included in 'MORE' membership package.

Following the annual review, Appendix 2 provides a more detailed summary of the key changes is **enclosed**.

Parks

All prices for Parks remain unchanged with the exception of a proposed price increase for commemorative benches from £550 to £600. This is more closely reflect the cost to Council for this service.

The reviewed Section 75 Screening Form is **enclosed** and an EQIA is not required.

RECOMMENDATION: that approval is given for the 2019/2020 Schedule of Charges, Pricing Policy and Revised Section 75 Screening Form.

Prepared by: Janine Beazley, Leisure Grants and Special Projects Officer

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.5 L/LEI/008 ALLEN PARK PITCHES

Members are reminded that the land adjacent to Allen Park returned to the control of Council in November 2017. The pitches are now managed by staff at Allen Park and are managed in line with Council's Pricing Policy and Schedule and made available for booking through the normal process.

Antrim Rovers Football Club had been using the site for some years through Antrim Rugby Club prior to the pitches returning to Council control. In December 2017 approval was given for Antrim Rovers to have priority booking status which also satisfies IFA requirements for the club to have home pitch status.

Currently the Club uses grass pitches, 3G pitches and changing facilities at Allen Park for training and matches.

Officers meet with the club representatives from time to time and the issue of the potential for the club to lease pitches has been raised. The Club has subsequently submitted a formal request to Council to lease pitches **enclosed**. A summary of the request is as follows:

- i. Lease of pitch 1 & 2 at Allen Park for 10 years (**map enclosed**).
The club would have ambitions in the future to accept any potential promotion to a higher league and this would require works including fencing and access to meet IFA criteria for Intermediate League status
- ii. Permission for the Club to provide changing accommodation in portacabins to consist of 4x changing rooms with showers and toilets and separate referee changing accommodation, subject to planning approval being secured by the Club
- iii. Continued use of car parking at Allen Park for parents, visitors etc.
- iv. Continued access to adjacent grass training pitches at Allen Park during spring and summer at normal hire charges

Following receipt of the formal request, and to assist Members in considering the request, a valuation has been obtained from Land & Property Services. The lease valuation received for the two pitches is a total of £4,000 per annum.

Subject to Members' approval, a lease would be drawn up including the following:

- i. Provision of a 10 year lease of Pitch 1 & 2 at Allen Park with a 5 year break clause
- ii. Rent of £4,000 per annum
- iii. Club to have responsibility for gaining all required statutory approvals on the area leased and all subject to Council approval
- iv. All proposed works to be approved by Council in advance
- v. Any sub-letting with prior approval by Council
- vi. Head of Leisure manage the lease directly

In relation to other land at Allen Park, land to the front of the site and to the east will be considered separately.

RECOMMENDATION: that approval is given, in principle, for the leasing of pitches 1 and 2 at Allen Park to Antrim Rovers for 10 years with a 5 year break clause at £4,000 per annum subject to all legal and administrative requirements being completed to Council's satisfaction.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.6 L/LEI/002 LEISURE GRANTS SCHEME - REVIEW 2018

The Leisure Grant Scheme has been in place since May 2015 and has had minor changes approved since its establishment and approvals to vire budget between categories depending on uptake.

A comprehensive review has been undertaken over recent months which has taken into account, feedback from applicants, experience of issues by Officers and the need to simplify and standardise the language in the accompanying Terms and Conditions which are enclosed for consideration.

If approved, the new scheme will come into effect on 1st April 2019. It is hoped that it will make the process be clearer for applicants and therefore the benefits to local athletes and clubs will be enhanced.

There are 4 key changes proposed:

1. Introduction of Bursaries

It is proposed to ring fence £10,000 within the Grants to Athletes category for applications from those demonstrating financial need. The applicants will be able to apply for 100% funded bursaries subject to provision of appropriate documentation.

2. New and revised categories

Rationale:

- To simplify the applications process
- To encourage increased numbers of elite coaches and officials to apply for support
- To allow more clubs to apply for grants for smaller amounts of money which more closely reflects the types of applications received to date.

Existing Category	Proposed Category
Grants to individuals	1.Grants to Athletes 2. Grants to Coaches and Officials (New)
Grants to Clubs	No Change. <i>However category now includes opportunity to apply for Specialist Equipment (Previously under 'Club minor works' category)</i>
Elite Athlete Bursary	Athletes Gold Card
Club Minor works Specialist equipment or minor refurbishment to facilities	It is proposed that this category is discontinued as there has been little interest in it over the last two financial years. Specialist equipment and Minor works can continue to be applied for under Grants to Clubs.
Events Grant Local & Events Grant Exceptional	Events Grant 3 strands: 1. Local events 2. National Events 3. International Events

Elite Athlete Bursary Scheme	Athletes Gold Card
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3. Proposed funding limits by category:

Rationale:

Based on demand from applicants over the last two years, maximum grant allocation within categories has been increased in all categories except defibrillators. However, 100% funding is now being recommended rather than 75% previously in the defibrillator category.

There are no increases to the overall budget. If approved, this will:

- Allow applications from elite sports officials from within the Borough e.g. international Netball umpires
- Ring fence £15,000 for International events to ensure international events such as Cross Country and European Netball continue to be attracted to the Borough.
- Allow for applications for highly specialist equipment alongside coach education and competition costs.

Category	Previous category limit	New proposed category limit
Capital Grants	£40,000	£40,000
Grants to Athletes	£35,000	£50,000
Grants to Coaches and Officials	£0 (New category)	£15,000
Events Grant	£0 (New Category)	£30,000
Events Grant exceptional	£25,000	£0 (merged into one Events Category)
Events grant local / regional	£20,000	
Club Minor works Specialist equipment or minor refurbishment to facilities	£45,000	£0 It is proposed that this category is discontinued as there has been little interest in it over the last two financial years. Specialist equipment and Minor works can continue to be applied for under Grants to Clubs.
Grants to Clubs	£0 (new individual Category)	£32,000
Defibrillator grants	£5,000	£3,000
Totals	£170,000	£170,000
Elite Athlete Bursary Scheme to change to Athlete Gold Card Category		

4. Terms and Conditions and Guidance notes simplified

A standard set of general guidelines has been developed alongside simplified guidance notes for the following categories:

1. Grants to Athletes
2. Grants to Clubs
3. Grants to Coaches and Officials
4. Defibrillator Grant
5. Capital Grant to Sports Clubs
6. Events Grant
7. Athletes Gold Card

Rationale:

- Provides simpler, more straightforward, user-friendly information for applicants

The Section 75 Screening Form is **enclosed** and an EQIA is not required.

RECOMMENDATION: that the Committee approves the amendments as detailed.

Prepared by: Janine Beazley, Grants and Special Projects Officer

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.7 PK/BIO/12 FOREST SCHOOL AWARDS SCHEME

Members are reminded that in May 2016 it was agreed that the Northern Ireland Forest School Association (NIFSA) would work with two schools per year from the Borough to develop a sustainable outdoor learning ethos. Council agreed to provide £5,000 per year until June 2019 (3 years).

Forest Schools is an international concept where schoolchildren are taught in outdoor locations making use of natural resources and developing a different way of learning within the national curriculum.

Since 2016, NIFSA has worked with 6 schools in total delivering full training and support to the teachers involved. These teachers are now certified as Forest School leaders, which ensures long-term sustainability of the project.

All schools in the Borough were invited to apply to take part in this project in 2016 and a panel of elected members selected the successful schools; Hillcroft Special School, Riverside Special School, Antrim Primary School, St Comgall's Primary School, St Joseph's Primary School and Tir-na-Nog and Ballyclare Primary Schools who shared the opportunity).

The schools were selected by a panel of elected members (Councillors V McWilliam, Councillor N Kelly and Alderman J Smyth) who assessed applications based on criteria including commitment to outdoor learning, arrangements for sustainable travel to a Council park and the number of children taking part in the programme.

In addition, NIFSA have delivered taster sessions, supported active schools and youth groups and provided training sessions for teachers in a range of schools, youth group leaders and Council staff.

The benefits of Forest Schools are far reaching for pupils and teachers involved impacting upon their families, school and community. This programme has helped sustain and develop a sense of ownership of Council parks and open spaces and it is hoped that it will contribute to a reduction in anti-social behaviour as children learn of the importance of our parks and open spaces and respect these sites as they mature.

Feedback from participant schools has been positive with many schools interested in taking part.

RECOMMENDATION: that

- (i) the Forest School project is continued at a cost of £5,000 per annum for a further 3 years.**
- (ii) The current panel of elected members is retained to assess the new applications in April 2019**

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.8 PK/GEN/125 BELFAST HILLS PARTNERSHIP

Introduction

Members are reminded that Belfast Hills Partnership (BHP) has been working with relevant councils since 2004 (Belfast, Lisburn and Castlereagh and Antrim and Newtownabbey). The partnership also includes government departments, community groups, nature conservation organisations and local businesses. The primary purpose of the group is to improve and manage the hills surrounding Belfast. The Belfast Hills boundary currently encompasses approximately 5,500 hectares. Of this, 1,243 hectares (22.6%) lie within the Borough. Council supports the Partnership financially in two ways;

- (i) an annual payment of £2,778 - agreed until 2020 - to support the Partnership's new Big Lottery programme, 'Our Environment, Our Future'. This programme focuses on young people aged 11-25 years, educating and empowering them to make significant positive impacts on their local environment.
- (ii) in 2016 Council agreed to provide £11,751 per annum to the Partnership for core funding. This part funds 3 Full Time members of staff.

Work in the Borough

The Partnership has undertaken a range of activities in the Borough including infrastructure works on Carnmoney Hill, work with schools, volunteer activities, promotions and events, etc. There has also been recent engagement and habitat improvement works in the Valley Park and details are **enclosed**.

Request for funding

BHP is seeking to slightly increase the annual contribution to £11,865 towards its core activities, for the next three years.

In addition, due to the success of the Big Lottery programme, it is proposed to extend it for a further year - until 2021. To secure this funding, BHP is seeking a contribution of £2,778 for a further year. This will contribute to the Big Lottery project which is worth £713,000 and will enable a further 2,000 young people from across the partnership area to be engaged in the project.

RECOMMENDATION: that Council approves a contribution of £11,865 per annum to Belfast Hills Partnership for the next 3 years and extends support for the Big Lottery Programme for a further year (until 2021) in the amount of £2,778.

Prepared by: Elaine Upton, Countryside and Physical Activity Development Manager

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.9 PK/GEN/118 KILLEAD ENVIRONMENTAL IMPROVEMENT SCHEME

Background

Killead Development Association produced a Village Renewal Plan, funded by GROW South Antrim in 2016. Within the Plan, one of the key needs identified by residents was for a local outdoor community 'green' space. The Association has recently contacted Council to request consideration of an environmental improvement scheme. Officers having visited the village identified potential for an environmental improvement scheme on a disused road on the outskirts of the village. This area although overgrown and not attractive, is currently used for walking and dog walking. A map showing the location of the road adjacent to Belfast International Airport is **enclosed**.

Proposal

It is proposed to further investigate the following with a view to developing a proposal for the creation of an outdoor recreation space:

- the potential to secure permission from landowners
- if landowners are open to permitting such a proposal then the potential for external funding through the Alpha Programme and GROW South Antrim be explored

If approved, Officers will also need to provide estimated costs for Members' information and to assist in consideration of the proposal.

RECOMMENDATION: that approval is given for Officers to initiate discussions with the relevant landowners and if positive to explore the potential for funding from GROW South Antrim and the Alpha Programme.

Prepared by: Elaine Upton, Countryside and Physical Activity Development Manager

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.10 WM/WM/037/VOL2 CORRESPONDENCE FROM ARDS AND NORTH DOWN BOROUGH COUNCIL – SINGLE USE PLASTICS

Correspondence has been received and is enclosed from Ards and North Down Borough Council (ANDBC) in regards to a call for action on single use plastics.

In their correspondence, ANDBC are seeking support from Council to join with them in calling upon large supermarket retailers to review their position on single use plastics, and recycling obligations.

ANDBC has already written to the main large supermarket retailers, copies enclosed and to the Secretary of State for Environment, to advise them of their petition to collaborate with all Councils in a co-ordinated call upon these retailers to take urgent action on this matter.

The recently released strategy, "Our Waste, Our resources" found at the following link:

<https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england>

On initial review, the strategy appears to address these issues. There will be consultations arising from the issuing of this strategy, which will then be reported to Committee in due course.

RECOMMENDATION: Members' instructions are requested.

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

Approved by: Geraldine Girvan, Director of Operations

3.11 WM/WM/37/VOL2 REVIEW OF CLEANSING CHARGES 2019-20

A review of cleansing charges is carried out annually for:

1. Trade Waste Collection Service;
2. Waste Collection Containers;
3. Re-Chargeable Cleansing Work.

The Waste & Contaminated Land (NI) Order 1997 places a duty on each district council to arrange for the collection of commercial waste from premises within its district if requested by the occupier of such premises to do so.

Anyone who requests Council to provide a commercial waste collection service is liable to pay a reasonable charge for the collection and disposal of such waste. Council charges commercial waste customers on a volumetric basis for the collection of their commercial waste (i.e. per bin size).

A schedule of Proposed Charges is **enclosed** for Members' consideration.

1. Trade Waste Collection Service

Despite increases in the Landfill Tax Rate and operating costs, it is proposed to maintain waste charges at their current levels by achieving service efficiencies.

Under current waste legislation, all movements of waste must be controlled through a Waste Transfer Note (WTN), which is provided by the Council on behalf of the trade customer. As previously, the cost of the WTN will be included in the collection rate. There is no increase in the cost of the WTN.

2. Waste Collection Containers

Council purchases waste collection containers through an arc21 contract and as there has been no increase in these rates, the current charges for new bins, boxes, and composters, it is proposed that these prices will be maintained at current levels.

3. Re-Chargeable Cleansing Work

If a request is made to clear waste which is deemed to be outside the normal bulky waste items, that are collected free of charge, a Waste Supervisor will visit the customer and assess the collection requirements and what equipment is required. In line with the other charges it is proposed to maintain re-chargeable fees at 2018-19 rates.

RECOMMENDATION: that Council approves the Review of Cleansing Charges for 2019-20.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

3.12 WM/WM/37 REFUSE & RECYCLING PUBLIC HOLIDAY COLLECTION ARRANGEMENTS 2019

Officers have been assessing refuse and recycling bin collection options for the Public Holidays in 2019 with the aim of minimising disruption to the service for residents.

Officers have aligned Public Holiday collection arrangements across the Borough, where possible.

Alternative collection days have been scheduled after the actual Public Holiday as much as possible, although this has not been possible over the Christmas period in Newtownabbey when there are two rescheduled collections in the one week. The collection services will be provided by a combination of Council resources and Avenue Recycling through the provision of the residual and organic waste collection contract.

The proposed alternative collection days are:

Public Holiday	Legacy Antrim Households	Legacy Newtownabbey Households
St Patrick's Day – Monday 18 March	18 March 2019 (Monday)	18 March 2019 (Monday)
Good Friday – Friday 19 April	No Collection Required	19 April 2019 (Good Friday)
Easter Monday – Monday 22 April	26 April 2019 (Friday)	No Service with collections knocked on to the following day
Easter Tuesday – Tuesday 23 April	23 April 2019 (Tuesday)	24 April 2019 (Wednesday)
Friday 26 April	No normal collection on Friday. Easter Monday collection	27 April 2019 (Saturday)
May Bank Holiday – Monday 6 May	6 May 2019 (Monday)	6 May 2019 (Monday)
Spring Bank Holiday (Late May) – Monday 27 May	27 May 2019 (Monday)	27 May 2019 (Monday)
12 July – Friday 12 July	No normal collection on Friday	13 July 2019 (Saturday)
13 July – Monday 15 July	15 July 2019 (Monday)	15 July 2019 (Monday)
Summer Bank Holiday (Late August) – Monday 26 August	26 August 2019 (Monday)	26 August 2019 (Monday)
Christmas Day Holiday – Wednesday 25 December	27 December 2019 (Friday)	21 December 2019 (Saturday)

Boxing Day Holiday – Thursday 26 December	28 December 2019 (Saturday)	No Service with collections knocked on to the following day
Friday 27 December	No normal collection on Friday Christmas Day collection	28 December 2019 (Saturday)
New Year's Day – Wednesday 1 January	3 January 2020 (Friday)	No Service with collections knocked on to the following day
Friday 3 January	No normal collection on Friday New Year's Day collection	4 January 2020 (Saturday)

* Former Antrim staff work a four-day week – Monday – Thursday, with Avenue Recycling collecting bins Monday – Friday in legacy Newtownabbey.

Residents in the Borough will be advised of their collection arrangements through the usual means of Borough Life, bin stickers, social media, and on the Council website.

RECOMMENDATION: that the collection arrangements for refuse and recycling bin collections for Public Holidays in 2019 are approved.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

ITEMS FOR INFORMATION

3.13 L/LEI/VLC/016: URBAN SPORTS PARK STAKEHOLDER WORKING GROUP

Members are reminded that at December Committee 2018, the minutes from the latest Urban Sports Park working group meeting were approved.

Officers have since met again with the design consultant and a final version of the preferred design option has been completed and is **enclosed** for your information.

The next meeting of the Urban Sports Park working group will be scheduled early in 2019 to present the final design and discuss other elements of the park such as; naming, branding, and Urban Art ideas. Minutes of the meeting will again come to Operations Committee.

RECOMMENDATION: that the report be noted

Prepared by: Anna Boyle, Sport and Physical Activity Development Manager;
Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.14 PK/GEN/001/VOL2 COMMEMORATIVE PROGRAMME - UPDATE

10 benches have been installed and 6 trees planted over the period 01 July to 31 December 2018.

Benches

Year	Total	Location
Qtr 2 2018	4	Carnmoney Cemetery, Hazelbank Park, Crumlin Cemetery
Qtr 3 2018	6	Carnmoney Cemetery, Hazelbank Park

Trees

Year	Total	Location
Qtr 2 2018	0	
Qtr 3 2018	6	Carnmoney Cemetery, Hazelbank Park

All requests were compliant with Council policy.

RECOMMENDATION: that the report is noted.

Prepared by: Mark Wilson, Parks Manager

Agreed by: Ivor McMullan, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.15 WM/WM/37 WASTE MANAGEMENT PERFORMANCE ANNUAL UPDATE REPORT 2017-18

Council has two statutory waste targets that have to be complied with and they are as follows:

1. Recycle 50% of all household waste by 2020;
2. Limit the landfilling of biodegradable waste to no more than 16,358 tonnes in 2020.

Under the Landfill Regulations (Northern Ireland) 2003, Council submits waste data returns to the Northern Ireland Environment Agency. These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's recycling rate and compliance with the landfill diversion targets i.e. Northern Ireland Landfill Allowance Scheme (NILAS).

The annual waste data submission for 2017-18 was verified and published on 29th November 2018. The data lays out the performance of the Council for that year, in relation to both the Household and Municipal waste.

Below is a summary of the results of 2017/18 compared to the result published for 2016/17. The results also indicate the performance of Antrim and Newtownabbey Borough in relation to the other 10 Northern Ireland Local Authorities for reference.

	2016-17		2017-18	
	Tonnes	%	Tonnes	%
Total Household Waste Arisings	78,219		77,607	0.8
Household Waste Arisings to Recycling	37,185	47.5	40,519	52.2
Household Waste Arisings to Recovery	10,943	14	9,648	12.4
Household Waste Arisings to Landfill	30,091	38.5	27,440	35.4
Total Local Authority Collected Municipal Waste Arisings	91,631		93,023	1.5
Municipal Waste Arisings to Recycling	46,779	51.1	50,797	54.6
Municipal Waste Arisings to Recovery	11,537	12.5	11,331	12.2
Municipal Waste Arisings to Landfill	33,315	36.4	30,895	33.2
Biodegradable Waste to Landfill	17,609	87	14,235	75

* Local Authority Collected Municipal Waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.

The results show that Council had the best municipal waste recycling rate in Northern Ireland for 2017/18. There has also been a significant increase in the recorded Household Recycling Rate which has increased by 4.7%. Council also comfortably achieved its NILAS obligations only using 75% of the allowances available.

The Borough did experience an overall increase in both household and municipal waste arisings and this will result in additional financial burden on Council due to waste collection and treatment costs. This additional burden has been lessened by Council's ability to recycle much of the increase, with the recycling of the waste the most economically advantageous way of treating it.

RECOMMENDATION: that the report be noted.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

3.16 WM/WM/37/VOL2 WASTE MANAGEMENT PERFORMANCE UPDATE REPORT QUARTER 2 2018-19

WASTE TREATMENT:

Council has two statutory waste targets that have to be complied with and they are as follows:

1. Recycle 50% of all household waste by 2020;
2. Limit the landfilling of biodegradable waste to no more than 16,358 tonnes in 2020.

Under the Landfill Regulations (Northern Ireland) 2003, Council submits waste data returns to the Northern Ireland Environment Agency. These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's recycling rate and compliance with the landfill diversion targets i.e. Northern Ireland Landfill Allowance Scheme (NILAS).

The waste data for Quarter 2 of 2018-19 has been submitted and the waste data for the year to date is shown below compared to the same period in 2017-18:

	Q2 2017-18		Q2 2018-19	
Total Household Waste Arisings	20,956		21,061	0.5%
Household Waste Arisings to Recycling	11,601	55%	12,344	59%
Household Waste Arisings to Recovery	2,243	11%	2,962	14%
Household Waste Arisings to Landfill	7,112	34%	5,755	27%
Total Local Authority Collected Municipal Waste Arisings	24,684		25,627	4%
Municipal Waste Arisings to Recycling	13,868	56%	16,182	63%
Municipal Waste Arisings to Recovery	3,090	13%	3,123	12%
Municipal Waste Arisings to Landfill	7,726	31%	6,322	25%

* Local Authority Collected Municipal Waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.

Key points:

- The overall increase in municipal waste arisings is 4% for Quarter 2 and while this is down from the 11% increase recorded in Quarter 1, this continues to have an adverse impact on the Council's budgets due to collection and treatment costs.

- The increased waste handled by Council is being recycled rather than landfilled and therefore treated/disposed of in the most economically advantageous way;
- There is a significant increase in tonnage/percentage of both household and municipal waste recycled, with rates up 4-7% for both household and municipal waste;
- Energy recovery continues to be an important element of waste treatment and reduces Council dependency on landfill disposal;
- There is a significant reduction in the amount of waste landfilled.

In Quarter 2 2018-19, Council landfilled 2,562 tonnes of biodegradable waste which equates to 13.5% of its NILAS allocation.

Note – Council's waste data return for Quarter 2 of 2018-19 still has to be verified by DAERA and may be subject to change.

MISSED BINS:

Council has a Key Performance Indicator to ensure that 99% of bins are collected on the correct day. Every day Council and its contractors complete approximately 21,000 container and bin collections and this equates to nearly 1.4 million per quarter. During Quarter 2 of 2018-19 Council collected approximately 99.9% of bins on the designated day.

Those bins recorded as missed are where the Council is deemed at fault and the bins will have been collected by the Waste Section or contractors if the resident reports the issue within 24 hours of their designated collection day.

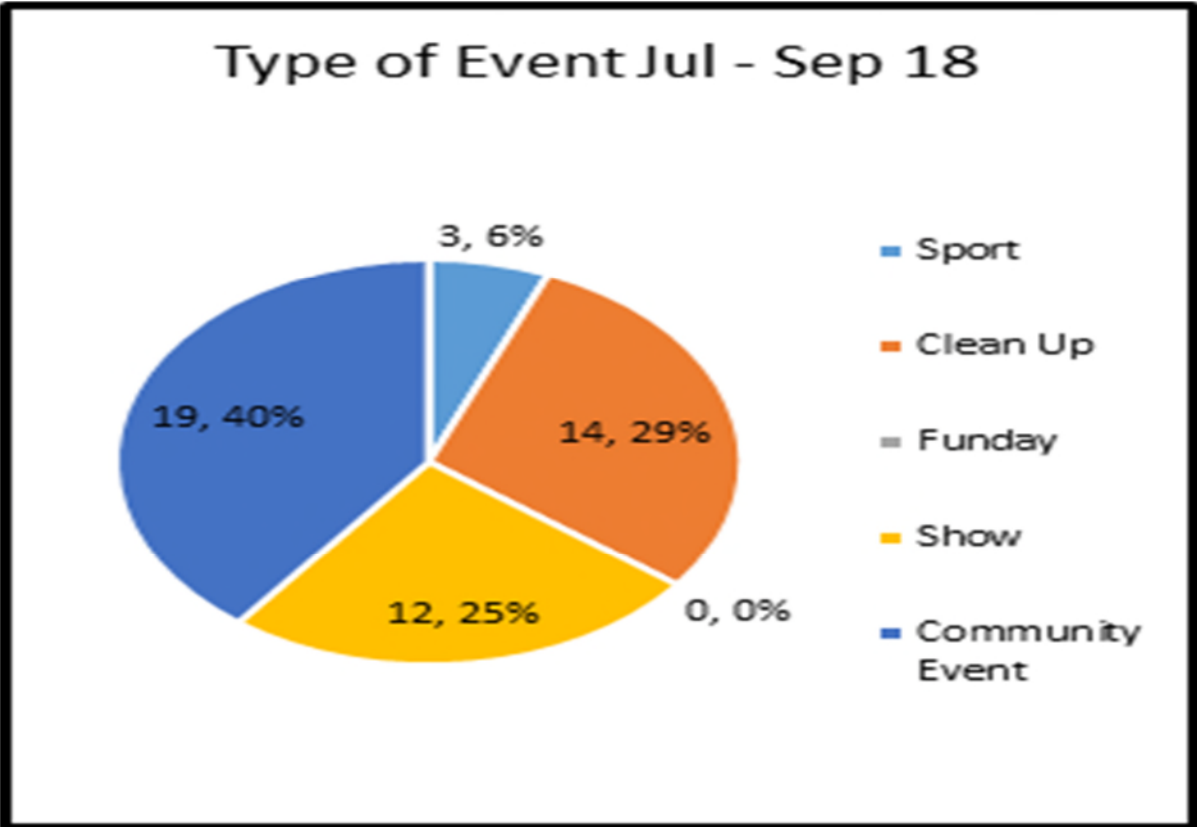
SUPPORT IN KIND REQUESTS:

The Waste Management section operates a Support in Kind scheme for local organisations or individuals. Members are reminded that this service provides litter pickers, black bags, gloves, etc for community clean-ups, assistance at events, etc. The applications generally relate to requests for waste collection and disposal activities, although portable toilets are also included in the scheme.

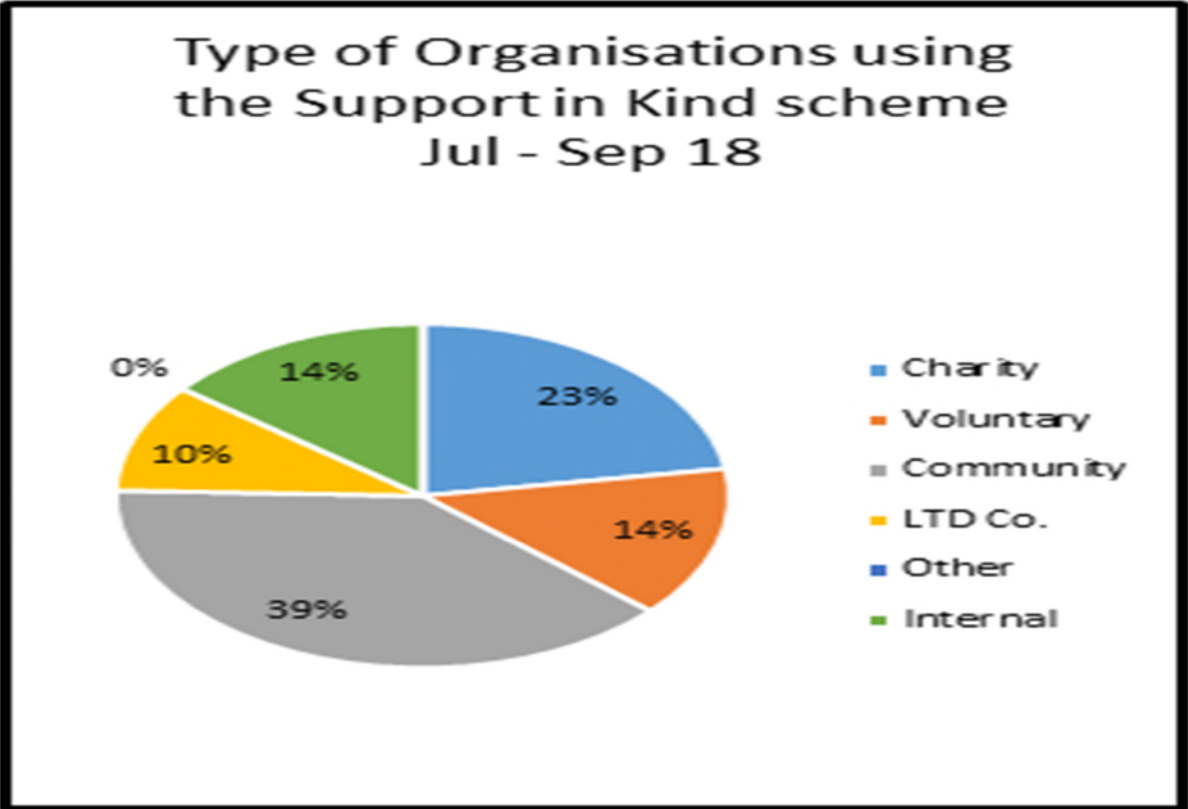
In Quarter 2 of 2018-19, a total of 49 Support in Kind requests were approved, which was an increase of 9 events supported in the same period in 2017-18. The approximate cost of Support In Kind scheme this quarter was approximately £8,000.

The costs accrued are mainly from the provision of non-returnable items such as gloves and bags, the cost of waste disposal, post event sweepers and the hire of portaloos. The cost of delivering and collecting items, i.e. fuel and staff costs, are not included in this total.

The graph below shows the breakdown of the type of events that were supported through the Support in Kind scheme in Quarter 2. Given the summer period the largest proportion of the requests for assistance was through Community Events and then secondly with environmental clean-ups in the Borough.



The graph below shows the breakdown of the type of organisations that were supported through the Support in Kind scheme in Quarter 2. Again, given the summer period the largest proportion of the requests for assistance was by Community Groups and Organisations.



RECOMMENDATION: that the Report be noted.

Prepared by: Michael Lavery, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

3.17 WM/COMMS/01 WASTE MANAGEMENT PROMOTIONS PLAN 2019-20

As Council continues to maximise the waste and recycling collection schemes across the Borough to meet recycling and diversion from landfill targets, it is important to continue the focus on promotions, education and awareness.

This year, Council ran a successful #iRecycleRight campaign which resulted in an increase in the use of the correct recycling containers and in the quantities of waste collected for recycling by on average 5.5% in 2018.

To ensure this success continues, a Promotional Plan for 2019/20 has been drafted by officers and is enclosed. The Plan details the campaigns, initiatives and messages that will be covered in each quarter of the year. Campaigns will follow the National and Regional campaigns in partnership with other Local Authorities. Local campaigns will be developed along with the Council's PR team and will be focusing particularly on service excellence across the Borough.

Some of the key points of focus will be:

- Reduce, Reuse and Recycle;
- Composting and Food Waste;
- Fairtrade;
- Schools Campaigns and Education;
- Community Events;
- Live Here Love Here;
- Household Recycling Centres.

It is envisaged that the continued focus on campaigns will ensure a further increase in the Recycling Rates and participation and support of Council-led environmental initiatives throughout 2019/20. The delivery of the Plan will be co-ordinated by the new Waste Strategy and Contracts Manager, Lynsey Daly, and this will include quarterly update reports to Operations Committee.

RECOMMENDATION: that the report be noted.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

3.18 DIR/OPS/003 PROVISION OF PUBLIC FOOTPATHS – BELFAST INTERNATIONAL AIRPORT

Members are reminded that at a previous Committee meeting, the Director was asked to contact the Department for Infrastructure (DfI) in relation to the potential for a footpath to be created, between the airport terminal and the car rental companies, petrol filling station and commercial units on the main A57 Airport Road.

Correspondence has been received from DfI in relation to the query and is **enclosed**. In summary, DfI has advised that the planning approval for the development of the service station required the developer to provide a footway link across the road, to link in with the footway on the South side of the airport road.

It points out that the remainder of the route beyond the small roundabout at the entrance of the airport is owned and maintained by the airport authorities, and that any concerns should be addressed with them directly.

RECOMMENDATION: that the report be noted.

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

Approved by: Geraldine Girvan, Director of Operations