



24 February 2021

Committee Chair: Councillor R Foster

Committee Vice-Chair: Alderman T Burns

Committee Members: Aldermen – F Agnew, L Clarke, M Girvan, J McGrath and J Smyth
Councillors – J Archibald-Brown, A Bennington, J Gilmour,
N Kelly, A Logue, T McGrann, V McWilliam and R Swann

Dear Member

MEETING OF THE OPERATIONS COMMITTEE

A remote meeting of the Operations Committee will be held in the **Council Chamber, Mossley Mill on Monday 1 March 2021 at 6.30pm.**

All Members are asked to attend the meeting via "Zoom".

To ensure social distancing Chairperson of the Committee may attend the Council Chamber.

You are requested to attend.

Yours sincerely

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

Jacqui Dixon, BSc MBA

Chief Executive, Antrim & Newtownabbey Borough Council

For any queries please contact Member Services:

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3 ITEMS FOR DECISION

3.1 EH/EHS/LR/11 SCHEME OF DELEGATION

Members are advised that following the introduction of the European Withdrawal Act 2018 as amended, it is necessary to update the Scheme of Delegated Functions for the Director of Operations and the Head of Environmental Health. Copies of the revised Schedules are **enclosed**.

The revision includes some new provisions and clarification on existing legislation relating to Brexit.

RECOMMENDATION: that the Schedule of Delegated Functions for the Director of Operations, Geraldine Girvan and Head of Environmental Health, Clifford Todd are adopted.

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.2 EH/EHS/LR/011 MEMORANDUM OF UNDERSTANDING – THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (NO.2) REGULATIONS 2020

Members are reminded that since cases of COVID-19 have occurred in Northern Ireland, legislation has been introduced by The Northern Ireland Executive which Helps to contain the virus and prevent its spread. Enforcement of this legislation has been the responsibility of the PSNI and, in part, local Councils.

The agencies tasked with enforcement have been engaging at all levels to ensure a consistent and proportionate response. In the case of premises that are licensed to sell intoxicating liquor, both the PSNI and Councils felt that it would be beneficial to formalise the roles and responsibilities of each partner to maximise the available resources and to avoid any duplication of effort.

A Memorandum of Understanding has been developed by both PSNI and Council officers and a copy is **enclosed**.

The MoU provides an agreed approach to the enforcement of the regulations which is practical and reduces the potential for duplication.

RECOMMENDATION: that the Memorandum of Understanding between Council and the PSNI in relation to enforcement responsibilities under the Health Protection (Coronavirus, Restrictions) (No.2) Regulations 2020 be approved.

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.3 EH/EHS/008 CLEAN AIR STRATEGY FOR NORTHERN IRELAND

The Department of Agriculture, Environment and Rural Affairs (DAERA) has produced a public Discussion Document, designed to give stakeholders the opportunity to share their opinions on a wide range of air quality issues facing Northern Ireland by presenting the evidence followed by questions.

This Discussion Document forms part of a two-stage approach to developing the first Clean Air Strategy for Northern Ireland and the Department has indicated that all of the responses from stakeholders will be considered and will be used to shape future policies for Ministerial consideration and could usefully indicate current monitoring in the Borough.

The response highlights the following key areas:

- The need for additional targeted monitoring sites
- The impact of commonly used fuels on air quality
- An increased use of Low Emission Zones to tackle air quality
- The impact of emissions from transport
- Control of emissions from agricultural practices
- Local Air Quality Management systems
- Establishment by the Department of Agriculture, Environment and Rural Affairs of an Air Quality Forum

These policies will form part of the final Clean Air Strategy (**drafted**), which will undergo a further public consultation later in 2021.

A draft response to the Discussion Document is **enclosed**. The deadline for submissions is 16th March 2021.

RECOMMENDATION: that the draft response to the Department of Agriculture, Environment and Rural Affairs on a Clean Air Strategy for Northern Ireland is approved, and submitted by the deadline of 16th March, subject to ratification at the March meeting of Council.

Prepared by: Vanessa Hodgen, Principal EHO (Environment)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.4 EH/EHS/003 MEMORANDUM OF UNDERSTANDING – NATIONAL FOOD CRIME UNIT

Members are advised that the National Food Crime Unit is a dedicated law enforcement division within the Food Standards Agency (FSA). The unit provides leadership on food crime across England, Wales and Northern Ireland.

Established in 2015 following a review of the 2013 horse meat incident, the Unit has the remit for tackling serious fraud and related criminality within food supply chains. It investigates offences appropriate for prosecution under the Fraud Act 2006 or as Conspiracy to Defraud under Common Law.

A Memorandum of Understanding (**enclosed**) has been drafted in relation to food fraud activities to allow the effective sharing of food fraud intelligence between Councils in Northern Ireland and other statutory bodies.

It sets out the high-level framework for how Councils, the Food Standards Agency, the Association of Chief Trading Standards Officers, and the National Food Crime Unit will collaborate to prevent duplication of work in relation to the detection of food crime. Locally, liaison and sharing of intelligence will take place between individual councils and the Food Fraud Liaison Officer based in the FSA in Belfast.

The sharing of information and intelligence will also enable the National Food Crime Unit and Councils to analyse data, and to identify both trends and other potential lines of enquiry. The sharing of information will further enhance the understanding of food crime across England, Wales and Northern Ireland.

RECOMMENDATION: that the Memorandum of Understanding with the National Food Crime Unit be approved.

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

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.5 EH/EHS/FC/017 APPROVAL OF PREMISES AS A SANDWICH AND COOKED MEATS MANUFACTURER – BUMBLES DELICATESSEN LTD, UNIT B2, ANTRIM ENTERPRISE AGENCY, 58 GREYSTONE ROAD, ANTRIM BT41 1JZ

Members are reminded that since 1 June 2006, it has been a legislative requirement to approve product specific food establishments under regulation EC 853/2004.

If a food business, prepares or handles food of animal origin for supply to other businesses, the business and its activities require approval by the Council. All products made in approved premises must display a Health Mark with Identification Number.

The Council's Environmental Health Service as the relevant enforcing authority, Has inspected the following premises in accordance with Regulation E853/2004 and other relevant regulations.

Premises	Address	Identification Number
Bumbles Delicatessen Ltd	Unit B2 Antrim Enterprise Agency, 58 Greystone Road Antrim BT41 1JZ	UK(NI) ZJ 023 EC

Bumbles Delicatessen Ltd was previously approved by the Council but has changed ownership and therefore required re-approval in accordance with the Regulations.

The premises have been inspected and fully comply with current legislative requirements. Full approval is therefore deemed appropriate.

RECOMMENDATION: that full approval be granted to Bumbles Delicatessen Ltd as a Cooked Meats Producer and Sandwich Manufacturer.

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

3.6 L/LEI/00/015 CYCLING IRELAND PROPOSAL

Members are advised that the Membership Development Officer for the Ulster Branch of Cycling Ireland has contacted Council with a proposal to establish a Regional Cycling Hub in the Borough. To date 3 hubs have already been approved for development or underway in the following council areas: Armagh City, Banbridge and Craigavon Borough Council, Mid Ulster District Council, Causeway Coast and Glens Borough Council, Fermanagh and Omagh District Council.

Indications are that there will be further funding available through the Department for Communities in the next financial and a further three councils have been identified for development of hubs including Antrim and Newtownabbey. Although funding is not confirmed yet, Cycling Ireland is hopeful that it will be confirmed for either this year or next year.

The Hubs, costing around £10,000 each, contain a classroom and a storage facility (made up of 2 – 20ft x 10ft purpose built shipping containers). The Hubs can be used by Cycling Ireland for training courses with local cycling clubs and running other events and will also be available for Council to use for coaching or walking programmes. All equipment will be included; projectors, flip charts etc. to deliver coach education courses in the Borough.

The training will be for; children through to adults as well as for people with and without disabilities, members of local clubs and grass roots to elite type cyclists – allowing coaches to come to them. Cycling Ireland has also been working on a Bike Safety/Road Safety and turnaround project through the Department of Justice working with young offenders. All courses and events would be promoted by Cycling Ireland.

Should Council approve the proposal, a Memorandum of Understanding would be put in place and a suitable location within the Borough would need to be agreed. Public Liability Insurance cover would be provided for through Cycling Ireland.

Cycling Ireland requests that host councils meet the cost of minor enabling works in the form of electricity supply to the site and construction of a base.

In considering a suitable location for a Hub, a number of sites were considered including Antrim Forum, Mossley Mill and the V36. Having taken into account proximity to shared use path networks, existing and being developed, available suitable space with potential for electricity connection and toilet facilities, it is proposed that V36 is the location which should be offered to Cycling Ireland. In the event that the Hub is a success, Officers would propose to seek business sponsorship to develop at least one further Hub.

RECOMMENDATION: that approval is given to proceed with the establishment of a Cycling Ireland Hub at V36 and to meet the cost of electricity supply and installation of a base, subject to Cycling Ireland securing grant from the Department for Communities, as set out above.

Prepared and approved by: Geraldine Girvan, Director of Operations

3.7 L/GEN/056- WM/RC/008 FACILITY CLOSURES AND OPENING HOURS

The annual review of facility closures and opening hours has been carried out so That any easing of restrictions and return to operation of facilities in the Operations Department can be done seamlessly.

A schedule for the proposed closure arrangements including Public Holidays together with opening hours for 2021/2022 is **enclosed** for:

- Leisure Centres
- Caravan Parks
- Household Recycling Centres

There are no proposed changes to previous year's schedule.

RECOMMENDATION: that the facility closures for Waste, Parks and Leisure be approved for 2021/2022 as set out in the schedule.

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

Agreed by: Matt McDowell, Head of Leisure/Ivor McMullan, Head of Parks/Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

3.8 PK/GEN/184 LARGE SLIPWAY BARRIER REPLACEMENT AT ANTRIM LOUGH SHORE PARK

Members are reminded that capital works are underway at the Lough Shore Park in Antrim funded through GROW. The works include installation of barriers, planting, replacement jetties, paving, etc. The replacement barrier at the slipway at the large jetty will use Automatic Number Plate Recognition (ANPR) to control access. Changes to the barrier on approach to the Gateway Centre, will mean that it will be operated from the Centre with automatic exit arrangements.

Members are reminded that as previously reported to Council (June 2020) current access arrangements for the large slipway are via a barrier/key system with the keys normally issued by Caravan Park staff. This slipway facilitates access for Lough Neagh Rescue boats and other pleasure boats. Jet skis have traditionally used the smaller slipway located at the entrance to Rea's Wood. This is so as to ensure that jet skis and boats from Council's side of the river as well as from Antrim Boat Club are separate.

The current procedure for the large slipway requires customers to complete a registration form at Antrim Lough Shore Caravan Park and pay a £30.00 refundable deposit after which the customer is issued a key for the barrier and has subsequent access to the slipway for the season.

The new ANPR barrier will require a new procedure to be put in place. Customers will still need to register with the Parks Business Support team who will then update the system to allow access and to record number plate changes. This new system means that keys will no longer be required. It is recommended that a fee of £30.00 is charged for use of the slipway each year.

To ensure a smooth transition of systems for the large slipway existing customers will be contacted and details will be put on the website for new customers. Arrangements will be made for all current customers to have access to the slipway as soon it is reopened.

Lough Neagh Rescue would be asked to register annually for access to the barrier with no charge applied.

RECOMMENDATION: that the change to the barrier at the large slipway be noted and approval is given for an annual £30.00 fee to be charged for the use of the slipway with Lough Neagh Rescue continuing to have free access.

Prepared by: Glenda James, Administration Supervisor

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.9 PK/GEN/103 CORRESPONDENCE FROM DAERA RE FOREST PARK ENHANCEMENT AND COMMUNITY TRAIL DEVELOPMENT SCHEME 2021/22

Correspondence has been received from the Department of Agriculture Environment and Rural Affairs (DAERA), **enclosed**, in relation to potential grant support for Forest Park Enhancement and Community Trail development schemes. The focus of this grant scheme is for Council led recreational infrastructure projects in rural areas that address social isolation, health and wellbeing and access issues. The Department requires submission of Expressions of Interest by Friday 5th March with suitable projects to be delivered by 31 March 2022. Financial support, for approved projects, will be up to 85% of total costs and will be subject to the approval of Departmental budgets for 2021/22.

The potential to apply for the development of Sustainable Community Trails has been explored and, taking into account suitable Council owned land and assets, two proposals have been identified which can be delivered within the timeframe for consideration:

1. Mallusk Walking Trail – upgrading the existing trail, creating new paths and linkages
2. Crumlin Glen - upgrading the remaining trails connecting both sides of the river to the new bridge.

At this stage the cost estimates are still being worked but it is expected they would be in the region of £20,000 – £30,000 each.

RECOMMENDATION: that approval is given for submission of 2 Expressions of Interest to the DAERA Forest Park Enhancement and Community Trail Development Scheme 2021/22 as set out above.

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

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

The Grass Management Sub Group met on 1st February after a long gap due to the impact of COVID-19 on the Parks Service.

Members received a detailed report which included a number of key areas:

- Roundabout Improvement Programme
- Seasonal planting plans
- Update on living Christmas trees
- Urban grass cutting
- Best Kept Garden Competition
- Pricing for Commemorative benches

Arising from the meeting a series of recommendations were made for consideration by the Operations Committee. Minutes are **enclosed**.

RECOMMENDATION: that the Minutes of the Grass Management sub-group meeting held on 1 February 2021 be approved.

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.11 WM/WM/002 COMMUNITY WINTER RESILIENCE KITS

Following approval by Council in January that grit spreaders should be purchased and added to the Community Winter Resilience Kits for use during periods of icy weather, the Waste Management Team has been developing the request forms, awaiting delivery of the grit spreaders and working through the health and safety information which will be provided to those who request kits.

A number of queries were received from Members about promoting the availability of the kits and consideration was given to the most effective means to raise awareness whilst at the same time managing expectations and the number of requests to ensure that the equipment is provided to those who both need it and will make good use of it in their local area.

It has been suggested that 3 grit spreaders are purchased per DEA initially. Each group which applies for a community Winter Resilience Kit will provide one contact person and this would make it possible to set up a database to facilitate the sharing of equipment amongst groups if ice is patchy across the Borough. It will also allow for the situation to be reviewed and for informed decisions made on the number of spreaders required going forward.

Members' instructions are requested.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

3.12 WM/SC/1 SUPPORT IN KIND SCHEME- PROPOSED EXTENSION

In recent months, Council has received an increased number of requests from individual residents for litter pickers and bags as they wish to volunteer to litter pick in their local area. Council's existing Support in Kind Scheme was designed to provide equipment and consumables to groups for one off, planned litter picks or clean ups rather than something which is small scale and ongoing. It is proposed that the Support in Kind scheme is extended to assist either individuals or small groups of residents who would like to volunteer to litter pick on an ongoing basis.

The kits, costing around £16 each, would consist of a litter-picker, high visibility waistcoat, 2 pairs of gloves, and 25 bags. The current Support in Kind Scheme, requires litter pickers to be returned, whereas, it is proposed that if the volunteers indicate that this will be an ongoing activity, litter pickers will be provided for as long as they carry out the litter picking. Arrangements for the collection of litter will be made and as with other litter, the waste will be sorted to extract any materials which can be recycled.

Applications for kits and information provided would reflect that recently developed for the Community Winter Resilience Kits.

If approved, update reports will be brought to Committee periodically. Officers are exploring the potential for external funding in the first instance and if unsuccessful the costs will be met from the existing Waste Management budget.

RECOMMENDATION that the Support in Kind Scheme be extended to include Community Litter Kits as set out above.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

4. ITEMS FOR NOTING

4.1 EH/PHWB/013 COMMUNITY RESUSCITATION SURVEY

Members are reminded that a Community Resuscitation Working Group was set up in the Borough involving the Northern Ireland Ambulance Service (NIAS), Council Officers and other stakeholders. Stephanie Lecky, Community Resuscitation for Northern Ireland Ambulance Service (NIAS) has circulated details of a consultation survey that will help inform a Private Members' Bill introduced to The Northern Ireland Assembly by Colin McGrath, MLA (South Down).

The Bill aims to make Cardiopulmonary Resuscitation (CPR) training and defibrillator awareness compulsory in schools in Northern Ireland.

This move could transform survival rates from out-of-hospital cardiac arrest, potentially saving thousands of lives. After Denmark introduced compulsory CPR lessons for pupils in 2005, its cardiac arrest survival rates tripled, and now 1 in 4 people in Denmark who have a cardiac arrest will survive. Currently, less than 1 in 10 people in Northern Ireland survive an out-of-hospital cardiac arrest.

The consultation survey can be completed via the following link:

<https://www.surveymonkey.co.uk/r/colinmcgrathcpr>

The closing date for the consultation is 16 March 2021.

RECOMMENDATION: that the report be noted.

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.2 L/LEI/SD/013 SHORELINE TRIATHLON 2021

Members are reminded that Council has held an annual triathlon event in the Borough for a number of years. The 2020 event was planned for 16th August but was cancelled due to restrictions relating to the COVID-19 pandemic.

Officers have reviewed the potential for the event to run in the autumn of 2021 but due to the uncertainty regarding the restrictions and the provisional rescheduling of many events to later in 2021 (both Council and external sporting events), and the subsequent busy schedule this potentially creates, it is proposed to postpone the Shoreline Triathlon until summer of 2022.

RECOMMENDATION: that the report be noted.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

4.3 PK/BIO/005 BIODIVERSITY ACTION PLAN – 2020 UPDATE

In early 2020 preparations were made to review Council's Local Biodiversity Plan (LBAP) and to develop a new Plan. This was planned to coincide with the new Northern Ireland Biodiversity Strategy scheduled to follow the outgoing Strategy (2020). Officers were delayed in progressing both due to the impact of the COVID-19 pandemic. In recent months, considerable progress has been made and the review of the Action Plan has been completed and is **enclosed** for information.

Significant progress has also been made in developing a new Local Biodiversity Action Plan for the Borough and a working draft will be available for consideration by Committee in April.

RECOMMENDATION: that the report and Action Plan be noted.

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

4.4 PK/GEN/001/VOL3 COMMEMORATIVE PROGRAMME

The update on Commemorative Programme Sponsorship of Benches and Trees is set out below:

Benches

Year	Total	Location
Qtr 3 2020	3	Carnmoney Cemetery (1), Wallace Park (2) Additional plaques added to 3 x benches at Carnmoney Cemetery.

Trees

No trees were ordered during this period (October / November / December 2020)

All requests were compliant with Council policy.

RECOMMENDATION: that the report be noted.

Prepared by: Glenda James, Administration Supervisor

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

4.5 WM/WM/37/VOL2 TRADE WASTE UPDATE

Council has traditionally collected trade waste from around 900—1,000 organisations in the Borough, the total being 932 prior to the restrictions introduced due to the COVID-19 pandemic. This is made up of businesses, charities, and churches. This number has reduced to 556 today and even taking into account the number of businesses which may not re-open, the majority of the remaining customers are expected to want to resume the service once restrictions are eased.

At this time of year, Council would normally invoice all trade waste customers for the financial year ahead, however, only those organisations which are known to be actively operating will be invoiced for the service. The remaining businesses will be invoiced when the trade waste service resumes.

There will also be a number of businesses which will be due refunds for the current year and these will be processed over the next few months.

RECOMMENDATION: that the report be noted.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

4.6 L/LEI/AF/001 LEISURE CATERING FRANCHISES

Members are reminded that at February Operations, it was reported that the existing franchisee at Antrim Forum, Café Cinnamon, had indicated that they will not be continuing the franchise when the centre re-opens following the easing of current restrictions.

Officers had intended to delay advertising for a new franchisee until at least mid-2021 following the advertisement of the Allen Park opportunity eliciting no interest. Several expressions of interest have since been received in the Forum franchise and the anticipated reopening of leisure over the coming months has heightened the interest. The opportunity at both Antrim Forum and Allen Park will therefore be advertised and a report brought to Committee in due course.

RECOMMENDATION: that the report be noted.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

4.7 WM/RC/006 BRUSLEE HOUSEHOLD RECYCLING CENTRE

Members are advised that arrangements for accessing Bruslee Household Recycling Centre on Saturdays have been reviewed following a number of complaints over recent months and a formal complaint being submitted. In response to initial complaints the arrangements on the site were reviewed and changes made to allow an additional 20 cars to queue in the Centre itself on a Saturday. While this improved the situation, there are times throughout the day when queues are forming and traffic is congested around the Lisglass and Logwood Roads.

Following further complaints, officers considered two options, either bringing staff in to marshal the queues on the Belfast Road or introducing appointments on Saturdays at the Centre whilst other longer term actions were being explored.

Further to contact with the DEA members the introduction of appointments was considered to be the solution of last resort as a temporary measure on this site due to the potential for additional measures in the Centre.

Having met on site with the Department for Infrastructure, Roads it was agreed that some internal re-arrangements would be implemented on a Saturday and that COVID marshals would be put place as a temporary measure on Saturdays and will be kept under review.

RECOMMENDATION: that the report be noted.

Prepared and approved by: Geraldine Girvan, Director of Operations