



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD  
AT MOSSLEY MILL ON TUESDAY 4 JANUARY 2022 AT 6.30 PM**

**In the Chair** : Councillor A Logue

**Members Present:** Aldermen - F Agnew, T Burns, L Clarke, M Girvan,  
J McGrath and J Smyth  
Councillors - A Bennington, M Brady, R Foster, J Gilmour,  
N Kelly, J Montgomery and R Wilson

**Non Committee:  
Members** Councillors – M Cooper, P Dunlop, A McAuley,  
V McWilliam, N Ramsay, S Ross and B Webb

**Officers Present** : Deputy Chief Executive of Operations - G Girvan  
Deputy Director of Operations (Leisure & Parks) - M  
McDowell  
Deputy Director of Operations (Environmental Health,  
Building Control and Property) - C Todd  
Deputy Director of Operations (Waste and Fleet) – M Lavery  
ICT System Support Officer – Colin Bell  
ICT Helpdesk Officer - J Wilson  
Mayor & Member Services Officer – S Fisher

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed Committee Members to the January Operations Committee meeting, wished them a Happy New Year on behalf of herself and the Vice Chairperson and reminded all present of the audio recording procedures.

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press can access those parts of the meeting which they are entitled to attend via livestream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

**1 APOLOGIES**

Councillor R Swann

## **2 DECLARATIONS OF INTEREST**

None

## **3 ITEMS FOR DECISION**

### **3.1 PK/BIO/011 SUSTAINABLE NORTHERN IRELAND FUNDING**

Correspondence had been received from Sustainable Northern Ireland (SNI) including a copy of their Annual Report 2020/2021 and their annual request for funding was circulated.

The correspondence set out the highlights for the 20220-2021 year including assistance in establishing the Northern Ireland Electric Vehicle Consortium, responses to key policy consultations and facilitating meetings of the All Party Group on Climate Action.

The group has requested a contribution for 2022/2023 of £6,000 - an increase of £1,000. The previous contribution of £5,000 having been kept at the same level since 2014. For this contribution, additional services will be made available including; help with assessing sustainability performance and provision of one training session for each council.

Proposed by Councillor Kelly  
Seconded by Alderman Smyth and agreed that

**financial support in the amount of £6,000 for Sustainable Northern Ireland be approved.**

*ACTION BY: Geraldine Girvan, Deputy Chief Executive of Operations*

### **3.2 EH/EHS/LR/007 DOG CONTROL ORDERS – PROPOSED AMENDMENT AT SANDYKNOWES PARK**

Members were reminded that a number of Dog Control Orders (DCOs) are currently effective in the Borough, mainly in Council owned parks, where dogs may be exercised off-lead, must be kept on a lead or are excluded.

Currently dogs are excluded from the play area within Sandyknowes Park and following installation of a fence around the informal 'kickabout' area in response to incidents of dog fouling, it was proposed to exclude dogs from this area through amending The Dogs Exclusion (Newtownabbey Borough Council, Children's Play Parks and Recreation Grounds) Order 2012. Dogs would be able to be exercised off lead in the remainder of the park.

A map showing the proposed change was circulated together with a map showing the existing exclusions at the play park.

Proposed by Councillor Foster  
Seconded by Alderman McGrath and agreed that

**Members approve the amendment to The Dogs Exclusion (Newtownabbey Borough Council, Children's play parks and recreation grounds) Order 2012 to reflect the change of use.**

**Enforcement patrols to be reviewed in the area.**

*ACTION BY: Mark Sloan, Environmental Health Manager*

### **3.3 PK/GEN/035/VOL4 PARKS AND OPEN SPACES SUB GROUP**

At the most recent Parks and Open Spaces Sub-Group (previously Grass Management Sub Group) meeting on 30 November 2021, Members considered a detailed report. Arising from the meeting a series of recommendations were made for consideration by the Operations Committee and the minutes of the meeting were circulated.

Proposed by Councillor Montgomery  
Seconded by Alderman Smyth and agreed that

**the minutes of the Parks and Open Spaces Sub-Group meeting held on 30 November 2021 be approved.**

**A Member offered congratulations to Ivor McMullan on being awarded the BEM in the Queen's New Year's Honours list.**

*ACTION BY: Angela Ross, Parks Development Officer*

### **3.4 EH/EHS/LR/11 SCHEME OF DELEGATION**

Members were advised that following an update to the Health Protection (Coronavirus, Restrictions) Regulations and to reflect new structure changes, it was necessary to update the Scheme of Delegated Functions for the Deputy Chief Executive of Operations, Deputy Director of Operations (Environmental Health, Property and Building Services) and the Head of Environmental Health and Wellbeing. Copies of the revised Schedules were circulated.

Proposed by Councillor Foster  
Seconded by Councillor Kelly and agreed that

**the Schedule of Delegated Functions for Environmental Health in relation to the Deputy Chief Executive of Operations, Geraldine Girvan, Deputy Director of Operations (Environmental Health, Property and Building Services), Clifford Todd, and the Head of Environmental Health and Wellbeing, Colin Kelly be adopted.**

*ACTION BY: Geraldine Girvan, Deputy Chief Executive of Operations*

### **3.5 PBS/BC/003 VOL 2 STREET NAMING – TEMPLEPATRICK ROAD, BALLYCLARE**

A development naming application was received from Lotus Homes regarding the naming of a new road linking Templepatrick Road and Doagh Road. The road which was constructed by Lotus Homes currently accesses

three new developments – Ollar Valley, Rushfield and Hansons Hall. The developer's proposed road names and rationales had been submitted as outlined below, with the application, location map and site plan circulated.

1. Ollar Link – The developer would like to keep the connection to the Sixmilewater river. Research has shown that Ollar (name of a neighbouring development) was the original name of the river. The new road now links two other roads together. The developer feels this connection is a satisfactory rationale for the name proposed. As far as the developer is aware no other road in the area has this name.
2. Ollar Pass – The same rationale as above applies to our second suggestion.
3. Six Mile Pass – The same rationale as above applies to this suggestion.

Should the Council not wish to select one of the above names; the matter would be referred back to the developer via the Building Control section for further consideration.

Proposed by Alderman Girvan  
Seconded by Alderman Clarke and agreed that

**The matter be deferred pending a meeting of the DEA Members.**

*ACTION BY: Clifford Todd, Deputy Director of Operations (Environmental Health, Building Control and Property*

*Amended by Council 31 January 2022.*

### **3.6 PBS/PS/024 CONSULTATION ON SECONDARY LEGISLATION TO FURTHER COMMENCE AND IMPLEMENT THE REQUIREMENTS OF THE RESERVOIRS ACT (NORTHERN IRELAND) 2015**

Correspondence had been received (and was circulated) from the Department for Infrastructure seeking responses to a consultation on Secondary Legislation to further commence and implement the requirements of the Reservoirs Act (Northern Ireland) 2015.

The consultation document (circulated) proposed legislation for management and maintenance requirements in relation to reservoirs.

The key elements included the introduction of a 'controlled reservoir' designation, supervision and inspection requirements by a specialist engineer and a duty to undertake measures in the interests of safety. This management and maintenance regime will minimise the risk of flooding due to an uncontrolled release of water resulting from dam or structural failure of a reservoir. The documents sets out that implementation of management and maintenance responsibilities would safeguard human life, the environment, cultural heritage and economic activity.

The draft response is generally in agreement with proposals with two areas where issues are raised, namely, in relation to the standard frequency of visits proposed for a high or medium consequence reservoir and the proposed criteria which will be used to give a reservoir a high, medium or low consequence designation.

Council currently manages and maintains reservoirs at Mossley Mill and the Valley Park – each would be classified as a controlled reservoir as each holds in excess of 10000 cubic metres of water.

Officers liaise with the Department for Infrastructure's engineers and can confirm that existing infrastructure, management and maintenance arrangements are already in place to the Department's satisfaction.

A response to the consultation was circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Montgomery and agreed that

**Council approves the draft response to the consultation on secondary legislation to further commence and implement the requirements of the Reservoirs Act (Northern Ireland) 2015.**

*ACTION BY: Stephen Hipkins, Head of Property and Building Services*

### **3.7 L/GEN/056, WM/RC/008 FACILITY CLOSURES AND OPENING HOURS**

The annual review of facility closures and opening hours had been completed and a schedule setting out the proposed closure arrangements including Public Holidays together with opening hours for 2022/2023 was circulated for:

- Leisure Centres
- Caravan Parks
- Household Recycling Centres

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

Proposed by Alderman Clarke  
Seconded by Alderman Smyth and agreed that

**the facility closures for Leisure, Parks and Waste be approved for 2022/2023 as set out in the schedule.**

*ACTION BY: Geraldine Girvan, Deputy Chief Executive of Operations*

### **3.8 WM/WM/37 KEEP NORTHERN IRELAND BEAUTIFUL - PLASTIC PROMISE**

As part of reducing the use of plastics in Council signing up the Keep Northern

Ireland Beautiful (KNIB) Plastic Promise would underpin our commitment to reduce the use of Single Use Plastics as set out in the Climate Change Action Plan.

Members were reminded that Council has taken decisive action to reduce the use of Single Use Plastics (SUP) across its sites including the use of recycled plastic waste sacks, supporting the National Refill Campaign for water bottles, supplying water bottles to leisure centre users and staff, and a pilot to encourage the use of paper and wooden utensils instead of plastics in local fast food establishments.

The Plastic Promise can be made as an individual, community group or organisation and pledges Council's commitment to reduce or ban the use of SUP.

The table below indicated the areas where Council would be pledging to take action and these will be incorporated into the Climate Change Action Plan and reported through the associated Working Group.

**Please tell us which plastic items you have committed to reduce or ban (tick all that apply)**

Item	Pledge	Policy Decision	Already Reduced	Already Banned
Balloons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beverage bottles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrier bags	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cutlery	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food containers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lollipop sticks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Packets & wrappers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Straws	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takeaway cups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other(s) - please specify	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plastic Btl W/tr Ftr				

Further actions which Council could potentially progress to meet the commitments of the Pledge include:

- No further use or sale of balloons at Council events;
- Installation of more water refill fountains;
- All Council catering franchises to reduce the use of SUP

Officers will bring a report for consideration setting out proposals in relation to these options.

Proposed by Councillor Bennington

Seconded by Councillor Wilson and agreed that

**Council signs up to the Keep Northern Ireland Beautiful Plastic Promise underpinning its commitment to reduce single use plastics in accordance with the Climate Change Action Plan.**

*ACTION BY: Lynsey Daly, Head of Waste Strategy and Contracts*

**3.9 EH/GEN/007 - EH/PHWB/009 - PBS/PS/011 REVIEW OF POLICIES FOR ENVIRONMENTAL HEALTH, PROPERTY AND BUILDING SERVICES**

**EH/GEN/007 THE ROADS (MISCELLANEOUS PROVISIONS) ACT (NORTHERN IRELAND) 2010: PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS FOR SPECIAL EVENTS**

The Policy setting out how Council will process applications for the prohibition or restriction of use of public roads for special events under The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010, was last reviewed in May 2018. Under the Policy, a review should take place every two years or as required. A review has now taken place and no amendments were deemed necessary (circulated)

An updated Section 75 Policy Screening Form was circulated.

**EH/PHWB/009 OIL STAMP POLICY**

The Policy setting out how the Council's Oil Stamp Scheme is delivered was last reviewed in January 2020. Under the Policy, a review should take place periodically. A review had taken place and the policy amended to reflect the new structure for Environmental Health and Wellbeing (circulated). An updated Section 75 Policy Screening Form was circulated.

**PBS/PS/011 GRAFFITI REMOVAL POLICY**

The Policy setting out the decision making process for the removal of graffiti in the Borough was last reviewed in October 2020 having been delayed due to Coronavirus restrictions. Under the Policy, a review should take place every two years or as required. A review had taken place and no amendments were deemed necessary (circulated).

An updated Section 75 Policy Screening Form was circulated.

Proposed by Alderman Smyth  
Seconded by Councillor Montgomery and agreed that

**the revised policies be approved.**

*ACTION BY: Clifford Todd, Deputy Director of Operations (Environmental Health, Property & Building Services)*

## **4 ITEMS FOR INFORMATION**

### **4.1 PK/GEN/186 QUEEN'S GREEN CANOPY- COMMUNITY PLANTING REQUEST**

Members were reminded of Council's commitment to participate in the Queen's Green Canopy initiative which will mark Her Majesty the Queen's Platinum Jubilee in 2022. One of the key elements of the project is community planting whereby local community groups are engaged and encouraged to plant a tree for the Jubilee.

D Company Army Cadets based at Abbots Cross Army Reserve Centre had requested permission to plant 250 oak trees in Glas-na-Braden Glen as part of the Queen's Green Canopy initiative. Suitable locations within each DEA have been approved in advance, Glas-na-Braden being one of these. The Parks Team will liaise with the Cadets and supervise the planting. The trees will be recorded on the Council website in connection with the commitment to plant a million trees.

Proposed by Councillor Foster

Seconded by Alderman McGrath and agreed that

**that the report be noted and that a letter be sent to thank the Army Cadets for their participation in the scheme.**

*ACTION BY: Matt McDowell, Deputy Director of Operations (Leisure & Parks)*

### **4.2 WM/WM/40 WASTE MANAGEMENT PERFORMANCE ANNUAL UPDATE 2020-21**

Under the Landfill Regulations (Northern Ireland) 2003, Council is required to submit waste data returns to the Northern Ireland Environment Agency. These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's recycling rate and compliance with the relevant legislation.

The new legislative targets for Council under the Circular Economy Package are:

1. Recycle 65% of municipal waste by 2035
2. Interim targets of 55% recycling rate by 2025 and 60% by 2030;
3. Maximum of 10% of municipal waste to be landfilled by 2035.

The annual waste data submission for 2020-21 has been verified and sets out Council's performance for the year for both Household and Municipal waste.

A summary of the recently published results for Council for 2020/2021 together with the results from 2019/2020 are set out below. The results include the performance of all 11 Northern Ireland Local Authorities for reference.



	2019-20		2020-21		Ranking
	Tonnes	%	Tonnes	%	
<b>Total Household Waste Arisings</b>	84,401		78,090	-7.5%	6 <sup>th</sup> largest tonnage
Household Waste Arisings to Recycling	48,383	57.3	44,454	56.9	2 <sup>nd</sup> highest household recycling rate (%)
Household Waste Arisings to Recovery	14,785	17.5	12,305	15.8	7 <sup>th</sup> largest % of household waste sent to recovery
Household Waste Arisings to Landfill	21,233	25.2	21,331	27.3	5 <sup>th</sup> largest % of household waste sent to landfill
<b>Total Local Authority Collected Municipal Waste Arisings</b>	102,267		95,468	-6.6%	3 <sup>rd</sup> largest tonnage
Municipal Waste Arisings to Recycling	62,613	61.2	54,522	57.1	2 <sup>nd</sup> highest % of waste recycled.
Municipal Waste Arisings to Recovery	15,723	15.4	14,382	15.1	7 <sup>th</sup> largest % of waste sent to recovery.
Municipal Waste Arisings to Landfill	23,931	23.4	26,564	27.8	6 <sup>th</sup> largest % of waste sent to landfill.

\* Local Authority Collected Municipal Waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.

The table above shows the following:

- 0.4% decrease in the Household Recycling Rate due to the impact of the COVID-19 pandemic;
- 6.6% decrease in the waste arisings handled by Council due to the impact of the COVID-19 pandemic and restricting access to Recycling Centres to Borough residents only;
- an increase of 4.4% in the amount of waste sent to landfill. As previously reported, more residents were working from home and residual waste treatment reprocessors were landfilling more due to lack of recycling markets for waste items like mattresses and carpets.

Proposed by Councillor Bennington  
Seconded by Alderman McGrath and agreed that

**that the report be noted.**

*ACTION BY: Lynsey Daly, Head of Waste Strategy and Contracts*

## **6. ANY OTHER BUSINESS**

In response to a question from a Member, the Deputy Director of Operations (Environmental Health, Building Control and Property) advised that local Councils are seeking clarification on the role of Environmental Health Officers in relation to enforcement of face coverings and confirmed that sufficient staff were available to carry out these duties once confirmed. *Members to be updated.*

*ACTION BY: Clifford Deputy Director of Operations (Environmental Health, Building Control and Property)*

Members raised the issue of missed bins and the Deputy Chief Executive of Operations advised that due to the impact of Covid-19 on staffing levels, some locations had been missed and advised that bins should be left out and these would be collected as soon as possible. The capacity at Craigmore Household Recycling Centre would be reviewed.

*ACTION BY: Michael Laverty, Deputy Director of Operations (Fleet and Waste)*

In response to a question by a Member, the Deputy Chief Executive of Operations advised that she would discuss the requirements of the Fishing Club at Mossley Dam directly with the Member.

*ACTION BY: Geraldine Girvan, Deputy Chief Executive of Operations, Matt McDowell, Deputy Director of Operations (Leisure & Parks)*

In response to a question from a Member, the Deputy Director of Operations (Leisure and Parks) advised that resurfacing works at Carnmoney East are due to start imminently.

*NO ACTION*

In response to a request from a Member, the Deputy Chief Executive of Operations advised that the shrubbery around the sculpture at the Valley Leisure Centre would be cut back.

*ACTION BY: Matt McDowell, Deputy Director of Operations (Leisure & Parks)*

A Member congratulated the Operations team on the success of a recycling lorry positioned at the Valley Leisure Centre to allow for the collection of extra recycling over the Christmas period and asked for those on the ground to be thanked. The Deputy Chief Executive of Operations advised she would pass on the appreciation and that due to the success of the initiative at the Valley and Crumlin Leisure Centres that it would be extended to include a similar arrangement at Sixmile Leisure Centre in December.

*ACTION BY: Michael Laverty, Deputy Director of Operations (Waste and Fleet)*

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

Proposed by Alderman Smyth  
Seconded by Councillor Montgomery and agreed

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

### **5. ITEMS IN CONFIDENCE**

#### **5.1 IN CONFIDENCE PK/CEM/015 COLUMBARIUM – CARNMONEY CEMETERY**

Members were reminded that at August Council, approval was given, in principle, to develop a columbarium on the site of the old cemetery house in Carnmoney. No new burial plots are available in Carnmoney Cemetery, with committals only possible in existing family owned plots. The interment of ashes is available in the Garden of Remembrance with less than 300 plots remaining.

Designs for the columbarium area were circulated and estimated costings were set out below.

	<u>Est costs</u>
Demolition, disconnection, excavation, clearance and site preparation	£ [REDACTED]
Columbarium & 7 Family caskets	£ [REDACTED]
Construction of path	£ [REDACTED]
Fees and contingencies	£ [REDACTED]
<b>Total</b>	<b>£ [REDACTED]</b>

Some small scale planting and provision of benches etc. can be provided through Parks revenue budgets while the capital costs can be met from the Parks capital budget allocation.

Charges for the columbarium and 'caskets' would be in line with those at the Crematorium.

The Deputy Chief Executive of Operations highlighted that following a site visit further enhancements were planned and would be reported in due course.

Proposed by Alderman Smyth  
Seconded by Councillor Foster and agreed that

**approval be given to proceed with development of a columbarium at the site of the old cemetery house at Carnmoney at an estimated capital cost of £ [REDACTED]**

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

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

Proposed by Councillor Foster  
Seconded by Alderman Smyth 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 and the meeting concluded at 7.01 pm.

---

**MAYOR**