



28 November 2018

Committee Chair: Councillor D Ritchie

Committee Vice-Chair: Councillor J Greer

Committee Members: Aldermen – A Ball, T Burns, M Girvan, J Smyth  
Councillors – L Clarke, S Flanagan, R Foster, N Kelly, A Logue,  
J Montgomery, N McClelland, J McGrath and M Rea

Dear Member

**MEETING OF THE OPERATIONS COMMITTEE**

A meeting of the Operations Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Monday 3 December 2018 at 6.30pm.**

You are requested to attend.

Yours sincerely

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

Jacqui Dixon, BSc MBA  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**For any queries please contact Member Services:**

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## **A G E N D A**

- 1 Apologies
- 2 Declarations of Interest
- 3 Report on Business to be considered:
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### **ITEMS FOR DECISION**

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- 3.3 Community Resuscitation Strategy

#### **LEISURE**

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- 3.6 Urban Sports Park Stakeholder Working Group

#### **PARKS**

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- 3.8 Green Flag Awards 2019
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### **ITEMS FOR INFORMATION**

- 3.10 Centenary Fields in Trust Designation 2018
  - 3.11 Recycling Centre operations Update
  - 3.12 Environmental Benchmarking Survey
- 4 Any Other Relevant Business.

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
OPERATIONS COMMITTEE MEETING ON  
MONDAY 3 DECEMBER 2018**

**3.1 DIR/OPS/004 DRAFT ESTIMATES UPDATE 2019/2020  
FI/FIN/11**

Members are reminded that the Estimates Timetable as agreed by Council in July 2018 outlined that draft revenue estimates would be presented to the relevant committees in December 2018.

A detailed report on the 2019/20 Estimates for the Operations Department is **enclosed** for Members' information.

**RECOMMENDATION: that the report be noted.**

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Geraldine Girvan, Director of Operations

## **PRESENTATION**

### **3.2 ENVIRONMENTAL HEALTH**

Members are reminded that in September 2017 it was agreed that ten minute presentations would be made to the Operations Committee on the work of the Health and Wellbeing, Commercial and Environment Sections of the Environmental Health Service on a quarterly basis.

The final of the three presentations, relating to the Environment Section will be given by Helen Harper.

## **ITEMS FOR DECISION**

### **ENVIRONMENTAL HEALTH**

#### **3.3 EH/PHWB/013 COMMUNITY RESUSCITATION STRATEGY**

##### **Introduction**

As Members are aware the provision and use of Defibrillators (Automated External Defibrillators (AEDs)) is very topical with equipment much more prevalent than was previously the case. Council has, in a number of ways, been involved in the provision of defibrillators; at its own facilities, providing grant aid to sports clubs to help with purchase and through the Health and Wellbeing team/Community Plan working with key stakeholders.

##### **Health and Wellbeing team**

The Health and Wellbeing team has met with Dr David McManus, Medical Director from Northern Ireland Ambulance Service at Ambulance Service (NIAS) regarding optimising use of AEDs in the Borough. Dr McManus highlighted the publication of the Northern Ireland Community Resuscitation Strategy (**enclosed**).

Cardiac Arrests remain one of the most significant causes of death in Northern Ireland. In 2017/2018 there were 1494 cardiac arrests in Northern Ireland that occurred in the community. Of these, less than 10% survived to be discharged from hospital.

The team then met with Dr Nigel Ruddell, Medical Director (Acting) who reiterated the need for devices to be registered with NIAS and the key elements of life saving in the event of an out of hospital cardiac arrest (set out below).

As a result of this, Officers were made aware of the creation of 5 new posts, a Community Resuscitation Lead and four Community Resuscitation Officers designed to link with Councils, communities, schools, businesses and sports clubs to implement the strategy at local level. Following a number of initial meetings, it was recognised that the Borough would benefit from the establishment of a Community Resuscitation Group through the Community Planning Health and Wellbeing Outcome group.

The group will focus on promoting the Chain of Survival which is highlighted in the strategy and improves a person's chance of surviving a cardiac arrest. (Research has shown that countries with the highest rates of survival are those that have strengthened all the four links in the chain). The four links in the chain are:

- Early recognition and early contact with the emergency services;
- Early Cardiopulmonary Resuscitation (CPR), to buy time;
- Early defibrillation, to restart the heart and
- Post-Resuscitation care, to restore quality of life

The first meeting of the Antrim and Newtownabbey Life Savers Working Group was held on Tuesday 13<sup>th</sup> November 2018, the (minutes of which are **enclosed**).

Members of the group include representatives from across the Council and a number of external partners: -

- Environmental Health,
- Leisure Services,
- Economic Development,
- Police and Community Safety Partnership,
- Community Planning,
- Communications and Customer Services,
- Sport NI,
- Northern Health and Social Care Trust,
- Northern Ireland Fire and Rescue Service,
- Police Service of Northern Ireland, and
- The Henderson Group.

A member of the public who was resuscitated at one of the Council Leisure Centres has also agreed to sit on this group. Chaired by the Head of Environmental Health, the group will meet quarterly and a three-year draft Action Plan (**enclosed**) has been developed based on the objectives within the Community Resuscitation Strategy.

Internally, the priority has been to ensure that all the AEDs on Council premises are registered with the Northern Ireland Ambulance Service and this has now been completed.

Details of other AEDs which are currently registered with the Northern Ireland Ambulance Service in the Borough have also been recorded and these have now been mapped by District Electoral Area.

One of the key objectives of the strategy is raising public awareness of the Chain of Survival, including providing access to CPR training and encouraging registration of defibrillators with the Northern Ireland Ambulance Service. As part of the Action Plan it is proposed CPR training will be provided to Council staff and existing links with businesses (for example through Environmental Health and Economic Development) and the community (for example through Community Planning and PCSP) will be used to raise awareness of CPR and to encourage registration of defibrillators in the Borough. Members may be interested in a presentation from Stephanie Leckey, Lead Officer for the Northern Ireland Ambulance Service Community Resuscitation Team.

The role of Local Government in the implementation of the strategy was recently highlighted at the British Heart Foundation's Out-of-Hospital Cardiac Arrest Summit on 17<sup>th</sup> October 2018 in the Titanic Centre, Belfast. A panel discussion on "What Next for the 2014 Strategy?" formed part of the summit and the Council's Head of Environmental Health represented Local Government on the panel, which also included representatives from the Department for Communities, Department of Health and Resuscitation Council.

**RECOMMENDATION: that:**

- i. **the minutes of the Antrim and Newtownabbey Life Savers Working Group on Tuesday 13<sup>th</sup> November 2018 are approved, and**

- ii. Stephanie Leckey, Lead Officer for the Northern Ireland Ambulance Service Community Resuscitation Team, be invited to make a presentation to the Operations Committee.**

Prepared by: Wendy Brolly, Environmental Health Manager (Health and Wellbeing)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

## LEISURE

### 3.4 L/LEI/2 LEISURE GRANT AID

A total of 80 leisure grant applications have been received to date for the 2018/2019 financial year, with an additional 10 applications received in this call. Applications received this call have been scored and recommendations are enclosed.

Grant	Approved to date 18/19				Applications this call		Funding Balance
	No.of apps.	Original Annual budget	Approved reallocated budget*	Approved spend to date 18/19	No.of apps.	Requests (£)	
Capital Grants for Sports Clubs	1	£40,000	£20,000	• Flight Gymnastics Payment 2 (£10k)	0	£0	£10,000
Club Minor Works Grants	4	£45,000	£46,747	£40,050	0	£0	£6,697
Grants to Individuals and Clubs	54	£35,000	£49,257	£43,117	9	£3,395	£6,139
Events Grant (Exceptional / Regional)	7	£25,000	£33,996	£27,329	0	£0	£6,666
Events Grant (Local)	2	£20,000	£15,000	£1,875	0	£0	£13,125
Defibrillator Grant	2	£5,000	Nil	£2083	0	£0	£2,917
<b>Totals</b>	<b>70</b>		<b>£170,000</b>				
Total spend to date including this call, if approved: <b>£124,454</b>							
Elite Athlete Training Bursary			18	<b>9</b>	<b>2</b>		7 Remaining

\*In order to meet current demand, these are the budget reallocations that have been approved by Committee to date.

**RECOMMENDATION: that the grant awards as detailed be approved.**

Prepared by: Janine Beazley, Grants and Special Projects Officer

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations



### 3.5 L/LEI/418 LEISURE GRANT AID: EVERY BODY ACTIVE GRANTS

Members are reminded that £31,426 has been committed from Sport NI to support the development of new physical activity projects up to March 2019 within the Borough.

Applicants can apply for funding for activities that meet outcomes of the Community Plan. Priority will be given to projects that aim to increase participation among traditionally underrepresented groups that include: Women and girls, people with a disability; and, those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010).

A total of 3 EBA applications received for this call, have been scored and the recommendations are **enclosed**. The EBA grants continue to be publicised through Council and Sport Northern Ireland staff and websites, and social media channels.

Every Body Active 2020 Small grants	Annual budget	Applications Approved (July – September 2018)		Applications this call		
		Total No. of apps approved	Approved Spend to date	No. of apps	Requests (£)	Funding balance after approvals
	£31,426	14	£13,050	3	£3,000	£15,376

#### Number of participants benefitting from funding, including this call.

Women and Girls	461
People with a Disability	73
People from areas of High social Need	453

**RECOMMENDATION: that the grant awards as detailed be approved.**

Prepared by: Janine Beazley, Grants and Special Projects Officer

Approved by: Geraldine Girvan, Director of Operations

### 3.6 L/LEI/VLC/016 URBAN SPORTS PARK STAKEHOLDER WORKING GROUP

Members are reminded that in October Council 2017 approval was given to form a working group to help steer the Urban Sports Park project at V36. The group consists of the following membership:

- Macedon and Glengormley Urban District Electoral Area members
- 2 representatives from the PEACE IV Partnership
- Representatives from Special Interest Groups (Statutory Partners, Stakeholders and Schools)

The most recent meeting of this working group was on Wednesday 24<sup>th</sup> October 2018. Officers provided an update on the progress of the project, and sought feedback on concept design options for the park. Minutes of the meeting and a copy of the presentation given to the working group are enclosed.

**RECOMMENDATION: that the minutes of the V36 Urban Sports Park Stakeholder Working Group meeting of 24 October 2018 be approved.**

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

## PARKS

### 3.7 PK/GEN/112 COMMEMORATIVE VC PAVING STONE - KILLEAD

At the July 2018 Council meeting, it was recommended that a commemorative VC Paving Stone be installed in recognition of Charles McCorrie VC (details enclosed), following a similar approval in relation to Major Hugh Colvin.

Born in Killead, County Antrim in 1830, Charles McCorrie enlisted in the British Army in c.1850 with the 57th Regiment of Foot (later Middlesex Regiment, Duke of Cambridge's Own). This Regiment was posted to the Crimea on the outbreak of war in 1854. The date of the heroic event that led to the VC award, was 23 June 1853.

The proposed VC Paving Stone at Killead, would replace the current roadside sign at the end of the Killead Road.

The Department of Communities in London, has stipulated that Pavement Stones are free to WW1 recipient Councils only. On this basis the memorial VC stone would be acquired by Council and mounted on a suitable granite plinth, costing around £1,500. After local community consultation, the most desirable site is at a wide area of footpath adjacent to the Presbyterian Church and Manse (Appendix 1 enclosed).

Traditionally the memorial VC stone is laid as close to the date of the VC conferment as possible. On this basis, the installation could take place on Friday 21<sup>st</sup> June 2019. Arrangements would be progressed with the Royal British Legion to prepare for the installation ceremony and invitations would be issued in due course. Foundation preparations could be in place by early June 2019. The provision would include raised flower beds and the installation of two park benches, to enhance the positioning of the VC pavement stone.

**RECOMMENDATION: that the VC Paving Stone in recognition of Charles McCorrie VC is located on the Killead Road, as set out above and that the ceremony to unveil is set for Friday 21 June 2019.**

Prepared by: Elaine Upton, Countryside and Physical Activity Development Manager

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

### 3.8 PK/GEN/057 GREEN FLAG AWARDS 2019

Members are reminded that there are currently 17 sites across the Borough which have been recognised for high standards of maintenance, management and community engagement through the Green Flag Award Scheme.

Green Flag Sites (2018)	Award
1. Six Mile Water Park 2. Ballynure Cemetery 3. Kilbride Cemetery 4. Lilian Bland Community Park 5. Mallusk Cemetery 6. Rashee Cemetery 7. Newtownabbey Way (inc. Global Point, Mossley Park, Mossley Mill, Threemile Water, Monkstown Wood and Glen Park). 8. Jordanstown LSP and Hazelbank Park (inc. Gideons Green and Whitehouse Lagoon). 9. V36 and Glas-na-braden Glen 10. Mill Race Trail 11. Wallace Park 12. Belmont Cemetery	Green Flag Award - cost £550 each
13. Ballyeaston Church Ruin 14. Toome Linear Walk 15. Rathfern Social Activity Centre	Community Green Flag Award (no charge)
16. Sentry Hill 17. Antrim Castle Gardens	Heritage Green Flag Award (Arts and Culture) – cost £670 each.

It is proposed that the above sites are re-submitted in 2019 and in addition, Randalstown Viaduct and River Walk to be submitted for a Community Green Flag Award. The total cost to submit applications is estimated at £8,490. (2019 prices have not been released yet.)

**RECOMMENDATION: that 18 sites as set out above are submitted in 2019 at an estimated cost of £8,490.**

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

### **3.9 PK/BIO/23 ENVIRONMENTAL MANAGEMENT SYSTEM**

Members are reminded that an Environmental Management System (EMS) ISO14001 is in place and audited annually in November.

Implementation of the standard demonstrates the Council's commitment to meeting the requirements of environmental legislation and regulations, preventing pollution and striving for continued improvement with regard to environmental performance.

The annual External Surveillance Audit has now been completed for 2018. In addition to the auditing of sites (Crumlin Leisure Centre, The Old Courthouse, Valley Leisure Centre and Sentry Hill) a system audit was completed including strategic leadership, operational procedures, internal audits, training, working group minutes and actions. In line with the reporting structure agreed by Council, it is proposed that a presentation is given to Committee to update Members on both the Environmental Management System and the outcome of the audit.

A requirement of the ISO14001 standard for Environmental Management is that Council re-affirms its commitment to the Environmental Policy, approved originally in 2015. A copy of the policy is **enclosed**.

#### **RECOMMENDATION: that**

- (i) a presentation be given to Committee in January on the Environmental Management System and the outcome of the audit report;**
- (ii) Council's commitment to the Environmental Policy is re-affirmed.**

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

## **ITEMS FOR INFORMATION**

### **3.10 PK/GEN/066 CENTENARY FIELDS IN TRUST DESIGNATION 2018**

Approval was given in May 2018 for the designation of four sites in the Borough as Centenary Fields under the Fields in Trusts programme.

The Fields in Trust is a national programme which aims to protect vital open spaces all across the UK. Sites include sport pitches, children's playgrounds, bicycle trails and country parks ensuring safeguarding in perpetuity.

The Centenary Fields element of the Fields in Trust programme was designed to preserve war memorial parks, playing fields and other green spaces which had a significant link to World War I.

The process of designation included application form and processing of legal documents including landownership maps.

The following sites have now been officially designated as Centenary Fields in Trust sites:-

- Lilian Bland Community Park
- Ypres Park
- Whiteabbey Park
- Ballyclare War Memorial Park

On the 7<sup>th</sup> November, in the lead up to the 100<sup>th</sup> Anniversary of the end of World War I, local people and representatives from the Royal British Legion joined the Mayor/Deputy Mayor to plant a memorial tree at each site. Plaques celebrating this designation have been installed.

**RECOMMENDATION: that the report be noted.**

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

### **3.11 WM/RC/08 RECYCLING CENTRE OPERATIONS UPDATE**

Members are reminded that Council approved the harmonisation of the Recycling Centre opening times and hours in January 2017. As reported in the majority of the harmonisation has been implemented.

#### **SUNDAY OPENING**

The remaining outstanding issue was the implementation of the agreed opening hours at Newpark Recycling Centre from 12noon to 5pm on Sunday. Officers are now in a position to open the Newpark site starting Sunday 6<sup>th</sup> January 2019.

With Bruslee Recycling Centre already open on Sunday this will mean that facilities are available 7 days a week at both sides of the Borough.

Officers were also asked to consider Sunday opening at O'Neill Road Recycling Centre. This is currently being reviewed and a report will be brought to Committee in due course.

**RECOMMENDATION: that the report be noted.**

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

### 3.12 PK/BIO/023 ENVIRONMENTAL BENCHMARKING SURVEY

The annual Northern Ireland Environmental Benchmarking Survey is a measure of environmental engagement by Northern Ireland organisations assessing their performance in areas including energy, transport, water and waste. Facilitated by Business in the Community this is an open and transparent method to measure environmental performance and improvements.

In 2016, Council got a bronze award and in 2017, Council received a Silver award.

The results have been announced for 2018 and this year the Council has received a Platinum Award.

This is largely down to the collaborative working across departments which has seen a reduction in energy and water use alongside raised awareness of Environmental issues.

This is a significant improvement and a report generated by Business in the Community will provide opportunities for further improvements.

**RECOMMENDATION: that the report be noted.**

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations