



26 November 2020

Committee Chair: Councillor R Foster

Committee Vice-Chair: Alderman T Burns

Committee Members: Aldermen – F Agnew, L Clarke, M Girvan, J McGrath and J Smyth  
Councillors – J Archibald, A Bennington, J Gilmour, N Kelly, A Logue, T McGrann, V McWilliam and R Swann

Dear Member

**MEETING OF THE OPERATIONS COMMITTEE**

A remote meeting of the Operations Committee will be held in the **Council Chamber, Mossley Mill on Tuesday 1 December at 6.30pm.**

All Members are asked to attend the meeting via "Zoom".

To ensure social distancing, it is only possible to facilitate 11 Members in the Council Chamber. Priority admission will be given to Committee Members on a first come, first served basis. This does not affect the rights of any Member participating in the meeting.

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:**

Tel: 028 9034 0048/028 9448 1301 [memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

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

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 PRESENTATION**

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4.2 Access and Inclusion Fund (2020-21)

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5.2 The Office of Public Safety and Standards – Grant Funding To Build Capacity and Capability for Market Surveillance by Local Authorities in Northern Ireland

5.3 Homegrown Awards 2020

5.4 Best Kept Garden Competition 2020

5.5 Environmental Management System Re-Certification

5.6 Northern Ireland Hospice Christmas Tree Collection Service

5.7 Waste Management Performance Annual Update Report 2019-2020

### **6 ITEMS IN CONFIDENCE**

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6.3 Land Adjacent To Pitches at Sixmile Leisure Centre

6.4 Crusaders Licence Agreement: Threemilewater Park

### **7 ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
OPERATIONS COMMITTEE MEETING ON  
TUESDAY 1 DECEMBER 2020**

**3 PRESENTATION**

**3.1 PK/GEN/140 IMPROVEMENTS TO WHITEABBEY GLEN - PRESENTATION**

At the October 2020 meeting of the Operations Committee, it was agreed that representatives from a local group of volunteers from the Whiteabbey area be invited to make a presentation to Committee on the work done to improve Whiteabbey Glen.

Colin Bailey will make the presentation to Committee on behalf of the volunteers. The 10-minute presentation will be via Zoom to ensure compliance with social distancing.

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

Prepared by: Vicki Kyles, Executive Assistant

Approved by: Geraldine Girvan, Director of Operations

#### **4 ITEMS FOR DECISION**

##### **4.1 L/GEN/5, PK/GEN/180, WM/WM/37/VOL2 SCHEDULE OF CHARGES AND PRICING POLICIES, WASTE, PARKS AND LEISURE 2021 - 2022**

A review of pricing is normally carried out annually within the Waste, Parks and Leisure services.

This year, as residents and businesses are already experiencing financial pressures, it is proposed not to increase any prices. Officers are however, reviewing the cost of the Commemorative Programme as the cost of benches has increased significantly. A report will be brought to Committee in the event that the cost of benches cannot be retained at current levels.

**RECOMMENDATION: that prices for the Waste, Parks and Leisure Services for 2021-2022 are retained at their current levels.**

Prepared & Approved by: Geraldine Girvan, Director of Operations

## 4.2 PK/GEN/116, PK/GEN/093, L/LEI/VLC/001 ACCESS AND INCLUSION FUND (2020-21)

Following a report to the November meeting of the Community Planning Committee when it was confirmed that 5 of the 6 applications to the Department for Communities (DfC) Access and Inclusion Programme 2020/2021 had been approved, the Parks team are developing the detail of the projects for those applications within their remit, together with completing economic appraisals and Equality screening forms: -

- (i) Hazelbank Park Sensory Garden – award 100% of costs up to £30,000
- (ii) Threemilewater Park Accessibility Trail – award 100% of costs up to £30,000
- (iii) Valley Park Accessibility Trail – award 100% of costs up to £30,000

### 1. Hazelbank Park Sensory Garden

This project will provide a garden with wheelchair access, raised beds and a wide range of sensory experiences designed to be as inclusive as possible. The Parks team will work with Council's Accessibility Officer to the details of the garden plan, including required heights of sensory beds, and any specific features that can be acquired within the budget. The location of the garden is adjacent to the main road into the park on the left hand side as in the map below. The area will be appropriately fenced to ensure it is safe and comfortable for users.



### 2. Valley Park

In 2019, a total of £30,000 of funding was secured from DfC for the Approval was given in October 2019 that funding would be sought to continue to deliver specified accessibility routes on the site. This successful application will enable delivery of these routes. It will further improve the northern end of the site through a new ½ km accessible loop, with relevant drainage works. This new section, alongside the recently upgraded trails, will be of great value for those using inclusive sports equipment (i.e. hand cycles, trikes and

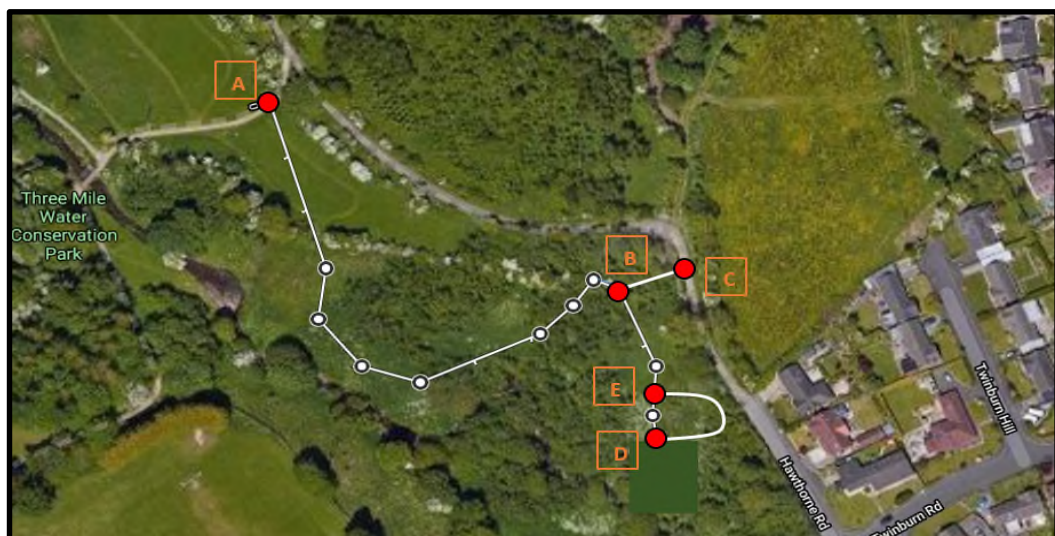
tandems), which are available for hire at the Valley Leisure Centre (via Disability Sport NI-employed Hub Leaders).



### 3. Threemilewater Park (Phase 2)

A Masterplan for Threemilewater Park was approved in 2019 with Phase 1, a 1.5km accessible trail loop adjoining the Newtownabbey Way, having been completed through external funding matched by Council. This linked an underused woodland area to the west of the site to the eastern end. This further successful application will provide an additional path as set out below. This extends access into a currently inaccessible scrubland area at the northern end of the site by a 275-metre long path. Some enabling work has already been completed to clear the area.

Further funding will be sought to complete this second phase to extend an additional 200-metre circular loop route further along the river.



Each of the projects must be delivered by end of March 2021. Economic Appraisals and Equality screening forms are enclosed for each of the projects, for Members consideration. Works will be completed through a combination of Parks staff and some input from contractors where essential.

**RECOMMENDATION: that approval is given for the Economic Appraisals and equality screening forms for Hazelbank Sensory Garden, the Valley Park Accessibility Trail and Threemilewater Park projects as set out above funding by the Department for Communities.**

Prepared by: Elaine Upton, Countryside Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

### 4.3 WM/WM/33 REQUEST FOR ECO-SCHOOLS SUPPORT 2021/22

Correspondence, **enclosed**, has been received from Keep Northern Ireland Beautiful (KNIB) requesting funding for the Eco-Schools Programme for 2021/22. KNIB co-ordinates the Eco-Schools Programme, which aims to combine pupils learning with action on improving the environmental performance of the school.

The Eco-Schools Programme is extremely popular in Borough with 74 schools registered in the scheme and of these 43 schools achieving the highest level, Green Flag accreditation. Many schools engage with the Council through Eco-school topics such as Waste and Recycling, Biodiversity and Climate Change.

In the last number of years, Council has provided approximately £1,600 per year towards the Eco-Schools Programme. In light of changes in support required for schools due to government restrictions, a number of funding options have been set out in the correspondence and a summary is highlighted below:

- Option 1: Support of the Programme at a cost of £10,942 includes Wheelie Big Challenge Eco Schools as set out in Option 3 and core running cost of the programme
- Option 2: Support for the Wheelie Big Challenge and Eco Schools as set out in Option 4 at a cost of £7,967
- Option 3: Support for the Eco-Schools Programme at a cost of £2,975 - *communication to all schools in the Borough, whether registered with Eco Schools or not*
- Option 4: Support for the Eco-Schools Programme at the same cost of £1,700 – *communication only with those schools registered with Eco Schools and those not registered cannot access additional funding provided through Eco-Schools for projects such as the international Wrigley Litter Less campaign*

Officers have assessed the options and given the uncertainty around access to schools in at least the first half of 2021 due to COVID-19, it is recommended that Option 4 (support in the amount of £1,700) is provided. This maintains Council's current level of support. The funding is matched by DAERA and the details of benefits with this option are set out in the correspondence.

**RECOMMENDATION: that funding in the amount of £1,700 for the Keep Northern Ireland Beautiful Eco-Schools Programme in 2021/22 be approved.**

Prepared by: Lynsey Daly, Waste Strategy and Contracts Manager

Agreed by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations



#### **4.4 WM/WM/37/VOL2 ADDITIONAL RECYCLING CAPACITY**

As Members will be aware, there are very high levels of usage at O'Neill Road Recycling Centre over festive week. Last year this usage resulted in queues on the O'Neill Road and this exacerbated an already significant level of traffic congestion and Officers were asked to consider options to alleviate the issue for the incoming year.

Whilst measures such as the booking system and ID checks for Borough residents have been implemented due to social distancing requirements, they have also prevented traffic congestion in the area. These measures will remain in place but such is the demand at this Recycling Centre during the festive season, an additional temporary waste recycling facility is proposed for the Valley Leisure Centre carpark between Monday 28 and Thursday 31 December from 9am - 5pm.

The carpark will be serviced by a bin lorry with access only for Borough residents and pre booking will not be required. All waste will be comingled in the bin lorry and transferred to a materials recycling facility through existing Council contracts with as much waste as possible sorted and remove for recycling or recovery before final landfill. The service will be delivered using existing Council staff and resources.

Officers will monitor the situations at the remaining Household Recycling sites and deploy additional resources if required, although this has not been necessary to date.

**RECOMMENDATION: that a temporary recycling facility is established at the Valley Leisure Centre carpark between Monday 28 and Thursday 31 December from 9am -5pm as set out above.**

Prepared by: Lynsey Daly, Waste Strategy and Contracts Manager

Agreed by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

## 4.5 WM/WM/36 STRATEGIC WASTE MANAGEMENT UPDATE

Members are reminded that the 11 councils commissioned a review of the current arrangements for collaboration between councils for councils for waste and related services.

Prior to the Review of Public Administration there were three voluntary Waste Management Groups. Two Waste Management Groups remain - arc21 representing Belfast City, Ards & North Down, Mid & East Antrim, Antrim & Newtownabbey, Newry Mourne & Down and Lisburn & Castlereagh City, and the North West Region Waste Management Group NWRWGM representing Derry City & Strabane and Causeway & Glens.

The other group – SWaMP no longer exists and three remaining Councils (Armagh City, Banbridge and Craigavon, Fermanagh & Omagh and Mid Ulster), sometimes referred to 'NI Other' do not form part of any Waste Management Group.

The review, considered the following areas of mutual collaboration between the councils:

- Health and Safety;
- Waste management planning;
- Procurement facilitation;
- Contract management services;
- Awareness & Communications;
- Representation/Consultation Responses;
- Providing policy advice;
- Operating waste facilities.

The report has now been completed, the key findings of which are:

- A range of service areas/functions for greater collaboration has been agreed by all 11 Councils;
- Unanimous consensus in favour of a single 11 Council delivery body with a majority of the Councils in favour of a Single Delivery Body (Lead Council) model;
- There was also significant support for a single 11 Council delivery body using an incorporated body (a waste management group).

The difference between a Lead Council model or Incorporated model is that it the former tends to be less complex while the incorporated model results in a body which can hold assets, borrow and operate arm's length companies.

Due to the significant financial impact of waste services for the 11 councils, approximately £80m per year for waste treatment costs in Northern Ireland, it has been proposed that a more comprehensive economic appraisal is completed into the following options:

1. Single waste delivery body using a lead council;
2. Single waste delivery body with an incorporated body;
3. Two waste management delivery bodies.

The economic appraisal will be used to identify the option that provides the Councils with the greatest value for money and will cost approximately £40,000

to complete. The cost can be met from the existing waste management budget.

**RECOMMENDATION: that Council contributes up to £4,000 towards the completion of an economic appraisal of the most appropriate mechanism for the delivery of greater collaboration on waste management between the 11 Councils in Northern Ireland.**

Prepared by: Michael Lavery, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

## 5 ITEMS FOR INFORMATION

### 5.1 EH/PHWB/017 SLOW COOKER PROGRAMME EVALUATION

Members are reminded that in August 2020, a Slow Cooker Programme was delivered across the Borough. The programme promoted the use of slow cookers in food preparation due to their ease of use, especially for batch cooking, and for their energy efficiency.

The Slow Cooker Programme was delivered by Environmental Health with funding from the Northern Healthy Lifestyles Partnership (NHLP), Public Health Agency (PHA) and The Henderson Group.

Slow cookers were available to those who had been officially shielding. In addition to a slow cooker, participants received a recipe book and a box of fresh and store cupboard ingredients to allow them to start using the slow cookers immediately, along with some food containers to store any excess meals. A member of the Environmental Health team also contacted each recipient to encourage use of the cooker, assess if they had any additional queries and to tailor the foods to the individual needs where practicable.

A full evaluation of the Slow Cooker Programme was carried out in October to assess how usage and the findings are summarised below:

- The evaluation had an 83.9% response rate
- 98.1% said that they use their slow cooker
- 69.2% used their slow cooker once a week
- 19.2% used their slow cooker more than once a week
- 98% of respondents found the fresh food and store cupboard items useful
- 63.5% used the free recipe book supplied with the slow cooker
- 58.8% stated that the slow cooker had helped to make food preparation easier
- 51% use the slow cooker for batch cooking
- 19.6% found that the whole package helped introduce a wider variety of foods into their diet.

The respondents also reported that the slow cookers had given them greater independence, that it reduced food waste and that it was a better alternative to microwave meals. Others liked the fact that the slow cooker helped them save money as they could produce larger portions and freeze meals for another time. Findings from the evaluation will be shared with the Northern Healthy Lifestyles Partnership.

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

Prepared by: Alison Briggs, Principal Environmental Health Officer – Health and Wellbeing

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

## 5.2 EH/EHS/CP/003 THE OFFICE OF PUBLIC SAFETY AND STANDARDS – GRANT FUNDING TO BUILD CAPACITY AND CAPABILITY FOR MARKET SURVEILLANCE BY LOCAL AUTHORITIES IN NORTHERN IRELAND

The Office of Public Safety and Standards (OPSS) is part of the Department for Business, Energy and Industrial Strategy at Westminster.

As national regulator for product safety across the whole of the United Kingdom, OPSS is responsible for:

- Building national capacity for product safety
- Removing unsafe products from entering the UK market
- Providing practical and financial support to front line enforcement.

In preparation for the United Kingdom's exit from the European Union, OPSS have made available a grant of up to £55,000 for expenditure arising in-year from:

- Inspections and compliance in accordance with EU regulatory requirements
- Removing unsafe products from entering the UK market
- Building capacity and capability for market surveillance.

This is to ensure access to enforcement equipment and facilities as outlined in OPSS Strategy 2018-2020 – Strengthening National Capacity for Product Safety.

The overarching aim of this work is to strengthen the United Kingdom's approach to market-surveillance in relation to non-food consumer products. The grant funds which must be spent by 31 March 2021 will be used to provide additional staff resources to support businesses during the remaining months of the financial year.

This process will ensure that unsafe and noncompliant consumer non-food goods are removed from the market and maintain a robust United Kingdom wide product safety system.

It will also ensure that market surveillance activity is enhanced through all local Councils in Northern Ireland thereby enabling the United Kingdom to meet the provisions of the European Union Withdrawal Agreement and Northern Ireland Protocol (NIP). This will also enable the United Kingdom to ensure that there are adequate arrangements in place to meet European Union oversight and reporting requirements.

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

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

### 5.3 PK/GEN/021 HOMEGROWN AWARDS 2020

Following cancellation of the official Translink Ulster in Bloom Competition 2020, the Northern Ireland Local Government Association (NILGA) and Translink launched 'Homegrown' – a new digital Ulster in Bloom showcase to celebrate all things horticultural and help raise community spirits during the summer.

Ulster in Bloom participants and the wider public were asked to share photos or short video clips of their gardening endeavours. A total of 21 certificates were awarded to residents and groups in the Borough and the list is enclosed.

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

Prepared by: Angela Ross, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

#### 5.4 PK/BIO/032 BEST KEPT GARDEN COMPETITION 2020

As reported to Committee in November, Best Kept Garden Awards event for 2020 was a virtual event. Recorded and live streamed on Council's social media channels and website on Wednesday 11 November, feedback from competitors and through social media has been very positive. The event can be viewed at: <https://bit.ly/3pxX66y>

**The winners of the competition were:**

<b>Best Kept School:</b>	<b>1st Prize</b> - Ballycraigy Primary School	<b>£100</b>
<b>Best Kept Commercial Premises:</b>	<b>1st Prize</b> - The Hill Tavern	<b>£100</b>
<b>Best Kept Community Planting:</b>	<b>1st Prize</b> – Caring for your Community Toome	<b>£100</b>
	<b>Runner Up</b> – Killead Development Association	<b>£50</b>
<b>Best Kept Front/Container:</b>	<b>1st Prize</b> - Kenneth Todd	<b>£100</b>
	<b>Runner Up</b> - Colin Mitchell	<b>£50</b>
<b>Best Kept Garden:</b>	<b>1st Prize</b> - Tony Addison	<b>£100</b>
	<b>Runner Up</b> – Tammy Fox McGlade	<b>£50</b>

Photographs of winners are enclosed.

**Applications received by DEA:**

DEA Area	Quantity of Applicants	No of Applicants Shortlisted	Winners
Airport	9	3	2
Antrim	20	2	2
Ballyclare	16	1	1
Dunsilly	6	3	2
Glengormley	10	1	1
Macedon	6	1	0
Threemilewater	5	1	0

The potential for prizes to be awarded by DEA was raised and will be considered by the Grass Management sub group at its next meeting.

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

Prepared by: Angela Ross, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

## 5.5 PK/BIO/23 ENVIRONMENTAL MANAGEMENT SYSTEM RE-CERTIFICATION

Members will be aware Council operates an accredited Environmental Management System (EMS), ISO140001, for all facilities and operations. The EMS establishes a structure to reduce Council's impact on the environment and seeks continuous improvement on the environmental performance of our services. As a result, the EMS assists Council in meeting any climate change objectives.

Each year Council has to pass a surveillance audit by an external body to provide independent verification that the system is operating to a satisfactory standard. The audit was completed virtually in October and once again, the environmental performance of Council was recognised and recertification was granted.

The audit areas this year were Antrim Civic Centre, Ballyearl Leisure Centre, Antrim Castle Gardens, Theatre at the Mill, Museum at the Mill and Crumlin Recycling Centre as well as an overall system audit to seek evidence of strategic leadership, compliance with legislation, and internal audits.

The independent auditor congratulated Council on the successful maintenance of the ISO standards especially in light of the emergency plan being activated and restrictions in place as a result of the COVID-19 pandemic.

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

Prepared by: Lynsey Daly, Waste Strategy and Contract Manager

Agreed by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations



## 5.6 WM/WM/37/VOL2 NORTHERN IRELAND HOSPICE CHRISTMAS TREE COLLECTION SERVICE

The Northern Ireland Hospice, headquartered in the Borough, has set up a Christmas Tree Collection service, in association with Menzies Distribution, to collect real Christmas Trees for recycling from households in the Borough. The trees will be collected, by volunteers from Menzies, directly from householders on Saturday 9 January in return for a donation which will go towards the work of the Hospice.

The collected trees will be taken to one of the Council's Recycling Centres where they would be recycled with the rest of the garden waste. The service will be managed by the NI Hospice and Menzies and will be open to residents in the Borough on a first come, first served basis with up to 80 collection slots available. Council will support the NI Hospice with social media coverage of the service, which is projected to raise at least £800.

Any residents unable to use the NI Hospice collection service can still recycle their real Christmas tree in their brown bin, through the bulky collection service, or at the five Recycling Centres in the Borough.

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

Prepared by: Lynsey Daly, Waste Strategy and Contract Manager

Agreed by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

## 5.7 WM/WM/37/VOL2 WASTE MANAGEMENT PERFORMANCE ANNUAL UPDATE REPORT 2019-2020

Council has two statutory waste targets that have to be complied with:

1. Recycle 50% of all household waste by 2020;
2. Limit the landfilling of biodegradable waste to no more than 16,358 tonnes in 2020.

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 the landfill diversion targets i.e. Northern Ireland Landfill Allowance Scheme (NILAS).

The annual waste data submission for 2019-20 has still to be verified but is unlikely to change significantly from what is being reported. The data lays out the performance of the Council for that year, in relation to both household and municipal waste.

Below is a summary of the results of 2019/20 compared to the result published for 2018/19 for the Borough. The results indicate the performance of the Borough in relation to the other 10 Northern Ireland Local Authorities for reference.

	2018-19		2019-20		Ranking
	Tonnes	%	Tonnes	%	
<b>Total Household Waste Arisings</b>	81,027	N/A	84,401	+ 4.2	3 <sup>rd</sup> largest tonnage
Household Waste Arisings to Recycling	45,441	56.1	48,383	57.3	2 <sup>nd</sup> highest household recycling rate (%)
Household Waste Arisings to Recovery	12,064	14.9	14,785	17.5	6 <sup>th</sup> largest % of household waste sent to recovery
Household Waste Arisings to Landfill	23,522	29.0	21,233	25.2	6 <sup>th</sup> lowest % of household waste sent to landfill
<b>Total Local Authority Collected Municipal Waste Arisings</b>	98,224	N/A	102,267	+ 4.1	3 <sup>rd</sup> largest tonnage
Municipal Waste Arisings to Recycling	57,766	58.8	62,613	61.2	1 <sup>st</sup> highest % of waste recycled.
Municipal Waste Arisings to Recovery	13,312	13.6	15,723	15.4	6 <sup>th</sup> largest % of waste sent to recovery.

Municipal Waste Arisings to Landfill	26,360	26.8	23,931	23.4	6 <sup>th</sup> Lowest % of waste sent to landfill.
Biodegradable Waste to Landfill	11,622	65	10,988	49	6 <sup>th</sup> largest tonnage

\* 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.

Summary of the main points:

- Council's Municipal Recycling Rate is up by 2.4% since 2018/19 to the highest rate in Northern Ireland (61.2%);
- There is a decrease in the amount Biodegradable Municipal Waste landfilled to 11,622 tonnes with only 69% of the annual NILAS allocation used;
- Council has achieved the two statutory waste targets, stated above, for 2020;
- There is an overall increase in waste arisings (approximately 4%) which has resulted in a rise in waste treatment costs;
- There is a reduction in the total amount of waste landfilled by 2,429 tonnes.

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

Prepared by: Lynsey Daly, Waste Strategy and Contracts Manager

Agreed by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations