



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD
IN ANTRIM CIVIC CENTRE ON MONDAY 4 FEBRUARY 2019 AT 6:30 PM**

- In the Chair** : Councillor D Ritchie
- Members Present** : Aldermen - A Ball, T Burns, M Girvan, J Smyth,
Councillors – L Clarke, S Flanagan, R Foster, N Kelly, J Greer,
N McClelland and M Rea
- Non Committee Members** : Councillors D Hollis, V McWilliam and B Webb
- In Attendance** : Stephanie Leckey, Lead Officer, NI Ambulance Service,
Community Resuscitation Team
- Officers Present** : Director of Operations - Ms G Girvan
Head of Leisure – Mr M McDowell
Head of Parks - Mr I McMullan
Head of Waste Management – Mr M Lavery
Head of Environmental Health – Mr C Todd
ICT Officer – Mr C Bell
Media and Marketing Officer – Ms A Doherty
Member Services Officer - Mrs S Fisher

CHAIRPERSON'S REMARKS

The Chair welcomed everyone to the February Operations Committee meeting and reminded all present of recording requirements.

1 APOLOGIES

Councillors A Logue, J McGrath and J Montgomery

2 DECLARATIONS OF INTEREST

None

3 REPORT ON BUSINESS TO BE CONSIDERED

3.1 PRESENTATION

Stephanie Leckey, Community Resuscitation Lead with the Northern Ireland Ambulance Service, made a presentation - Building a Community of Lifesavers in the Borough.

Ms Leckey answered Members' questions, the Chair thanked her for her presentation and wished all those in the NI Ambulance Service well following which she left the meeting.

The Environmental Health team to check on defibrillators during routine inspections, reporting to NIAS as appropriate.

Proposed by Councillor Foster

Seconded by Alderman Smyth and agreed that

the presentation be noted.

ACTION BY: Clifford Todd, Head of Environmental Health

3.2 EH/EHS/FC/013 BREXIT – POTENTIAL IMPLICATIONS FOR ENVIRONMENTAL HEALTH SERVICE

Introduction

In the event of agreement not being reached on the terms of UK's departure from the European Union, there are potentially trade implications for businesses and for the food and drink sector in particular which will in turn impact on the work of the Environmental Health service.

Background

The current regime for the importation of foods into the UK is regulated by EU legislation. Foods can currently move freely between EU countries without any restrictions or checks being required at national borders.

Provisions are underway to convert the current regulatory processes into a UK system which is independent from that of the EU and these new UK processes would apply after EU Exit. Councils in Northern Ireland have a central role in both existing and future regulatory systems.

The current status of the UK within the EU in relation to food exports and imports should mean that no significant regulatory changes are made. However, this will be subject to ongoing negotiations between the UK government and the EU.

In the event that the UK leaves the EU in March 2019 with no deal in place, the current standards that apply to food safety at the point of exit will, as the Food Standards Agency (FSA) has stated, be maintained.

Impact on Food Businesses

In the event of 'no deal' Brexit there are likely to be significant implications for Northern Ireland's food producers and exporters if they need to meet current EU Third Country import requirements. It is likely that the checks carried out by the Department of Agriculture, Environment and Rural Affairs (DAERA) for these businesses will increase substantially due to the EU Third country import requirements. The Department has written to local councils asking for assistance in relation to those businesses within the Borough which will be affected.

With this in mind, the food team has compiled a list of those businesses likely to be affected and is trying to establish the volume and extent of shipments from each of these businesses. The information obtained will be collated and shared with DAERA for contingency planning purposes. The information will also provide some insight into potential resource implications for the roll out of any future legislative provisions by the Environmental Health Service.

In addition, Council is responsible for Belfast International Airport as a Designated Point of Entry for products 'not of animal origin' and for some low risk food products. Environmental Health staff are currently supporting relevant local food businesses by providing information and guidance to help them understand the changes in requirements as details emerge from EU negotiations.

Support for Food Businesses

In the event that Environmental Health staff are required to provide significant support to DAERA to mitigate the impact on local businesses, the work of the service will be re-prioritised to allow the appropriate resources to be focused as directed by the Department.

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed that

in the event of a no deal Brexit and the Department requesting additional support to carry out inspections in affected local businesses, that the work of the Environmental Health team be re-prioritised as requested.

ACTION BY: Colin Kelly, Environmental Health Manager (Commercial)

3.3 L/LEI/SD/013 SHORELINE TRIATHLON

Members were reminded that Council has been successfully organising and delivering an annual triathlon event within the Borough. The event is delivered in partnership with Triathlon Ireland and forms part of their annual race calendar.

Following a review of last year's event and as a result of exploring opportunities to increase the event's success, Officers proposed a change of venue from V36 at the Valley to Hazelbank Park in Newtownabbey. The change of venue will allow for an open water swim in Belfast Lough, which increases the attraction of the event to potential participants. The cycling will

take place along the Shore Road area, and the running will then go along Hazelbank and Jordanstown Shoreline.

In addition, it was proposed to change the date of the event to Sunday 25 August which will coincide with the Shoreline Festival and become an integral part of this hugely successful festival. Therefore, it is proposed to rename the event 'Shoreline Triathlon'.

Entries for the race are managed through the Triathlon Ireland website and will continue to be offered at €50. Other key partners for the event include PSNI, DfI Roads and local Clubs.

In response to a query from Councillor Webb, the Head of Leisure confirmed that care had been taken with regard to start times and the siting of triathlon transition areas to ensure complementarity with the Shoreline Festival events.

Proposed by Councillor Flanagan
Seconded by Alderman Smyth and agreed that

approval is given to change the format, date and name of Council's annual Triathlon as set out above.

ACTION BY: Anna Boyle, Sport and Physical Activity Development Manager

3.4 L/LEI/00/008 IFA 'LET THEM PLAY' HUB

A request was made by the Irish Football Association Foundation, (IFA) that Council considers hosting a 'Let them Play' Hub at the Valley Leisure Centre. Let them Play is the IFA Youth Strategy which aims to get more young people involved in football.

At an initial meeting in October IFA representatives set out the vision for a more integrated approach to developing football on a local basis, through hubs which would consist of a small staff team, employed by the Irish FA Foundation.

There is currently a similar arrangement in place at the Valley Leisure Centre, whereby the IFA has a full-time Regional Grassroots Development Officer, hosted by Council. This officer, Stephen Livingstone, focuses on the development of grass roots football. All salary and associated costs are met by the IFA Foundation.

If approved, the hub comprising, full time Regional Grassroots Development Officer, Let Them Play Officer, part time Youth Development Co-ordinator and grass roots volunteers would be based at the Valley. The Irish FA Foundation will provide a National Football Development Work Programme for the Borough to include council based programmes and activities. Regular reports would be provided to Council.

In line with the existing arrangement in place for the Regional Grassroots Development Officer, Council has been requested to:

- To provide access to a work-station to include phone and broadband internet access and meet those costs
- To allocate one senior member of staff to liaise with the Regional Grassroots Development Officer and the Grassroots Manager on local-based aspects of the programme within the Borough
- To provide access to Council facilities via normal booking procedures

In addition, Council would be required to promote the activities of the Hub. It is anticipated that this arrangement would be in place for the long term as it is not connected to any existing time bound funding.

The existing partnership and the placement of the Regional Grassroots Development Officer has been very successful to date with 4 key areas of work ongoing; coach education, club development and club mark accreditation, football holiday camps and mall-sided games development. Further details were circulated.

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed that

approval is given for the hosting of an IFA Foundation Let Them Play Hub at the Valley Leisure Centre as set out above.

ACTION BY: Matt McDowell, Head of Leisure

3.5 L/LEI/001 STAFF LEISURE MEMBERSHIP SCHEME

The current Leisure Membership Scheme includes access for casual staff on the following basis:

- Casual workers are granted admission to the Staff Membership Scheme on the basis of one exercise opportunity for each day or part day employed at the respective site, per week.

An analysis of staff memberships has shown that uptake by casual staff is extremely low. Officers propose the following amendment to the part of the scheme relating to casual staff as follows:

- Membership in 3 month blocks at £39 payable up front at a chosen Leisure Centre

In order to be eligible, casual members of staff must have worked 5 times in the 3 month period prior to the date of taking out membership.

It is hoped that this would encourage greater uptake by casual staff, thereby enhancing health and wellbeing of this group.

Proposed by Councillor Flanagan
Seconded by Councillor Clarke and agreed that

approval is given to amend the criteria for casual members of staff to avail of the Staff Leisure Membership Scheme as set out above.

ACTION BY: Matthew McDowell, Head of Leisure

3.6 L/GEN/073 PARK RUN - SIXMILEWATER PARK, BALLYCLARE

Park Run is a free, timed, 5 kilometres walk or run, organised exclusively by volunteers that takes place in local parks globally every Saturday morning. Council currently supports two Park Runs within the Borough; one at V36 based at the Valley Leisure and the other at Antrim Loughshore Park.

Council officers have recently met with Park Run Northern Ireland, local sports clubs, and community representatives within the Ballyclare area to explore the potential of a Park Run being launched at Sixmilewater Park, Ballyclare.

The proposed route would commence at Sixmile Leisure Centre, accessing Sixmilewater Park via the underpass, before completing two loops of the outside path and finishing back at the leisure centre car park.

Officers have recently secured 100% funding from Northern Health and Social Care Trust for the £3,000 start-up costs of this initiative.

Proposed by Councillor Kelly
Seconded by Alderman Girvan and agreed that

approval is given for the use of Sixmilewater Park, Ballyclare, as a venue for a new Park Run on Saturday mornings.

ACTION BY: Anna Boyle, Sport and Physical Activity Development Manager

3.7 PK/GEN/126/VOL2 GREYSTONE ALLOTMENTS

At the October Committee meeting, approval was granted to Muck and More Allotment Association to progress necessary utility connections to their portacabin onsite, and for financial support to be provided by Council, subject to confirmation of costs. Officers are working with Property Services to progress the utility connections to the facility.

In the meantime, the Association has since secured £4,350 from the Alpha Programme (Landfill Communities Fund), to create a community garden at Greystone Allotments, on a communal space adjacent to their porta cabin. The proposed area is 7.5 x 6 metres and the circulated plans include the provision of raised wooden planters, a seating area and a sturdy wooden pergola. It will provide an outdoor social space for allotment holders, and an educational space for visiting schools and youth groups. It is anticipated that the works will be carried out in April 2019.

The Association has committed to providing the ongoing management and maintenance of this garden, on completion of the project.

In response to a comment from a member, the Head of Parks agreed to review the status of allotment usage levels and ensure site continues to be maintained to a high standard.

Proposed by Councillor Kelly
Seconded by Alderman Smyth and agreed that

approval is given to Muck and More Allotment Association to progress with a Community Garden/ Social space, to be funded by the Alpha Programme at a cost of £4,350.

ACTION BY: Elaine Upton, Countryside Officer

3.8 PK/GEN/035/VOL2 GRASS MANAGEMENT SUB GROUP

The grass management sub group met on Monday 7th January 2019. Members were updated on a range of issues and minutes of the meeting were circulated.

In summary, Members were updated on:
Roundabout improvements
Parks grass cutting programme
Requests and updates on floral displays (see visuals attached)
Seasonal planting proposals and updates
Updates and improvements in Glengormley, Ballyclare, Whiteabbey Village, Straid, Randalstown and Antrim Town
Awards (Green Flag, Ulster in Bloom, Best Kept 2018)

Members were also appraised of the potential for Antrim and Randalstown to compete in the 2019 Britain in Bloom Competition.

The Best Kept Garden Competition 2019 was discussed and the categories agreed - entries end July 2019 with judging at end of August and Award ceremony in September 2019.

Members also considered the option of planting 15ft Yew trees at Mossley Mill and Antrim Civic Centre which would be dressed as Christmas Trees going forward, replacing those bought each year.

Proposed by Councillor Clarke
Seconded by Alderman Ball and agreed that

the minutes of the Grass Management Sub group and recommendations therein be approved.

ACTION BY: Ivor McMullan, Head of Parks

ITEMS FOR INFORMATION

3.9 EH/EHS/014 FOOD HYGIENE RATING SCHEME

Members were reminded that the Food Hygiene Rating Act (Northern Ireland) 2016 came into operation on 7 October 2016, and is operated by the Council's Environmental Health section in partnership with the Food Standards Agency (FSA). The Act is designed to help consumers make an informed choice by providing information regarding the hygiene standards in restaurants, cafes, takeaways, hotels, supermarkets and other food shops. As part of the Act, food businesses are required to display a sticker with a food hygiene rating between zero and five.

Food hygiene ratings must be displayed using a prescribed sticker at customer entrances to food establishments. Where there are no entrances, e.g. market stalls, stickers must be displayed in a conspicuous place where they are visible to consumers. Food premises ratings are also available on the FSA's website <http://ratings.food.gov.uk/>

The Food Hygiene Rating Scheme has been a huge success across the Borough with 75% of food businesses obtaining the top rating score of 5 (very good) and 97.7 % of businesses obtaining a rating of 3 or above. A full breakdown over the last nine months is given below:

**Distribution of rated establishments in Antrim and Newtownabbey Borough Council Area (%)
May 2018 to January 2019**

FHRS Rating	May - 18	Jun - 18	Jul - 18	Aug - 18	Sep - 18	Oct - 18	Nov - 18	Dec - 18	Jan - 19
5 - Very good	75.7	75.5	74.9	75.0	75.7	75.7	74.9	75.0	75.0
4 - Good	15.4	15.3	15.7	16.1	15.8	15.9	16.2	16.4	16.4
3 - Generally satisfactory	6.6	6.8	7.2	6.8	6.6	6.3	6.7	6.4	6.4
2 - Improvement required	1.2	1.3	1.3	1.0	1.0	1.1	1.2	1.1	1.1
1 - Major improvement required	1.1	1.0	0.9	1.0	0.9	0.9	1.0	1.0	1.1
0 - Urgent improvement required	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total rated establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Establishments with rating of 3 or better	97.7	97.7	97.8	98.0	98.1	98.0	97.7	97.9	97.7

The Council has a number of options available to ensure the requirements of the Scheme are implemented by food businesses. Issues of non-compliance are initially resolved informally through constructive dialogue between officers and the food business concerned, in accordance with the Council's Enforcement Policy. Where non-compliance is not resolved easily or quickly

using an informal approach, the Council has the discretion to issue a Fixed Penalty Notice (FPN). A FPN offers a food business the opportunity to discharge any liability to conviction for an offence by payment of a fixed penalty fee. FPNs may be issued for failure to properly display a valid rating sticker, failing to display a rating at all or failing to provide the correct rating information verbally on request.

Where a FPN is issued, a fee of £200 is payable and this is discounted to £150 if payment is made within 14 days. The Council may instigate prosecution proceedings if the penalty fee is not paid. Where there has been a deliberate or persistent failure to comply with the legislation then the Council may instigate prosecution proceedings without first issuing a FPN.

Across the Borough there has been an increase in display of the correct food hygiene rating sticker since the introduction of the Scheme, with 98% of food businesses in the Borough found to be displaying the sticker in the period April 2018 to January 2019 compared to 90% in October 2016.

The Scheme provides a number of safeguards for food businesses, which include the right for a business operator to appeal against a rating and the ability to request a re-rating inspection at a cost of £150, which is legislated for within the Act.

A review of the operation of the Scheme within the Borough during the period April 2018 to January 2019 found that: -

- 24 written warnings were sent to food businesses for either displaying the wrong food hygiene rating scheme score or not displaying a score at all.
- 2 fixed penalty notices (FPN) were subsequently issued to those who ignored the written warning.
- 1 premises was successfully prosecuted for failing to pay the fixed penalty notice after a number of reminders to do so. Resulting in a fine of £250 plus full costs being awarded to the Council.
- Only 2 appeals were raised for which the outcome was determined within 21 days. The 2 appeals raised represent 0.2 % of the food establishments within the scope of the Food Hygiene Rating Scheme.

The Food Standards Agency (FSA) conducts an annual consumer attitudes survey on the Food Hygiene Rating Scheme (FHRS) to track consumer awareness of the Scheme, attitudes towards it and the use of the ratings over time.

The report is entitled: Food Hygiene Rating Scheme Public attitudes Tracker" (Published April 2018), this can be found at:

<https://www.food.gov.uk/sites/default/files/media/document/FHRS%20Tracker%20.pdf>

The report makes some observations about the Scheme in Northern Ireland: -

- Awareness of FHRs has increased significantly Northern Ireland since the introduction of the mandatory scheme in 2016.
- Consumer recognition of FHRs stickers continues to be higher in Northern Ireland (92%) than the rest of the UK.
- 57% of those surveyed in Northern Ireland said that they would definitely decide to eat out somewhere based on the FHRs rating the business received.
- Northern Ireland residents surveyed report looking at the FHRs score either often or sometimes doing so before deciding to purchase food from an establishment, and most commonly do so by checking the food business door or window (67%).
- The lowest acceptable rating by Northern Ireland residents in the survey was a rating of 4 (51% of respondents) which is a significant increase from 25% in the previous survey report
- The proportion of Northern Ireland respondents (99%) who report that businesses should have to display their ratings continues to be high. This figure is higher than anywhere else in the UK.

Since the introduction of the Scheme in 2016, there has been a year on year increase in the number of premises with a 5 rating within the Borough from 71% in 2016 to 75% in 2018.

The Environmental Health Service has found that the Scheme continues to be effective in raising awareness of food hygiene standards. It has provided an incentive for food businesses to improve compliance with food safety law thereby helping to reduce the risks to consumers from foodborne illness. Environmental Health Officers will continue to work with businesses across the Borough to maintain or improve their hygiene rating score.

Proposed by Alderman Smyth
Seconded by Councillor Foster and agreed that

the report be noted.

NO ACTION

3.10 EH/PHWB/2 HOME ACCIDENT PREVENTION

Members were reminded that advice on prevention of falls in the home forms part of the Home Safety Assessments carried out by the Council's Home Safety Officer.

Falling over can happen to anyone, but for older people the risk is particularly high and the consequences potentially severe including distress, pain, injury, loss of confidence, loss of independence and mortality.

Local Councils have collaborated with the Public Health Agency to produce a video entitled "Stay Steady". Launched on 24 January 2019, it is the latest in a series of awareness-raising activities to reduce the prevalence of accidents that occur in or around the home. Environmental Health sit on the Home Accident Prevention Strategy Implementation Group and the Communication and Education Sub Group that contributed to the production of the video.

Engaging in regular physical activity to develop and maintain strength and balance is particularly important as people get older. Exercise is designed to improve muscle strength, and can reduce the risk of a fall by improving posture, co-ordination and balance. The video shows some of these exercises which can be easily incorporated into everyday life. The video has been distributed through social media and can be viewed at <https://www.nidirect.gov.uk/articles/keeping-mobile-and-preventing-falls> and is also available on the Council website at <http://www.antrimandnewtownabbey.gov.uk/staysteady.aspx>

Further information on falls prevention and Home Safety assessments can be obtained from Environmental Health on 028 90340160 or at envhealth@antrimandnewtownabbey.gov.uk

Proposed by Councillor McClelland
Seconded by Alderman Girvan and agreed that

the report be noted.

NO ACTION

3.11 PK/GEN/112 COMMEMORATIVE VC PAVING STONE - KILLEAD

Members were reminded that it was agreed that the VC Paving Stone in recognition of Charles McCurry VC is to be located on the Killead Road, on the footpath adjacent to the Presbyterian Church and Manse and that the ceremony should take place in April if possible.

The date proposed for the unveiling ceremony in Killead, has now been confirmed as 11.30am on Thursday 28th March 2019. Arrangements are being progressed in partnership with the Royal British Legion to prepare for the installation ceremony.

As there has been some discussion around the spelling of the surname, surviving relatives have been contacted and have confirmed that the spelling should be 'McCurry'.

The Director of Operations confirmed advice would be sought regarding which British Legion to take the lead in relation to the event.

Proposed by Councillor Foster
Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.12 PK/GEN/117 POTENTIAL PARTNERSHIP TO DEVELOP PLAY FACILITIES AT CITY OF BELFAST PLAYING FIELDS, MALLUSK

Following a request at September Operations Committee that officers contact Belfast City Council regarding the potential to work in partnership to develop play facilities in the area of the City of Belfast Playing Fields at Mallusk, the City Council was contacted and a meeting subsequently arranged.

At the meeting, the potential to release an area of land with proximity to current car parking facilities on favourable terms in partnership with Belfast City Council was discussed. It was agreed that a letter should be forwarded to Belfast City Council to seek their consideration in principle.

A letter has been forwarded to the City Council (a copy of which was circulated) and is likely to be considered at People and Communities Committee in February.

Members will be updated in due course.

Proposed by Alderman Smyth

Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

Alderman Burns left the meeting at this point.

3.13 WM/COMMS/01 WASTE MANAGEMENT PROMOTIONS UPDATE REPORT Q3 2018-19

Members were reminded that In order to increase public participation in Council's recycling schemes, Officers carry out a range of awareness and promotional activities. This report has been developed to inform Members of the initiatives that have occurred in the last quarter (Oct – Dec 2018).

Recycling Messages

- 18 Social Media Posts on issues ranging from fairtrade (3), recycling (5), litter prevention (1), waste reduction (4), and general bin collections (5);
- 2 Internal communications during European Week of Waste Reduction;
- 4 Borough Life articles;
- 1 press release.

Awareness Visits

- 3 school visits (St Bernards PS, St James PS, & Rosstulla Special School);
- 10 schools visited by the arc21 waste education vehicle;
- Attendance at a Parenting NI Health Fair held at Antrim Forum;

- 2 community talks (Antrim Seniors Group & The Early Shift – An Arts and Culture programme.).

Waste Awareness Events

- 2 Upcycling Workshop for European Week of Waste Reduction – (Ballyearl Arts and Leisure Centre & Antrim Castle Gardens).

Inter Government Meetings

Officers work with colleagues from both Central Government and other local authorities, participating in the National Communications Advisory Panel. This Panel brings together local authority waste communication officers to share information and best practice and provides an opportunity for local authorities to input on the strategic development of the national waste communications campaigns.

Funding Applications

Officers submitted a funding application to DAERA to carry out additional waste awareness communications at the Recycling Centres in the Borough. The application was successful in securing £5,210 and this funding will target greater pre-segregation of waste before it is taken to the Recycling Centres by the public so recycling is easier and more cost effective. There will be leaflets, posters, staff training, and a social media campaign to promote the message.

Proposed by Councillor Kelly

Seconded by Councillor Flanagan and agreed that

the report be noted.

NO ACTION

3.14 L/LEI/501 QUEST ACCREDITATION

Members were advised that one of the Corporate Improvement Objectives for the Leisure Service in 2018/2019 was that all Leisure Centres achieve Quest accreditation. Quest is a quality assurance scheme and continuous improvement tool for leisure facilities and sports development teams. Quest is supported by Sport England, Sport Wales, Sport Scotland and Sport Northern Ireland as well as organisations and professional bodies such as CIMSPA, ukactive, Chief Leisure Officers' Association and SPORTA.

Members were reminded that in February 2018, Antrim Forum retained its existing accreditation, with Crumlin Leisure Centre achieving accreditation for the first time in June 2018. By way of a further update to members, Allen Park, Ballyearl LC, and Sixmile LC all achieved accreditation in January 2019 with the Valley LC working toward accreditation later in 2019.

Proposed by Alderman Smyth

Seconded by Councillor Foster and agreed that

the report be noted.

NO ACTION

3.15 HR/LD/5 PARKS SERVICE – EMPLOYEE ENGAGEMENT

Members were reminded of the Council's 'Engage and Deliver' programme as part of the Employee Engagement and Well-Being Strategy.

As an organisation the Council is committed to developing a culture of employee engagement, promoting health and well-being, providing employees with opportunities to reach their potential and enabling staff to make a difference and contribute to organisational success.

As part of this ongoing programme of work, employee engagement 'pulse surveys' are being conducted across the organisation.

A team meeting was held within the Parks Section on 20 December 2018, and 40 staff participated in the employee engagement survey (61% return rate). The results of the survey are very positive with the results as follows:

- 95% satisfied with their job satisfaction
- 87% satisfied that their job is important to the Council
- 87% satisfied with the health and wellbeing opportunities
- 79% satisfied with communication in their team
- 74% satisfied with training opportunities available to them
- 74% satisfied with the praise and recognition they received
- 71% satisfied with communication in the Council
- 66% satisfied with the Employee App (several staff do not have the app)

While these results are very positive, the Parks Service will respond to the feedback and develop an action plan to continue to improve. Employee Engagement survey results from other service areas will be reported to Members in due course.

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Alderman Smyth
Seconded by Councillor Foster and agreed that

the following Committee business be taken In Confidence.

3.16 IN CONFIDENCE L/LEI/00/10 DISABILITY SPORT NORTHERN IRELAND - POOL POD

Background

Members were reminded that inclusivity in relation to facilities and programmes is a high priority for Council, and progress is being made in a number of key areas. Members were also reminded that by working in partnership with Disability Sport Northern Ireland, Officers from the Leisure team have secured the funding for development of the Disability Sports Hub at the Valley, the Forum and Allen Park through funding of £[REDACTED] on specialised disability sports equipment. This makes Council's facilities attractive as the venue of choice for disability sports events with several, including, NI Boccia Championships, Wheelchair Basketball, Para triathlon and Inclusive Golf being hosted in Council facilities annually.

Further Funding Opportunity – Pool Pod

Disability Sport Northern Ireland has recently secured funding from the Department for Communities through Sport Northern Ireland for the installation of Pool Pods into accredited sports facilities, with £[REDACTED] potentially available for one pool pod in the Borough. Pool Pods are designed to transform access to swimming pools for people with disabilities and restricted mobility, details were circulated.

Following a scoping exercise, Officers have identified two of Council's three swimming pools as being suitable for the installation of a Pool Pod, Antrim Forum and the Valley Leisure Centre. Due to the shape and dimensions, the swimming pool at Sixmile Leisure Centre is not suitable.

Council could secure the funding and install a pool pod at either Antrim Forum or the Valley Leisure Centre; however, it may be worth considering Council funding a second to ensure that a pool pod would be in place at each end of the Borough. This would work well with the enhanced changing facilities approved and due for completion at each location.

If approved, a press release would be prepared highlighting Council's decision.

Proposed by Councillor Kelly

Seconded by Councillor Greer and agreed that

a pool pod at an estimated cost of £[REDACTED] be installed at both Antrim Forum and the Valley Leisure Centre, one to be wholly funded by Disability Sport Northern Ireland and the second by Council.

ACTION BY: Anna Boyle, Sport and Physical Activity Development Manager

3.17 IN CONFIDENCE PK/PG/002 ENTRANCE SCHEME - SIXMILEWATER PARK, BALLYCLARE

Background:

Members were reminded that a scheme to improve the entrance to the Sixmilewater Park in Ballyclare has been in development for some time.

Currently, the Main Street entrance is unattractive and lacks a sense of arrival for what is a beautiful Park in a stunning location.

An economic appraisal has been completed as well as an EQIA screening form, both of which were circulated. Option 4 is the preferred option and is set out below:

- Landscaping of the entrance to provide for greater sense of arrival at the Park for pedestrians and to enhance its connection to the town centre
- enhanced riverside paved vista
- Pedestrianisation of the existing access off Main Street;
- Creation of 19 car parking spaces at 2 points on Avondale Drive. 10 near the junction with Main Street and 9 near the play park
- Replacement and relocation of the existing public conveniences, with modern accessible provision

The original estimated budget for the scheme was £[REDACTED].

If approved, this scheme would add considerably to the work that the Parks team is progressing in creating additional flower beds and adding hanging baskets and in driving the establishment of a group of local volunteers and businesses to work on further improvements in the town.

Proposed by Alderman Girvan

Seconded by Councillor Clarke and agreed that

the Entrance Scheme for Sixmilewater Park is approved at an estimated cost of £[REDACTED] together with the associated Economic Appraisal and EQIA screening form.

ACTION BY: Ivor McMullan, Head of Parks

3.18 IN CONFIDENCE PK/GEN/093 WALL AND PATH- HAZELBANK & LOUGHSHORE PARK

Members were appraised at Operations Committee in April and June 2018 of emergency works required to secure and make safe parts of the sea wall and some paths at Hazelbank/Loughshore Park. Following significant damage and the collapse of a section of existing wall and pathway in early 2018 emergency works were carried out at a cost of around £90,000. The path was kept open and in use during the majority of works. As a result of the urgent need for the repairs, approval was received under the Council's Scheme of Delegation.

In September 2018 a detailed survey was carried out and a Condition Report was completed. The condition report identified and categorised the key issues/defects as follows including initial cost estimates:

Emergency Works	£ [REDACTED]
Urgent works e.g. within 12 months	£ [REDACTED]
Short Term remedial works e.g. within 30 months	£ [REDACTED]

Long Term maintenance works e.g. within 48 months £ [REDACTED]

The estimated costs shown above include Professional fees.

While the Capital Development Team were progressing the main condition survey it was necessary for Property Services to undertake further emergency works to stabilise the walls to the sum of approx. £[REDACTED]. These costs were included in the emergency works £[REDACTED] shown above. This leaves approximately £[REDACTED] of Emergency Works outstanding in 7 locations.

When the work planned over the next 48 months has been costed the necessary economic appraisal will be brought to Committee for consideration and the normal procurement process will be used to appoint contractors.

In response to comments from Councillor Hollis, the Director of Operations advised that following receipt of a report on coastal erosion a report would be brought to committee in due course and clarification on damage to the sea wall being caused by drains would be provided.

Proposed by Councillor Flanagan
Seconded by Councillor Foster and agreed that

the report be noted.

ACTION BY: Geraldine Girvan, Director of Operations/Ivor McMullan, Head of Parks

3.19 IN CONFIDENCE PK/GEN/095 UPDATE - VILLAGE IMPROVEMENT – BURNSIDE

Background

A village improvement scheme for Burnside was approved at Council in August 2018, at an estimated total cost of £[REDACTED], subject to a successful funding application to GROW South Antrim. The project, construction of a decorative retaining wall and landscaping of an embankment, was identified in the village plan funded by GROW South Antrim.

Update

The application process is proceeding through assessments with GROW. If the funding is approved, DfI (which own the bank) has indicated that the wall and land would be transferred to Council for maintenance purposes. Similar to roundabouts and grass verges throughout the Borough It is proposed that Council takes ownership of the strip of land (highlighted in green in the circulated document) and any ongoing works will be added to the existing parks schedule along with other works carried out in the village.

Proposed by Alderman Girvan
Seconded by Councillor Clarke and agreed that

Council enter into an agreement with DfI regarding the embankment in Burnside as outlined in the map circulated.

ACTION BY: *Ivor McMullan, Head of Parks*

3.20 IN CONFIDENCE PK/GEN/078 CRUMLIN GLEN - UPDATE

At the November 2018 Committee meeting, Members approved the development of a natural play area in Crumlin Glen at an estimated cost of £[REDACTED] to be funded through Peace IV.

The Special EU Programmes Body (SEUPB) has confirmed the £[REDACTED] in funding, for the installation of natural play features* which can be located alongside the new accessible paths. This funder also will provide approximately £[REDACTED] to engage with local young people on the design and location of the natural play features.

**(natural play features are manufactured from fallen tree trunks and branches, and are turned into useful assets for decorative and functional purposes).*

An updated breakdown of funding is as follows:-

Funder	Final Budget	Status (2019/20)
Sport NI (Outdoor Spaces)	£[REDACTED]	Secured
Council	£[REDACTED]	Secured
Peace IV (SEUPB)	£[REDACTED]	Secured
Total Funding:	£[REDACTED]	
Peace IV (SEUPB)	£[REDACTED]	Secured for engagement

Indicative timescales, allowing 3 months for contingency, are as follows:

- Contractor appointed – June 2019
- Site works commence – 22 July 2019
- Site works completed – 21 November 2019.

Inherent restrictions due to the bird-nesting season mean that initial tree works will be carried out in March 2019, in preparation for delivery of the main scheme.

In response to a query from Alderman Rea regarding lighting at the bridge in Crumlin, the Head of Parks agreed to ensure that the matter was followed up.

Proposed by Councillor Kelly

Seconded by Councillor Rea and agreed that

the report be noted.

ACTION BY: Ivor McMullan, Head of Parks

Councillor McClelland left the meeting at this point.

3.21 IN CONFIDENCE WM/arc21/4 arc21 JOINT COMMITTEE PAPERS

As agreed at the November 2015 meeting of Council, the papers for the arc21 Joint Committee Meeting were circulated for January 2019

Members were reminded that these documents are confidential and may be legally privileged or otherwise protected from disclosure so therefore Members should not disclose this information to any third party and the information must be kept secure.

Proposed by Alderman Smyth
Seconded by Alderman Ball and agreed that

the papers be noted.

NO ACTION

3.22 IN CONFIDENCE WM/arc21/4 arc21 GRID CONNECTION CORRESPONDENCE

As requested, Officers wrote to arc21 in relation to the continuing efforts to secure a grid connection for the Residual Waste Treatment Project while the proposed facility has no planning approval.

[REDACTED]

Proposed by Alderman Smyth
Seconded by Councillor Foster and agreed that

the report be noted.

NO ACTION

3.23 IN CONFIDENCE WM/arc21/14 arc21 ORGANIC WASTE TREATMENT CONTRACT AMENDMENT

[REDACTED]

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Proposed by Alderman Smyth
Seconded by Councillor Foster and agreed that

[REDACTED]

ACTION BY: Michael Lavery, Head of Waste Management

3.24 IN CONFIDENCE FI/PRO/TEN/51 RECYCLING AND RECOVERY OF RESIDUAL CIVIC AMENITY, STREET LITTER, COMMERCIAL AND BULKY WASTE

CONTRACT PERIOD: 1 APRIL 2016 TO 31 MARCH 2018 (WITH AN OPTION BY THE COUNCIL TO EXTEND FOR A FURTHER PERIOD OF ONE YEAR (IN THREE MONTH INCREMENTS), SUBJECT TO REVIEW AND PERFORMANCE)

Members are reminded that at the Council meeting held on 26 February 2018, the extension of the above contracts to 31 March 2019 with the service providers below was approved:

Lot 1	Antrim Residual Civic Amenity Waste	McKinstry Skip Hire Limited
Lot 2	Antrim Commercial Waste	ISL Waste Management Limited
Lot 3	Antrim Street Litter Waste	McKinstry Skip Hire Limited
Lot 4	Newtownabbey Residual Civic Amenity	RiverRidge Recycling Limited
Lot 5	Newtownabbey Commercial Waste	RiverRidge Recycling Limited
Lot 6	Newtownabbey Street Litter Waste	RiverRidge Recycling Limited
Lot 7	Newtownabbey Bulky Waste	McKinstry Skip Hire Limited

These contracts involve the segregation and sorting of waste from a range of sources, including the Recycling Centres and trade waste collections from across the Borough, with the majority of the waste recycled or sent to energy recovery facilities.

In October 2018 Council approved the participation in a joint procurement exercise with other arc21 local authorities in order to achieve economies of scale with a large service requirement. Progress in this joint procurement has been slow due to the complexity of the contract specification and therefore, it is recommended that the current contracts be extended for a further period of six months (there is an option to extend for a further six months).

There are no significant contract management issues regarding service performance under the terms of the contract. Officers have carried out some market soundings as to future waste treatment rates for this contract and the current rates currently received by Council, demonstrate good value for money. There will be no adverse effect on the 2019-20 waste management budgets.

Proposed by Councillor Flanagan
Seconded by Alderman Girvan and agreed that

the contracts with the Service Providers as set out above be extended for a further period of six months from 1 April 2019 (with an option to extend for a further six months).

ACTION BY: Sharon Logue, Procurement Manager

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Foster
Seconded by Alderman Smyth and agreed that

the remainder of Committee business be taken in Open Session.

The Chair advised that audio-recording would recommence at this point.

4. ANY OTHER RELEVANT BUSINESS.

There being no further committee business the Chair thanked everyone for their attendance. The meeting concluded at 7.32 pm.

MAYOR

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.