



3 January 2018

Committee Chair: Councillor N Kelly

Committee Vice-Chair: Councillor M Rea

Committee Members: Aldermen – W Ball, M Girvan, J Smyth, R Swann  
Councillors – A Ball, J Blair, L Clarke, M Goodman, M Magill, J  
Montgomery, N McClelland, D Ritchie and J Scott

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 8 January 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:**

Tel: 028 9034 0098 / 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. Report on Business to be considered:

### **PRESENTATION**

- 3.1 Environmental Health Presentation

### **ITEMS FOR DECISION**

#### **ARTS AND CULTURE**

- 3.2 Commonwealth Heads of Government Meeting London 2018

#### **ENVIRONMENTAL HEALTH**

- 3.3 Department for Communities – Consultation on Changes to the Affordable Warmth Scheme

#### **LEISURE**

- 3.4 Leisure Grant Aid
- 3.5 Leisure Grant Aid: Every Body Active Grants
- 3.6 Mary Peters Trust – Request for Assistance

#### **PARKS**

- 3.7 Deep River Rock Belfast Marathon
- 3.8 The Department of Agriculture, Environment and Rural Affairs (DAERA) Ash Dieback Disease Consultation

### **ITEMS FOR INFORMATION**

- 3.9 Tourism NI Board Meeting
- 3.10 Garden Show Ireland 2018 – Best of Northern Ireland Show Garden
- 3.11 Borough Arts and Cultural Advisory Panel

- 3.12 Valley Leisure Centre – Pitch Refurbishment
- 3.13 Darkness into Light Charity Walk V36
- 3.14 Environmental Management System
- 3.15 arc21 Waste Management Conference

**ITEMS IN CONFIDENCE**

- 3.16 Carnmoney Cemetery House
- 3.17 Extension of the arc21 Material Recovery Facility Contract
- 3.18 Extension of the arc21 Bring Bank Contract
- 3.19 arc21 Joint Committee Papers

- 4 Any Other Relevant Business.

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
OPERATIONS COMMITTEE MEETING ON  
MONDAY 8 JANUARY 2018**

**PRESENTATIONS**

**3.1 PRESENTATION – 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.

Wendy Brolly, Environmental Health Manager will be in attendance.

## **ITEMS FOR DECISION**

### **ARTS AND CULTURE**

#### **3.2 AC/HE/019 COMMONWEALTH HEADS OF GOVERNMENT MEETING LONDON 2018**

##### **BACKGROUND**

Members are advised that the Commonwealth Heads of Government Meeting is being held in London in April 2018. During the week of 16 April Commonwealth, leaders will attend sessions to discuss shared global challenges, attend a dinner hosted by HRH Queen Elizabeth at Buckingham Palace and gather at Windsor Castle for the Leaders' Retreat – a day when leaders will engage in frank dialogue and set the course for future Commonwealth cooperation.

In the run up to the meeting at the end of the week, leaders' discussions will be informed and enriched by a variety of events. These will centre on the forums for "people", "business", "women" and "youth".

##### **MARKING THE EVENT**

The Lord Lieutenant for County Antrim Mrs Joan Christie OBE has asked the Council to consider marking this important event and celebrating the Commonwealth and its diversity.

The following projects are proposed for consideration;

- Schools Project - Engagement with schools across the Borough early in 2018 to secure their participation in a cultural project to celebrate the Commonwealth culminating in an exhibition, which will be, displayed across a number of arts venues in the Borough during the week of 16 April.
- Big Lunch - Organisation of a "Big Lunch" community event, on Saturday 14<sup>th</sup> April 2018, venue to be confirmed once interest is established. Officers will contact local schools, churches and groups on coordinating invitations to the lunch events with a view to ensuring as many citizens of the Borough, with ties to Commonwealth nations, as possible are invited to these events.

If approved, It is proposed to develop further the plans for both the Schools Project and the "Big Lunch" events with further details to be reported to a future meeting of the Committee.

**RECOMMENDATION: that the outline proposals to mark the 2018 Heads of the Commonwealth meeting in London in April be approved with further details brought back to a future meeting of the Committee.**

Prepared by: Ursula Fay, Head of Arts & Culture, Operations Department

Agreed by: Geraldine Girvan, Director of Operations

## **ENVIRONMENTAL HEALTH**

### **3.3 EH/PHWB/3 DEPARTMENT FOR COMMUNITIES – CONSULTATION ON CHANGES TO THE AFFORDABLE WARMTH SCHEME**

Members are reminded that Council in partnership with the Department for Communities and the Northern Ireland Housing Executive delivers the Affordable Warmth Scheme.

The Affordable Warmth Scheme was introduced in September 2014 and is the Department's Domestic Energy Efficiency Improvement Programme for vulnerable low income households.

This consultation seeks comments on proposed changes to the Affordable Warmth Scheme. The consultation proposes:

- One installer will manage the installation of all measures to the household. This will still allow for a wide range of installers to take part in the scheme but with one installer taking the lead for each installation project.
- Raising the eligible income threshold for the scheme from £20,000 to £23,000 for households with more than one person and reducing it from £20,000 to £18,000 for all single person households.
- Removal of Disability Living Allowance, Attendance Allowance, Personal Independence Payment and Carer's Allowance from the calculation of income.
- Removal of age-related and disability-related eligibility criteria from the boiler replacement element of the scheme. (In the current scheme the boiler must be at least 15 years old and within the household there must be a member over 65 or a child under 16 years of age).

A draft response to the Department for Communities Consultation is **enclosed**.

**RECOMMENDATION: that the response to the Department for Communities Consultation on Changes to the Affordable Warmth Scheme be approved.**

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

Approved by: Clifford Todd, Head of Environmental Health

Agreed by: Geraldine Girvan, Director of Operations

## **LEISURE**

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

A total of 98 eligible leisure grant applications have been received to date in this financial year with 4 eligible applications this call. Applications received between September and November 2017 have been scored and recommendations are **enclosed**.

<b>Approved to date</b>				<b>Applications June – August 2017</b>		<b>Funding Balance</b>
<b>Grant</b>	<b>No.of apps.</b>	<b>Annual budget</b>	<b>Approved spend to date 17/18</b>	<b>No.of apps.</b>	<b>Requests</b>	
Capital Grants for Sports Clubs	4	£40,000: • 4 grants awarded annually (£20k, paid in 2 instalments over for 2 years)	£40,000: • Moneyglass Boxing Club £10k Payment 2 • Antrim Boxing Club £10k Payment 2 • Ballyclare comrades FC £10k- Payment 2 • Flight Gymnastics Academy £10k Payment 1 17/18	0	£0	£0
Club Minor Works Grants	5	£45,000	£42,299	1	£871	£1829
Grants to Individuals and Clubs	69	£39,338	£39,338	0	£0	£0
Events Grant (Exceptional/ Regional)	2	£22,831	£18,014	0	£0	£4817
Events Grant (Local)	5	£17,831	£11,467	3	£4,499	£1864
Defibrillator Grant	1	£5,000	£1098.80	0	£0	£3,981
<b>Totals</b>	<b>86</b>	<b>£170,000</b>	<b>£152,337</b>	<b>4</b>	<b>£5,370</b>	<b>£12,291</b>
Total spend to date including this call, if approved: £152,216						
Elite Athlete Training Bursary	18		<b>12 approved</b>	<b>1 Proposed</b>		5 Remaining

#### **Notes:**

- A summary of grant award recommendations is **enclosed** (Appendix 1)

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

Prepared by: Janine Beazley, Grants and Special Projects Officer

Agreed by: Geraldine Girvan, Director of Operations

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

A total of 13 eligible Every Body Active (EBA) grant applications have been approved to date, with 2 additional applications for this call. The EBA grants continue to be publicised through Council and Sport Northern Ireland and social media outlets.

Every Body Active 2020 Small grants	Approved to date (13 applications)		2 Applications this call (December 2017)		
	Annual budget	Approved spend to date	No. of apps.	Proposed funding award this call	Funding balance after approvals
	£35,907	£12,288	2	£1900	£21,718
<b>Totals</b>					
Total spend to date including this call, if approved: £14,188					

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

Women and Girls	491
People with a Disability	93
People from areas of High social Need	476
<b>Total number of Participants</b>	<b>1060</b>

A summary of Every Body Active grant award recommendations is enclosed (Appendix 1)

Due to the Sport NI deadline for processing applications and spend, the fund will close for applications at the end of January 2018. This will allow time for project delivery, spend and vouching by the deadline. Additional promotion will take places to maximise additional uptake.

#### Programme enhancement:

Members may wish to note that Sport NI has recommended that Council explore the potential for the remaining grant to be used to provide projects focussed on the Disability Sports Hubs funded by Disability Sport NI (DSNI), detail of which was reported to Council in September 2017. In Summary, the equipment provided by Disability Sport NI for the Hubs, will help to realise the aim of developing an innovative sports and leisure programme, which gives people with disabilities an equal opportunity to lead a fit and active lifestyle. This project, encourage and support people with a disability to take part (and remain involved) in sport and physical recreation. The three facility Hubs identified by DSNI were V36, Antrim Forum and Allen Park.

Officers are currently working up projects; 'Wheelie Active' (Wheelchair based activity) and Futsal (B1 Blind Football).

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

Prepared by: Janine Beazley, Grants and Special Projects Officer

Agreed by: Geraldine Girvan, Director of Operations

### 3.6 L/LEI/2 MARY PETERS TRUST – REQUEST FOR ASSISTANCE

The Mary Peters Trust has been supported annually (£2,000 in 2016/17 and £2,000 in 2017/18). The Trust provides encouragement and financial support to young sports men and women and recipients from the Borough continue to be supported in a range of sporting disciplines including: Gymnastics, Hockey, Triathlon, Canoeing, Basketball, Boxing, Shooting, Table Tennis, Judo, Athletics, Swimming and Motor Sport. Central Government Sports funding has reduced to Sports Governing bodies and Clubs, resulting in an increase in demand being placed upon the Trust from applicants.

Correspondence has been received requesting a contribution to the Trust (enclosed).

A list of those athletes from the Borough who have received support is set out in the letter.

**RECOMMENDATION: that a contribution of £2,000 be made to support the work of the Mary Peters Trust within the Borough for 18/19.**

Prepared by: Janine Beazley, Leisure Grants and Special Projects Officer

Agreed by: Geraldine Girvan, Director of Operations

## **PARKS**

### **3.7 PK/GEN/045 DEEP RIVER ROCK BELFAST MARATHON**

Correspondence has been received in relation to the Deep River Rock Belfast Marathon indicating the proposed route for the marathon, part of which will be in the Borough. The event will be held on the Bank Holiday Monday, Monday 7 May 2018 will have an initial circuit of the city but will enter the Borough at Arthur Bridge travelling along Arthur Road, Mill Road, Shore Road as far as Whitehouse Park and Gideon's Green, returning along the cycle path to Belfast. As with previous years, there will be a relay change over point at Gideon's Green. Members are reminded that the event has been coming through the Borough for the last 14 years and this year will be the final year, as the course will change from 2019. The map for the event is **enclosed**. As this is a Belfast City Council event any approvals relating to Roads will be completed by Belfast.

Council will have the opportunity to place promotional banners along the route and will be named as a supporting partner for the event.

Staff from the Parks Team are required to ensure the route is cordoned off and kept tidy for runners. Cost of the 6 staff is around £1,400 and can be met from existing budgets.

The organisers will work closely with officers to ensure effective delivery of the event and to build on the considerable success of previous years.

**RECOMMENDATION: that approval be given for support to be provided by the Parks Department for the relay point at Gideon's Green to accommodate the Deep River Rock Belfast City Marathon on Monday 7 May 2018.**

Prepared by: Mark Wilson, Parks Manager

Agreed by: Ivor McMullan, Head of Service

Approved by: Geraldine Girvan, Director of Operations

### 3.8 PK/BIO/026 THE DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS (DAERA) ASH DIEBACK DISEASE CONSULTATION

#### INTRODUCTION

The Department of Agriculture, Environment and Rural Affairs (DAERA) is consulting on the approach adopted to date to control and manage Ash Dieback disease. This is a disease that was first detected in Northern Ireland in 2012 from imported ash trees and which has been monitored since then. The consultation response is detailed below and further information can be found at [www.daera-ni.gov.uk/articles/ash-dieback-disease](http://www.daera-ni.gov.uk/articles/ash-dieback-disease).

#### BACKGROUND

Ash is an important component in the landscape in Northern Ireland however, Ash dieback is now widely dispersed across Northern Ireland despite the management approach adopted by the Department – to contain and eradicate. This means that significant numbers of trees are felled which is having a negative biodiversity and ecological impact.

The Department believes that the disease will continue to spread through the native Ash population just as it has done in GB and Continental Europe despite the strategy it jointly adopted with the Irish government's Department of Agriculture, Food and Marine. Its evidence suggests that containment and eradication is no longer practicable.

The Forestry Commission, Woodland Trust and The Department for Environment, Food and Rural Affairs seem to be adopting a similar approach to that proposed by DAERA, namely:-

- Retention of non-imported mature ash trees to “maximise the potential for regeneration of a new population of disease resistant trees”.
- Not to take action on infected trees unless the ash trees becomes unsafe
- Disposal of infected plants and leaves through burning or burying

A copy of Frequently asked questions from the Woodland Trust is a useful reference document and is **attached**

#### PROPOSED MANAGEMENT

Consequently, the consultation is around the Department's proposal to adopt a less intrusive and more reasonable cost methods of control that will help the disease to be lived with. Support will continue for landowners and those with responsibility for ash Trees through guidance and consideration of limited financial support for restitution of infected woodlands. They are suggesting that the emphasis of finding and reporting disease on a statutory basis should change to a voluntary one and be expanded to include training volunteers to observe the spread of disease and gather evidence about the natural resistance of native trees to the disease. In common with GB and the Republic of Ireland the Department will retain the legislation controlling the importation of potentially infected ash plants for planting and are reviewing measures on the importation of ash wood.

## **PROPOSED RESPONSE**

**Question: The department intends to modify its approach to the management of Ash die back by discontinuing the use of Statutory Plant Health Notices, in favour of a voluntary approach. Do you agree?**

**Answer: Yes, on the basis that current practices impacts negatively on biodiversity and limits the potential for the development of disease resistant populations**

**RECOMMENDATION: That approval is given to respond to the consultation as set out above.**

Prepared by: Ruth Wilson, Biodiversity Officer

Agreed by: Ivor McMullan, Head of Leisure

Geraldine Girvan, Director of Operations

## **ITEMS FOR INFORMATION**

### **3.9 AC/ACG/12 TOURISM NI BOARD MEETING**

Members are advised that an invitation was extended to Tourism NI to host one of their Board Meetings at Clotworthy House, Antrim Castle Gardens. The Board have now been in contact to request that their next meeting be held in the Gardens on Thursday 25 January 2018. It is proposed to invite them for a tour of the Gardens and a photo opportunity with the Mayor and Chair of the Operations Committee after the meeting.

**RECOMMENDATION: that the report be noted**

Prepared by: Ursula Fay, Head of Arts & Culture, Operations Department

Agreed by: Geraldine Girvan, Director of Operations

### 3.10 AC/EV/3 GARDEN SHOW IRELAND 2018 - BEST OF NORTHERN IRELAND SHOW GARDEN

Members are reminded that it was agreed at the December meeting of the committee that the 2018 Garden Show Ireland be held in Antrim Castle Gardens on Friday 4, Saturday 5 and Sunday 6 May 2018. Building on the success of an initiative introduced in 2016 Garden Show Ireland are once again creating a "**Best of Northern Ireland**" area in the Show and are inviting garden displays from each Council depicting special features from that part of Northern Ireland. Garden Show Ireland want to once again celebrate Northern Ireland's unique local landscape in the garden displays created by councils at the 2018 Show.

The theme for the 2018 Best of Northern Ireland gardens will be: "**Northern Ireland's Eco Landscape**" depicting each area's special ecology and providing show visitors with ideas on how to create gardens that are rich in biodiversity and local wildlife.

The Heritage Gardening Team work with the Parks Team to produce an entry for the 2018 Garden Show Ireland Best of Northern Ireland Show Garden competition at an approximate cost of £3,000 from existing budget.

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

Prepared by: Ursula Fay, Head of Arts & Culture

Agreed by: Geraldine Girvan, Director of Operations

### 3.11 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL

Members are advised that the third quarterly meeting of the Borough Arts and Cultural Advisory Panel of 2017/2018 was held in Theatre at The Mill on Wednesday 6 December October 2017 and the minutes are enclosed for information.

**RECOMMENDATION: that the minutes of the meeting of 6 December 2017 be noted.**

Prepared by: Ursula Fay, Head of Arts & Culture, Operations Department

Agreed by: Geraldine Girvan, Director of Operations

### 3.12 L/LEI/VLC/12 VALLEY LEISURE CENTRE – PITCH REFURBISHMENT

#### **Background:**

In July 2016, Council agreed to the refurbishment and reconfiguration of four of the 5-a-side synthetic soccer pitches (Zest Pitches) located at the Valley Leisure Centre. It was agreed to reconfigure the pitches to provide four 5-a-side, and two, 7-a-side soccer pitches and at an estimated cost of £60,000.

To this end, consultation has now been completed with user groups (including; Governing Bodies, Junior and Senior Football Clubs and casual users) to ensure that any reconfiguration as part of the refurbishment met the needs of customers.

Consultation revealed that the preferred configuration by users was to retain 6 x 5-a-side courts and create 1 x 7-a-side pitch.

Works are expected to be completed by April 2018.

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

Prepared by: Sean Doherty, Valley Leisure Centre Manager

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

### **3.13 L/LEI/VLC/ DARKNESS INTO LIGHT CHARITY WALK V36**

Members are reminded that the Darkness into Light Charity Walk has taken place for the last two years in V36 at The Valley.

The Darkness into Light concept encourages people to walk in memory of loved ones lost through suicide and in doing so to raise awareness about suicide prevention services as well as funds for charities involved in this vital work. The previous events at V36 are part of a growing number taking place in Northern Ireland along with approximately 80 similar events, which take place on the same date worldwide. The events in V36 have attracted several hundred participants each year, raised funds for this worthwhile cause and promoted lifesaving suicide prevention services in the Borough.

The 2018 worldwide programme of Darkness Into Light Charity Walks are planned for Saturday 12 May 2018, when another 80 or so such events will be held in both Northern Ireland, Republic of Ireland and throughout the world. A third Darkness into Light Charity Walk will be held as part of this on Saturday 12 May 2018 at 4.15am in V36 at The Valley.

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

Prepared by: Matt McDowell, Head of Leisure

Agreed by: Geraldine Girvan, Director of Operations

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

#### **INTRODUCTION**

The Council's Environmental Management System (EMS) is externally audited annually under the ISO14001 international standard for Environmental Management. 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 ISO14001 Standard has been revised and now includes leadership and strategic direction criteria. This requires the EMS to be fully embedded in the Corporate performance of the organisation. With this in mind a process was put in place whereby a report would be made to the Operations Committee annually, together with a report to the Corporate Leadership Team and the Director of Operations chairs the internal working group, as reported to Committee in December 2016.

This has started to bed in well and as a result a transition audit has been completed and the positive feedback demonstrates that the EMS has been appropriately updated to meet the requirements of the revised standard.

The audit included a number of sites (Allen Park, Antrim Castle Gardens, Newpark HRC and Sixmile Leisure Centre) and the system as a whole to include documentation and strategic leadership.

#### **SUCCESSFUL AUDIT**

The Council was congratulated on successful implementation of the revised standard. The following processes were commended: -

- **Internal audit procedures**  
Utilising staff from across all departments demonstrated an effective method for internal audit ensuring impartiality. The internal audit process continues to identify issues and opportunities for improvement which are actioned on a continuous basis.
- **EMS working group**  
As with the internal audit, the inclusion of staff from all departments ensures that the responsibility for Environmental management does not lie with one department or member of staff. This was viewed by the auditors as an invaluable part of the EMS process.
- **Reporting structures**  
The inclusion of Environmental management in both the Corporate Plan and Annual Business Plan demonstrated how fully embedded environmental management is within the organisation.

**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

### **3.15 WM/arc21/4 arc21 WASTE MANAGEMENT CONFERENCE**

arc21, with the approval of the Joint Committee, will be holding its annual half day waste management conference on 2 March 2018 at Belfast Metropolitan College, Titanic Campus, Belfast. The Conference will concentrate on the topical issues relating to municipal waste and the challenges facing councils.

arc21 Officers are currently finalising the conference agenda with speakers from across the UK and Ireland. The conference will offer a unique opportunity to hear from eminent and highly respected experts in the waste industry and it will also enable councillors to informally chat about the issues with their colleagues over a light lunch at the end of the morning conference.

This event is free and open to all our Councillors and Officers. Attendance will be by prior registration. Councillors and Officers wishing to attend can register via the Head of Waste or by notifying arc21 directly ([info@arc21.org.uk](mailto:info@arc21.org.uk) or Tel 028 90373000). A copy of the invite from arc21 is **enclosed**.

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

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations