



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
OPERATIONS COMMITTEE HELD AT ANTRIM CIVIC CENTRE ON  
MONDAY 4 MARCH 2024 AT 6.30 PM**

- In the Chair** : Councillor J Burbank
- Committee Members  
(In person)** : Aldermen – L Clarke and J Smyth  
Councillors – R Foster, J Gilmour, H Magill,  
A McAuley, E McLaughlin, V McWilliam,  
M Ní Chonghaile
- Committee Members  
(Remote)** : Alderman P Bradley  
Councillors L Smyth and M Stewart
- Non Committee  
Members  
(In person)** : Councillors – M Cooper (Mayor) and B Webb
- Non Committee  
Members:  
(Remote)** : Councillors – S Cosgrove and S Flanagan
- Presenters in  
Attendance** : Alison Allen, Chief Executive Officer – NILGA  
Karen Smyth, Head of Policy & Governance –  
NILGA
- Officers Present** : Director of Parks & Leisure Operations - M McDowell  
Director of Sustainability – M Lavery  
Head of Property Services (Interim) – D Blair  
Head of Environmental Health & Wellbeing – C Kelly  
Borough Lawyer & Head of Legal Services – P Casey  
ICT Systems Support Officer – C Bell  
Member Services Officer – Christine McGrandle

## CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the March Operations Committee meeting and reminded all present of the audio recording procedures. The Chairperson extended a welcome to a Council Officer who was observing the Committee Meeting as part of his mentorship by the Director of Parks & Leisure Operations.

### 1 APOLOGIES

Councillors L O'Hagan and L Smyth

### 2 DECLARATIONS OF INTEREST

Item 3.1 – Alderman Smyth

*Councillor Foster left the Chamber and returned during Item 3.1.*

### 3 PRESENTATION

#### 3.1 PK/BIO/044 NILGA LOUGH NEAGH UPDATE

The Chairperson welcomed Alison Allen, Chief Executive Officer and Karen Smyth, Head of Policy and Governance from the Northern Ireland Local Government Association (NILGA) to the meeting. Ms Smyth provided an update on the current issues at Lough Neagh and they both responded to Members' queries.

A copy of the presentation was circulated for Members' information.

Members commended NILGA on the work undertaken and voiced their disappointment at the lack of cooperation by the Northern Ireland Environment Agency. Reference was also made to the lack of resources in respect of the proposed upgrading of treatment works by NI Water.

Both the Director of Sustainability and the Head of Environmental Health & Wellbeing responded to Members' queries regarding the Council's responsibilities of water testing and erecting signage as a result of the presence of blue green algae.

The Chairperson and Members thanked Ms Allen and Ms Smyth for their presentation and they left the meeting.

Proposed by Councillor Foster

Seconded by Alderman Clarke and agreed that

**the presentation be noted.**

NO ACTION

## 4 ITEMS FOR DECISION

### 4.1 PK/GEN/035/VOL4 PARKS AND OPEN SPACES SUB GROUP MINUTES

#### 1. Purpose

**The purpose of this report was to seek approval for the most recent Parks and Open Spaces Sub-Group meeting held on 6 February 2024.**

#### 2. Summary

At the Parks and Open Spaces Sub-Group meeting on 6 February 2024, Members considered a detailed report which provided a range of updates from the Park Service. Arising from the meeting, a series of recommendations were made for consideration by the Operations Committee. The minutes of the meeting were circulated for Members' consideration.

Proposed by Councillor McWilliam  
Seconded by Alderman Smyth and agreed that

**the minutes of the Parks and Open Spaces Sub-Group meeting held on 6 February 2024 be approved.**

*ACTION BY:* Vicki Kyles, Personal Assistant to Director of Parks and Leisure Operations

### 4.2 CE/CS/032 DIRECTORATE BUSINESS PLANS

#### 1. Purpose

**The purpose of this report was to present to Members for consideration and approval of the:**

- **Sustainability Directorate Business Plan 2024-25**
- **Parks & Leisure Directorate Business Plan 2024-25**

#### 2. Introduction/Background

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 (the Act) puts in place a framework to support the continuous improvement of Council services.

Specifically, the duties in the Act relate to Section 84(1), 85 (2) and 85(9) whereby the Council has a statutory duty to make arrangements to:

- Secure continuous improvement;
- Secure achievement of its improvement objectives; and
- Exercise its functions so that any Departmental specified standards be met.

It was proposed to adopt a formal approach and methodology to business planning which would support and be an integral part of the Council's

performance management and delivery arrangements.

Business Plans for the Sustainability and Parks and Leisure Directorates 2024-25 were circulated for Members' approval.

### 3. Previous Decision of Council

The Council approved a strategic performance management framework as part of the Corporate Performance and Improvement Plan (draft for consultation) 2024-25 in January 2024.

### 4. Purpose

The purpose of the Directorate Business Plans were to:

- Demonstrate how each of the Directorates were supporting and achieving Council's priorities.
- Provide a clear sense of purpose of the Directorate and the challenges it faced.
- Illustrate how it was aligning its resources to meet the challenges ahead.
- Measure performance and hold ourselves to account to ensure Council delivered for the Council and its residents.

### 5. Format

The proposed format was robust and followed best practice, to bring together all the key aspects of the Directorate into one place to provide transparency and consistency. It provided alignment with the Corporate Plan; Corporate Performance and Improvement Plan; Financial Plan; Resourcing and Risk Register.

The format included:

- Introduction and Background to Directorate
- Directorate Structure
- Directorate Risk Register
- Achievements in 2023-2024
- Alignment with draft Corporate Plan 2024-2030
- Directorate Business Plan 2024-25
- Financial Position 2024-25
- Progress Report (bi-annual report)
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### 6. Governance / Reporting Arrangements

It was proposed that a bi-annual report be presented to Committee (September 2024 and April 2025) on progress and achievement of the business plans.

### 7. Financial Position/Implications

As agreed as part of the Councils rate setting process.

## 8. Summary

In summary this proposed approach and methodology to Business Planning would provide a more streamlined and integrated method of tracking and analysing performance and providing enhanced visibility.

In response to a Member's query, the Director of Sustainability advised Members that the way in which the recycling centres are used by vans and other vehicles is being investigated as their presence is increasing traffic congestion at the sites and having a negative effect on other residents.

Proposed by Alderman Smyth

Seconded by Councillor McWilliam and agreed that

**the following Business Plans be approved:**

**a) Sustainability Directorate Business Plan 2024-25**

**b) Parks & Leisure Directorate Business Plan 2024-25**

*ACTION BY: Helen Hall, Director of Corporate Strategy*

## 4.3 **WM/WM/040 JOINT WASTE MANAGEMENT RESOURCE FOR NORTHERN IRELAND COUNCILS**

### 1. Purpose

**The purpose of this report was to seek Members' approval to recruit a shared waste management resource for Northern Ireland Councils to assist with the introduction of new legislation including Extended Producer Responsibility, Deposit Return Scheme, and Common Collections Guidance.**

### 2. Background

At present new waste management legislation was being introduced, including Extended Producer Responsibility (EPR) which proposed to move the cost of dealing with packaging waste away from the taxpayer and on to packaging producers, who would pay for the full cost of managing packaging waste from households. This would be achieved through fees paid to Councils by the packaging producers.

Deposit Return Scheme (DRS) would require consumers to pay a deposit at the initial purchase of a food or drink can or bottle which could then be redeemed later, and would have implications for the types and quantities of recyclable materials collected. In addition, the Common Collections Guidance was likely to stipulate the minimum types of recyclables that must be collected by Councils.

### 3. Key Issues

These changes in the waste management legislation had the potential to impact Council finances, positively in the case of EPR, and how Council

collected waste.

Currently, there were discussions ongoing across the devolved administrations about the introduction of the legislation and the development of the EPR payment mechanisms for Councils. A national Steering Group had been established with representatives from local government across the UK invited to participate so the views and considerations of local authorities were fully reflected in the design and implementation of the finalised EPR scheme.

In consideration of the above, it was the considered view of SoLACE, Council Waste Forum (CWF) and NILGA that a dedicated resource be appointed to represent all of Northern Ireland's Councils on this Steering Group.

Following discussions with Strategic Investment Board (SIB), they had agreed to recruit and manage this resource with the postholder working 2.5 days per week on EPR and related matters for the 11 district Councils with the remaining period spent on SIB projects.

The postholder would report to and receive direction from a co-ordinating group of SoLACE (via CWF), SIB and NILGA on a regular basis.

#### 4. Financial Implications

Council, along with the other 10 local authorities in Northern Ireland, would be asked to provide funding to support the appointment of this resource for a two-year period at a cost of £5,000 per annum.

While this financial provision had not been included in the 2024-25 waste management budgets, the impact of EPR would result in a net gain as producers made payments for the costs of managing packaging in household waste and the cost could be absorbed into next year's budget.

The Director of Sustainability responded to a Member's request for clarification on how this would potentially affect Council and confirmed that regular progress reports would be provided on the work being carried out by the postholder.

Proposed by Councillor Ní Chonghaile  
Seconded by Councillor Gilmour and agreed that

**the recruitment of a shared waste management Resource for Northern Ireland Councils to assist with the introduction of new legislation, including EPR, at a cost of £5,000 per annum, for a two-year period be approved.**

ACTION BY: Michael Laverty, Director of Sustainability

## 5 ITEMS FOR NOTING

### 5.1 EH/PHWB/007 HEALTHY EATING CUE CARDS FOR 1-4 YEAR OLDS

#### 1. Purpose

**The purpose of this report was to inform Members of a new educational resource, 'Healthy Eating Cue Cards' which would aim to develop healthy eating habits among children aged 4 and under.**

#### 2. Introduction/Background

Members were reminded that the Environmental Health section was part of the Northern Healthy Lifestyles Partnership (NHLP) operating within the Northern Health and Social Care Trust.

The Partnership helped deliver the outcomes of the regional obesity prevention framework "A Fitter Future for All" which focused on promoting healthy diets and increased physical activity.

#### 3. Main Report

Environmental Health successfully secured £4,000 in funding for the 'Healthy Eating Cue Card' initiative. These cue cards were tailored to support early year's settings like nurseries and playgroups, in promoting healthy eating habits among children aged 1-4. Feedback through a questionnaire from these settings informed the development of the Cue Cards with educational content, including group discussions, sensory play, and interactive activities.

A comprehensive resource pack had been produced, including cue cards, healthy eating recipes and activity sheets. This had been reviewed and approved by a Northern Health and Social Care Trust Nutritionist. Both hard copies and an online version of the resource pack would be made available to all early year's settings in the Borough. The cue cards could be found at:

<https://antrimandnewtownabbey.gov.uk/cue-card-resources>.

Additional resources of healthy eating recipes and activity sheets to accompany the resource pack would also be available on the Council website.

There were no cost implications as the Project was externally funded.

#### 4. Summary

Environmental Health received £4,000 in funding from the Northern Healthy Lifestyles Partnership to develop a healthy eating resource pack for early year's settings, to help promote healthy diets in our residents.

Proposed by Alderman Clarke  
Seconded by Councillor Foster and agreed that

**the report be noted.**

*ACTION BY: James O'Kane, Health and Wellbeing Manager*

## 5.2 **PT/CI/049 PERFORMANCE AND IMPROVEMENT PLAN 2023/24 – PROGRESS REPORT**

### 1. Purpose

**The purpose of this report was to recommend to Members that the Performance and Improvement Plan 2023/24 Performance Progress Report Quarter 3 be noted.**

### 2. Background

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 put in place a framework to support the continuous improvement of Council services.

The Council's Corporate Performance and Improvement Plan 2023/24 was approved in June 2023. This set out a range of robust performance targets, along with six identified improvement objectives and a number of Statutory Performance Targets

### 3. Previous Decision of Council

As agreed at the August Council meeting, quarterly performance reports would be presented to the relevant committee or Working Group.

### 4. Main Report

Third Quarter performance progress reports for Parks and Leisure Services and Sustainability were circulated for Members' information.

### 5. Summary

The main points to highlight are:

- The temporary closure of the centre's main entrance had affected data collection, along with the refurbishment-related closure of the swimming pool, combine to have a negative impact on leisure usage figures.
- Council achieved Platinum status in the NI Environmental Benchmarking

- Survey;
- The levels of Food Standards and Health and Safety inspections had increased significantly as resources had been targeted at this area;
  - On course to exceed target of 60% recycling rate.

Proposed by Councillor McWilliam  
Seconded by Alderman Smyth and agreed that

**the Performance and Improvement Plan 2023/24 Performance Progress Report Quarter 3 be noted.**

*ACTION BY: Allen Templeton, Performance Improvement Officer*

### **5.3 EH/PHWB/005 ENERGY SAVING TIPS BOOKLET**

#### **1. Purpose**

**The purpose of this report is to inform Members about the Energy Saving Tips booklet, aimed at providing guidance on energy efficiency to our residents.**

#### **2. Introduction/Background**

Members were reminded that the Public Health Agency (PHA) support Environmental Health section in providing energy efficiency advice to residents. This funding would facilitate various activities aimed at assisting residents in improving energy efficiency.

#### **3. Main Report**

The 'Energy Saving Tips' booklet offered actionable advice and support that could help residents save money by managing energy consumption effectively at home. In addition, it provided generalised hints and tips tailored to different aspects of daily living. The booklet also provided details of the Council's oil stamp savings scheme and provided information on how to access energy efficiency grants information through Environmental Health.

Hard copies would be distributed at various events across the Borough and were available upon request. Furthermore, to complement the content of the booklet four short videos focusing on different energy saving tips and the oil stamp savings scheme had been posted on the Council's social media channels and website.

Booklet and Video link;

<https://antrimandnewtownabbey.gov.uk/residents/residents-community-information/cost-of-living/energy-efficiency/>

Oil stamp saving link;

<https://antrimandnewtownabbey.gov.uk/oilstamps/>

#### 4. Financial Implication

The design of the booklet had been done in-house by the marketing and PR team; the cost of printing the booklet was £250.

#### 5. Summary

Environmental Health had created an Energy Saving Tips Booklet which provided advice and guidance on reducing energy costs in the home. The booklet would be available in hard copy and on the Council website.

Proposed by Councillor Foster

Seconded by Councillor Gilmour and agreed that  
**the report be noted.**

*ACTION BY: James O'Kane, Health and Wellbeing Manager*

### 5.4 **EH/EHS/008 AIR QUALITY MONITORING**

#### 1. Purpose

**The purpose of this report was to provide Members with an update on the findings of the 2023 Air Quality monitoring in the Borough.**

#### 2. Introduction/Background

Local Air Quality Management (LAQM) operated under the Environment Order (NI) 2002 providing the framework for managing air quality by Northern Ireland's local authorities. This report delivered the results of monitoring conducted in 2023.

#### 3. Main Report

Members were reminded that Council was responsible for reviewing the state of air quality in the Borough. To assist this process an Air Quality Strategy (AQS) had been devised for the UK. This set down standards and objectives for the air quality pollutants causing the problems and allowed Councils to review air quality in their area against these.

LAQM required Council to review and assess a range of air pollutants against the objectives set by the AQS, using a range of monitoring, modelling, and other methodologies.

Council had designated one Air Quality Management Area (AQMA), Antrim Road, Glengormley, as the levels of Nitrogen Dioxide (NO<sub>2</sub>), commonly associated with vehicle pollutants, had been recorded above the UK's annual mean target at this location.

DAERA require the levels of NO<sub>2</sub> to be monitored on an hourly basis to ensure that the 1-hour mean and annual mean legislative objectives were not being exceeded. The monitoring station automatically measured NO<sub>2</sub> levels on an

hourly basis and the data from the station was available via the following link;

<https://www.airqualityni.co.uk/site/NWT5>

The results for the year 2023 had shown a reduction in NO<sub>2</sub>.

- The NO<sub>2</sub> annual mean for 2023 was 32.1 µg m<sup>-3</sup> which did not exceed the AQS objective of 40 µg m<sup>-3</sup> (2022 mean 38 µg m<sup>-3</sup>).
- The NO<sub>2</sub> 1-hour AQS Objective was not exceeded for any period of time.

Historical data showed that NO<sub>2</sub> emissions in 2020 and 2021 were lower due to reduced traffic flows during the Covid-19 pandemic. While levels increased in 2022, they had reduced again in 2023 and this was likely due to improvements in vehicle technology resulting in reduced emissions, increased use of public transport and changes in commuting practices.

#### 4. Summary

Results of monitoring in 2023 for the Antrim Road, Glengormley showed that the air quality standards, as set out in the UK's Air Quality Strategy, had not been exceeded and monitoring would continue in 2024.

The Head of Environmental Health & Wellbeing and the Director of Sustainability responded to concerns regarding the unpleasant odour in the Cottonmount area and outlined the further monitoring and actions which were planned. Officers agreed to update Members on the issue at future meetings.

Proposed by Councillor Foster  
Seconded by Councillor McLaughlin and agreed that

**the report be noted.**

*ACTION BY: Colin Kelly, Head of Environmental Health & Wellbeing*

## 7 **ANY OTHER RELEVANT BUSINESS**

None.

### **PROPOSAL TO PROCEED 'IN CONFIDENCE**

Proposed by Alderman Smyth  
Seconded by Alderman Clarke and agreed

**that the following Committee business be taken In Confidence and the livestream and audio recording would cease.**

6 ITEMS IN CONFIDENCE

6.1 **IN CONFIDENCE** WM/arc21/4/VOL 11 ARC21 JOINT COMMITTEE PAPERS

1. Purpose

**The purpose of this report was to update Members on the most recent arc21 Joint Committee meeting.**

2. Introduction

The Arc21 Joint Committee met on a monthly basis and each month the papers were reviewed by the Operations Committee.

3. Previous Decisions of Council

All previous papers have been noted.

4. Main Report

The papers for the arc21 Joint Committee Meeting were circulated for:

- 29 February 2024

Members were reminded that these documents were 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.

5. Summary

[REDACTED]

Proposed by Councillor McAuley  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

*ACTION BY: Michael Laverty, Director of Sustainability*

## 6.2 **IN CONFIDENCE** PBS/PS/005 PROCUREMENT OF ASSET MANAGEMENT SOFTWARE SYSTEM

### 1. Purpose

**The purpose of this report was to seek approval for the procurement and implementation of a new asset management software system.**

### 2. Background

Council currently operated two software systems to assist with the management of Council assets. Two of the key functions of asset management were the reporting of faults and maintenance issues and also the recording of various safety inspections that were undertaken across the Council estate.

The existing system, which managed all maintenance requests, did not effectively integrate with the Council's finance system, resulting in inefficiencies and duplicated work processes. The existing system used for inspections was also not integrated, resulting in records being held in various locations by different departments. The disparate nature of this data storage was problematic when data review or analysis was required.

### 3. Proposal

It was proposed that both systems be replaced by a new asset management software system that effectively integrated all required functions.

The provider of the software used by Council's Finance and Human Resources sections also had an asset management module which combined the maintenance and inspection functions, fully integrating with Finance. Implementing this system would provide economies of scale, which would result in less time spent processing work requests and associated purchase orders.

Payments to contractors and suppliers would be streamlined to promote better accuracy and faster payments. Inspection records would be retained in a single data storage system, promoting data analysis.

The proposed new system would also include a function for Council's Capital Development section, greatly assisting in the monitoring of Council's Capital Development Programme. It was proposed that the system was procured using the G-Cloud framework.

### 4. Financial Implications

The business case for the implementation of a new asset management system was circulated, with initial costs estimated to be £[REDACTED] and ongoing subscription costs of £[REDACTED] per annum. Provision for these costs had been made within the annual revenue budget.

Proposed by Councillor Foster

Seconded by Councillor McAuley and agreed that

**the Technology One Asset Management Software System through the G-Cloud Framework, at an estimated cost of £[REDACTED] (MRP costs of £[REDACTED] per annum), plus £[REDACTED] per annum and ongoing subscription costs be approved.**

*ACTION BY: David Blair, Head of Property Services (Interim)*

*The Head of Property Services (Interim) was asked to leave the Chamber before Item 6.3 due to a conflict of interest.*

### **6.3 IN CONFIDENCE CE/STC/88 ORGANISATION STRUCTURES**

A report relating to Organisation Structures (circulated) was presented by Matt McDowell, Director of Parks and Leisure Operations.

In response to a Member's query, the Director of Parks & Leisure Operations agreed to explore the potential for apprenticeships for Building Services and Renewable Energy from Belfast Metropolitan College.

Proposed by Alderman Smyth  
Seconded by Councillor McAuley and agreed that

**the Organisation Structure be deferred for consideration at Full Council**

*ACTION BY: Matt McDowell, Director of Parks and Leisure Operations*

### **6.4 IN CONFIDENCE CE/GEN/017 DISPOSAL OF LAND AT NEW LODGE ROAD**

#### **1. Purpose**

**The purpose of this report was to present a recommendation regarding the potential acquisition of land situated at New Lodge Road, Antrim.**

#### **2. Background**

The Department for Communities (DfC) had declared a portion of land at New Lodge Road, Antrim as surplus, as indicated by a D1 form received from the Land and Property Services.

Upon initially reviewing the information provided, Officers determined that there is no identified need for this asset. However, following a request from a Member during the September 2023 Council meeting, Officers committed to assessing the necessity of acquiring land for biodiversity purposes at New Lodge Road, Antrim, with the understanding that a subsequent report would be presented for Members' consideration.

#### **3. Current Position**

Subsequent to Officers expressing interest in the land by completing a questionnaire, DfC had now communicated its readiness to proceed with

Council as the preferred purchaser of the land at New Lodge Road, Antrim, at a price of £[REDACTED].

Considering both the cost of the land and the proposed usage by Council, it was recommended that the purchase of this land did not proceed.

Proposed by Alderman Smyth  
Seconded by Alderman Clarke and agreed that

**the Council does not proceed with the purchase of the land at New Lodge Road, Antrim.**

*ACTION BY: Matt McDowell, Director of Parks and Leisure Operations*

*Councillor McWilliam left the Meeting during Item 6.5.*

## **6.5 IN CONFIDENCE PBS/PS/001 ELECTRIC VEHICLE CHARGING PROVISION - UPDATE**

### **1. Purpose**

**The purpose of this report was to seek approval to conduct a tender exercise offering the opportunity for the provision and management of Electric Vehicle charging points at listed Council carparks and Council depots.**

### **2. Background**

Members were advised that there were currently 18 Electric Vehicle (EV) charging locations in operation at various Council carparks across the Borough. These locations were circulated for Members' reference.

Nine charge points were Council-owned and operated, with nine operated by the Electricity Supply Board (ESB). The ESB charge points were installed as part of the 'Plugged in Places' Programme in 2012, which was led by the Department for Regional Development and funded from grants issued by the Office of Low Emission Vehicles.

Initially, leases were established with ESB, but the term of these leases had since finished, with ESB recently requesting renewals. Additionally, due to a change in legislation, ESB had commenced charging customers for the use of the charge points from April 2023. Council was not responsible for the electrical supply to the ESB charge points but did, however, pay the electrical charge at its own free charge points at an approximate cost of £[REDACTED] per year.

Members were reminded of the Council's involvement in the On-Street Residential Charge Point Scheme (ORCS). Council was one of nine Councils that formed a consortium to allow for the first ORCS application for Northern Ireland. The scheme was led by Derry City and Strabane District Council, supported by £1.35m of funding from the Office for Zero Emission Vehicles plus £500k funding from the Department for Infrastructure.

The scheme aimed to have 124 EV charge points installed in a number of residential areas that did not have access to private off-street parking and charging. The locations of these chargers had previously been agreed upon by the Council and were circulated for Members' reference; it was anticipated that the ORCS tender would be issued in late spring 2024.

### 3. Current Position

Officers had recently completed a pre-market engagement exercise and had conducted extensive research into EV charging operating models with the aim of harmonising Council's EV charge point offering. It was proposed that a tender exercise be conducted offering the opportunity for private charge point operators to lease the current car EV charging spaces in the Council's public car parks as well as providing the relevant infrastructure in Council depots for Council EV fleet.

### 4. Financial Implication

The proposed operation model would provide a positive impact on Council finances by generating income from the lease of car parking spaces and reducing the current expenditure relating to maintenance and electricity, as this would be the responsibility of the successful charge point operator.

In response to a Members query, the Director of Parks & Leisure Operations confirmed that the damaged charge points have been removed at Ballyearl and won't be replaced in advance of the tender exercise. The Director also agreed to consider additional disabled parking spaces at the site. A Member's concerns regarding the charging station not working on the Portglenone Road was noted.

Proposed by Alderman Smyth  
Seconded by Councillor Foster and agreed that

**approval be granted to conduct a tender exercise offering the opportunity for the provision and management of Electric Vehicle charging points at listed Council car parks and Council depots, with the outcome reported for future Council consideration.**

*ACTION BY: David Blair, Head of Property Services (Interim)*

## 6.6 **IN CONFIDENCE** PK/GEN/216 PEOPLE COUNTERS

### 1. Purpose

**The purpose of this report was to seek approval for the purchase and installation of people counter units in key parks and open spaces within the Borough.**

### 2. Background

A procurement exercise was previously conducted to establish a contract for the supply, installation, and maintenance of people counter systems that could be used at Council assets to measure usage. The contract period is October 1, 2023, to September 30, 2026, with the option to extend for an additional 36 months, subject to review and performance.

The counters would be a combination of pedestrian counters and vehicle counters in accordance with the requirements for each site. The installation of people counters in Council's parks and open spaces provided several benefits as follows:

- Accurate capture of user numbers for reporting;
- Understanding usage patterns, optimising resource allocation, and ensuring effective maintenance; and
- Supports evidence-based decision-making for future enhancements and development.

An initial 21 locations had been identified with the list circulated for Members' reference.

### 3. Financial Implications

The cost for the supply and installation of each people counter is £1,700 per unit, totalling £35,700 across 21 locations. Additionally, the license fee for each unit is £250 per annum for the use of cloud-based software, resulting in an annual cost of £5,250. The supply, initial cost and installation of the people counters will be capitalised, while the cost per annum of licenses has been included within the approved Parks revenue budget.

Proposed by Alderman Smyth  
Seconded by Councillor Ní Chonghaile and agreed that

**the purchase and installation of people counter units in key parks and open spaces within the Borough at a cost of £35,700 be approved.**

*ACTION BY: Glenda James, Parks Administration Manager*

### **PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Foster  
Seconded by Alderman Clarke and agreed

**that the remainder of Committee business be taken in Open Session.**

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

There being no further Committee business, the Chairperson thanked everyone for their attendance and the meeting concluded at 8.12 pm.

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**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.***