



2 February 2022

Committee Chair: Councillor A Logue

Committee Vice-Chair: Alderman M Girvan

Committee Members: 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

Dear Member

MEETING OF THE OPERATIONS COMMITTEE

A meeting of the Operations Committee will be held in the **Council Chamber, Mossley Mill on Monday 7 February 2022 at 6.30 pm.**

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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REPORT ON BUSINESS TO BE CONSIDERED AT THE OPERATIONS COMMITTEE MEETING ON MONDAY 7 FEBRUARY 2022

3 ITEMS FOR DECISION

3.1 EH/EHS/FC/008 PUBLIC ANALYST APPOINTMENT

Members are reminded that a contract to provide Public Analyst services had been awarded to Public Analyst Scientific Services (Northern Ireland) Ltd in April 2021.

Article 27 (1) of the Food Safety (Northern Ireland) Order 1991 requires that one or more Public Analyst(s) are appointed and individually named to act as Analyst(s) for the Council.

Following Council approval of named individuals in 2016, there has been a change to the staff working for the Company and as a result the analysts named below require formal appointment by Council:

Public Analysts

Duncan Kenelm Arthur BSc, MChemA, CChem, MRSC

Nigel Kenneth Payne MSc, MChemA, CChem, MRSC

Lilian Emma Jane Downie MChem, MChemA, CChem, MRSC

Michelle Evans BSc, MChemA, CChem, MRSC

Donna Hanks BSc, MChemA, MRSC

Mary Butts MSc MChemA MRSC

Having met the qualifications required by Public Analysts as set out in the Food Safety (Sampling and Qualifications) Regulations (Northern Ireland) 2013, the above named persons can be appointed to act as a Public Analyst for Antrim and Newtownabbey Borough Council.

RECOMMENDATION: that the above persons are appointed as Public Analysts to the Council under Article 27 (1) of the Food Safety (NI) Order 1991.

Prepared by: Colin Kelly, Head of Environmental Health and Wellbeing

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

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

3.2 EH/EHS/LR/001 ENTERTAINMENT LICENSING FEES – 2022/2023

Correspondence has been received, **enclosed**, from the Department for Communities seeking views on the continued reduction in fees for Entertainment Licences, introduced to alleviate hardship being experienced by the hospitality industry as a result of COVID-19 restrictions.

Members are reminded that Council initially approved the exemption of the annual fee for the renewal of an Entertainments Licence in January 2021 for the financial year 2020/2021, and again in May 2021 for the financial year 2021/2022. The value of the income to Council from these annual fees is around £23,000 per year.

The Department is seeking Council's views on whether:

1. there is a need to extend this measure beyond this period or,
2. the fees should revert to their previous levels with effect from April 2022.

Fees range in pricing according to the number of people that a venue can accommodate and whether or not they are occasional, indoor or outdoor - (£75 - £1,000 per annum).

RECOMMENDATION: Members' views are requested.

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

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

3.3 L/LEI/AF/11 NORTHERN IRELAND CENTENARY STADIUM – REQUEST FROM ATHLETICS NORTHERN IRELAND

Members are advised that an initial approach has been made by Athletics Northern Ireland (NI) regarding the potential of entering into a facility management agreement for the Northern Ireland Centenary Stadium.

What is proposed is that Athletics (NI) would take on responsibility for the general management of the facilities at the Stadium on Council's behalf in return for a management fee. It is anticipated that any arrangement would involve, management of bookings, organising events, promotion and sports development, for example. A similar agreement is in place between Athletics NI and Belfast City Council for the management of The Mary Peters Track.

Members are reminded that the new track surface is scheduled to be laid in July this year and this new Mondo surface will facilitate international competition and meet Track Mark accreditation.

More detail in relation to arrangements would be required prior to Council making any decision on the request.

RECOMMENDATION: that approval is given to explore the request by Athletics Northern Ireland with a detailed report presented to Committee in due course.

Prepared by: Matt McDowell, Deputy Director of Operations (Parks & Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

3.4 L/LEI/002 LEISURE GRANT AID PROGRAMME

Members are advised that during the third call for the Leisure Grant Aid Programme (October and 31 December), a total of 13 applications were submitted. All 13 applications have been scored and the details are enclosed.

This year's programme has seen a significant increase in applications to the 'Grants to Clubs' category with allocation to this category totally committed, should the grants recommended be approved.

It is therefore proposed that £10,000 is re-allocated from the 'Grants to Coaches and Officials' category to the 'Grants to Clubs' category to facilitate the next and final call for the current year grant applications. Should approval be given for the grants listed and for the re-allocation of funds across categories detailed above, the balances remaining in each funding category are set out below:

Category	Approved to date 2021/22			Applications this call (1/10/2021-31/12/21)		Funding Balance remaining (subject to approval of applications listed)
	No. of apps.	Budget	Approved spend to date 21/22	No. of apps.	Grants proposed (£)	
Capital Grants	1	£40,000	£20,000	0	£0	£20,000
Grants to Clubs	10	£50,000*	£31,400	4	£8,601	£9,998
Grants to Athletes	22	£30,000	£13,175	6	£6,160	£10,665
Grants to Coaches and Officials	4	£5,000*	£1,100	0	0	£3,900
Sports Event Grant	4	£40,000	£14,055	2	£7,831	£18,113
Defibrillator Grant	4	£5,000	£4,508	0	£0	£491
Totals	45	£170,000	£84,238		£22,592	£63,168
Fitness Suite Gold Card	3	20 Applications	3	1	0 eligible	
Total spend to date including this call, if approved: £106,831						

* Totals with proposed Re-allocations

RECOMMENDATION: that the grant awards as set out in the enclosure be approved.

Prepared by: Anna Boyle, Sport & Physical Activity Programmes Manager

Agreed by: Deaglan O'Hagan, Head of Leisure Operations, and Matt McDowell, Deputy Director Operations (Parks & Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

3.5 L/LEI/VLC/011 VALLEY LEISURE CENTRE CATERING FRANCHISE

Members are reminded that in February 2021, Committee was informed that correspondence had been received from the current Valley Leisure Centre catering franchisee, Cafe Sinnamon, giving notice that at contract end in May 2022 they would not be re-tendering. Café Sinnamon has been operating the franchise for the last 3 years.

In advance of the contract end, Officers propose to advertise the opportunity on the open market to try to ensure service continuity. Members are aware that there is considerable investment planned for the Valley Leisure Centre with the Virtual Reality scheme and associated works and this would form part of the information provided to interested parties if approval is given to advertise the opportunity.

RECOMMENDATION: that approval is given to advertise the catering franchise at the Valley Leisure Centre.

Prepared by: Deaglan O'Hagan, Head of Leisure Operations

Agreed by: Matt McDowell, Deputy Director Operations (Parks & Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

3.6 WM/WM/37/VOL2 REVIEW OF WASTE COLLECTION POLICY

The Waste Collection Policy, **enclosed**, has been in place since February 2015 and is reviewed on a regular basis and updated as agreed. The Policy provides a framework for the collection of waste in the Borough and is required to ensure the effective and efficient delivery of the service. Following review, no changes are recommended to the policy. The EQIA screening document has been reviewed and does not require amendment.

RECOMMENDATION: that the Waste Collection Policy 2022 be approved.

Prepared by: Lynsey Daly, Head of Waste Strategy and Contracts

Agreed by: Michael Laverty, Director of Operations (Waste & Fleet)

Approved by: Geraldine Girvan, Deputy Chief Executive (Operations)

3.7 L/GEN/5 - PK/GEN/180 SCHEDULE OF CHARGES AND PRICING POLICIES, PARKS AND LEISURE 2022 - 2023

Members are reminded that a review of pricing is normally carried out annually for the Parks and Leisure services. Having carried out a review it is proposed that prices for 2022/2023 remain unchanged however, a number of minor amendments to the schedule are proposed. A summary of the proposed changes, together with the Schedule of Charges and Pricing Policies are **enclosed**.

The EQIA screening document has been reviewed and does not require amendment.

RECOMMENDATION: that the Schedule of Charges and Pricing Policies for Parks and Leisure for 2022/2023 are approved.

Prepared by: Deaglan O'Hagan, Head of Leisure Operations

Agreed by: Matt McDowell, Deputy Director of Operations (Parks & Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

3.8 PBS/BC/003(VOL 2) STREET NAMING - TEMPLEPATRICK ROAD, BALLYCLARE

Members are advised that a verbal update will be provided.

4 ITEMS FOR NOTING

4.1 PK/GEN/001 CORRESPONDENCE FROM DEPARTMENT FOR INFRASTRUCTURE - ROAD SAFETY AND RISKS POSED BY OVERGROWN TREES AND HEDGES

Correspondence, has been received from the Department for Infrastructure, enclosed, in relation to the responsibilities of landowners and joined up communication in relation to the risks posed by overgrown and dangerous trees and hedges.

The Department has indicated that reminder notices will be issued shortly together with a social media campaign and specifically wanted Councils to be advised and provided with all the relevant information in order that they can synchronise and tailor their own local messages.

RECOMMENDATION: that the report be noted.

Prepared by: Paula Robinson, Executive Officer to Deputy Chief Executive of Operations

Agreed by: Matt McDowell, Deputy Director of Operations (Parks and Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

4.2 WM/WM/37/VOL2 HABITAT FOR HUMANITY CHRISTMAS TOY COLLECTIONS

Members are reminded that in 2021 collection points for the donation of good quality pre-loved toys for families for Christmas operated at each of the five Household Recycling Centres in partnership Habitat for Humanity.

Following from the success of a pilot in 2020, collections started in November 2021, allowing more time for residents to donate pre-loved toys. As in the pilot year, the collected toys were repaired, cleaned and sold on at reduced prices in Habitat for Humanity's ReStore shops and in addition this year, two pop-up shops were established at Monsktown and Muckamore in conjunction with the Community Planning team.

Habitat for Humanity were delighted with the quality, range and types of toys that were donated and in total, 3,850 toys were donated, providing toys for children in many families across the Borough and diverting over 2.5 tonnes of waste from landfill.

Any toys remaining after the Christmas period have been donated by Habitat for Humanity to local groups identified by the Community Planning team, including play-groups, nurseries and Women's Aid, to ensure that all toys donated reached children in the Borough (as well as not going to landfill). Due to the demonstrated need for the initiative, collections will be arranged again in 2022, commencing in November.

RECOMMENDATION: that the report be noted.

Prepared by: Catherine Cunningham, Waste Development Officer & Lynsey Daly, Head of Waste Strategy and Contracts

Agreed by: Michael Laverty, Deputy Director of Operations (Waste & Fleet)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

4.3 L/LEI/GEN LEISURE PROGRAMMING FUNDING UPDATE

Members are reminded that one of the key themes of the Council's Leisure Strategy (2017-2030) was Programming and Participation. Through innovative and effective programming, the aim was to provide sustainable participation across age groups, and be receptive to tackling wider health issues by providing more opportunities for vulnerable and inactive groups. Officers have recently secured funding to deliver programming on the following core health issues:

Exercise for Mental Health Programme

A total of £3,900 has been secured through the Northern Health Lifestyles Partnership to deliver an Exercise for Mental Health Programme. The funding will be used for training costs and programme delivery in Leisure Centres. Once training is complete, weekly classes will commence catering for those with mild to moderate mental health issues and a referral based programme for those with severe mental health issues.

Teen Fitness Programme

Members are reminded that in March 2018 Council approved the reduction of the minimum age for entry to the Fitness Suites in Leisure Centres from 16 years old to 13 years old, if accompanied by a parent. This decision was made following feedback from customers and also to contribute to addressing the gap in physical activity provision for children aged 13-15 years.

Funding of £5,000 has recently been secured from Sport NI for Teen Fitness Programming. The funding will be used for training costs and programme delivery in Leisure Centres. Once training is complete staff will facilitate supervised daily sessions on the gym floor without the need to be accompanied by a parent / guardian.

RECOMMENDATION: that the report be noted.

Prepared by: Anna Boyle, Sport & Physical Activity Programmes Manager

Agreed by: Deaglan O'Hagan, Head of Leisure Operations

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

4.4 PK/GEN/001 CORRESPONDENCE FROM DfI – GREENWAY DEVELOPMENT SUPPORT FOR COUNCILS

Correspondence, has been received from the Department for Infrastructure, **enclosed**, in relation to provision of specific assistance for councils in the development of greenway proposals through Sustrans.

RECOMMENDATION: that the report be noted.

Prepared by: Paula Robinson, Executive Officer to Deputy Chief Executive of Operations

Agreed by: Matt McDowell, Deputy Director of Operations (Parks and Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

4.5 PK/BIO/046 TREE PLANTING GRANTS 2022

Members are reminded of Council's commitment to plant one million trees and to encourage residents, groups, schools, and other key stakeholder organisations to plant and record on the website.

Applications for funding were submitted

- the Department of Agriculture, Environment & Rural Affairs (DAERA) - Small Woodland Grants Scheme
- The Woodland Trust - More Hedges Grants Scheme

In tandem with the grant applications being completed, agreement was reached with Members from each DEA on appropriate locations for planting – should the application be successful.

The Small Woodland Grants Scheme application included the following areas (with decision from the Department noted):

- Valley Park (2 locations)- eligible
- Threemilewater Park- not eligible
- Burney's Lane, Glengormley- eligible
- Rathcoole Leisure Park (2 locations) - eligible
- Henryville, Ballyclare- not eligible

With this scheme, 100% of costs of eligible locations (£12,548) were awarded, for supply and planting native tree species. Site plans are enclosed and a total of 6,185 native tree species will be planted covering an area of 4.29 hectares.

The More Hedges Grants Scheme application included the following areas (with decision from the Trust noted):

- Crumlin Glen - not eligible
- Henryville, Ballyclare - not eligible
- Glas Na Braden Glen - not eligible
- Global Point - not eligible
- Neillsbrook, Randalstown - not eligible
- Nursery Park, Antrim - not eligible
- Threemilewater Park – eligible
- Wallace Park, Templepatrick – eligible

Those areas that were deemed ineligible were not large enough to be able to meet the requirements of creating at least 0.5 hectares of new woodland.

This Scheme funds up to 75% of the cost of saplings for new hedging projects of 100 - 250 metres in length. To be eligible, one large tree must be planted every 6 metres and the new hedge must connect with at least 0.2 hectares of existing woodland. The scheme will not support the replanting or gapping up of existing hedgerows. A total of 2,500 native trees species will be planted, creating 500 linear metres of new hedgerows at a total cost of £4,224. The funding secured from The Woodland Trust for the supply and planting of the

trees is £3,168, with match funding of £1,056 met by Council through Parks Revenue budgets.

A number of Council-owned lands at Neillsbrook, Crumlin Glen, Mossley Pavilion and the Newtownabbey Way near global Point were identified as suitable for tree planting but did not meet the criteria for either funder. As a result, a number of small-scale planting schemes will be completed in these locations at a total estimated cost of £5,000 through Parks Revenue budgets.

RECOMMENDATION: that the report be noted.

Prepared by: Elaine Upton, Countryside Officer, and Angela Ross, Parks Development Officer

Agreed by: Matt McDowell, Deputy Director of Operations (Parks and Leisure)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations

4.6 WM/RC/01 RECYCLING CENTRE RECOVERY PLAN UPDATE

Members are reminded that following the reopening of the Recycling Centres in June 2020, a number of measures were implemented to reduce the transmission of COVID-19. The measures were designed to ensure the health and safety of both staff and Centre users and although restrictions have eased over the last 9 months, appointments are still required for Crumlin and O'Neill Road Recycling Centres. The ID checks introduced continue at all centres.

The appointment system has been effective in controlling the number of users on both sites and has enabled social distancing to be maintained. Feedback from residents has generally been positive, with both traffic and public managed effectively.

The booking system has been continuously under review and, in line with the general relaxation of Covid-19 restrictions, the need for appointments at O'Neill Road and Crumlin Recycling Centre will cease from 1 February.

ID checks will continue to be retained to ensure usage only by residents of the Borough.

RECOMMENDATION: that the report be noted.

Prepared by: Lynsey Daly, Head of Waste Strategy and Contracts

Agreed by: Michael Laverty, Deputy Director of Operations (Waste & Fleet)

Approved by: Geraldine Girvan, Deputy Chief Executive of Operations