



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN
ANTRIM CIVIC CENTRE ON MONDAY 9 APRIL 2018 AT 6:30 PM**

In the Chair : Councillor N Kelly

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

Non-Committee Members Present : Councillors – D Hollis, R Lynch, V McWilliam and B Webb

Officers Present : Director of Operations - Ms G Girvan
Head of Arts & Culture - Ms U Fay
Head of Environmental Health – Mr C Todd
Head of Leisure – Mr M McDowell
Head of Parks - Mr I McMullan
Head of Waste – Mr M Lavery
ICT Officer – Mr J Higginson
Media and Marketing Officer – Ms J Coulter
Member Services Officer – Mrs D Hynes

In attendance : Mr O Lyttle – Head of Waste Policy, DAERA

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the April Operations Committee Meeting and reminded all present of recording requirements.

1 APOLOGIES

Councillor R Swann.

2 DECLARATIONS OF INTEREST

None.

3 REPORT ON BUSINESS

PRESENTATION

3.1 WM/WM/37 WASTE PRESENTATION FROM THE DEPARTMENT OF AGRICULTURE, ENVIRONMENT, & RURAL AFFAIRS (DAERA)

As agreed in March, a representative from The Department of Agriculture, Environment, & Rural Affairs's Environmental Policy Division had been invited to make a presentation. The Department is responsible for the development and implementation of waste strategy in Northern Ireland.

Owen Lyttle, Head of Waste Policy, Environmental Policy Division was in attendance to make the presentation. Mr Lyttle was currently working on a range of issues including strategic waste developments, possible Brexit implications, future waste awareness programmes, and highlighted best practice case studies in order to help Northern Ireland achieve its EU recycling targets.

Mr Lyttle answered Members questions. The Chairperson thanked Mr Lyttle for his presentation and he left the meeting.

Proposed by Councillor Montgomery
Seconded by Councillor Magill and agreed that

the presentation be noted.

NO ACTION

ITEMS FOR DECISION

ARTS AND CULTURE

3.2 ED/TOU/37 JOHN MULHOLLAND ULSTER RALLY 2018: REQUEST FOR USE OF COUNCIL FACILITIES

Members were reminded that it was agreed at the Council meeting in October 2017 to sponsor the John Mulholland Ulster Rally 2018 (circulated) and also to provide free use of Council facilities for a variety of uses by the Rally organisers.

The Rally is taking place in the Borough on 17 and 18 August 2018 at various locations in the Borough and the organisers had requested access to a number of Council facilities as follows:

- Rally Service Area – Central Car Park, Antrim from 5pm on Wednesday 15 August (a section of the car park to be cordoned off) followed by complete closure of the car park to public parking from midnight on Thursday 16 August to midnight on Saturday 18 August.

- Rally Start - Large Parterre in Antrim Castle Gardens on Friday 17 August from 11am-3pm, approximately. All facilities would remain open to the public however, there would be some cordons in place to ensure that vehicles and pedestrians/spectators are kept apart.
- Rally Finish - Large Parterre in Antrim Castle Gardens on Saturday 18 August from 4.30pm-7.30pm approximately, on the same basis as the start.
- Regroup of Rally: Ballyclare Town Hall on Friday 17 August from 5pm until 9pm which requires closure of the Town Hall and car park from 4pm.
- Parc Ferme - Antrim Civic Centre Car Park on the evening of Friday 17 August from 10pm until 9:00am on Saturday 18 August and also from 6pm until 9pm on Saturday 17 August; the Civic Centre car park would be used for secure parking only including overnight on the first evening with Rally organisers not requiring access to the building.

The rally organisers had requested exclusive use of Central Car Park in Antrim as a Service area for competitors and their support crews from 16-18 August inclusive following a review of other potential sites; this entails closing the car park completely for three days to public parking although pedestrians and event spectators would still have access on foot.

In view of the potential impact on traders in the town centre officers invited businesses to an open meeting in Antrim Old Courthouse on Wednesday 14 March to discuss the proposals with representatives from Ulster Rally in attendance. There was a very low turnout at the meeting and businesses were also given the opportunity to give their views by email and telephone contact with officers. A number of Castle Mall tenants expressed their concerns at the prospect of losing trade during the proposed closure and also the inconvenience to their staff. Officers then proposed that a plan be drawn up indicating alternative car parking provision in the town centre and to further consult all of the businesses on this. The proposed plan (circulated) was sent out to all of the town centre businesses on Friday 23 March requesting comments by 12noon on Wednesday 28 March. There had been only one query received seeking clarification on access to Railway Street car park.

It was therefore proposed to close Central Car Park as requested and the following was the alternative Car Park Plan. The proposed car park plan would include appropriate direction signage for the public and for spectators with the following provision:

- Car park 1 – Railway Street car park – 186 spaces
- Car park 2 – Castle Street car park - 117 spaces
- Car park 3 – Lough Road car park – 50 spaces
- Car park 4 – Bridge Street/Dublin Road car park – 195 spaces
- Car park 5 – Education Authority car park (opposite Antrim Forum) – 200 spaces (subject to agreement with the Education Authority)
- Car park 6 – Antrim Lough Shore Park car park – 300 spaces

To ensure that customers/visitors were accommodated it was proposed that Railway Street Car Park was free of charge for the 3 days that Central Car Park was out of use.

Members were advised that the Council would be resurfacing Central Car Park during August. These works would be carried out after the Ulster Rally event and be undertaken in a number of phases to minimise the impact on town centre trade. Officers were also investigating the feasibility of carrying out the resurfacing works in the evenings; this would be finalised on appointment of a contractor. A report on the timetable for all works would be brought to Committee in due course.

Proposed by Councillor Montgomery

Seconded by Councillor McClelland and agreed that

approval is given to the Ulster Rally for free access to:

- a. A section of Central Car Park in Antrim from 5pm on Wednesday 15 August 2018 and then all of the car park from midnight on 15 August until midnight on Saturday 18 August;**
- b. Antrim Castle Gardens for the start and finish of the Rally on Friday 17 August from 11am-3pm and on Saturday 18 August from 4.30pm-7.30pm approximately, with exact timings to be confirmed;**
- c. Ballyclare Town Hall and its car park on Friday 17 August from 5pm-9pm;**
- d. Antrim Civic Centre Car Park on the evening of Friday 17 August from 10pm until 9:00am on Saturday 18 August and also from 6pm until 9pm on Saturday 17 August and that;**
- e. Car parking charges are waived at Railway Street Car Park from 5pm on Wednesday 15 August until midnight on Saturday 18 August 2018 inclusive and that the arrangements for managing parking at Railway Street Car Park, discussed at the consultation event, be put in place.**

ACTION BY: Paul Kelly, Head of Economic Development/ Ursula Fay, Head of Arts and Culture

3.3 AC/HE/17 NORTHERN IRELAND LINEN BIENNALE 2018

Members were reminded that it was approved in April 2017 that the Council participates in the Northern Ireland Linen Biennale in 2018, with any further developments on the project to be reported back to Committee.

The Northern Ireland Linen Biennale 2018 will celebrate the past, present and future landscape of linen through an extended arts festival with Lisburn at its hub. It is hoped that the project would be Northern Ireland wide and would be enhanced by collaboration between all the Councils. The project aims to stimulate new thinking about linen through a festival of arts, craft and design, exhibition, installations and performances over 3 months from August to October 2018.

Members were also reminded that a two-day wool and linen festival, Spinning Yarns, in Antrim Castle Gardens, was approved and scheduled for later this year.

An application to include Spinning Yarns within the programming of the Biennale was submitted in December and correspondence had since been received confirming that the organisers have accepted this application and would be including Spinning Yarns in their Biennale programme. Spinning Yarns would not only benefit greatly from being part of this region-wide event in terms of publicity

and marketing but also through connections made with other participants through this linen focused festival.

In order to fall within the three-month period of the Biennale and taking other factors into consideration such as potential weather and other competing events it was proposed that Spinning Yarns be held on Saturday 1 and Sunday 2 September 2018 from 10am to 6pm daily.

Proposed by Alderman Smyth

Seconded by Councillor Clarke and agreed that

the delivery of 'Spinning Yarns' in Antrim Castle Gardens on Saturday 1 and Sunday 2 September 2018 from 10am to 6pm daily be approved and that Officers incorporate Mossley Mill into the launch and any other activities as appropriate.

ACTION BY: *Ursula Fay, Head of Arts & Culture, Operations Department*

3.4 AC/TH/4 HOMESPUN YOUTH DRAMA GROUP BURSARY SCHEME

Members were reminded that there were currently two Homespun Youth Drama Groups operating in the Borough based in The Courtyard Theatre, Newtownabbey and The Old Courthouse Theatre, Antrim. These groups offer weekly tuition in drama and musical theatre to children and young people on the following basis:

- Two classes within each drama group operate for 7 to 11 year olds and 12 to 18 year olds.
- Classes are delivered in three 10-week blocks over a year in line with school terms, with two-hour sessions delivered to each class weekly.
- A fee of £90 for each term of 10 weeks is charged per child.

The children and young people in both groups have had the opportunity to participate in the Council's performing arts programme which had successfully delivered Homespun Youth Productions of the highest quality including Annie Junior, Oliver, Carousel and most recently over February Half Term Joseph and His Technicolour Dreamcoat. Past pupils of the Youth Groups have gone on to study performing arts in some of the UK's leading establishments.

Access to the arts is known to be more difficult for some sections of society with price a barrier to participation. Whilst fees for the Youth Drama Groups are set at as low a level as possible in order to cover running costs and therefore sustain this activity may be out of reach to some talented children and young people from income-disadvantaged backgrounds in the Borough.

Recognising that price can be a barrier for some families the potential for a bursary scheme was discussed by the Borough Arts and Cultural Advisory Panel. The Panel indicated their unanimous support for a bursary scheme to be developed and considered by the Operations Committee. This would enable a number of places to be made available to children and young people currently unable to access this activity due to disadvantage. They also put forward a number of ideas and suggestions about both operation of the scheme and the application and selection process, which officers would take forward.

It was proposed to introduce a Homespun Youth Drama Bursary Scheme for the new term in September 2018 on the following basis:

- The Bursary Scheme would offer direct assistance to children and young people who live in the Borough in the form of fee waiver for a year's attendance at one of the Homespun Youth Drama Groups.
- Eight bursaries to be available in total representing an investment of £2,160, to be funded from within the existing Arts and Culture Grant Aid budget. Places made available through these bursaries would be available equally across both groups and age categories.
- If approved, an application process based on the existing Arts and Cultural Grant Aid Programme would be developed taking on board suggestions from the Arts Panel as well as researching best practice in this area. A further report outlining the proposed bursary application and selection process would be brought to the committee in June for consideration with a view to opening up the scheme to potential applicants in the summer.
- The Bursary Scheme would be available to fund places in the Homespun Youth Drama Groups from September 2018. A review would be carried out after the first year and reported to Committee.

Proposed by Alderman Smyth

Seconded by Councillor Blair and agreed that

the development of a Homespun Youth Drama Bursary scheme on the basis outlined be approved with detailed proposals on an application and selection process to be brought to the Committee in June 2018.

ACTION BY: Ursula Fay, Head of Arts and Culture

3.5 AC/EV/12 BRIGHTER NIGHTS 2018

Brighter Nights is a summer programme of arts and culture activity, delivered since 2012 on Friday evenings throughout July and August in Lilian Bland Community Park Glengormley.

The programme commenced in 2012 with the award of Peace III funding to deliver it as a pilot over two years. Through the delivery of a targeted programme of culture and arts for a family audience from tots and teens through to senior citizens there has been a reduction in incidents of anti-social behaviour and a huge increase in the positive use of a community space previously troubled by anti-social behaviour and sectarian tensions.

The success of the funded programme in 2012 and 2013 led to its continuation by the legacy Newtownabbey Council with provision of £15,000 made in the Arts and Culture budgets to deliver Brighter Nights in 2014, and by the Council in 2015, 2016 and 2017. Brighter Nights has been one of a number of initiatives including Midsummer Magic on 11 June, Summer Band Concerts (July and August), the Beat programme (July and August) and Glengormley Christmas

Market on 2 and 3 December which have contributed to the Lilian Bland Community Park becoming a focal point for positive community use in 2017.

It was proposed to run Brighter Nights 2018 weekly in Lilian Bland Community Park from Friday 29 June until Friday 24 August at 6.30pm until 8.30pm at a total cost of £15,000, provision for which exists in the 2018/19 Arts and Culture budgets, with the following programme themes proposed:

Brighter Nights 2018 Proposed Themes

29/6/18	School's Out Party!
6/7/18	Superhero Adventures
13/7/18	Sports Special
20/7/18	Farm Fun
27/7/18	Circus Skills
3/8/18	Marvellous Magic
10/8/18	Dance & Fitness
17/8/18	Summer Sizzler
24/8/18	Final Fling – best bits back!

Brighter Nights has grown significantly year-on-year with visitor numbers of approximately 3,000 throughout the summer in 2017. It is now an important fixture the annual calendar of events at Lilian Bland Community Park.

The PCSP had recently confirmed there had been a reduction in the number of reported incidents of youth disorder in Glengormley. It is hoped that due to the success of Brighter Nights and similar initiatives in engaging the local community, that it can once again play its important role, along with the various other measures that have been deployed in achieving positive outcomes. These interventions have been endorsed by community stakeholders including the local community police, community representatives, teachers and youth leaders.

Proposed by Councillor Blair

Seconded by Councillor McClelland and agreed that

the delivery of Brighter Nights 2018 as themed on Fridays between 6.30pm and 8.30pm from 29 June to 24 August in the Lilian Bland Community Park, Glengormley, be approved.

ACTION BY: Paul Townsend. Community Arts & Events Officer, Arts and Culture Section

LEISURE

3.6 L/LEI/2 LEISURE GRANT AID

A total of 103 eligible leisure grant applications had been received to date for the 2017/2018 financial year with 6 eligible applications this final call.

Applications received between December 2017 and February 2018 had been scored and recommendations were circulated.

Approved to date				Applications Dec 17 – Feb 2018		Funding Balance
Grant	No.of apps.	Annual budget	Approved spend to date 17/18	No.of apps.	Requests	
Capital Grants for Sports Clubs	4	£40,000	£40,000: <ul style="list-style-type: none"> • Moneyglass Boxing Club £10k Payment 2 • Antrim Boxing Club £10k Payment 2 • Ballyclare comrades FC £10k- Payment 2 • Flight Gymnastics Academy £10k Payment 1 17/18 	0	£0	£0
Club Minor Works Grants	6	£45,000	£43,170	0	£0	£1829
Grants to Individuals and Clubs	69	£39,338	£41,127	0	£0	-£1798
Events Grant (Exceptional/ Regional)	2	£22,831	£18,014	1	£2450	£2367
Events Grant (Local)	8	£17,831	£15,966	0	£0	£1864
Defibrillator Grant	1	£5,000	£1098	1	£1000	£2,981
Totals	90	£170,000	£159,375	2	£3,450	£7,244
Total spend to date including this call, if approved: £162,747						
Elite Athlete Training Bursary	18		13 approved	4 Proposed		1 Remaining

In addition to the Leisure Grant Scheme officers had also awarded £33,907 through the administration of the Sport Northern Ireland Every Body Active Grants which was reported to members in February 2018.

Annual Review of Grants

Having reviewed the grants process, Officers made the following recommendations:

Existing Process	Proposed Change	Rationale for change
All grant categories are open 1 st April – 31 st March or until all funds are committed.	Close all grant categories on 31 st January of that financial year (Period 10).	To make the financial processes more efficient by: <ul style="list-style-type: none"> • Allowing time for spend and vouching by the deadline of Period 12. • Allow for more accurate analysis of grant spend and impact within the Borough.
In the following categories, claims can be made up to 12 months from the date of award: <ul style="list-style-type: none"> • Grants to Individuals • Grants to Clubs 	Grant claims in the following categories must be claimed by 31 st March of the financial year (Period 12). <ul style="list-style-type: none"> • Grants to Individuals • Grants to Clubs 	

Proposed by Alderman Smyth
Seconded by Councillor Montgomery and agreed that

Committee approves the grant awards and proposed amendments to the Leisure Grants process as detailed.

ACTION BY: Janine Beazley, Grants and Special Projects Officer

3.7 L/LEI/001 PRIVATE SWIMMING LESSONS

Introduction

A recent review of coaches and practices across all Leisure Centres had been carried out due to the implementation of a change to IR35 legislation by HMRC. This legislative change by Her Majesty's Revenue and Customs (HMRC) transferred the power to determine IR35 status from the worker to the employer. This means that the Council is responsible to ensure that any individual or company providing a service to or on behalf of the organisation is paying National Insurance and Income Tax. A review of current arrangements across leisure had been carried out and in relation to the HMRC issue it was proposed that the status of those coaches/instructors would change whereby they would become employees and have earnings deducted at source. This would impact on a small number of swimming coaches/instructors as well as some individuals who currently invoice the Council as sub-contractors for their coaching services.

Current Arrangements

Council currently had arrangements in place with a number of private swimming instructors. These instructors are responsible for providing requisite qualifications and insurance on a yearly basis. They are responsible for their own National Insurance and tax affairs and Centre staff have no means to check this thus posing a risk that Council, as the employing authority has private instructors operating without regulation.

Detailed review and recommendations

Following this matter being considered, Officers have carried out a wider review of arrangements for private swimming lessons and have identified a number of areas for improvement including; booking process, costs, management of private lessons/ leisure swimming and attendance. A number of recommendations to improve the management and delivery of lessons were set out below for consideration:

1. All coaches to be employed by Council meaning that Council would pay Income Tax and National Insurance ensuring compliance with IR35 legislation. It was not expected that there would be any financial implications for Council if the change was approved as alignment of costs and streamlining of charges would offset any additional costs. Entitlement for annual leave would apply.
2. All private swimming lessons would be booked and paid for at reception as per pricing schedule and policy i.e. 1:1 lessons at £23.00 per 30 minutes, 1:2 lessons at £15.20 per person per 30 minutes and 1:3 lessons at £11.00 per person per 30 minutes
3. Swimming instructors to be paid the appropriate coaching rate as a Council employee.
4. Management of timekeeping and attendance would be in line with all Centre employees
5. Regular training would be offered to all instructors

Officers would meet with all private swimming instructors to detail the rationale for the change, the implementation date and assist with any arrangements before creating a register of approved private swimming instructors who meet minimum standards for qualifications, insurance and child protection.

Proposed by Councillor Montgomery

Seconded by Alderman Smyth and agreed that
the item be deferred for further detailed consideration.

ACTION BY: Matt McDowell, Head of Leisure

PARKS

3.8 PK/GEN/022 BEST KEPT WINNER – RANDALSTOWN

Council had received prize money of £200 for Best Kept Small Town Award - Randalstown (2017). In addition, £30 had been awarded for Ulster in Bloom Small Town winner Randalstown (2017).

It was proposed that this money (£230) is made available to Tidy Randalstown to invest in further improvements in the town.

Proposed by Councillor Clarke
Seconded by Councillor McClelland and agreed that

the 2 sets of prize money for the 2017 Best Kept and Ulster in Bloom awards, in the amount of £230 is made available to the Tidy Randalstown Group to assist with improvements.

A number of members congratulated the Tidy Randalstown group and Council staff on the work carried out in the town.

ACTION BY: Lindsay Houston, Parks Development Officer

3.9 PK/GEN/043 RATHFERN ACTIVITY AND SOCIAL CENTRE: REQUEST FOR LAND LEASE

An approach had been made by Rathfern Activity and Social Centre seeking to lease an area of land at the rear of Rathfern Activity and Social Centre (indicated in the circulated map). This land is held by Council under an agreement with NIHE.

This land is unused and is poor quality scrubland. The group wish to develop this area to increase their provision of outdoor facilities. This would include an extended level grassed area, a community orchard and, the installation of up to 4 beehives.

The group currently provide, in this area a range of outdoor activities and facilities, BBQ's, outdoor crèche facilities, fun day space, and community raised bed allotment with 2 polytunnels.

The group wish to apply for support in partnership with Groundwork NI to develop this area. The deadline for applications is 30th April 2018 and the application requires security of tenure for at least 6 years.

The Activity and Social Centre operates on a 3-year renewable lease from Council, which has 1 year left on it.

If Committee were to approve the requested lease for the additional land in principle, to Rathfern Activity and Social Centre, it would need to be for 6 years. A further report would be brought to Committee on progress with the application by the group.

Proposed by Alderman Ball

Seconded by Councillor Foster and agreed that

approval is granted to lease lands identified at Rathfern Activity and Social Centre in principle subject to the group:

- (i) Securing funding from Groundwork NI.**
- (ii) Council securing approval to sublet through NIHE.**

Officers to explore with the Group the potential to plant a traditional orchard.

ACTION BY: Ivor McMullan, Head of Parks

ITEMS FOR INFORMATION

3.10 AC/GEN/60 ARTS AND CULTURE CLASSES AND COURSES PROGRAMMING

Members were advised that a significant area of programming within the Arts and Culture Section is that of classes and courses both for adults and children. Topics cover a diverse range of activities but are generally arts, heritage or craft related. This activity is offered both as one off classes or as a series of classes running weekly for a length of time as a course. The diverse range of topics delivered to date include flower arranging, salsa dance, jewellery making, tapestry and painting. Customers attending come from both within the Borough and outside.

This type of programming is organised across the team with activities held in all arts and cultural venues with the majority taking place in Clotworthy House Antrim Castle Gardens, Museum at the Mill and Ballyearl Arts Centre.

The programme is developed with the aim of being self-financing with no net cost of the Council. Costs are incurred in terms of the provision of tutors and materials and these are recouped through charges applied to the individual class or course.

Analysis of the performance of the classes and courses offer from April 2017 until end December 2017 had been carried out and the following summary of key performance data was presented:

Venue	Attendances	Occupancy	Income	Cost	Net Cost/ (Surplus)
Ballyearl Arts	280	96%	£11,815	£11,300	(£515)
Ballyclare Town Hall	231	73%	£5037	£3045	(£1992)

Clotworthy Arts	401	84%	£11,317	£10,514	(£803)
Museum at The Mill	303	94%	£11,451	£10,105	(£1,346)
Pogues Entry	28	90%	£666	£750	£84
TOTAL	1243	86%	£40,285	£35,714	(£4,571)

Post Course Evaluations

Throughout the current financial year Antrim Castle Gardens, Museum at The Mill and Ballyclare Town Hall had been carrying out post course evaluations on a pilot basis with a view to agreeing a standard evaluation format for use across all venues from April 2018. Evaluations carried out to date achieved the following results:

- Antrim Castle Gardens 100% achieved a 'very good' rating
- Museum at The Mill 100% achieved excellent
- Ballyclare Town Hall 100% satisfied

An agreed standard evaluation system had been introduced for all classes and courses at the start of the month and would measure customer feedback in terms of a Satisfaction Rating in line with corporate survey format used throughout the Council. A copy was circulated for members' information. A further report on performance of this area would be brought to the Committee in September.

Proposed by Alderman Girvan

Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.11 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL

Members were advised that the final quarterly meeting of the Borough Arts and Cultural Advisory Panel of 2017/18 was held in Theatre at The Mill on Wednesday 7 March 2018 and the minutes were circulated for members' information.

At this meeting the Summer 2018 performing arts programmes for Theatre at The Mill, The Old Courthouse and The Courtyard Theatre were presented and agreed by the Panel and were circulated for members' information.

Proposed by Councillor Montgomery

Seconded by Alderman Smyth and agreed that

the minutes of the meeting of 7 March 2018, including spring programmes for the three theatres, be noted.

NO ACTION

3.12 AC/GEN/42 UK EXPERIENCE SURVEY – AUDIENCE FEEDBACK

Members were reminded that the arts and culture service had been participating in a UK wide theatre experience survey which asks audience members to assess the experience they have had after a visit to the theatre. The study asks customers to complete an outline survey as soon as possible after their visit and aims to capture both artistic and operational feedback and therefore the total customer experience.

The survey is carried out annually between August and January as this is traditionally a very busy season for the theatre, which by including the Christmas audience captures the widest possible range of all theatre goers within the study sample.

The results of the 2016/17 survey were reported to the committee in May 2017 and showed that the Council's theatres had performed very well when compared with all others achieving a rating of 4.61 out of 5 for whole experience against a UK average of 4.34 out of 5. This was an increase from 4.49 in the previous year compared with a UK average of 4.35.

The Council is one of 12 organisations who participated in the 2017/18 survey with audience members of The Old Courthouse, Theatre at The Mill and The Courtyard Theatre taking part. The main purpose of the survey was to:

- Assess the impact of the artistic experience.
- Quantify service levels within the venue.
- Compare performance with other organisations.

Over the period 384 members of the theatres audiences completed the experience survey and results compared data taken from a total of 20,007 respondents throughout the UK.

The Council's theatres once again had performed very well when compared with all others achieving a rating of 4.52 out of 5 for whole experience against a UK average of 4.35 out of 5. This is a slight reduction from 4.61 last year compared with a UK average of 4.34 however may be as a result of a significantly larger sample survey size of 384 compared with 156 in the previous year. A copy of survey findings was circulated for members' information.

In general terms the results achieved across all the survey areas shows that Council theatres are performing higher than the national average across all quality and service areas measure. One of the most notable results being the excellent 4.68 out of 5 score achieved for overall appearance of the buildings against a national average of 4.36.

Proposed by Alderman Smyth
Seconded by Alderman Ball and agreed that

the report be noted.

NO ACTION

3.13 EH/PHWB/4 ANTRIM AND NEWTOWNABBEY HOME ACCIDENT PREVENTION GROUPS

Members were reminded that Home Accident Prevention Northern Ireland was established in 1965 with the following aims:

- To stimulate and co-ordinate the work of home accident prevention
- To work in the community to further the knowledge and awareness of dangers around the home
- To increase the sense of responsibility towards the safety of the family in general
- To collect and disseminate information and generate publicity to help prevent accidents occurring in the home

Local Home Accident Prevention Groups were established throughout Northern Ireland to advance education and raise public awareness in relation to home safety at a local level and in doing so support the work of Home Accident Prevention Northern Ireland. Many of the groups relied on volunteers with support from professional officers representing various agencies. As awareness of Home Safety increased, many Councils employed Home Safety Officers with the posts part funded by the Public Health Agency. In many areas including in the Antrim and Newtownabbey Groups the Home Safety Officer took on a key role in the support of the local Home Accident Prevention Group including providing secretarial support and organising events. In recent years, there had been a reduction in the number of active Home Accident Prevention Groups.

In 2015, the Department of Health published its ten year Home Accident Prevention Strategy and the Council was represented on the Regional Implementation Group. As a result of this regional structure there had been a reduction in the number of active Home Accident Prevention Groups and Home Accident Prevention Northern Ireland was dissolved on the 7th March 2017 in line with their constitution.

A meeting of the Antrim and Newtownabbey Home Accident Prevention Groups was held on 7th March 2018 and it was agreed by those present that with the advent of the new Council and the integration of Home Accident Prevention into various work streams, the Antrim and Newtownabbey Groups would be dissolved in line with their constitutions. The work of all the members and in particular the volunteers in raising awareness of Home Accident Prevention was commended at the meeting. A lunch was provided after the meeting to thank all the members for their contribution.

Proposed by Councillor Ball

Seconded by Councillor Blair and agreed that

the report be noted and a letter of thanks is sent to the members of the Antrim and Newtownabbey Home Accident Prevention Groups.

A number of members thanked Tom Durrant, Wendy Brolly and the team for all their hard work over the years and their continued hard work in contributing to keeping homes in the Borough safe.

ACTION BY: Wendy Brolly, Environmental Health Manager (Health and Wellbeing)

3.14 EH/GEN/003 WORKPLACE TRANSPORT INITIATIVE

Across the United Kingdom, vehicles continue to be a major cause of both fatal and serious injuries in the workplace. Each year there are over 5,000 incidents and approximately 50 of these result in people being killed. Individuals have been knocked down, run over, or crushed. Falls have also resulted in injuries, whether getting on or off a vehicle, working at height, or when loading or unloading.

Over recent years there have been investigations into serious forklift truck accidents involving warehouses in the Borough as well as another more serious accident.

The Health and Safety team within Environmental Health have over the past year, been working on an initiative to address issues arising from workplace transport.

This initiative has focused on the following areas:-

Safe people - Operators should be physically and mentally fit to drive or operate machinery as well as competent to do the work.

Safe vehicle - Vehicles must be safe, task appropriate, driven safely, accessed safely, regularly maintained, repaired and inspected.

Safe site - Vehicles should be segregated from other users of the site during vehicle movement or loading/unloading.

The initiative started in May 2017 with a seminar held at Mossley Mill. During this seminar, a wide range of businesses from across the Borough heard from a number of speakers on workplace transport related issues. A media training tool was also created for businesses to support cascade training on issues relating to workplace transport.

Following the seminar, a range of visits and inspections to support business with changes to their risk assessments, changes in site operations and training of staff has taken place.

A report detailing the outcomes of the initiative to date was circulated.

Proposed by Alderman Ball

Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.15 EH/EHS/004 TOBACCO TESTING PURCHASING EXERCISES 2017/2018

In February 2012, the Department of Health (DoH) published the '10 Year Tobacco Control Strategy for Northern Ireland', the overall aim of which was to create a tobacco free society. While the strategy targets the entire population, it focuses on three priority groups: -

- Children and young people
- Pregnant women, and their partners, who smoke
- Disadvantaged people who smoke

The strategy had three key objectives:

- Fewer people smoking
- More smokers quitting
- Protection for all from second hand smoke

Smoking is responsible for around 2,300 deaths in Northern Ireland each year and is a major risk factor for coronary heart disease, strokes and other diseases of the circulatory system.

Legislation has been in place in Northern Ireland to prohibit the sale of cigarettes to under 18 year olds for a number of years. In April 2016, the Tobacco Retailers Act (Northern Ireland) 2014 came into force that aimed to reduce smoking prevalence among children and young people by further restricting access to tobacco products.

The Act contains the following provisions:-

- Requires all tobacco retailers to register
- Bans retailers from selling tobacco products following three tobacco offences within 5 years
- Creates a number of new offences, including those relating to the register and the offence of proxy selling (i.e. making it illegal for anyone over the age of 18 to buy tobacco products for someone under the age of 18)
- Allows for the application of fixed penalty notices for a number of tobacco offences

It is an offence for business owners or their staff to sell cigarettes, electronic cigarettes or any tobacco products including cigarette papers, to a person under the age of 18 years. It is up to businesses to decide if a person looks 18 years of age and have the appropriate measures in place to challenge someone if they believe them to be under 18. Cigarettes and tobacco products must be stored out of sight of customers except during the course of a sale.

The sale of cigarettes to any person under the age of 18 years can result in a fixed penalty of £250 being issued or a fine of up to £5,000.

In order to ensure compliance with the legislation and reduce the number of underage sales of items such as cigarettes, the Council carried out a programme of Test Purchase Exercises, where underage volunteers try to buy cigarettes. Strict guidelines govern these visits to make sure they are fair to the traders and, above all, preserve the welfare and safety of the volunteers.

Prior to conducting test purchasing, the Council's Tobacco Control Officer visits and writes to all premises reminding them of the legal requirements placed upon them.

A report on the Test Purchase Exercises carried out in 2016/17 and 2017/18 was circulated.

Proposed by Councillor Montgomery
Seconded by Councillor Clarke and agreed that

the report on Tobacco Test Purchasing be noted.

NO ACTION

3.16 L/GEN/5 LEISURE PRICING UPDATE

Members were aware that the new leisure membership pricing was launched in October 2nd 2017 with the aim of getting more people, more active, more often. 6 months have elapsed since the membership launch and the results below clearly illustrate the continued success of the scheme: -

- **63% increase in membership (paying members) from October 2nd 2017**
- **65% increase in monthly income from October 2nd 2017**
- **Over 12,000 total members with 56% made up of family members**
- **Membership scheme target of 6,463 paying members achieved in March (currently 7,100)**
- **15% increase in usage (October 2016 against October 2017)**

To sustain the success detailed above, officers were focusing on the following priorities throughout 2018/2019.

- **Programming.** Delivering a sustainable and efficient programme of activities that are available within the membership. Particular focus on leisure swim, fitness classes, and programmes to increase usage in Leisure Centres at off-peak times.
- **Marketing.** Working in collaboration with Communications and Customer Service, continue to effectively promote the "More" brand through traditional and innovative methods.
- **Customer Service.** Using the launch of the new Leisure Management System in June 2018 to significantly increase the ease in which customers can access services within Leisure.

Proposed by Alderman Ball
Seconded by Alderman Girvan and agreed that

the report be noted.

Members congratulated the team on such an excellent achievement on increasing memberships and participation.

NO ACTION

3.17 L/GEN/032 TRANSFORMATION STRATEGY FOR PARKS AND OPEN SPACES

Members were reminded that in October 2016 approval was given to progress a Strategy for Leisure, Parks and Open Spaces. Given the scale of the project, leisure transformation was progressed first and the new membership scheme was launched in October 2017. As work continues in Leisure, officers are now progressing to the next phase of the project.

A survey in December 2017 showed that the Council's Parks and Open Spaces continue to be important to residents.

Officers intend to provide a blueprint for the future transformation of Parks and Open Spaces through a Strategy which will guide budgeting, improvements, events, maintenance and staffing.

A draft project plan was circulated for Members' information.

Proposed by Alderman Ball

Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.18 PK/BIO/008 LIVE HERE LOVE HERE COMMUNITY AWARDS 2018

Keep Northern Ireland Beautiful hosted the second Live Here Love Here Community Awards in Belfast Harbour Commissioners Office in February 2018. The event, compered by Lesser Spotted Ulster presenter, Joe Mahon featured the work of a number of volunteers across Northern Ireland.

The Mayor was invited on stage to present winners from the Borough.

Antrim and Newtownabbey Litter Heroes Award

- **Winner:** Tidy Randalstown
- **Honorary Mentions:** Ruairi McCormack and Suzanne Winters from Tidy Randalstown.

The Live Here Love Here Awards are one element of the Live Here Love Here programme run by Keep Northern Ireland Beautiful, supported by the Council. The Live Here Love Here Small Grant scheme would be launched in Mid-April and to date this has proved to be popular with a number of local groups, who had been successful in securing grant aid.

Successful groups 2017/18 funding:-

- Ballycraigy PS & Muckamore Pre-School Playgroup
- Ballynure and District Community Association
- Ballyearl Improvement Group
- Rotary Club of Newtownabbey

- Parkgate and District Community Group (PDCG)
- TIDAL
- Tir na Nog Primary School
- Monkstown Village Initiatives

Proposed by Councillor Clarke

Seconded by Councillor Magill and agreed that

the report be noted.

Members congratulated all those involved in getting awards and securing funding.

NO ACTION

3.19 WM/RC/09 RECYCLING END DESTINATIONS

The table (circulated) showed the end destination for each of the waste streams collected by Council. At present the majority of the waste collected is processed within the British Isles.

Members were made aware of new import restrictions on recyclable waste entering China and in particular paper and cardboard waste. These import restrictions had significantly reduced the amount of paper and cardboard being recycled in China.

While recycling markets for card and plastics were still available globally, there is now an over-supply for these facilities and this has resulted in a reduction in the price paid for paper and cardboard. This is likely to affect recycling processing contracts in the future. Officers would continue to monitor the situation and advise Members accordingly.

Proposed by Alderman Ball

Seconded by Alderman Smyth and agreed that

the report be noted and that Officers explore the potential to encourage businesses to use alternative packaging.

ACTION BY: Michael Lavery, Head of Waste

The undernoted supplementary items were considered at this point.

3.27 SUPPLEMENTARY REPORT AC/EV/13 RIBBON OF POPPIES CAMPAIGN 2018

Correspondence (circulated) had been received from the Ancre Somme Association, based in County Armagh, requesting Council's support for the 'Ribbon of Poppies Campaign 2018'.

The *Ribbon of Poppies* project was originally launched with the aim of covering the UK in a 'carpet of crimson' in 2018 commemorating the 100th Anniversary of the end of the Great War, in memory of those who were killed in service. The project has since become more international including the Falkland Islands,

Australia and New Zealand. The project encourages individuals and groups to take part, simply by planting poppy seeds on a pocket of land.

Council had already approved a programme of events to mark the end of World War I and this project would fit well within it. Council could purchase some seed packets for planting at appropriate locations as well as promoting the project through website, social media and through notifying groups on the community directory. There may be specific local community projects which this would complement.

Proposed by Councillor Montgomery
Seconded by Councillor Ritchie and agreed that

Council agrees to support the ribbon of Poppies Project as set out above.

ACTION BY: Geraldine Girvan, Director of Operations

3.28 SUPPLEMENTARY REPORT WM/WM/33 REQUEST FOR 240L BINS FROM CHILDREN FOR CHRIST

Children for Christ (www.childrenforchrist.co.uk) is a registered charity that has been working in Romania for over 20 years helping children living in poor conditions or suffering from illness, disease or disability. The charity had requested up to 12no 240L bins to assist with the collection and storage of supplies which would then be transported to orphanages in Romania.

Children for Christ have a delivery of supplies leaving for Romania in the next few weeks and they had requested the wheeled bins to help transport supplies out to the orphanages and then bins would be left in situ for the collection and storage of waste.

This type of request falls outside the remit of the Support in Kind service and therefore required individual Council approval. The approximate cost to Council would be £240 for the cost of the bins and bins were available to meet this request.

Proposed by Councillor Foster
Seconded by Councillor Rea and agreed that

the donation of 12no 240L bins is approved to Children for Christ for collection and transportation of supplies to Romania.

ACTION BY: Michael Laverty, Head of Waste Management

ANY OTHER RELEVANT BUSINESS

- (1) Councillor Montgomery commended staff on a very successful Antrim Live event.

NO ACTION

- (2) Councillor Webb thanked the Head of Parks and his team for their quick actions in making the coastal path at Hazelbank Park safe. Further to his request for information on timescale and cost of remedial works the Head of Parks to provide a report to Committee.

ACTION BY: Ivor McMullan, Head of Parks

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Alderman Smyth

Seconded by Councillor Foster and agreed that

the following Committee business be taken In Confidence.

ITEMS IN CONFIDENCE

3.20 IN CONFIDENCE FI/PRO/TEN/141 TENDER FOR THE PROVISION OF CATERING SERVICES AT OLD COURTHOUSE, ANTRIM CONTRACT PERIOD: 1 JUNE 2018 TO 31 MAY 2021 (WITH AN OPTION, BY THE COUNCIL, TO EXTEND FOR A FURTHER 2 PERIODS OF 12 MONTHS, SUBJECT TO REVIEW AND PERFORMANCE)

One tender for the Provision of Catering Services at Old Courthouse, Antrim was opened via the eTendersNI Portal on 1 March 2018 and referred to the Evaluation Panel for assessment. The tender was evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tender was evaluated on a pass/fail basis for tenderer's professional conduct, economic and financial standing, previous relevant experience, technical capacity and capability of the management team, management systems and practices, and declarations and form of tender. The tender met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tender was evaluated as follows:

STAGE 2 – AWARD STAGE

Stage 1 – Technical Assessment

The tenderer confirmed that their tenders met all the requirements of the Specification and provided sample menus.

Stage 2 Quality/Commercial Assessment (40%/60%)

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Franchise Fee Payable (Years 1-3) (1 June 2018 to 31 May 2021)
Mann Food Co. (CBC Catering Limited)	40%	60%	100%	£■■■■■

Proposed by Councillor Montgomery
Seconded by Councillor Clarke and agreed that

Mann Food Co. (CBC Catering Ltd.) be awarded the tender for the provision of catering services at Old Courthouse, Antrim for the period 1 June 2018 to 31 May 2021 franchise fee as set out above (with an option, by the Council, to extend for a further 2 periods of 12 months, subject to review and performance).

ACTION BY: Julia Clarke, Procurement Officer and Bernard Clarkson, Arts Services Manager

3.21 **IN CONFIDENCE** MB/G/23 BALLYCLARE TOWN HALL RENEWAL OF LEASE

Members were reminded that approximately 50% of the ground floor at Ballyclare Town Hall, an area of 114.6 square metres, had been leased as office accommodation for a number of years. A plan of the space was circulated for information. The current tenant is AGE NI who have been renting this space since May 2011 for £■■■■■ per annum in rent and covering all of their own running costs. In line with the lease agreement, a rent review was carried out in 2014 when it was recommended that there be no increase. The lease came up again for renewal in 2016 through the Community Planning and Regeneration Directorate with a further rent review carried out. It was subsequently agreed at the Council meeting in August 2016 to extend the lease for a further two-year period to 10 May 2018 at a rental value of £■■■■■.

As the lease is due for renewal in line with good practice officers had requested that Land and Property Services (LPS) carry out a lease valuation. They have a rental value of £■■■■■ per annum.

In its current condition the Council has no identified need for the space and AGE NI would like to remain as tenants. It was proposed to renew the lease for a further two-year period to 10 May 2020 at a rent of £■■■■■ per annum as recommended by LPS.

Proposed by Alderman Girvan
Seconded by Alderman Smyth and agreed that

the lease to AGE NI for the office space in Ballyclare Town Hall be extended for a further two years, to 10 May 2020, at a rent of £■■■■■ per annum.

ACTION BY: Ursula Fay, Head of Arts & Culture, Operations Department

3.22 IN CONFIDENCE PK/GEN/093 – HAZELBANK/LOUGHSHORE: EMERGENCY REPAIRS TO SEA WALL AND PATH

Following routine inspections of the path along the Lough Shore and Hazelbank by the Parks team, it became apparent in late February/early March that there were a number of small gaps in the sea front wall created by waves during storms and/or high tides. These were investigated more closely and the inspections revealed that the path had eroded at a number of points. As a safety precaution barriers had been placed in the relevant areas to reduce path width (on the sea side of the path) to facilitate inspections, repairs in due course and to direct people away from the sea wall. A specialist consultant was also appointed by Property Services to recommend a way forward.

An initial survey of the gaps had taken place and it had been established that whilst some are minor incursions, in at least at least case, in Hazelbank, the consultant had recommended that that work was undertaken. He had indicated that although the integrity of the path was intact, with the constant wave action it was difficult to determine when or if further significant erosion could take place. For this reason, in the meantime, Parks staff are checking the paths twice daily, seven days a week to monitor any noticeable visual changes.

In the event that any noticeable change should result in the stability of the path being impacted, a decision would be taken to restrict access further or indeed close the path if necessary. Members would be kept informed.

The specialist consultant was currently liaising with other relevant agencies including the Crown Estates and Northern Ireland Environment Agency as well as preparing procurement arrangements for emergency works to be completed.

Programme for Emergency Works and Procurement

It was essential that this work was progressed as soon as is practical as delays would impact upon the cost of repair, as further deterioration was inevitable. The works would be procured from a specialist list of contractors with experience working in this type of environment. The cost of emergency works was estimated to be in the region of £[REDACTED] to £[REDACTED].

Approval for the Advanced Emergency Works

Under the Council's Scheme of Delegation, the Chief Executive and Directors have the delegated power to take measures, including expenditure, in emergency and cases of urgency as follows:

- a. Taking such measures, including incurring expenditure, as may be required in emergency situations or cases of urgency, subject to advising the Mayor and reporting to the appropriate Committee as soon as possible.
- b. Where such measures involve the Council incurring expenditure of an amount that is likely to result in the Committee's expenditure exceeding its approved estimate, then the Chief Executive should advise the Director of Finance and Governance and submit a report to the relevant Committee as soon as possible, The Director of Finance and Governance should inform the relevant Committee accordingly as soon as possible.

In view of the condition of the path and in line with the Scheme of Delegation, the Mayor had been consulted, had approved the emergency spend and arrangements were being put in place to carry out the works.

A more comprehensive long term assessment of the path was being explored and a further report would be brought back to Committee in due course.

Proposed by Councillor Foster

Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.23 IN CONFIDENCE AC/GEN/54 DEVELOPMENT OF FAIRY TALE WOODLAND TRAILS

Introduction

Over recent years, the installation of miniature “fairy” features in outdoor spaces including the Newtownabbey Way at Mossley Mill had proved to be a huge draw for families with children and a significant motivation to access outdoor spaces and informal recreation.

One of the leading examples of this is at the Slieve Gullion Forest Park where The Giants Lair Story Trail takes visitors on an unforgettable journey of intertwined fairy houses and arts features. Since opening in 2014 visitors have flocked to The Giants Lair making it a significant regional visitor attraction, which offers casual use to families and children, group bookings and birthday party packages.

More recently, a similar attraction “Galgorm Castle Fairy Trail” opened in Ballymena and had also seen large numbers of visitors attending. It operates on a similar basis to Slieve Gullion catering for casual visitors, group bookings and birthday parties.

Proposal – Antrim Castle Gardens and The Newtownabbey Way at Mossley Mill

Given the popularity of both the above, and the potential to for this concept to work well at council sites, officers had been exploring the feasibility of developing something similar within Antrim Castle Gardens and the Newtownabbey Way at Mossley Mill. At both sites there was the potential to enhance the visitor experience and to develop new audiences, attract increased visitor numbers and generate income through the installation of a ‘Fairy Tale Woodland Trail’.

It was estimated that a trail would cost an estimated £[REDACTED] at each location for design, development and installation, including the production of 5,000 interactive booklets. It was proposed that, if approved, installation would be in two phases, with Antrim Castle Gardens followed by the Newtownabbey Way section at the back of Mossley Mill. This would allow for an assessment of performance and any changes to be made prior to installation of the second trail. Having benchmarked with the other sites, the income from the sale of the interactive booklets at around £[REDACTED] each had been such that the investment would be recovered in a short space of time. For example, within its first three months of opening, Galgorm Castle Fairy Trail had 1,400 visitors paying an average of £[REDACTED] per booklet. If there was a similar uptake of one trail in the Borough, the investment would be recovered within 9 months

Each Trail would be located in an appropriate area, animated with features and installations at pre-determined stops along with way, which link together to take the visitor on a sensory experience, which is educational, engaging and enjoyable. Visitors can either walk around the designated area and enjoy the features free of charge or purchase an interactive booklet, which they follow around the trail and which would enable children to seek answers to questions, use their imaginations and have a lot of fun, whilst learning at the same time. Whilst aimed primarily at children this type of trail engages the whole family and would operate on the basis of being self-guided.

Both sites by their nature provide excellent potential locations to discreetly install the features and attractions that would become part of the trail without detracting from the surroundings. See examples below:



Should the phased development of the trails be approved, a further report in relation to all aspects of its operation including branding, charging, marketing and projected financial performance would be brought to Committee for consideration.

Proposed by Alderman Girvan

Seconded by Alderman Ball and agreed that

the design, development and installation of Fairy Tale Woodland Trails in Antrim Castle Gardens and the Newtownabbey Way at Mossley Mill, on a phased basis, be approved at an estimated cost of £[REDACTED] each.

ACTION BY: Ursula Fay, Head of Arts & Culture, Operations Department

3.24 **IN CONFIDENCE** L/LEI/489 ENHANCED ACCESSIBLE CHANGING

Members were reminded that it in February Operations Committee it was agreed to create enhanced accessible changing facilities in both Antrim Forum and Valley Leisure Centre. Following the receipt of a pre-tender estimate for the works from Council's Capital Projects team, the estimated costs for the project had increased from the approved £[REDACTED] to £[REDACTED]. The breakdown of variations in costs, updated Economic Appraisal, Business Case and Section 75 screening form for the project were circulated.

Officers were in the process of assessing remaining Leisure Centres for the potential to include enhanced accessible changing.

Proposed by Alderman Smyth

Seconded by Alderman Girvan and agreed that

approval is given for the updated Economic Appraisal, Business Case and Section 75 Screening Form for the Enhanced accessible changing facilities in the Valley Leisure Centre and Antrim Forum at an updated estimated cost of £[REDACTED] including contingency, professional and statutory fees.

ACTION BY: Matt McDowell, Head of Leisure Services

Councillor Hollis left the meeting at this point.

3.25 **L/LEI/VLC/14, L/LEI/SMW/005, L/LEI/480, L/LEI/AF/12, IN CONFIDENCE LEISURE CAPITAL SCHEMES**

Members were reminded that a number of leisure capital projects which had been approved were subsequently deferred as well as a number of projects which require approval to progress. Economic Appraisals, Business Cases, and Section 75 screening for each project were circulated. These were as follows: -

Deferred

1. Valley Leisure Centre Health Suite Refurbishment
2. Antrim Forum Car Park Resurfacing

Seeking approval to progress

3. Gym replacement programme – Sixmile Leisure Centre
4. Access Control programme – phase 1, Valley Leisure Centre and Antrim Forum

1. VALLEY LEISURE CENTRE HEALTH SUITE REFURBISHMENT

Following a report to Operations Committee in September 2017 regarding the deterioration of the Health suite at Valley Leisure Centre, it was subsequently agreed that its replacement would be deferred. A report to Council in December 2017 advised that members of the Valley Leisure Centre had expressed dissatisfaction that several features of the health suite were consistently out of order and it was agreed that a project for replacement would be drafted for consideration by Council.

In progressing the business case and economic appraisal condition surveys revealed that to address replacement would also entail significant mechanical

and electrical works bringing them up to date. The estimated cost of the project is £[REDACTED] including professional and contingency fees.

2. SIXMILE FITNESS EQUIPMENT REPLACEMENT PROGRAMME

Members are reminded that approval for the replacement plan for Fitness Suite equipment was approved in November 2016 with replacement of equipment at Sixmile Leisure Centre scheduled for replacement in 2018/2019. While reviewing the fitness suite area for this project, Officers have identified a number of unused spaces which include an ex-servery, and unused staff areas. Taking into account the continued popularity of the "More" membership scheme and the increased marketing and publicity surrounding it, officers advised that there was significant potential to further increase the membership and usage of Sixmile Fitness Suite by extending into these areas. For this reason, works estimated at £[REDACTED] were recommended in removing walls and extending the gym area into the unused spaces. This is in addition to the estimated £[REDACTED] cost of the equipment replacement.

3. ACCESS CONTROL SIXMILE LEISURE CENTRE, VALLEY LEISURE CENTRE, AND ANTRIM FORUM

A recent review of access control arrangements had identified the need for replacement/installation of hardware which included access gates at the three largest leisure centres; Valley, Sixmile and Antrim Forum leisure centres. The Valley Leisure Centre currently has access control in the fitness suite and soft play area, not at the entrance with Antrim Forum and Sixmile Leisure Centres' arrangements not operational. The updated access control arrangements would operate in tandem with the introduction of the new Leisure Management System to provide enhanced income protection by ensuring only those that pay can access facilities, security by ensuring that centre staff are aware of who is in the building at anytime, as well as producing valuable management information such as detailed usage reports. The review also recommended that due to the size and usage of the centres, access control hardware was not required in Ballyearl and Crumlin Leisure Centres. The introduction of these arrangements would also create a self-service option for centre users alongside the traditional reception provision. This would greatly enhance customer service and assist in the Council's corporate aim of being 'the most digitally advanced Council in Northern Ireland'.

The estimated cost for the installation of new access control hardware is £[REDACTED] per centre. Each centre would also require associated works to make good respective reception areas after installation at a combined cost of £[REDACTED]. Economic Appraisal, Business Case, and Section 75 screening form (circulated).

4. ANTRIM FORUM CAR PARK RESURFACING

Following approval for the resurfacing of the Valley Leisure Centre and Antrim Forum Carparks, the Valley was completed, with the resurfacing at the Antrim Forum deferred. Since the approval the carpark has been maintained by ongoing monthly repairs which are now having a limited impact on improving the surface. Recent adverse weather had compounded the problems and as a result the overall surface had deteriorated.

At the time of approval, the Capital Team had indicated that the estimated cost of £[REDACTED] was subject to price fluctuations in materials. The estimated cost had now been revised upwards to £[REDACTED] reflected by the changes in material costs.

Proposed by Alderman Smyth
Seconded by Councillor Clarke and agreed that

Committee approves Economic Appraisal, Business Case, and Section 75 screening forms for:

- a) **Valley Leisure Centre Health Suite Refurbishment at an estimated cost of £[REDACTED] including professional and contingency fees.**
- b) **Sixmile Leisure Centre Fitness Equipment replacement and associated works at an estimated cost of £[REDACTED] including professional and contingency fees.**
- c) **Sixmile Leisure Centre, Valley Leisure Centre, and Antrim Forum Access Control and associated works at an estimated cost of £[REDACTED] including professional and contingency fees.**
- d) **Antrim Forum Car Park Resurfacing at an estimated cost of £[REDACTED] including professional and contingency fees.**

The Capital team to provide a programme for delivery of the project for Committee's information.

ACTION BY: Reggie Hillen, Head of Capital Development

Potential for signage and/or lighting to and from Central Car Park and the Antrim Stadium car park as overflows to Antrim Forum to be explored and reported to Committee.

ACTION BY: Matt McDowell, Head of Leisure

Councillor Webb left at this point of the meeting.

3.26 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:

- March 2018

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 Councillor Foster
Seconded by Councillor Goodman and agreed that

[REDACTED]

Officers to furnish Councillor Blair with a paper copy statement of accounts for 2016/2017.

ACTION BY: Michael Lavery, Head of Waste

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Magill
Seconded by Councillor Blair and agreed that

the remainder of Committee business be taken in Open Session.

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

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 8.09 pm.

MAYOR

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.