



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD
AT MOSSLEY MILL ON MONDAY 4 OCTOBER 2021 AT 6.30 PM**

- In the Chair** : Councillor A Logue
- Members Present:** Aldermen - F Agnew, T Burns, M Girvan and J Smyth
Councillors - A Bennington, R Foster, J Gilmour, L Irwin, N Kelly, J Montgomery, R Swann and R Wilson
- Non Committee:
Members** Councillors – P Dunlop, R Lynch, A McAuley, V McWilliam, N McClelland, 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 Laverty
ICT Change Officer – A Cole
ICT System Support Officer – C Bell
Member Services Officer - S Boyd

CHAIRPERSON'S REMARKS

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

On behalf of Members of Committee, the Chairperson expressed condolences to the family, friends and colleagues of Maeve McGinley, Building Control Surveyor, who had recently passed away.

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

Aldermen L Clarke and J McGrath

2 DECLARATIONS OF INTEREST

None

3 ITEMS FOR DECISION

3.1 EH/PHWB/002 REGIONAL HOME SAFETY EDUCATIONAL FACILITY

Correspondence (circulated) had been received from Causeway Coast and Glens Borough Council, seeking support for the establishment of a Regional Home Safety Educational Facility. Northern Ireland has a high rate of accidents occurring within the home setting, with people over the age of 65 and children under 5 being most at risk of serious injury or death.

Education and Awareness raising can help to prevent accidents in the home. There has been no regional safety facility in Northern Ireland since the recent closure of the RADAR centre in Belfast. A similar facility, Hazard House based in Ballymoney had to close as a result of reduced visitor numbers during the COVID-19 pandemic.

A regional home accident prevention facility would allow preventive education and awareness raising with all age groups within our society and would aid the delivery of home safety measures to reduce accidents within the home setting.

Proposed by Councillor Foster
Seconded by Councillor Montgomery and agreed

that Council supports Causeway Coast and Glens Borough Council, in their pursuit of central Government funding for the construction and running of a fit for purpose home safety facility and that the potential for a mobile facility offering home safety training opportunities also be suggested for the benefit of all council areas.

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

3.2 PK/BIO/044 IDENTIFICATION OF BATHING WATERS, REQUEST FOR NOMINATIONS - UPDATE

Members were reminded that following discussion at the September meeting of Committee regarding the proposed nomination of Antrim and Jordanstown Lough Shore Parks (including Hazelbank) as designated bathing waters further clarification has been sought from the Department. It has been confirmed that in relation to (i) pollution Council would not have any additional liability in relation to clearing any pollution than already exists - with primary responsibility resting with the Northern Ireland Environment Agency.

In relation to Changing Facilities – the only responsibility which Council would have is to ensure that where there are changing facilities in place, signage must be put in place stating this. There is no requirement to provide changing facilities at a nominated bathing water location.

Proposed by Councillor Montgomery
Seconded by Councillor Kelly and agreed

that Council agrees to become a Bathing Water Operator to facilitate the nomination of Antrim and Jordanstown Lough Shore Parks (including Hazelbank) as formally identified bathing waters.

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

3.3 PK/GEN/035/VOL4 GRASS MANAGEMENT SUB GROUP

The Grass Management Sub Group met on 6 September 2021.

Members considered a detailed report and presentations which covered a number of key areas:

- Presentations on Parks Development
- Update on roundabout improvement programme
- Update on Local Biodiversity Action Plan
- Seasonal planting plans
- Community engagement and horticultural competitions
- Climate Change
- Renaming of Grass Management Sub Group

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

Members noted that the typo, on the first line of page 6 of the minutes be amended to read school.

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed

that the Minutes of the Grass Management sub-group meeting held on 6 September 2021 be approved, subject to the addition of Councillor Kelly's apology.

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

3.4 PBS/BC/001 SCHEME OF DELEGATED FUNCTIONS – PROPERTY AND BUILDING SERVICES

Members were reminded that in exercise of its powers under Section 7 (1) (a) of the Local Government Act (Northern Ireland) 2014, it is recommended that the Council hereby delegates to the under noted the following powers and duties:

- Geraldine Girvan, Deputy Chief Executive (Operations) (interim)
- Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services) (interim)
- Stephen Hipkins, Head of Property and Building Services

Copies of the revised Schedules were circulated.

Proposed by Alderman Smyth
Seconded by Councillor Foster and agreed

that the Scheme of Delegated Functions for the Deputy Chief Executive (Operations) Geraldine Girvan, Deputy Director of Operations (Environmental Health, Property and Building Services), Clifford Todd and the Head of Property and Building Services, Stephen Hipkins be adopted.

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

3.5 PBS/BC/001 CONSULTATION PROPOSALS FOR AMENDMENT OF TECHNICAL GUIDANCE DOCUMENT R (ACCESS TO AND USE OF BUILDINGS) – CHANGING PLACES TOILET PROVISION

The Department of Finance Building Standards Branch was carrying out a consultation on proposed amendments to Part R of the building regulations technical guidance document.

The amendments were technical in nature and related to recommendations for changing place toilet provision within specific categories of building. The main proposed changes were set out with any relevant issues:

- The consultation seeks to determine through statutory guidance, a standard for changing place toilet provision, to ensure specific new/relevant large buildings commonly used by the public, are fitted with accessible sanitary facilities for people with complex and multiple disabilities, in a properly targeted proportionate manner, thus enhancing equality and inclusion within the building environment.
- The consultation proposes thresholds for changing place toilet provision based on the nature of the building type and size. However, officers have identified ambiguity on the application of changing place toilet standards for new build/material change of use/extension and alteration works for these various building categories within the consultation. For this reason, the response highlights these anomalies. This is broadly in line with comments to be submitted by Building Control Northern Ireland to SOLACE on this issue. A copy of the proposed technical response to the consultation was circulated for Members' information.
- Council has a number of buildings which, if they were subject to change of use, extension or alteration works, may require the proposed changing place toilet installation requirements. The potential impact of this proposed legislative requirement can only be ascertained on receipt of clarity from the Department on the extent of the intended application of the changing place toilet requirement. We will continue to liaise with the Department and colleagues in Building Control Northern Ireland to seek clarity on these issues.

Proposed by Councillor Foster
Seconded by Councillor Montgomery and agreed

that the draft response to the Consultation Proposals for amendment of Technical Booklet Guidance to Part R (Access To and Use of Buildings): Changing Places Toilet Provision, be approved.

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

4 ITEMS FOR INFORMATION

4.1 L/ GEN/075 LEISURE PERFORMANCE

Members were reminded that prior to March 2020 key leisure performance indicators included memberships, usage, income, and customer satisfaction which is measured through the Listen 360 software.

All indicators have been steadily improving with the number of memberships in particular increasing recently.

Throughout the various closures, a range of measures were approved by Council to try to retain members including early suspension of direct debit payments, provision of online live streamed and pre-recorded classes as well as regular communication with customers.

At this early stage following the easing of a number of key restrictions and in the context of high levels of compliance with social distancing and all other public health advice, current indicators are as follows:

Leisure memberships - 7,386 (an increase of 59% since reopening in April 2021). The target is to return to pre-COVID levels of 10,000.

Usage - 300,275 in the 6 months from April to September 2021. The total usage for the same period in 2020/21 was 193,849.

Income - £1.1m income in the 5 months from April to August 2021 compared to a forecasted figure of £1.49m estimated income which assumed re-opening from 1st April 2021 (a COVID losses Reserve funded by grant from the Department for Communities was established in March 2021 to offset future operational income losses).

Listen 360 - 65% (a 10% improvement from pre pandemic levels)

In particular, the performance of golf during throughout the last 18 months has been significant with a 28% increase in income in 2020/21 compared to 2019/20. This is estimated to increase again by 30% in year due to the increase in people taking up golf when other facilities were closed. The opening of the Top Tracer product at Ballyearl Driving Range was also expected to contribute to the increase.

Proposed by Councillor Montgomery
Seconded by Councillor Foster and agreed

that the report be noted.

NO ACTION

4.2 L/LEI/041/VOL2 MACMILLAN MOVE MORE – OFFER OF MATCH FUNDING

Members were reminded that MacMillan Move More physical activity programme has been delivered in the Borough for people living with and beyond cancer since 2016.

Delivered by a Move More Coordinator, seconded from Antrim Forum, the costs fully were funded by Macmillan until 2019. At that point, the funding model was changed by MacMillan who then requested match funding. Council agreed, to continue to deliver the programme over the next three years on the basis of increasing contributions: Council contributing 25% of the Coordinator's salary costs in year 1, 50% in year 2, and 75% in Year 3. The current three-year programme is due to expire in December 2021.

Correspondence has been received from Macmillan, circulated, indicating that funding has been secured from the Department of Health for the 11 councils to provide 50% funding for the Coordinator salary costs up to March 2024.

At 50% funding, the requested contribution from Council for each of the three years would be £22,000 per annum (£66,000 in total).

On the understanding that the funding for the Macmillan Move More programme would cease in December 2021, Officers have been developing a cancer rehabilitation programme as part of a wider Health Intervention Action Plan. This would mainstream the work currently carried out by the Move More Co-ordinator and make it an integral and sustainable part of programming for our leisure centres. It would involve having a number of staff being trained to deliver the same type of service as the MacMillan project, giving greater flexibility and reach. There would be no need for a member of staff to be seconded, rather the trained staff would work from their own centres.

Officers proposed to explore with MacMillan, the potential to secure the grant funding and any practical support for the new model and would report back to Committee in due course.

Proposed by Councillor Kelly
Seconded by Alderman Smyth and agreed

that the report be noted.

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

4.3 PK/GEN/195 HAZELBANK PARK

Members were reminded that the potential for a working partnership with the Probation Board Northern Ireland (PBNI) has been an aspiration for some time,

the aim being to offer individuals who are on probation an opportunity to work within a Parks setting to gain work experience. An opportunity has now been secured for PBNI to provide up to four volunteers two days per week over a three-week period to work at Hazelbank Park. PBNI would also provide a supervisor who will be on site throughout the three weeks to liaise between the team and Council staff. The work to be completed will be the painting of the handrail along the shared path and also assistance with litter picking.

Council would provide all PPE required by the volunteers in order to complete the assigned tasks as well as providing a welfare area. The trial would commence in early October with the intention to develop this relationship and the extent of work being completed as well as exploring opportunities in other Parks.

Proposed by Councillor Bennington
Seconded by Alderman Smyth and agreed

that the report be noted.

NO ACTION

4.4 PBS/BC/002 Vol 2 BUILDING CONTROL MATTERS FOR THE PERIOD 1-31 JULY 2021

BUILDING REGULATIONS

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

Applications Received

Full Plans – 41
Building Notices – 107
Regularisation Certificates – 41

Full Plans

Approvals – 45
Rejected applications requiring resubmissions – 61

Commencements & Completions

Commencements – 232
Completions - 174

Inspections - A total of 853 Site Inspections were carried out.

Regularisation Certificate - 48 Regularisation Certificates issued.

Building Notice- 74 Completion Certificates issued

Property Certificates

Received – 263
Issued - 258

Income

Plan Fees Received for Month	£9,168
Inspection Fees Invoiced for Month	£13,621
Building Notice Fees Received for Month	£9,124
Regularisation Fees Received for Month	£3,520
Property Certificate Fees Received for Month	<u>£18,480</u>
TOTAL	£53,913

Projected Income To Date

£187,722

Year to Date Actual Income

£321,148

Postal Numbering & Development Naming

Numbers of official postal numbers issued – 24

Number of new developments named - 1

LPS Partnership

Property details surveys completed – 62

Members were reminded that the new Head of Property and Building Services, Stephen Hipkins, took up his post on 1 September 2021.

It was therefore considered timely that we review the information that we report to Committee about the work undertaken by the Service.

This will include both the format and frequency of reports so that the content is informative and reflects the quality of this important work.

Proposed by Councillor Foster

Seconded by Councillor Montgomery and agreed

that the report be noted.

NO ACTION

4.5 WM/SC/001 LITTER WORKSHOP

Following the litter workshop on 1 September, there were a number of suggestion actions which Members asked to be piloted:

These are:

- Solar powered compacting bins
- Bin sensors
- Specific coloured bags for community litter picks
- Big spring clean volunteer reward scheme
- Dog watch scheme
- Flower bed artwork - disks
- Mobile messaging signs
- Influencer campaign

A number of other proposals required further consideration:

- Private enforcement
- Dog foul spraying Plastic waste fish sculpture
- Flash mob videos
- Dedicated street litter/dog fouling teams

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Montgomery
Seconded by Alderman Smyth 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 WM/WM/40 ANNUAL REVIEW OF WASTE STATISTICS

Members were reminded that under the Landfill Regulations (Northern Ireland) 2003, Council submits 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 current legislative targets.

The information is reported by Councils through the wastedataflow system and for the year 2020/21, this is still subject of the final validation process by the NIEA. It illustrates Council's position in respect to the other arc21 and Northern Ireland Councils in relation to the key waste statistics covering the 2020/21 year.

The key waste statistics are as follows:

1. Annual Municipal Waste Arisings;
2. Annual Municipal Waste Recycling Rates;
3. Annual Municipal Waste to Landfill.

The graphs below illustrated the trends in waste through the key waste statistics and the main findings were as follows:

- While waste arisings increased across all other Northern Ireland councils, they fell slightly in Antrim and Newtownabbey and this is likely to be due to restricting use of the recycling centres to Borough residents only (figures 1-3) and is a likely indicator of the amount of waste previously being deposited at boundary HRC sites from outside the Borough;
- Council's recycling rate fell slightly in 2020-21 as a result of the temporary closure of the recycling centres in April and May 2020. The amount of

recyclables collected from households in wheelie boxes, blue bins, and brown bins has increased as a result of more residents working from home (figures 4 & 5);

- arc21 experienced an increase in waste tonnage being landfilled and this was again attributed to the result of more people working from home (figures 6 & 7).

Annual Municipal Waste Arisings

Figure 1.



Figure 2.

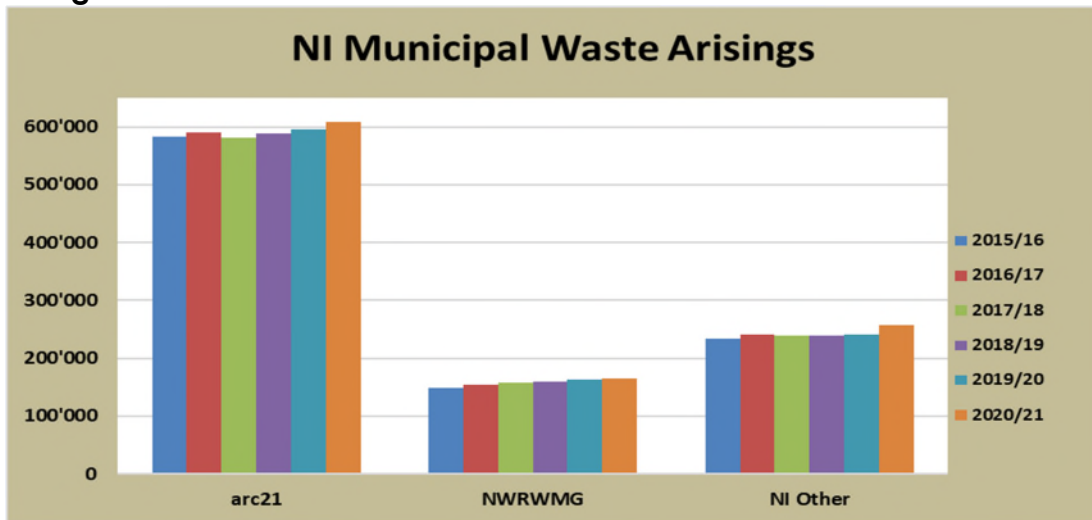
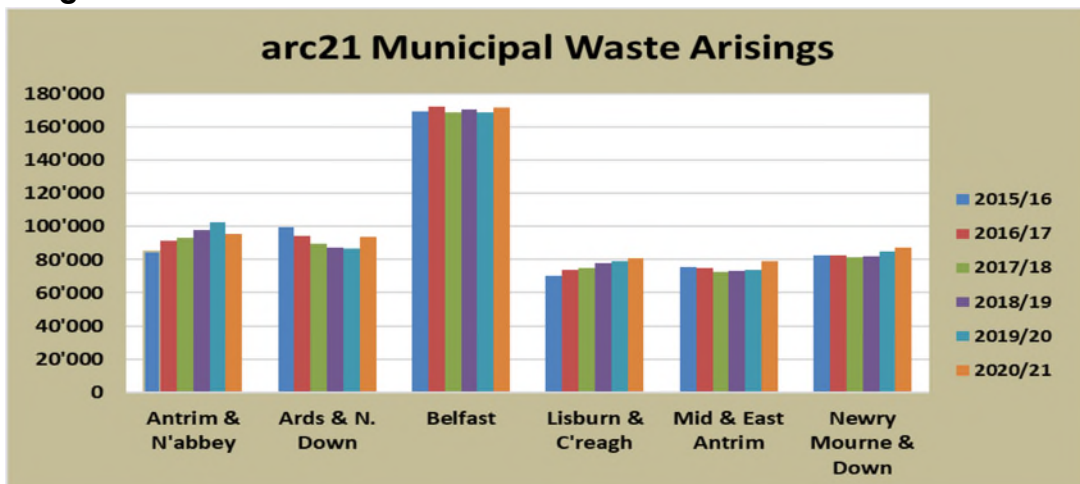


Figure 3.



Annual Municipal Waste Recycling Rates
Figure 4.

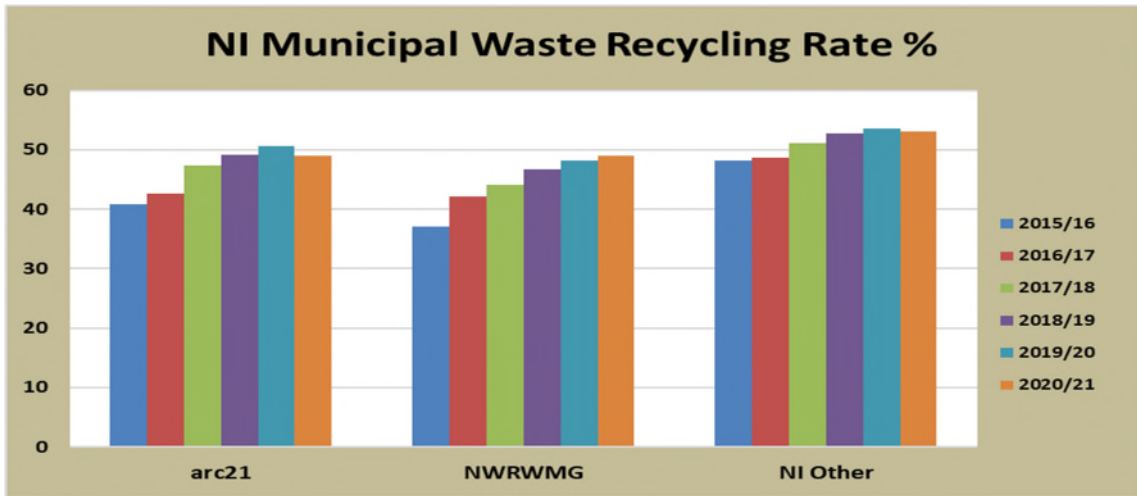
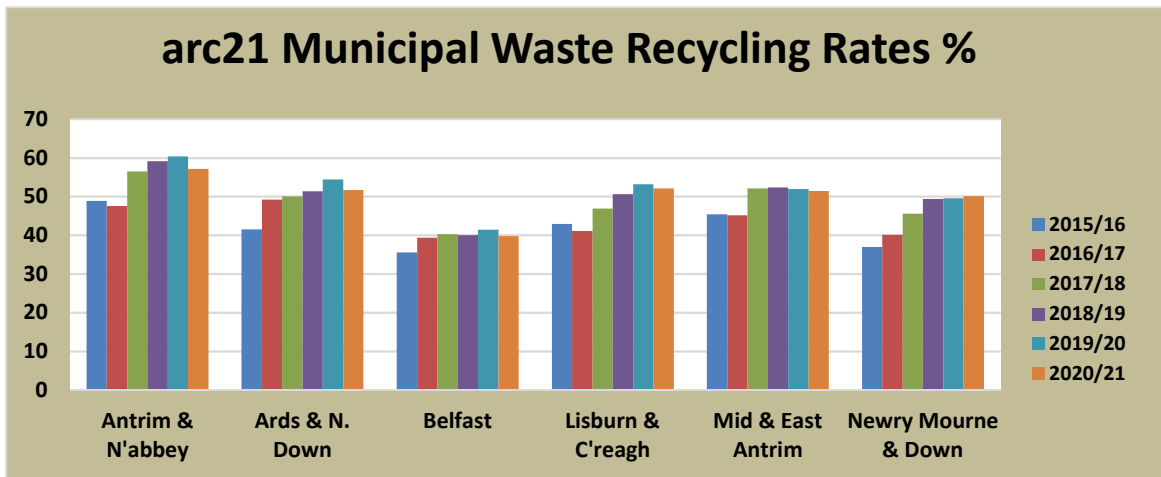
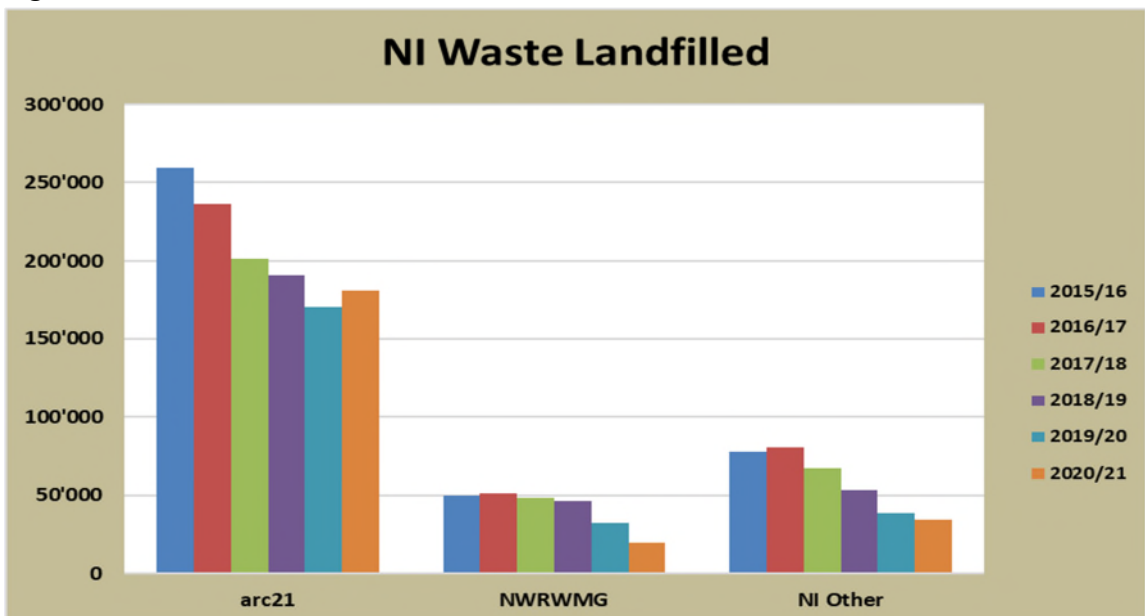


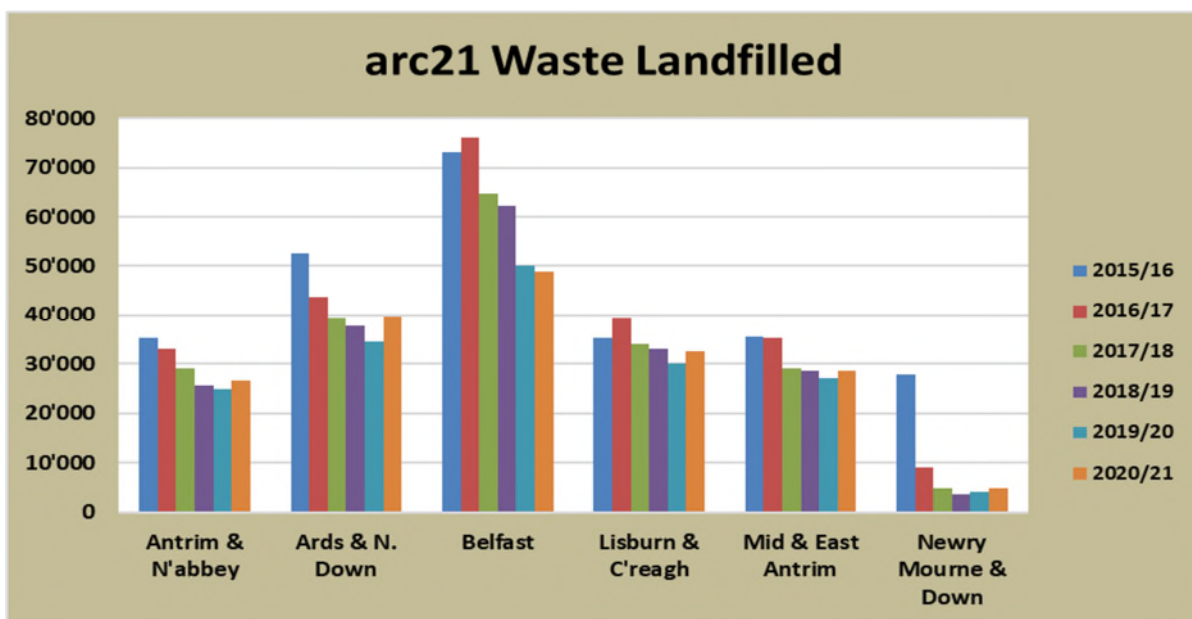
Figure 5.



Annual Municipal Waste to Landfill

Figure 6.





The data presented, while still to be verified, did demonstrate that Council remains one of the top performing recycling local authorities in Northern Ireland as a result of the efforts of the residents.

Proposed by Councillor Foster
 Seconded by Councillor Bennington and agreed

that the report be noted.

NO ACTION

5.2 **IN CONFIDENCE - WM/arc21/4/VOL8 arc21 JOINT COMMITTEE PAPERS**

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

- September 2021

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

Proposed by Councillor Foster
 Seconded by Councillor Bennington and agreed

that the papers be noted.

NO ACTION

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Montgomery
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 attendance and the meeting concluded at 7.02 pm.

MAYOR