



2 May 2018

Committee Chair: Councillor N Kelly

Committee Vice-Chair: Councillor M Rea

Committee Members: Aldermen – W Ball, M Girvan, J Smyth, R Swann
Councillors – A Ball, J Blair, L Clarke, R Foster, M Goodman,
M Magill, J Montgomery, N McClelland and D Ritchie

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 Wednesday 9 May 2018 at 6.30pm.**

You are requested to attend.

Yours sincerely

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

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

For any queries please contact Member Services:

Tel: 028 9034 0098 / 028 9448 1301 memberservices@antrimandnewtownabbey.gov.uk

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**REPORT ON BUSINESS TO BE CONSIDERED AT THE
OPERATIONS COMMITTEE MEETING ON
WEDNESDAY 9 MAY 2018**

PRESENTATIONS

3.1 PRESENTATION

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

Colin Kelly, Environmental Health Manager will be in attendance.

ITEMS FOR DECISION

ARTS AND CULTURE

3.2 AC/EV/016 HORTICULTURE WEEK CUSTODIAN AWARDS 2018

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

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

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

Correspondence has been received advising that the Antrim Castle Gardens nomination has been shortlisted. The 2018 Horticulture Week Custodian Awards are being held on Wednesday 27 June from 3pm until 5pm in Woburn Abbey, Bedfordshire when all the winners will be announced.

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

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

Prepared by: Ursula Fay, Head of Arts & Culture

Approved by: Geraldine Girvan, Director of Operations

3.3 AC/EV/1 SPOOKED OUT AT V36

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

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

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

RECOMMENDATION: that the 'Spooked Out at V36' Halloween event including fireworks display be held on Wednesday 31 October 2018 in V36 at the Valley with a funfair / fairground event to operate in V36 at The Valley from Saturday 27 October until Wednesday 31 October at no additional cost.

Prepared by: Ursula Fay, Head of Arts and Culture and Matt Mc Dowell
Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.4 AC/ACG/016 NORTHERN IRELAND TOURISM AWARDS 2018

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

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

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

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

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

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

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

Prepared by: Ursula Fay, Head of Arts & Culture

Approved by: Geraldine Girvan, Director of Operations

PARKS

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

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

RECOMMENDATION: that a floral display, commemorating the 100th Anniversary of the RAF be approved at the Town Wall, Antrim.

Prepared by: Mark Wilson, Parks Supervisor

Agreed by: Ivor McMullan, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.6 PK/BIO/017 BALLYNURE OLD GRAVEYARD

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

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

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

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

RECOMMENDATION: that the sign is amended to read 'Ballynure Cemetery, formerly known as Ballynure Old Graveyard'.

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

ITEMS FOR INFORMATION

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

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

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

A detailed evaluation of Antrim Live is **enclosed** for Members' information and shows that the Festival actually extended over 3 days commencing on Friday 6 April with the Funfair.

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

Other key findings within the evaluation are

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

RECOMMENDATION: that the Antrim Live evaluation report be noted.

Prepared by: Ursula Fay, Head of Arts & Culture

Approved by: Geraldine Girvan, Director of Operations

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

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

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

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

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

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

A report detailing the outcomes of the initiative to date is **enclosed**.

RECOMMENDATION: that the report be noted.

Prepared by: Colin Kelly, Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.9 EH/EHS/FC/11 FOOD ALLERGY INITIATIVE

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

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

The initiative focused on the following areas: -

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

The aim of this initiative was:

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

This resulted in:

- A total of 502 Allergen Intervention visits being carried out between April 2017 and March 2018
- 349 businesses being found to comply with the requirements of the legislation
- 153 businesses identified as being non-compliant in some aspect of the requirements

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

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

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

A report detailing the outcomes of the initiative to date is **enclosed**.

RECOMMENDATION: that the report be noted.

Prepared by: Colin Kelly, Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.10 PK/GEN/066 FIELDS IN TRUST DESIGNATION 2018

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

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

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

- Lillian Bland Community Park
- Ypres Park
- Whiteabbey Park

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

Branded promotional materials and appropriate promotional plan will be implemented on completion of the process for the remaining sites supported by Fields in Trust. The promotion of these sites as Fields in Trust will be developed in partnership with Arts and Culture section as part of the World War I centenary programme in November 2018

RECOMMENDATION: that the report be noted.

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.11 WM/WM/37 COMMERCIAL WASTE RECYCLING SERVICE

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

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

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

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

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

RECOMMENDATION: that the report be noted.

Prepared by: Michael Laverty, Head of Waste Management

Agreed by: Geraldine Girvan, Director of Operations

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

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

A copy of the correspondence is **enclosed** for Members' information.

RECOMMENDATION: that the correspondence be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive