



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE  
HELD IN ROUND TOWER CHAMBER, ANTRIM CIVIC CENTRE  
ON 7 APRIL 2025 AT 6.30 PM**

<b>In the Chair</b>	:	Councillor V McWilliam
<b>Committee Members (In person)</b>	:	Aldermen – P Bradley, L Clarke, J McGrath and J Smyth Councillors – J Burbank, R Foster, J Gilmour, A McAuley, E McLaughlin, H Magill, M Ní Chonghaile, M Stewart and S Ward
<b>Non Committee Members (In person)</b>	:	Alderman L Boyle Councillor B Webb
<b>Non Committee Members: (Remote)</b>	:	Councillor L O'Hagan
<b>Officers Present</b>	:	Director of Parks & Leisure Operations - M McDowell Director of Sustainability Operations – M Lavery Head of Parks Operations - P Mawhinney Head of Waste Operations – D Purdy Head of Waste Strategy & Sustainability – L Daly Head of Leisure Operations – D O'Hagan Head of Environmental Health & Wellbeing – C Kelly Head of Estate Services – D Blair ICT Systems Support Officer – C Bell Member Services Officer – L Irwin

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed everyone to the April Operations Committee meeting and reminded all present of the audio recording procedures.

The Chairperson extended congratulations to the Leisure Services team on winning a Service to Innovation and Improvement Award at the NILGA Local Government Awards.

**1 APOLOGIES**

Councillor AM Logue

## **2 DECLARATIONS OF INTEREST**

Items 3.2 and 6.8 – Councillor Foster

Item 3.8 – Alderman Smyth

## **3 ITEMS FOR DECISION**

### **3.1 L/LEI/001 LOCAL GOVERNMENT CHRONICLE (LGC) AWARDS 2025**

#### **1. Purpose**

**The purpose of this report was to provide an update on the submission to the 2025 Local Government Chronicle (LGC) Awards, and seek approval for nominees to attend the awards in Grosvenor House, London on 11 June.**

#### **2. Introduction**

Members were reminded that the LGC Awards were a celebration of excellence in local government, run by the Local Government Chronicle.

#### **3. Awards Ceremony**

Ballyearl Arts and Leisure Centre had been **shortlisted for the "Best Small Team of the Year" award**. As part of the selection process, Officers had been invited to participate in second-stage judging panels in April to present further details about the team and their achievements.

The winners would be announced at an award ceremony which would take place on **11 June 2025 at Grosvenor House, London**.

Proposed by Councillor Gilmour

Seconded by Councillor Foster and agreed that

**approval be granted for the attendance of the Mayor, Chair of the Operations Committee or their nominees and relevant Council Officers at the ceremony at Grosvenor House, London on 11 June 2025.**

*ACTION BY: Conor McCallion, Leisure Development Manager*

*Having declared an interest in item 3.2, Councillor Foster left the Chamber.*

### **3.2 L/LEI/002/VOL5 LEISURE GRANT AID PROGRAMME**

#### **1. Purpose**

**The purpose of this report was to seek approval for the recommendations set within the fifth call of the Leisure Grant Aid Programme.**

## 2. Introduction

For the period 1 January – 28 February, a total of 14 applications were submitted. All 14 applications were scored with a table setting out details and recommendations circulated for Members' reference. Upon approval of the listed grants, the remaining committed balances in each funding category were outlined below:

Category	No. of apps	Budget	Approved spend to date 24/25	No. of apps.	Grants proposed	Funding Balance remaining (subject to approval of application)
					(£)	
Capital Grants	0	£20,000	£0	0	0	£20,000
Grants to Clubs	7	£45,000	£28,423	1	£1,575	£15,002
Grants to Athletes	51	£50,000	£48,000	5	£2,259	-£259
Grants to Coaches and Officials	14	£5,000	£3,852	1	£0	£1,148
Sports Event Grant	13	£40,000	£37,428	6	£18,625	-£16,053
Defibrillator Grant	6	£10,000	£8,428	0	£0	£1,572
<b>Allocation total</b>	91	£170,000	<b>£149,901</b> (includes £23,773 from previous financial year)	<b>13</b>	<b>£22,459</b>	-£2,360
Fitness suite Gold Card	14	20 Applications	14 applications	1	1	5 applications
Total approved spend to date including this call, if approved £172,362						

## 3. Financial Position/Implication

The approved budget for the 2024/25 programme was **£170,000**.

If the proposed grants were approved, the total committed expenditure would exceed the budget by **£2,360**. However, since the programme operated on a rolling 12-month basis, any overspend would be carried forward to the **2025/26** financial year.

Proposed by Alderman Clarke  
Seconded by Alderman Smyth and agreed that

**approval be granted for the Leisure Grant Aid Programme applications, for 1 January – 28 February 2025.**

*ACTION BY: Kevin Madden, Sport and Physical Activity Manager and Conor McCallion, Leisure Development Manager*

*Councillor Foster returned to the Chamber.*

### **3.3 PK/GEN/035/VOL5 PARKS AND OPEN SPACES SUBGROUP**

#### **1. Purpose**

**The purpose of this report was to seek approval for the most recent Parks and Open Spaces Sub-Group meeting held on 11 March 2025.**

#### **2. Summary**

At the Parks and Open Spaces Sub-Group meeting on 11 March 2025, Members considered a detailed report which provided a range of updates from the Parks section. The minutes of the meeting were circulated for Members' consideration.

In response to a Member's query, the Head of Parks Operations undertook to come to Members with a proposal to recognise the return of the Swifts to the Borough.

Proposed by Alderman Clarke  
Seconded by Alderman Smyth and agreed that

**the minutes of the Parks and Open Spaces Sub-Group meeting held on 11 March 2025 be approved.**

*ACTION BY: Paul Mawhinney, Head of Parks Operations*

### **3.4 PT/CI/068 BUSINESS PLANS 2025/26**

#### **1. Purpose**

**The purpose of this report was to seek Members' approval for the Sustainability and Parks & Leisure Directorate Business Plans 2025/26.**

#### **2. Background**

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

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

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

#### **3. Previous Decision of Council**

In January 2025 the Council approved a strategic performance framework as part of the Corporate Performance and Improvement Plan 2025/26 (draft for consultation).

#### 4. Business Planning

Business planning played a vital role in Council's performance management and delivery processes. It offered a more efficient and cohesive approach to monitoring and evaluating performance while improving overall visibility.

The purpose of the Directorate Business Plans were to:

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

Business Plans for the Sustainability and Parks and Leisure Directorates 2025-26 were included (circulated) for Members' approval.

#### 5. Financial Position/Implications

As agreed as part of the Council's rate setting process.

#### 6. Governance

Progress reports on the Council's Directorate Business Plans 2025/26 would be reported quarterly to the relevant Committees.

At the request of a Member, the Director of Parks and Leisure Operations agreed to reshare the information brought to Committee the previous month in relation to customer feedback on leisure facilities.

Proposed by Councillor Burbank

Seconded by Councillor Magill and agreed that

**Members consider and approve the:**

- **Sustainability Directorate Business Plan 2025-26**
- **Parks & Leisure Directorate Business Plan 2025-26**

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

### **3.5 WM/RC/001 PROPOSED HOLIDAY CLOSURES FOR HOUSEHOLD RECYCLING CENTRES 2025-26**

### 1. Purpose

**The purpose of this report was to seek approval for the proposed holiday closures for Household Recycling Centres for the 2025/26 period.**

### 2. Background

Members were reminded that each year the proposed schedule of closures on Bank and Public Holidays for Council facilities were brought to the relevant committees for approval. A draft schedule of bank and public holiday closures was included (circulated) for Members' reference.

### 3. Proposed Changes

For the 2025/26 period, it was proposed that the opening hours of Household Recycling Centres remained unchanged, closing on 12 July, 25 December and 26 December 2025.

Proposed by Councillor Foster  
Seconded by Councillor Gilmour and agreed that

**approval be granted for the proposed holiday closures for Household Recycling Centres for the 2025/26 period.**

*ACTION BY: Darren Purdy, Head of Waste Operations*

## 3.6 **EH/EHS/LR/006 FIXED PENALTY FOR THE ELECTRICAL SAFETY STANDARDS FOR PRIVATE TENANCIES REGULATIONS (NORTHERN IRELAND) 2024**

### 1. Purpose

**The purpose of this report was to seek approval to set the Fixed Penalty amount at £1,000 for offences under the Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024, as applied by Article 68A of the Private Tenancies Order (Northern Ireland) 2006.**

### 2. Background

As previously reported to Members, the Department for Communities (DfC) had informed Council that The Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024 were enacted on 27 November 2024. These Regulations emanated from Section 10 of the Private Tenancies Act (Northern Ireland) 2022, and the intent was to reduce the risk of injury or death, caused by an electrical fault within private rental properties.

The compliance deadlines were as follows:

- New tenancies must be compliant from 1 April 2025.
- Existing tenancies must be compliant by 1 December 2025 or the date the first electrical inspection and testing was carried out.

The Regulations establish electrical safety standards for private rental properties, requiring landlords to;

- Ensure a rental property had its hardwired electrical installation inspected and tested by a qualified electrician every five years, or less if the most recent report specifies a shorter timeframe.
- Following the inspection, obtain a report from the qualified electrician confirming whether the property had met the industry standard and passed, or if the report identified a fault take remedial action within the required timescale.
- Retain a copy of this report until the next inspection and test was due.
- Provide a copy of the report to the tenant within 28 days of receipt and also to the Council within 7 days on request.

### 3. Key Issues

A landlord who failed to comply with any of their duties under the regulations commits an offence. Where an authorised officer of a Council believed that an offence had been committed, they may take the landlord to court for non-compliance (for which the maximum penalty is a level 5 fine of £5000) or impose a fixed penalty notice.

Councils currently had the authority to set the amount for fixed penalties on a local basis. When deciding the appropriate penalty level, Council must consider the deterrent effect of various amounts. Officers had collaborated with other Councils in Northern Ireland to establish a consistent fixed penalty rate across all Councils. The proposed rate of £1,000 was the maximum allowable rate for a fixed penalty.

### 4. Financial Implication

DfC confirmed that Council would not receive any financial support for this function, as the legislation permits the Council to issue fixed penalty notices to offset enforcement costs.

### 5. Summary

For breaches of the Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024, Councils had the authority to set local fixed penalty amounts, taking into account their deterrent effect. It was proposed that across Northern Ireland all Councils would use a consistent penalty rate of £1,000 for fixed penalty offences relating to Electrical safety Standards.

Proposed by Councillor Foster  
Seconded by Councillor Gilmour and agreed that

**the Fixed Penalty of £1,000 be set for offences under the Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024, as per Article 68A of the Private Tenancies Order (Northern Ireland) 2006.**

*ACTION BY: Liam Nicholas, Environmental Health Manager*

### 3.7 EH/EHS/LR/001, EL/063 APPLICATION FOR GRANT OF ENTERTAINMENTS LICENCE RANDALSTOWN YOUNG FARMERS ANNUAL BBQ

#### 1. Purpose

The purpose of the report was to seek Members approval for an Occasional Entertainment Licence for the Randalstown Young Farmers annual BBQ, James Hughes farm, 47 Caddy Road, Randalstown, BT41 3DL.

#### 2. Introduction

An application had been received for the grant of an Entertainment Licence (Occasional Licence) for the following area.

Licensee	Location of Premises	Type(s) and hours of entertainment	File Number	New Application or Renewal
Miss Erin Crawford	47 Caddy Road, Randalstown, BT41 3DL	Singing, Music, Dancing or Entertainment of a like kind  Saturday 10 <sup>th</sup> May 2025, 20:30hrs – 01:00hrs  Number of persons No greater than 1000	EL063	New

In line with the Council Protocol for the hearing of Entertainment Licence applications, approved in December 2016, the application must be considered at the Operations Committee meeting.

Council could decide the following:

- I. Grant the licence;
- II. Grant the licence with specific additional terms, conditions and restrictions;
- III. Refuse the licence;
- IV. Defer an application for further consideration or to obtain further information.

If Council made a decision against an Officer's recommendation, then Members must state their reasons for doing so. In such circumstances, a recorded vote would be taken

#### 3. Main Report

An application had been received for the renewal of an Occasional Entertainment Licence for the above event. This was an event that had been occurring annually at the same venue for over 8 years. In accordance with the Entertainment Licence Policy Members approval was now required in advance of granting the licence on an annual basis. There had been no previous issues or concerns regarding this event.

The operating hours for the event as detailed below;

Saturday 10<sup>th</sup> May 2025, 20:30hrs - 01:00hrs

#### 4. Summary

Application for an Occasional Entertainment Licence had been received from Miss Erin Crawford for an event - Randalstown Young Farmers annual BBQ, James Hughes farm, 47 Caddy Road, Randalstown, BT41 3DL. In accordance with Council protocol for the hearing of Entertainment Licence applications a decision by Members was needed on the granting of the licence.

Proposed by Alderman Clarke

Seconded by Councillor Burbank and agreed that

**an Entertainment Licence (Occasional Licence) be granted to the applicant, Miss Erin Crawford, Randalstown Young Farmers annual BBQ, James Hughes farm, 47 Caddy Road, Randalstown, BT41 3DL with the following conditions;**

- **That all relevant licensing requirements are met**
- **That statutory consultees have no objections to approval**
- **No objections are received following the statutory consultation period**

*ACTION BY: Kelly Squance, Environmental Health Officer*

*Having declared an interest in item 3.8, Alderman Smyth left the Chamber.*

### **3.8 EH/EHS/LR/001, EL/213 APPLICATION FOR GRANT OF OCCASIONAL ENTERTAINMENTS LICENCE REHABILITY**

#### **1. Purpose**

**The purpose of the report was to seek Members approval for an Occasional Entertainment Licence for an outdoor event at Rehability, 7-8 Norfolk Court, Antrim, BT41 2SF.**

#### **2. Introduction**

An application had been received for the grant of an Entertainment Licence (Occasional Licence) for the following area.

Licensee	Location of Premises	Type(s) and hours of entertainment	File Number	New Application or Renewal
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Mr William Gould	7-8 Norfolk Court, Antrim, BT41 2SF	Singing, Music, Dancing or Entertainment of a like kind  Number of persons No greater than 300	EL213	New Application
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In line with the Council Protocol for the hearing of Entertainment Licence applications, approved in December 2016, the application must be considered at the Operations Committee meeting.

Council could decide the following:

- I. Grant the licence;
- II. Grant the licence with specific additional terms, conditions and restrictions;
- III. Refuse the licence;
- IV. Defer an application for further consideration or to obtain further information.

If Council made a decision against an Officer's recommendation, then Members must state their reasons for doing so. In such circumstances, a recorded vote would be taken.

### 3. Main Report

An application had been received for the Grant of an Occasional Entertainment Licence (Outdoor) for the above named premises. In accordance with the Entertainment Licence Policy Members approval was now required in advance of granting the licence. Members should note that this applicant was successfully granted an application for this charitable event in 2024 which promoted the activities of the organisation, and this licence would be for the same purpose as before.

The operating hours for the event were as detailed below;

Saturday 4<sup>th</sup> May 2025, 13:00hrs - 17:00hrs

### 4. Summary

An application for an Occasional (Outdoor) Entertainment Licence had been received from Mr Gould, Rehability, 7-8 Norfolk Court, Antrim, BT41 2SF. In accordance with Council protocol for the hearing of Entertainment Licence applications a decision by Members was needed on the granting of the licence.

Proposed by Councillor Gilmour  
Seconded by Councillor Foster and agreed that

**an Entertainment Licence (Occasional Outdoor Licence) be granted to the applicant, Mr Gould, Rehability, 7-8 Norfolk Court, Antrim, BT41 2SF.**

- **That all relevant licensing requirements are met**
- **That statutory consultees have no objections to approval**

*ACTION BY: Jen McGrugan, Environmental Health Officer*

*Alderman Smyth returned to the Chamber.*

### **3.9 EH/EHS/LR/001, EL/023 APPLICATION FOR GRANT OF OCCASIONAL ENTERTAINMENTS LICENCE STRAID YOUNG FARMERS**

#### **1. Purpose**

**The purpose of the report was to seek Members approval for an Occasional Entertainment Licence for the Straid Young Farmers Annual BBQ, Cullyburn Equestrian Centre, 18 Cullyburn Road, Newtownabbey, BT36 5BN**

#### **2. Introduction**

An application had been received for the grant of an Entertainment Licence (Occasional Licence) for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Type(s) and hours of entertainment</b>	<b>File Number</b>	<b>New Application or Renewal</b>
Mr Gareth Baird	18 Cullyburn Road, Newtownabbey, BT36 5BN	Singing, Music, Dancing or Entertainment of a like kind  Saturday 31st May 2025, 21:00hrs - 01:00hrs  Number of persons No greater than 800	EL023	New

In line with the Council Protocol for the hearing of Entertainment Licence applications, approved in December 2016, the application must be considered at the Operations Committee meeting.  
Council could decide the following:

- I. Grant the licence;
- II. Grant the licence with specific additional terms, conditions and restrictions;
- III. Refuse the licence;

- IV. Defer an application for further consideration or to obtain further information.

If Council made a decision against an Officer's recommendation, then Members must state their reasons for doing so. In such circumstances a recorded vote would be taken.

### 3. Main Report

An application had been received for the renewal of an Entertainment Licence for the above event. This was an event that had been occurring annually at the same venue for over 8 years and further to review of the Entertainment Licence policy, Council approval was now required in advance of granting the licence on an annual basis. There had been no previous issues or concerns regarding this event.

The operating hours for the event were as detailed below;

Saturday 31st May 2025, 21:00hrs– 01:00hrs

### 4. Summary

Application for an Occasional Entertainment Licence had been received from Mr Gareth Baird for an event - Straid Young Farmers annual BBQ, Cullyburn Equestrian Centre, 18 Cullyburn Road, Newtownabbey, BT36 5BN. In accordance with Council protocol for the hearing of Entertainment Licence applications a decision by Members was needed on the granting of the licence.

Proposed by Councillor Foster  
Seconded by Alderman Clarke and agreed that

**an Entertainment Licence (Occasional Licence) be granted to the applicant, Mr Gareth Baird, Straid Young Farmers annual BBQ, Cullyburn Equestrian Centre, 18 Cullyburn Road, Newtownabbey, BT36 5BN with the following conditions;**

- **That all relevant licensing requirements are met**
- **That statutory consultees have no objections to approval**
- **No objections are received following the statutory consultation period**

*ACTION BY: Kelly Squance, Environmental Health Officer*

## **3.10 EH/EHS/LR/001, EL/070 APPLICATION FOR GRANT OF OCCASIONAL ENTERTAINMENTS LICENCE LYLEHILL YOUNG FARMERS**

### **1. Purpose**

**The purpose of the report was to seek Members' approval for an Occasional Entertainment Licence for the Lylehill Young Farmers annual BBQ, Shane's Castle Estate, Antrim, BT41 4NB**

## 2. Introduction

An application had been received for the grant of an Entertainment Licence (Occasional Licence) for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Type(s) and hours of entertainment</b>	<b>File Number</b>	<b>New Application or Renewal</b>
Miss Kirsty Wallace	Shane's Castle Estate, Antrim, BT41 4NB	Singing, Music, Dancing or Entertainment of a like kind  Indoor Occasional Licence (Marquee)  Saturday 7th June 2025, 21:00hrs – 01:30hrs  Number of persons No greater than 500	EL070	New

In line with the Council Protocol for the hearing of Entertainment Licence applications, approved in December 2016, the application must be considered at the Operations Committee meeting.

Council could decide the following:

- I. Grant the licence;
- II. Grant the licence with specific additional terms, conditions and restrictions;
- III. Refuse the licence;
- IV. Defer an application for further consideration or to obtain further information.

If Council made a decision against an Officer's recommendation, then Members must state their reasons for doing so. In such circumstances a recorded vote would be taken.

## 3. Main Report

An application had been received for the renewal of an Entertainment Licence for the above event. This was an event that had been occurring annually at the same venue for over 8 years. Council approval was now required in advance of granting the licence on an annual basis. There had been no previous issues or concerns regarding this event.

The operating hours for the event were as detailed below;

Saturday 7th June 2025, 21:00hrs – 01:30hrs

## 4. Summary

Application for an Occasional Entertainment Licence had been received from Miss Kirsty Wallace for an event - Lylehill Young Farmers annual BBQ, Shane's Castle Estate, Antrim, BT41 4NB. In accordance with Council protocol for the hearing of Entertainment Licence applications a decision by Members was needed on the granting of the licence.

Proposed by Alderman Clarke

Seconded by Councillor Gilmour and agreed that

**an Entertainment Licence (Occasional Licence) be granted to the applicant, Kirsty Wallace, 139 Ballyrobin Road, Crumlin, BT29 4EG with the following conditions;**

- **That all relevant licensing requirements are met**
- **That statutory consultees have no objections to approval**
- **No objections are received following the statutory consultation period**

*ACTION BY: Kelly Squance, Environmental Health Officer*

### **3.11 WM/S/003 SUSTAINABILITY WORKING GROUP MINUTES**

#### **1. Purpose**

**The purpose of this report was to seek Members' approval for the minutes of the Sustainability Working Group.**

#### **2. Background**

The meeting of the Sustainability Working Group was held on 25 March 2025 and a copy of the minutes (circulated) were attached for Members' approval.

At the meeting, Members were updated on the following:

- 1) Carbon Literacy Training options for Elected Members;
- 2) New Staff who have joined the Sustainability Directorate;
- 3) Sustainability Screening Tool;
- 4) Family Reuse Fayre Event update;
- 5) Green for Business.

Proposed by Councillor Foster

Seconded by Councillor Gilmour and agreed that

**the minutes of the Sustainability Working Group held on 25 March 2025 be approved.**

*ACTION BY: Claire Evans, Climate, Waste and Sustainability Officer*

### **4 ITEMS FOR NOTING**

#### **4.1 L/LEI/004/VOL2 SUMMER ACTIVITY PROGRAMME 2025**

## 1. Purpose

**The purpose of this report was to provide an update on the Council's Summer Activity Programme for 2025.**

## 2. Background

The Council organised a variety of activities across multiple locations throughout the Borough during the schools summer break, catering to children aged 6–12. A screening process was available for children with additional care needs (medical or disability-related) to ensure necessary accommodations were made whenever possible.

For several years, the Council had partnered with the Mae Murray Foundation to offer an Inclusive Summer Scheme, which provided specialized one-to-one care for up to 25 children per day. This year, the Council would expand its efforts with a Borough-wide Summer Inclusive Programme featuring activities such as sensory play, inclusive wheelchair games, adaptive biking, and arts and crafts.

In addition to its own programmes, the Council supports external summer initiatives through:

- **The Community Planning Department's Programmes and Activities Grant**, which last year provided funding to 17 groups at a total estimated cost of £34,000.
- **Accessibility and Inclusion Funding**, which offered up to £5,000 per applicant from a total fund of £25,000, available to Special Educational Needs (SEN) schools within the Borough.

This comprehensive approach ensured a diverse and inclusive range of summer activities for children across the Borough.

## 3. Proposed 2025 Council Programme

Booking for Council-managed schemes would open on Wednesday, 21 May. Relevant information would be widely shared in advance through the Council's various communication channels.

The proposed 2025 Summer Scheme Programme was as follows:

<b>Scheme</b>	<b>Dates 2024</b>	<b>Times</b>
Six Mile Leisure Centre (Ballyclare)	21 July – 22 Aug	10am -3pm
Valley Leisure Centre	21 July – 22 Aug	10am -3pm
Ballyearl Arts and Leisure Centre (Arts and Crafts)	21 July – 22 Aug	10am – 3pm
Merville House	21 July – 22 Aug	10am – 1pm
Lilian Bland	21 July – 22 Aug	10am – 3pm

Thompson Primary School	21 – 25 July	10am – 3pm
Kilbride Church/St Brides	28 July – 1 Aug	10am – 3pm
Ballynure Methodist	4 – 8 Aug & 11 – 15 Aug	10am – 3pm
Hydepark Church	18 – 21 Aug	10am – 3pm
Crumlin Leisure Centre	19 – 21 Aug	10am – 3pm
Castle Gardens Outdoor Sport & Physical Activity Camp	5 - 7 August	10am – 3pm
Summer Inclusive Programmes	TBC	TBC
Sports Specific Camps (Athletics, Dance, Tennis & Football) Various centres	July & August	10am – 1pm

In response to a Member's query, the Director of Parks and Leisure Operations advised that he would review the current broader provision of summer activity programmes in the Dunsilly DEA to determine whether there is a need to include the area in the Council's programme for 2026.

Proposed by Councillor Gilmour  
Seconded by Alderman Clarke and agreed that

**the report be noted.**

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

## **4.2 EH/EHS/LR/006 RENT REGULATION IN THE PRIVATE SECTOR IN NORTHERN IRELAND**

### **1. Purpose**

**This report aimed to update Members on legislative changes regarding the frequency of rent increases in the Private Rental Sector.**

### **2. Background**

The Department for Communities (DfC) commissioned the Chartered Institute of Housing (CIH) to carry out independent research on the impact of rent cuts/freezes to support its responsibilities under Section 7 of The Private Tenancies (Northern Ireland) Act 2022.

The research report from CIH for the Department for Communities concluded that the best way of relieving pressure on affordability for renters was by increasing housing supply and ensuring the benefit system adequately addresses housing costs.

### 3. Key Issues

To address affordability challenges in the Private Rented Sector, the Minister for Communities would enact Section 7 of the Private Tenancies Act (NI) 2022, limiting rent increases to once every 12 months, with a 3-month written notice. This would apply to all tenancies starting from 1 April 2025.

Under these provisions, a landlord cannot raise rent within 12 months of granting a tenancy or within 12 months of the last increase. A 3-month written notice, such as a Notice of Variation, must be provided.

If a landlord attempts to increase rent more than once within a 12-month period, the tenant was not required to pay the second increase. The increase would have no legal effect, and the rent remains unchanged. The landlord could not enforce this increase in court or harass the tenant.

A landlord must follow legal procedures to evict a tenant, including issuing the correct notice to quit, and may need to apply to the Court for ejectment proceedings.

### 4. Summary

From 1 April 2025, a private landlord could not increase rent within 12 months of granting a tenancy or within the 12 months following the date of the last rent increase.

Proposed by Alderman Smyth

Seconded by Councillor Ní Chonghaile and agreed that

**the report be noted.**

*NO ACTION*

## **4.3 EH/PHWB/012 INTERGENERATIONAL ACTIVITY – BRINGING TOGETHER YOUNGER AND OLDER GENERATIONS**

### 1. Purpose

**The purpose of this report was to highlight to Members the ongoing work around intergenerational activity.**

### 2. Background

Intergenerational activity extended beyond simply connecting younger and older generations together, it was a systemic approach to community development and improving wellbeing that recognised and valued the

contribution of all generations who lived within the Borough. The Health and Wellbeing section of Environmental Health had taken on a role in supporting the growth of intergenerational approaches collaboratively and have done this by co-ordinating approaches directly with interested parties.

These intergenerational activities aligned with the Take 5 Steps to Wellbeing – a framework outlining five ways people of all ages could support and enhance their mental wellbeing: Give, Be Active, Connect, Keep Learning, and Take Notice. Every planned intergenerational activity would incorporate several of these steps, with "Connect" being a central focus as the two age groups come together to build meaningful connection

### 3. Key Issues

Council's Age Friendly Officer was currently developing intergenerational guidelines that would be made available on the Council website. These guidelines could be utilised by any interested parties who were working with either younger or older age groups. They would provide advice on how to establish a project or programme, highlighting considerations for both age groups to ensure success.

The Age Friendly Officer would support groups interested in delivering intergenerational projects by finding and linking together interested groups. Presently, the Officer was supporting the Antrim and Newtownabbey Seniors Forum to deliver an intergenerational project within each District Electoral Area, details of which would be shared on Council social media.

One of the projects successfully concluded during the Christmas season involved a collaboration between Inniscoole Day Centre and Rathcoole Primary School. On 18 December 2024, participants from both groups gathered to create Christmas cards together, exchange them, and enjoy singing festive songs. The feedback was overwhelmingly positive, with the principal of Rathcoole Primary School remarking;

"This was brilliant. It also ties in with our Take 5 message as a school, so it would be super to use this messaging alongside it. I love the co-ordinated approach to it as I have tried to link up before, get too busy with other things, then it doesn't work."

### 4. Summary

The Age Friendly Officer would share the Intergenerational Guidelines and continue to coordinate and support intergenerational projects across the Borough. A dedicated webpage would be established to showcase intergenerational work, including examples of best practices within the Borough.

Proposed by Councillor Gilmour  
Seconded by Councillor Magill and agreed that

**the report be noted.**

NO ACTION

#### **4.4 EH/EHS/CP/004 TOBACCO TEST PURCHASE**

##### **1. Purpose**

**The purpose of this report was to inform Members about the results of test purchasing activities conducted concerning the sale of age-restricted products like cigarettes and tobacco.**

##### **2. Background**

Members were reminded that local authorities in Northern Ireland had a statutory duty to enforce the legislation relating to the sale of certain age-restricted products such as cigarettes and tobacco products. Under current legislation, it was illegal to sell cigarettes or tobacco or nicotine inhaling products (e-cigarettes and e-liquids) to anyone under 18.

The Public Health Agency fund the employment of Tobacco Control Officers (TCO's) who work on behalf of District Councils in Northern Ireland to promote compliance with tobacco control legislation and to provide advice on compliance.

TCO's must conduct at least 100 advisory visits annually to retailers, including 70 test purchases, to ensure compliance with age-restricted sale legislation. In April 2024 and July 2024, advisory letters were sent to 141 retailers, and TCOs conducted 201 advisory visits from April to December 2024. Test purchase exercises had been completed in April, August, October and November of this financial year and reported to Members in June, November, December 2024, and January 2025.

##### **3. Key Issues**

In February 2025, TCOs carried out a test purchase exercise with twelve retailers, involving a young person under 18 who attempted to purchase tobacco or nicotine inhaling products. All twelve premises complied fully with the law.

This test purchase exercise concludes the 2024/2025 test purchase program, meeting the target of 70 test purchases completed during that period.

##### **4. Summary**

This was the fifth and final phase of the planned test purchase exercises for 2024/2025, marking the achievement of the 70 test purchase target for the period. On this occasion, all twelve premises fully complied with the law.

Proposed by Alderman Smyth  
Seconded by Councillor Gilmour and agreed that

**the report be noted.**

NO ACTION

**4.5 PK/GEN/144 CORRESPONDENCE FROM THE DEPARTMENT FOR INFRASTRUCTURE – PROPOSED SEGREGATED FOOTWAY/CYCLEWAY B513 O’NEILL ROAD, NEWTOWNABBEY**

**1. Purpose**

**The purpose of this report was to present correspondence from the Department for Infrastructure (DfI) regarding a proposed segregated footway/cycleway on O’Neill Road, Newtownabbey.**

**2. Background**

The Council had received correspondence from the DfI Active Travel Team outlining a proposal to develop a footway/cycleway along O’Neill Road, Newtownabbey.

The scheme aimed to enhance active travel by improving safe walking and cycling infrastructure in the area. DfI anticipated that most of the footway/cycleway would be accommodated within the existing footpath and grass verge.

The Department had invited feedback from Officers and Elected Members on the proposal. The correspondence and associated maps were circulated for Members’ reference.

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

**the report be noted.**

NO ACTION

*Councillor Ward left the Chamber at this point.*

**5 ANY OTHER RELEVANT BUSINESS**

- 5.1** In relation to the ongoing works on gas mains at Jordanstown Loughshore, Cenotaph Cemetery and Merville, the Head of Estate Services advised that Council’s legal team was currently liaising with the contractors in relation to a programme of works and confirmation of when the construction work would be completed.

NO ACTION

- 5.2** In response to a Member’s query, the Director of Parks and Leisure confirmed that bat boxes had historically been installed at appropriate sites across the Borough and undertook to review this provision again.

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

- 5.3** In response to a Member's query, the Head of Waste Strategy and Sustainability confirmed that hard plastic materials were unable to be recycled separately at the Recycling Centres at this point due to difficulty procuring a hard plastics provider. In the meantime, the hard plastics would be recycled and recovered through the residual waste treatment contract.

*NO ACTION*

*Councillor Ward returned to the Chamber at this point.*

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

Proposed by Alderman Smyth  
Seconded by Councillor Gilmour and agreed

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

## **6 ITEMS IN CONFIDENCE**

### **6.1 IN CONFIDENCE L/LEI/AP/008, FI/PRO/TEN/324 DRIVEWAY IMPROVEMENT WORKS – ALLEN PARK**

#### **1. Purpose**

**The purpose of this report was to seek approval for the Business Case to redesign and resurface the entrance and driveway at Allen Park, at a cost of £[REDACTED]**

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

The driveway providing access to the Allen Park car park had significantly deteriorated over time, worsened by increased traffic flow and heavy machinery associated with the golf course. Additionally, the project presented an opportunity to redesign the entrance, addressing the current layout issues that contributed to congestion on Randalstown Road. The existing design, combined with rising visitor numbers, creates a bottleneck that posed safety concerns.

#### **3. Preferred Option**

As outlined in the circulated Business Case, several options were assessed, with Option 3 identified as the preferred solution. This option involved major realignment and widening of the driveway at a cost of £[REDACTED]. The improvements were expected to enhance the facility's entrance, optimize traffic flow, and improve overall customer experience.

#### **4. Financial Implications**

The project would be funded through the Council's Car Park Improvement Programme, which had a total capital budget of £[REDACTED]

As the framework for car park resurfacing had already been approved, the approval of this Business Case would serve as the investment decision, allowing the works to commence in early summer 2025.

Proposed by Alderman Smyth  
Seconded by Alderman Clarke and agreed that

**the Business Case for the redesign and resurfacing of the entrance and driveway at Allen Park, at a cost of £[REDACTED] be approved.**

*ACTION BY: Deaglan O'Hagan, Head of Leisure Operations*

## 6.2 **IN CONFIDENCE** PK/GEN/197 CEMETERY BURIAL CAPACITY UPDATE

### 1. Purpose

**The purpose of this report was to provide an update on the burial capacity within Council's cemeteries.**

### 2. Background

Members would be aware that quarterly updates were provided to the Operations Committee relating to the current burial capacity within Council owned cemeteries.

### 3. Current Position

The capacity as of 28<sup>th</sup> Feb 2025, for Council's Cemeteries and Gardens of Remembrance was detailed as follows:

<b>Cemetery</b>	<b>No. of plots remaining</b>	<b>Current Average no. of plots sold PER YEAR (based on 3yr average)</b>	<b>Estimated remaining burial capacity (years)</b>
Carnmoney	0	0	0
Ballyclare	517	100	5.2
Rashee	344	10	34
Sixmile	2065	80	25
Crumlin	400	15	25
<b>TOTAL</b>	<b>3326</b>	<b>205</b>	<b>16</b>

<b>Garden of Remembrance Plots (for burial of ashes only)</b>	<b>No. of plots remaining</b>	<b>Average no. of plots sold (based on 3 year average)</b>	<b>Estimated remaining burial capacity (years)</b>
Carnmoney	40	55	0.7

Ballyclare	119	2	59
Mallusk	15	1	15

Members were advised that issues had been reported in some sections of Crumlin and Rashee which would reduce the capacity in these cemeteries. Officers had commenced a mapping review of the remaining capacity in all Council cemeteries (except Carnmoney) with a comprehensive update to be brought to a future Committee when complete.

Officers were also in the process of developing an Outline Business Case for a new cemetery in the urban area of Newtownabbey, which would be presented to the Council for approval in due course.

The Director of Parks and Leisure Operations undertook to consider a scheme for a Garden of Remembrance at Sixmile Cemetery, Antrim, within the context of the Council's Capital Programme.

Proposed by Councillor Foster  
Seconded by Alderman Clarke and agreed that

**the report be noted.**

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

### **6.3 IN CONFIDENCE PBS/PS/001 ON-STREET RESIDENTIAL CHARGE POINT SCHEME (ORCS) UPDATE**

#### **1. Purpose**

**The purpose of this report was to seek approval for awarding the tender for the Supply, Installation, Operation, and Maintenance of Electric Vehicle Chargepoints for the Northern Ireland (NI) Electric Vehicle Consortium.**

#### **2. Background**

Members were reminded that the Council was a member of the NI Electric Vehicle Consortium, a group of nine Councils participating in the On-Street Residential Chargepoint Scheme. This initiative was led by Derry City and Strabane District Council and was supported by £[REDACTED] in funding from the Office for Zero Emission Vehicles, along with £[REDACTED] from the Department for Infrastructure.

The scheme aimed to install 124 electric vehicle charge points in locations near residential areas, particularly benefiting homes without driveways or off-street parking. The Council had previously agreed on the proposed locations, which were subject to final approval from the Department for Infrastructure and Northern Ireland Electricity Networks. These locations were circulated for Members' reference.

#### **Financial Implications**

A competitive tender process was conducted in compliance with Derry City and Strabane District Council's procurement regulations. Five bids were received and evaluated based on the published criteria. A detailed report on the procurement process was circulated for Members' reference. All infrastructure costs would be covered by funding.

The successful charge point operator (CPO) would set a usage charge based on the current electricity rate per unit consumed, plus an additional fee for back-office support, maintenance, and profit.

To regulate costs, the Consortium would establish a price cap with the CPO. While the CPO might charge above this cap, any excess revenue would be paid to the Council. The Consortium would standardise these 'margin gap' parameters to ensure consistency across the province.

### 3. Next Steps

To proceed, all Councils in the Consortium must individually approve the tender. If approved, installation of the charge points was expected to begin in early summer 2025.

Proposed by Councillor Burbank  
Seconded by Alderman Clarke and agreed that

**Members approve the award of the tender for the supply, installation, operation, and maintenance of electric vehicle charge points for the Northern Ireland Electric Vehicle Consortium.**

*ACTION BY: David Blair, Head of Estate Services*

*Alderman McGrath left the meeting at this point.*

*Alderman Clarke left and returned to the Chamber during item 6.4*

## 6.4 **IN CONFIDENCE** WM/ARC21/4/VOL11 ARC21 JOINT COMMITTEE PAPERS

### 1. Purpose

**The purpose of this report was to update Members on the January and February arc21 Joint Committee meetings.**

### 2. Introduction

The arc21 Joint Committee met on a monthly basis and each month the papers are reviewed by the Operations Committee.

### 3. Previous Decisions of Council

All previous papers were noted.

### 4. Main Report

The papers for the arc21 Joint Committee Meeting were (circulated) for Members information:

- 27 March 2025

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

## 5. Summary



Following queries from Members, the Director of Sustainability Operations undertook to publicise that no waste from arc21 Councils had been sent to landfill from February and provided an update on the Residual Waste Treatment Project.

Proposed by Councillor Foster  
Seconded by Councillor McLaughlin and agreed that

**the report be noted.**

*ACTION BY: Lynsey Daly, Head of Waste Strategy & Sustainability*

## 6.5 **IN CONFIDENCE** FI/PRO/TEN/592 **ASSEMBLY, UPLIFT AND DELIVERY OF VARIOUS WASTE CONTAINERS**

### 1. Purpose

**The purpose of this report was to obtain approval for the appointment of a suitably qualified and experienced organisation to assemble, uplift and deliver a range of containers as part of the waste harmonisation scheme.**

### 2. Introduction/Background

In October 2019, Council agreed to the harmonisation of the kerbside collection of all recyclable and residual domestic waste from households across the Borough. The decision was made following the presentation of a full economic appraisal of the waste collection service and the results from the public consultation. The Council was successful in its application to DAERA for funding and in July 2024, the Council accepted the letter of offer for funding of up to £[REDACTED]. Officers had progressed with the Project following approval in August 2024 and had appointed contractors for the collection of kerbside recycling, manufacture and delivery of the wheelie boxes, replacement 180L residual waste bins, and Kerbside Sort Vehicles.

This procurement exercise was to appoint a contractor who would be responsible for the assembly and delivery of the wheelie boxes and 180L residual waste bins, as well as the uplift and recycling of the redundant recycling and residual waste bins. [REDACTED]

This tender opportunity was made available on eSourcingNI on 20 January 2025. One tender response was opened via the eSourcingNI Portal on 21 March 2025 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, management systems and practices, regulatory license requirements, and declarations and form of tender. The tender met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

#### STAGE 2 – AWARD STAGE

##### Sub-Stage 1 – Technical Assessment

The tender was evaluated on a pass/fail basis for compliance with the specification and end destination of redundant containers. The tender met the requirements of this stage and proceeded to the next stage of evaluation.

##### Sub-Stage 2 – Quality Assessment

The tender was evaluated on the basis of method of operation (45%), monitoring system (15%), resources (15%), business continuity (15%), and social value (10%). Agreed quality thresholds were established in order to ensure that a high level of service delivery was achieved.

Service Provider	Total % Quality Score	Meet the agreed quality thresholds
Avenue Recycling Ltd	100.00%	Pass

##### Sub-Stage 3 – Commercial Assessment

The tender was evaluated on the basis of cost (100%) and the recommendation was as follows:

Supplier	Total Cost Score %	Total Estimated Cost (£) (excl. VAT)
Avenue Recycling Ltd	100%	£

While there was only one tender, the estimated costs were in line with market rates and Officers were satisfied that the costs represent value for money, with 50% of the cost covered by the DAERA funding.

Proposed by Councillor McAuley  
Seconded by Councillor Foster and agreed that

**having achieved a score of 100%, Avenue Recycling Ltd be appointed for the assembly, uplift and delivery of various waste containers at the tendered rates.**

*ACTION BY: Melissa Kenning, Procurement Manager*

## **6.6 IN CONFIDENCE PK/GEN/222 EMERGENCY EXPENDITURE FOR TREE WORK FROM STORM EOWYN**

### **1. Purpose**

**The purpose of this report was to seek approval for the direct award of emergency tree works for storm Éowyn at a cost of £.**

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

On Friday, 24 January, Storm Éowyn recorded as the most severe storm ever to hit the region caused widespread destruction across the borough. The primary source of damage was fallen trees striking overhead electricity wires, leading to significant disruptions. Nearly 326,000 homes and businesses were left without power due to damage reported at approximately 3,000 individual locations. Several Council sites recorded wind gusts exceeding 90mph, highlighting the storm's intensity.

The Met Office issued a Red Warning for the area, indicating a serious risk to life and prompting emergency precautions. In response, Council made the decision to close all facilities to ensure public safety. This included Antrim Castle Gardens, all cemeteries, civic buildings, leisure centres, and open spaces. These closures had a direct impact on council services, resulting in the postponement of all statutory duties.

Recovery operations commenced as soon as it was deemed safe to proceed. Given the widespread damage, specialised emergency tree contractors were deployed to assist with urgent health and safety works.

### **3. Recovery**

Two specialised emergency tree contractors were deployed by the Parks Section to assist with urgent health and safety works following the severe

impact of the storm. Antrim Tree Services was assigned to cover the northern areas of the borough, providing emergency response from Toome to Ballyclare. Meanwhile, M Large was deployed to manage the southern section, covering areas from Mallusk to Jordanstown.

Both contractors were tasked with removing fallen trees, clearing debris, and making hazardous sites safe for the public. Their rapid deployment ensured that critical routes were reopened, risks were minimised, and essential services could continue operating safely and effectively.

#### 4. Financial Implications

Due to the unforeseeable severity of the storm and the subsequent urgent emergency repairs required from storm damage, Council could not adhere to the time limits for a procurement process. Immediate action was necessary to carry out urgent repairs, replacements, or other critical work to prevent further damage and ensure safety. In accordance with the Council's Constitution and the 'Scheme of Delegation' section 2(c) – Emergencies and Cases of Urgency – urgent action was taken in response to this major storm and the two tree contractors detailed above were appointed, in line the Public Contracts Regulations 2015, to undertake the work.

As this was classified as a full-scale emergency, this expenditure could be approved retrospectively. This provision ensured that vital works were not delayed in extreme situations, allowing Council to act swiftly to protect public safety and property.

North Section Costs: £

South Section Costs: £

**Total Costs: £**

Proposed by Councillor Burbank

Seconded by Alderman Smyth and agreed that

**the direct award for the emergency tree works at a cost of £ be approved.**

*ACTION BY: Paul Mawhinney, Head of Parks Operations*

## **6.7 IN CONFIDENCE FI/PRO/TEN/571 PROVISION OF POWER WASHING AND SPECIALISED CLEANING SERVICES**

### **1. Purpose**

**The purpose of this report was to seek approval for the appointment of a suitably qualified and experienced organisation to provide power washing and specialised cleaning services for the contract period.**

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

The Council was responsible for maintaining various buildings, open spaces, parks, bridges, monuments, and pedestrian walkways, all of which required regular cleaning.

This contract covered power washing of buildings, urban pavements, play parks, MUGAs, monuments, memorials, and signs, as well as graffiti removal and kitchen extract cleaning. The annual expenditure for this contract was approximately £[REDACTED]

This tender opportunity was made available on eSourcingNI on 30 January 2025. Two tender responses were opened via the eSourcingNI Portal on 4 March 2025 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

#### STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, standpipe and waste carrier's licenses, and declarations and form of tender. Both tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

#### STAGE 2 – AWARD STAGE

##### Sub-Stage 1 – Technical Assessment

The tenders were evaluated on a pass/fail basis for compliance with the specification. Both tenders met the requirements of this stage and proceeded to the next stage of evaluation.

##### Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of management of the contract and customer focus (10%), technical capacity and capability (10%), delivery of the service (20 %), social value (10%) and cost (50%). The recommendation was as follows:

Supplier	Quality Assessment (out of 50%)	Cost Assessment (out of 50%)	Total % Score	Estimated Total Cost per Annum (£) (excl. VAT)
Finaghy Cleaning & Support Services Ltd t/a Keep It Clean	[REDACTED]	[REDACTED]	[REDACTED]	£[REDACTED]

Proposed by Councillor Gilmour

Seconded by Councillor Burbank and agreed that

**It is recommended that Finaghy Cleaning & Support Services Ltd. be appointed to provide power washing and specialised cleaning services at the tendered rates for the period of 13 May 2025 – 31 May 2028, with an option to extend for up to a further 24 months.**

ACTION BY: Melissa Kenning, Procurement Manager

Having declared an interest in item 6.8, Councillor Foster left the Chamber.

## **6.8 IN CONFIDENCE FI/PRO/TEN/549 FRAMEWORK FOR THE PROVISION OF MECHANICAL SERVICES**

**CONTRACT PERIOD 13 MAY 2025 – 30 APRIL 2027 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)**

### **1. Purpose**

**The purpose of this report was to obtain approval for the appointment of suitably qualified and experienced organisations to a framework to provide various mechanical services to the Council for the contract period.**

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

Across the Council's properties, and at the direction of Estates Services, the contractors appointed to the framework would be responsible for the installation and maintenance of plumbing and mechanical plant as well as HVAC and smoke ventilation equipment. The annual spend for this contract, across all the lots, was approximately £[REDACTED].

This framework consisted of three lots:

- Lot 1 Domestic and Non-domestic Plumbing Services
- Lot 2 Domestic and Non-domestic Mechanical Services
- Lot 3 HVAC and Smoke Vent Services

For each lot, the top four highest scoring tenderers would be appointed to the framework. The primary contractor, ranked first, would undertake the planned preventative maintenance and repairs and provide an emergency response service. Where there were other works packages, Officers could call-off the framework directly at the tendered rates or undertake a further competition. Where the costs of any further competition exceeded the relevant threshold, a report would be brought to Council to inform Members.

This tender opportunity was made available on eSourcingNI on 31 January 2025. Five tender responses, across three lots, were opened via the eSourcingNI Portal on 4 March 2025 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

### **STAGE 1 – SELECTION STAGE**

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

## STAGE 2 – AWARD STAGE

### Sub-Stage 1 – Technical Assessment

The tenders were evaluated on a pass/fail basis for compliance with the specification. All tenders met the requirements of this stage and proceeded to the next stage of evaluation.

### Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of implementation plan (10%), capacity and capability to deliver (10%), contract management and performance monitoring (10%), social value (10%), and cost (60%). In Lot 2, one tenderer withdrew their bid due to an error in their commercial return. The recommendation for each lot was as follows:

#### LOT 1 – DOMESTIC AND NON-DOMESTIC PLUMBING SERVICES

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Total Cost per Annum (£) (excl. VAT)
1	Precision Mechanical Contractors Ltd				
2	H. & J. Martin Ltd				
3	WJM Building Services Ltd				
4	B.I. Electrical Services (NI) Ltd t/a Greenview				

#### LOT 2 – DOMESTIC AND NON-DOMESTIC MECHANICAL SERVICES

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Total Cost per Annum (£) (excl. VAT)
1	Precision Mechanical Contractors Ltd				
2	WJM Building Services Ltd				
3	H. & J. Martin Ltd				

#### LOT 3 – HVAC AND SMOKE VENT SERVICES

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Total Cost per Annum (£) (excl. VAT)
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1	Precision Mechanical Contractors Ltd				
2	H. & J. Martin Ltd				
3	Source Air Conditioning & Electrical Services (NI) Ltd				

Proposed by Councillor Gilmour  
Seconded by Alderman Smyth and agreed that

**having achieved the scores detailed above, the tenderers be appointed to the framework in ranked order for their respective lots for the period of 13 May 2025 – 30 April 2027, with an option to extend for up to a further 24 months at the tendered rates.**

*ACTION BY: Melissa Kenning, Procurement Manager*

*Councillor Foster returned to the Chamber.*

## **6.9 IN CONFIDENCE FI/PRO/TEN/576 PROVISION OF PUBLIC ANALYST SERVICES**

**CONTRACT PERIOD 1 APRIL 2025 – 31 MARCH 2027, WITH AN OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS, SUBJECT TO PERFORMANCE AND REVIEW**

### **1. Purpose**

**The purpose of this report was to update Members on the award of the tender for the provision of public analyst services for Environmental Health departments at each of the 11 Northern Ireland Councils.**

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

Members were reminded that at the Council Meeting on 24 February 2025, delegated authority was granted to award a collaborative tender exercise for 11 Councils, led by Antrim and Newtownabbey Borough Council. The successful tenderer had now been appointed in accordance with the evaluation detailed below. The contract would enable Environmental Health to execute their planned food sampling programme and would include the collection, analysis and reporting on samples collected from each Council and the provision of professional advice and support regarding the service.

This tender opportunity was made available on eSourcingNI on 23 January 2025. One tender response was opened via the eSourcingNI Portal on 25 February 2025 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,

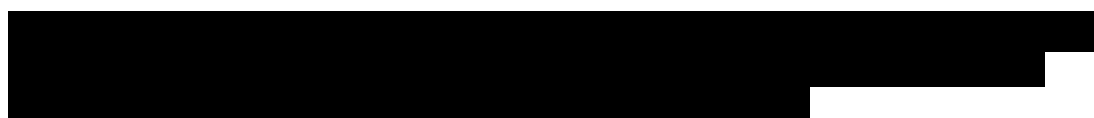


### 3. Key Information

Officers began the procurement processes upon acceptance of the Letter of Offer and Memorandum of Understanding in September 2024. Since then, Members had agreed to the purchase of bespoke Kerbside Sort Vehicles, new Wheelie Box and 180l Residual Waste Bins,

Officers had partnered with dedicated Communications and Mobilisation specialists funded by the Department of Agriculture, Environment and Rural Affairs (DAERA) to produce detailed communication and mobilisation plans, due to be finalised upon the award of the 'Assembly, Uplift and Delivery of Various Waste Containers' contract.

Wheelie Boxes and 180L containers were currently being delivered to Council over April and May.



Proposed by Councillor Burbank  
Seconded by Councillor McAuley and agreed that

**the report be noted.**

*NO ACTION*

## 6.11 **IN CONFIDENCE** FI/PRO/TEN/596 ANTRIM FORUM BOILER REPLACEMENT

### 1. Purpose

**The purpose of this report was to obtain retrospective approval to appoint, via direct award, a suitably qualified and experienced engineering firm to undertake the replacement of the boiler system at the Antrim Forum.**

### 2. Background

On 4 January 2025, a catastrophic boiler failure occurred at the Antrim Forum and due to the age of equipment and the severity of the damage, repairs could not be effected, and replacement was required. A temporary arrangement had been put in place to enable continuity of service and prevent closure of the facility, but it could only sustain the required level of service for a short period without creating an increased risk of further breakdowns.

In February, a specialist consultant was appointed to undertake an in-depth site survey. They provided a comprehensive design for the boiler replacement that would enhance the efficiency and effectiveness of the system and lower usage costs.

Due to the unforeseeable nature of this breakdown and the urgent emergency replacement required, the Council could not adhere to the time limits for a procurement process. Therefore, on behalf of the Council, the consultant issued a request for pricing from two experienced engineering firms with the capacity and capability to undertake the works expediently. The responses were evaluated on the basis of 100% cost and the recommendation was as follows:

Supplier	Cost Assessment Score	Total Cost (£) excl. VAT
CHP Mechanical Ltd		

Officers considered the prices to be in line with market rates and therefore, were content that they represented value for money.

In accordance with the Council's Constitution and the "Scheme of Delegation" section 2(c) – Emergencies and Cases of Urgency, and in compliance with Procurement Act 2023, a direct award to CHP Mechanical was approved at CLT on 31 March 2025 and work commenced expediently.

Proposed by Alderman Smyth  
Seconded by Alderman Clarke and agreed that

**having achieved a score of 100%, the appointment of CHP Mechanical Ltd via direct award be retrospectively approved for the replacement of the boilers at the Antrim Forum at the agreed rates.**

*ACTION BY: David Blair, Head of Estate Services, Alan Constantine, Estates Services Projects Officer and Melissa Kenning, Procurement Manager*

#### **6.12 IN CONFIDENCE FI/PRO/TEN/519 APPOINTMENT OF CONTRACTOR TO UNDERTAKE CRAIGMORE HOUSEHOLD WASTE RECYCLING CENTRE SITE IMPROVEMENT WORKS**

##### **1. Purpose**

**The purpose of this report was to recommend to Members to approve the investment decision for the appointment of GB Landscapes NI Ltd as the Principal Contractor to undertake Craigmore Household Recycling Centre (HRC) Site Improvement Works.**

##### **2. Background**

In recent years the condition of the Craigmore HRC site had deteriorated due to the volume of road traffic and heavy machinery using the facility. This resulted in pot-holed roads, faulty drainage, and damaged retaining walls. The amount of damage had reached a level that could not be addressed using running repairs and was reducing the effectiveness of the facility and adversely impacting the health and safety of Council staff and its users.

##### **3. Previous Decision of Council**

Members were reminded, that at the Full Council meeting on 29 January 2024, the Business Case for improvement works to Craigmore HRC with an estimated cost of approximately £[REDACTED] was approved, based on the original scope of work, which included the following:

- Concrete surfacing repairs
- Drainage repairs
- Replacement of waste bay walls
- New drainage elements

Members were advised that following design development, further drainage, surfacing and site layout/traffic flow improvements had been identified which had impacted on cost.

#### 4. Procurement

This tender opportunity was made available on eSourcingNI on 19 April 2024. Ten completed Pre-Qualification Questionnaires (PQQs) were received on 10 May 2024 and referred to the evaluation panel for assessment. The PQQ responses were evaluated using the criteria of past performance, economic and financial standing, professional conduct, health and safety and technical ability. Six contractors' PQQ responses were assessed as a 'Pass' and were selected for Invitation to Tender (ITT).

ITT documents were issued to six contractors on the 2 December 2024. Three tenders were received by the closing date of 8 January 2025.

#### 5. Tender Analysis

The three tenders were evaluated on the basis of price only. GB Landscapes NI Ltd submitted the lowest tender assessment total price as detailed below.

<b>Contractor</b>	<b>Tendered Total of the Prices (excl. VAT)</b>	<b>Model Compensation Event Total* (excl. VAT)</b>	<b>Tender Assessment Total Price (excl. VAT)</b>
GB Landscapes NI Ltd	[REDACTED]	[REDACTED]	[REDACTED]

*\*The model compensation event was included in the evaluation exercise to assess the cost impact of change resulting from potential future compensation events (variations due to unforeseen items). It included costs for people, materials and equipment.*

The tendered total of the prices of £[REDACTED] from GB Landscapes NI Ltd had been checked and was deemed value for money and competitive in today's market.

#### 6. Financial Position/Implication

Tendered Total of the Prices			
Model Compensation Event Total			
Tender Assessment Total Price			
Client Contingency*			
Professional fees/surveys			
<b>Total predicted outturn project cost</b>			

\* Following the discovery of collapsed drains during design development and the potential there might be more, it was prudent to include an additional contingency.

## 7. Programme

Following the appointment of the contractor, works were anticipated to commence on site, May 2025 with completion August 2025. There would be a meeting with the successful contractor as soon as possible to agree the work programme and how disruption to Centre users could be minimised. There would be a requirement to close the facility during some of the works and once the details had been finalised, Members would be informed.

**Please note that the appointment of contractor and programme was subject to receiving planning approval.**

Proposed by Alderman Clarke

Seconded by Councillor Burbank and agreed that

- **the tendered total of the prices of £[REDACTED] (excl. VAT) from GB Landscapes NI Ltd be approved giving a tender assessment total price of £[REDACTED] (excl. VAT)**
- **the total predicted outturn project cost (works & fees) of £[REDACTED] be approved.**

*ACTION BY: Neil Luney, Capital Development Officer*

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

Proposed by Councillor Foster

Seconded by Alderman Clarke and agreed

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

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

There being no further Committee business, the Chairperson thanked everyone for their attendance and the meeting concluded at 7.39pm.

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**MAYOR**

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