



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD
AT MOSSLEY MILL ON MONDAY 7 MARCH 2022 AT 6.30 PM**

In the Chair : Alderman M Girvan

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

Non Committee Members: Councillors – A McAuley, N McClelland, V McWilliam and N Ramsay

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

CHAIRPERSON'S REMARKS

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

Although the COVID restrictions had been relaxed, to manage numbers and minimise risk, members of the public and press could continue to access those parts of the Council meetings which they are entitled to attend through the livestream on the Council's website.

1 APOLOGIES

Councillor A Logue

2 DECLARATIONS OF INTEREST

None

3 PRESENTATION - ENERGY ACTION PLAN

Stephen Hipkins, Head of Property and Building Services delivered a presentation on a draft Energy Action Plan highlighting proposed actions in line with the Property Energy Strategy 2019 - 2030.

In response to questions by Members, the Head of Property and Building Services advised that a number of energy options will be explored including hydro, geothermal and further opportunities for solar power. He confirmed that the Energy Action Plan would include indicative targets to achieve the various actions. He further advised that currently energy is purchased as part of a Council grouping, currently a 2 year contract duration. However, the contract concludes in April 2022 and it is unlikely that the same approach will be a viable option due to turbulence in the markets, therefore purchasing directly from energy providers is being explored.

The Deputy Chief Executive of Operations advised that the draft Energy Action Plan would be available for consideration at next month's meeting of Committee and that the presentation will be circulated for Members' information.

The Chair thanked Stephen for an informative presentation.

Proposed by Alderman Smyth
Seconded by Councillor Bennington and agreed that

the presentation be noted.

NO ACTION

4 ITEMS FOR DECISION

4.1 EH/EHS/FC/012 SERVICE LEVEL AGREEMENT – DRINKING WATER INSPECTORATE

Members were reminded that a Service Level Agreement is in place between the Drinking Water Inspectorate for Northern Ireland and Councils, for the purposes of carrying out risk assessments and sampling of private water supplies under The Private Water Supplies Regulations (Northern Ireland) 2017.

The Drinking Water Inspectorate (the Inspectorate), which is a business unit within the Northern Ireland Environment Agency (NIEA), is the statutory body responsible for the monitoring and enforcement of these regulations.

The regulations establish standards for the quality of private drinking water supplies in Northern Ireland and in implementing the requirements under these regulations, the Inspectorate liaises with all 11 Councils.

There were 16 sites across the Borough to which these regulations apply and Environmental Health staff work closely with the Inspectorate to advise owners and users of these private supplies when the required standards were

not met.

The Inspectorate provides training and the appropriate resources to undertake risk assessments. The regulations required that risk assessments are completed for any new private water supply within 6 months of coming into service. For existing supplies, the risk assessment should be reviewed every 5 years or earlier where it is considered that the current risk assessment is inadequate. An annual sampling programme is in place which details the frequency of sampling for each site. This frequency is set within the Regulations and is proportionate to the volume of water used or the population served by the supply.

The Service Level Agreement, circulated, is reviewed every two years and as a result, a proposed revision of fees paid to Councils was included. The Chief Inspector of Drinking Water through Environmental Health Northern Ireland (EHNI) had agreed a Schedule of Fees below which was standard for all Councils. These would be paid to the Council within 30 days from receipt of an invoice. There were no other changes to the Service Level Agreement.

Activity	Unit Cost (May 2017)	Unit Cost (February 2022)
Scheduled Sample Collection	£75/Sample	£75/Sample
Resample Collection (Investigation)	£75/Sample	£75/Sample
Completion of Full Risk Assessment	£150/Risk Assessment	£450/Risk Assessment
Review of Risk Assessment (with site visit)	N/A	£200/Risk Assessment Review
Review of Risk Assessment (without site visit)	N/A	£100/Risk Assessment Review

Proposed by Councillor Montgomery
Seconded by Councillor Bennington and agreed that

the Service Level Agreement between the Drinking Water Inspectorate for Northern Ireland and Council, for the purposes of carrying out risk assessments and sampling of private water supplies under The Private Water Supplies Regulations (Northern Ireland) 2017, be approved.

ACTION BY: Colin Kelly, Head of Environmental Health and Wellbeing

4.2 EH/EHS/LR/011 SCHEME OF DELEGATION

Members were advised that following an update to the Consumer Protection and Environmental Regulations, revision had been necessary to the Scheme of Delegation. Copies of the revised Schedules were circulated with the relevant regulations highlighted in yellow. Links to the relevant regulations were also circulated.

Proposed by Alderman Smyth
Seconded by Councillor Brady and agreed that

the updated Schedule of Delegated Functions for 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 approved.

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

4.3 L/LEI/OO/014 RANDALSTOWN RUGBY CLUB REQUEST

Correspondence, circulated, had been received from Randalstown Rugby Football Club, requesting Council to consider naming the rugby area of Neillsbrook Park in honour of the late Derek Waddell.

As set out in the correspondence, Derek was involved with the Rugby Club for around 40 years and it was requested that, as a lasting tribute to his long commitment to the sporting community and to the Club, both on and off the pitch, that the area was named in his honour and a plaque erected.

A number of Members agreed that this was a fitting and well deserved tribute to a well-known resident.

Proposed by Alderman Clarke
Seconded by Councillor Wilson and agreed that

approval be given to name the rugby area of Neillsbrook Park in honour of the late Derek Waddell and that a plaque be erected, marking the name change.

ACTION BY: Paula Robinson, Executive Officer to the Deputy Chief Executive of Operations

4.4 PK/GEN/103 CORRESPONDENCE FROM DAERA RE FOREST PARK ENHANCEMENT AND COMMUNITY TRAIL DEVELOPMENT SCHEME 2022/23

Correspondence had been received from the Department of Agriculture Environment and Rural Affairs (DAERA), CI, in relation to potential grant support for Forest Park Enhancement and Community Trail development schemes. The focus of this grant scheme was for Council led recreational infrastructure projects in rural areas that address social isolation, health and wellbeing and access issues.

The Department requires submission of Expressions of Interest by Friday 11 March 2022 with suitable projects to be delivered by 31 March 2023. Financial support, for approved projects, would be up to 80% of total costs and would be subject to the approval by the Department from 2022/2023 budgets.

The potential to apply for the development of Sustainable Community Trails had been explored and, taking into account suitable Council owned land and assets, a further proposal had been identified for Burney's Lane and for Crumlin Glen, which could be delivered within the timeframe for consideration.

Having considered options for rural based projects in Newtownabbey, the potential for schemes in Doagh, Burnside, Ballyclare and Ballynure were considered but there were none which could be progressed within the requirements of this programme.

The Small Settlements Regeneration Programme was likely to fund significant projects in Doagh and Burnside, whilst funding for Ballyclare had been secured for the East West Greenway. The lack of Council owned land in Ballynure will preclude any scheme being delivered in the timeframe.

For this reason, Officers were proposing to submit an Expression of interest for further paths in Burney's Lane. This could enhance the amenity for walkers by extending the recently constructed paths and by regrading and resurfacing all paths. This work was estimated to cost in the region of £25,000 - £30,000.

Works in Crumlin Glen would entail the regrading and resurfacing of the remaining trails connecting the recently upgraded trails from Cidercourt Road and the new bridge, with the upper path up to the carpark area off the Mill Road. At this stage the cost estimates were being developed but it was expected to be in the region of £30,000.

Regarding recent requests for improved walking trails in the Forest Service owned Tardree Forest, correspondence had been sent to the Chief Executive of Forest Service to discuss the matter and therefore no expression of interest was being submitted at this stage.

Proposed by Councillor Bennington
Seconded by Alderman McGrath and agreed that

approval be given for submission of Expressions of Interest for Burney's Lane and Crumlin Glen, as set out above, to the DAERA Forest Park Enhancement and Community Trail Development Scheme 2022/2023.

ACTION BY: Elaine Upton, Countryside Officer

4.5 PBS/PS/001 ON STREET RESIDENTIAL CHARGING SCHEME (ORCS) UPDATE

Members were reminded that approval was given for submission of 14 locations as part of a collaborative application to the On Street Residential Charging Scheme (ORCS), coordinated through the Department of Transport in England. The purpose of the scheme was to increase the availability of on-street charge points in residential streets where off-street parking was not available, thereby ensuring that on-street parking was not a barrier to realising the benefits of owning a plug-in electric vehicle.

Each of the locations listed in the application had to be submitted to NIE in the first instance for suitability. Of the located submitted to NIE Networks, a total of 6 have been deemed as viable:

Cashel Drive, Monkstown	Threemilewater DEA
Carn Way, Newtownabbey	Threemilewater DEA
Queens Avenue, Glengormley	Glengormley Urban DEA
Parkmount Road, Mallusk	Airport DEA
Thyme Park, Antrim	Antrim DEA
Firmount Drive, Antrim	Antrim DEA

As the final date for submission of the application to the Department of Transport is March, officers have obtained agreement for NIE to review the suitability of a further 8 locations in the Borough, the details of which were circulated. The proposed additional locations had been selected on the basis of the following:

- Attain equal representation across each DEA (Ballyclare, Macedon, Dunsilly)
- Situated adjacent to housing stock that has no access to off-road charging capability
- Situated on main arterial routes that can accommodate dedicated charging areas that are not detrimental to traffic flow
- Situated within housing developments that are centrally located within the development to maximise opportunity of use and that are not detrimental to traffic flow
- Situated on main arterial routes / within housing developments that are not detrimental to the enjoyment of the adjacent properties or pose a difficulty with established residents parking practice.
- Situated within Council car parks that are adjacent to housing stock that has no access to off road charging capability

The proposed locations were:

John Street playpark car park	Dunsilly DEA
Toome playpark	Dunsilly DEA
Wallace Park, Templepatrick	Airport DEA
The Square carpark	Ballyclare DEA
Granges Entry	Ballyclare DEA
Lilian Bland car park	Glengormley DEA
Merville Garden Village	Macedon DEA
Knockenagh Road	Macedon DEA

Once confirmation was received from NIE Networks that any or all of these locations were viable, they would be incorporated into the joint application.

In response to queries from Members, the Deputy Chief Executive of Operations confirmed that with Members' agreement, she would propose an additional site for Airport DEA, namely, Crumlin Leisure Centre car park and Whiteabbey Village in Macedon for consideration by NIE Networks to establish suitability and the outcome to be confirmed to Members.

Councillor Montgomery asked that his objection to the potential removal of a charging point from Templepatrick be noted.

Proposed by Alderman Smyth
Seconded by Councillor Foster and agreed that

the additional locations for On-street Residential Charging facilities, as set out above, be approved, together with Crumlin Leisure Centre and Whiteabbey Village, for submission to NIE Networks and thereafter, if viable, included in the joint application for funding to the Department of Transport by the deadline.

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

4.6 WM/WM/37 REVERSE VENDING MACHINE PILOT

Council had been approached by a company called, 'Reborn. Recycling', regarding the potential to operate a pilot in the Borough. The Company operates 3 divisions; a sustainable luxury fashion brand (Naeco), plastics recycling (Reborn. Recycling) and sustainable corporate clothing (Reborn. Merchandise).

A circular economy company, Reborn. Recycling proposed that through a pilot that 8 Reverse Vending Machines for the collection of plastic bottles, were installed in the Borough in order to help to assess the effectiveness as a Deposit Return Scheme (DRS) machines.

Members were reminded that following a recent consultation, that it was envisaged that Deposit Return Schemes would be introduced in the UK in 2024/2025. Through this meant, members of the public would be able to return their plastic bottles and other drinks containers and be reimbursed with a monetary deposit (paid up front at the point of purchase).

Reborn was offering the Reverse Vending Machines, at zero rental cost, for the collection of plastic bottles for a pilot period of four months, with Council responsible for the collection and recycling of the bottles collected. Plastic bottles in the locations would normally be deposited in bins and therefore were currently being collected in the normal way. As the public would not have paid a deposit at the point of purchase during the pilot, no refund would be provided although Reborn had agreed to make a donation to the Mayor's charities based on amount of recyclables returned.

The Company proposed to install the Reverse Vending Machines at the following Council owned sites:

- Lough Shore Park Jordanstown
- Lough Shore Park Antrim
- Valley Leisure Centre
- Antrim Forum

The company had indicated that the machines would be suitable for outdoor locations and would be weather proof.

In addition, Reborn was proposing to install at the following locations, subject to landowner approval:

- Abbey Centre
- The Junction
- Belfast International Airport

The company was following up on these separately.

Should approval be given for the installation of the Reverse Vending Machines at Council sites, it was planned that they will be installed by July 2022.

At the end of the pilot, the data on the usage and amount of waste collected will be assessed by Reborn staff who will then consider how they would like to proceed.

In response to a question from a Member, the Deputy Director of Operations (Waste and Fleet) confirmed that there was no mechanism to refund in cash or by credit card during the pilot. 'Credits' would be collated and a donation made to the Mayor's charities. He went on to confirm that no decision had been made regarding the Deposit Return Scheme plans being consulted on by the Department of Agriculture, Environment & Rural Affairs (DAERA).

Proposed by Councillor Montgomery
Seconded by Alderman Smyth and agreed that

Council agrees to participate in a 4-month pilot involving the installation of 8 Reverse Vending Machines, supplied by Reborn, at the locations listed above.

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

5 ITEMS FOR NOTING

5.1 WM/RC/09 RECYCLING AND RESIDUAL WASTE END DESTINATIONS

Following a request for information regarding the end destinations for each of the waste streams, a table setting out the information was circulated. The waste industry is global in nature but there were clear environmental benefits to treating it as close to source as possible in order to reduce carbon emissions from the transportation.

Members noted that the same materials collected via different methods may have varying end destinations due to a difference in material quality as a result of processing methods. At present the majority of the waste collected was processed within the UK and Ireland.

The end destinations and figures contained within the enclosed table reflect the situation for the period July to September 2021, which was the most complete and up-to-date information published. Markets do fluctuate, and the end destinations for any material stream may change from one reporting quarter to the next. Officers monitor the situation carefully and regularly, and would continue to advise Members accordingly.

Proposed by Councillor Bennington
Seconded by Alderman Clarke and agreed that

the report be noted.

NO ACTION

Alderman McGrath left the meeting at this point.

5.2 WM/WM/40 CONSULTATION ON THE INTRODUCTION OF MANDATORY DIGITAL WASTE TRACKING

Correspondence had been received jointly from DEFRA, the Scottish Government, the Welsh Government and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland seeking views on the development of a central digital waste tracking service.

There was currently no single comprehensive way to track waste and as the UK was committed to moving towards a more circular economy, there was a need to turn the waste that does end up being produced into a resource wherever possible. To do this there must be information about what waste was being produced and where it ended up.

A digital waste tracking system, if implemented, would require those who produce, handle, dispose of or make products from waste, to record all relevant information.

The consultation, <https://consult.defra.gov.uk/environmental-quality/waste-tracking/>, focused on the practical aspects of introducing a digital waste tracking service. Waste movements were currently covered by a written annual transfer note and one of the proposals was that the waste would need a digital entry for every movement. This would have operational implications for both Council and local businesses in transporting waste.

The consultation document was technical in its requirements and it was proposed that Officers co-ordinate with colleagues from the other arc21 Councils to consider the implications for Council operations and that a draft response to the consultation be presented to full Council in March to allow submission by the 21 April 2022 closing date.

Proposed by Councillor Bennington
Seconded by Alderman Smyth and agreed that

that the report be noted.

NO ACTION

5.3 WM/SC/001 LITTER ACTION PLAN UPDATE REPORT

Members were reminded that a Litter Action Plan was approved in November 2021 which set out a range of pilots designed to address the ongoing issue of litter in the Borough.

Progress had been made in a number of areas and this was summarised in the table below.

Action Plan Progress: Antrim and Newtownabbey Borough Council Litter Action Plan

Action	Project Title	Progress Update	Comments
1	Solar powered compacting bins	14 installed at the agreed locations: Hazelbank/Jordanstown Lough Shore Park and Antrim Lough Shore Park/Rea's Wood Completed - February 2022	High use public areas – designed to increase litter capacity and reduce collection frequency
2	Bin sensors	Sensors installed at 50 locations – all DEAs Due to be completed March 2022	Will reduce unnecessary collections at bins in remote locations and help prevent overflowing at heavily used bins
3	Litter pick stations - litter pickers, boards and bags	Located at Jordanstown Lough Shore Park/Hazelbank Park and Antrim Castle Gardens Installed February 2022	Aim to increase litter awareness and promote cleanliness in targeted areas To be promoted through social media
4	Specific coloured bags	Implemented January 2022	Specific coloured bags for community litter picks are being supplied as part of Support in Kind applications.
5	Volunteer Reward Scheme	In progress	Vouchers for tea/coffee in local independent coffee shops given to those who participate in the Big Spring Clean and/or who litter pick throughout the year. Scheme will be

			launched at this year's Big Spring Clean.
6	Explore the potential for Dog Watch	In progress	Environmental Health exploring this and similar schemes with proposals to Operations Committee and launch in spring/summer
7	Flower bed disks giving anti littering messages	In progress	Anti-littering messages aimed to deter littering Designs being finalised DEAs
8	Mobile Messaging signs	In progress	Ant-litter campaign messaging. In discussion with Dfl
9	Influencer Campaign	In progress	Identifying relevant influencers who will promote specific anti-litter message i.e. plastic free challenge, food waste and dog fouling Scheduled to go live in May 2022 to coincide with the Big Spring Clean Weekend.
10	Dedicated Litter Team in Rathcoole/Mossley	Pending	Pilot dedicated litter team in Rathcoole and Mossley for 5 weeks Current challenges in recruiting staff Further update on progress

Additional litter prevention activities have been undertaken over the last few months and these include:

Provision of Water Refill Stations following a successful application to the Live Here Love Here Marine Litter Capital Grant. Water bottle filling stations will be installed in 4 locations, Jordanstown Lough Shore Park, Antrim Lough Shore Park, Hazelbank Park and Antrim Castle Gardens. Water refill stations encourage use of reusable water bottles reducing single-use plastic bottles.

Big Spring Clean

Big Spring Clean was Northern Ireland's largest community clean-up campaign and the weekend of 6 – 8 May was to be designated as the 'Big Spring Clean Weekend'. This Borough wide clean-up will bring together residents and community groups, schools and businesses to help clean litter from our public spaces, including parks, beaches and schools.

The Friday of Big Spring Clean Weekend was dedicated to businesses and schools which would be encouraged to participate in a unique team building opportunity and show commitment to a cleaner, greener Borough. The Saturday and Sunday of Big Spring Clean Weekend focused on residents and community groups who would be encouraged to join and help to pick up litter.

Adopt a Spot

Under the auspices of the Live Here Love Here programme, Adopt a Spot is a civic pride initiative that that provided a limited number of free kits including kits to tackle litter in chosen areas.

At present, 76 spots had been adopted in the Borough through this scheme and this would be promoted further in Borough Life and through existing Support in Kind applicants.

In response to comments by a number of Members, the Deputy Director of Operations (Waste and Fleet) advised he would review the operation of the recently installed solar powered compacting bins, investigate reports of dog fouling in specific areas highlighted on the NextDoor app and would follow up on the potential for the Rathcoole Neighbourhood Renewal Partnership newsletter to be used to promote the temporary vacancies referred to in the report.

Proposed by Alderman Smyth
Seconded by Councillor Foster and agreed that

the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Foster
Seconded by Alderman Smyth 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 WM/arc21/4/VOL9 arc21 JOINT COMMITTEE PAPERS

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

- February 2022

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.

Proposed by Councillor Bennington
Seconded by Alderman Smyth and agreed that

the papers be noted.

NO ACTION

6.2 IN CONFIDENCE L/LEI/AF/016 ANTRIM FORUM FITNESS SUITE REFURBISHMENT

In May 2021, it was agreed to proceed with the refurbishment of Antrim Forum Fitness Suite. Whilst progressing the scheme, the potential to reconfigure the current layout of the Fitness Suite to further enhance facilities and meet the demands of customers for greater space for classes had been identified.

There was currently no dedicated indoor cycle studio at Antrim Forum despite indoor cycling being extremely popular with both More members and pay as you go customers.

As set out in the Economic Appraisal, circulated, a range of options had been considered with the preferred option (Option 3) being, Replacement of all fitness equipment, refurbishment of fitness suite to include replacement of mechanical and electrical installation, and redevelopment of ten pin bowling alley to create 2 dedicated fitness class studios. The estimated cost was [REDACTED] including professional and contingency fees. It was anticipated that this option would further increase membership levels and increased income as set out in the Appraisal.

The project had been screened and does not require an Equality Impact assessment. A Screening form was circulated.

Proposed by Councillor Montgomery
Seconded by Alderman Smyth and agreed that

the Economic Appraisal for the Refurbishment and Replacement of Fitness Equipment at Antrim Forum with the preferred option, Option 3, as set out above, at an estimated total cost of [REDACTED] including professional and contingency fees together with the Equality Screening Form be approved.

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

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Montgomery
Seconded by Councillor Foster 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 7:34pm.

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.