



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD  
IN ANTRIM CIVIC CENTRE ON MONDAY 1 APRIL 2019 AT 6.30 PM**

- In the Chair** : Councillor D Ritchie
- Members Present** : Aldermen - A Ball, T Burns, M Girvan and J Smyth  
Councillors – L Clarke, S Flanagan, R Foster, N Kelly, J Greer,  
A Logue, J Montgomery, N McClelland, J McGrath and  
M Rea
- Officers Present** : Director of Operations - Ms G Girvan  
Head of Leisure – Mr M McDowell  
Head of Parks - Mr I McMullan  
Head of Waste Management – Mr M Lavery  
Head of Environmental Health – Mr C Todd  
ICT Officer – Mr C Bell  
Media and Marketing Officer – Mr J Walmsley  
Mayor and Member Services Officer - Mrs S Fisher

**CHAIRPERSON'S REMARKS**

The Chair welcomed everyone to the April Operations Committee meeting and reminded all present of recording requirements.

**1 APOLOGIES**

None

**2 DECLARATIONS OF INTEREST**

Item 5.1 - Alderman Smyth  
Item 3.5 - Councillor Kelly

### 3 ITEMS FOR DECISION

#### 3.1 L/LEI/648 DARKNESS INTO LIGHT CHARITY WORKING GROUP

Members were reminded that the Darkness into Light Charity Walk has taken place for the last three 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 raise awareness about suicide prevention services as well as fund for the charities involved in this vital work.

The 2019 worldwide programme of Darkness into Light Charity Walks will take place on Saturday 11 May 2019 with a walk planned for this date at V36 starting at 4.15am.

To assist in the planning and delivery of this event, Council approved the formation of a Working Group made up of Elected Members, Council Officers, PSNI, the local Charity partner - Antrim Youth Information and Counselling Service (AYICC).

The Working Group met on Monday 4 March 2019 and the minutes of the meeting were circulated.

Proposed by Councillor McClelland  
Seconded by Councillor Kelly and agreed that

**that the minutes of the Darkness into Light Working Group be approved.**

*ACTION BY: Anna Boyle, Sport and Physical Activity Development Manager*

#### 3.2 PK/CP/012 REQUEST FOR CAR PARK CLOSURES

Approval is required from Council for any car park closures or changes in car park charges. This is then reported to Transport NI to allow them to make the necessary changes, with the car park contractor (NCL).

Requests had been received from Whiteabbey Village Business Association for the closure of the Car Park at Whiteabbey Village, and also from the Economic Development Service to facilitate the Ballyclare May Fair Festival.

The proposed closures for both events are listed below:

<b>CAR PARK</b>	<b>DATE/TIME</b>	<b>PURPOSE</b>
Whiteabbey Village Car Park	Sunday 5 May 2019 – 2pm – 5pm	Small Car Rally (Porsches and Ferraris etc.)
Harrier Way	6.00am on Sunday 19 May 2019 through to midnight on Sunday 26 May 2019.	Horse Traders parking (Tuesday only) and amusements for the rest of the Festival week
The Square	Tuesday 21 May (from 6.00am to midnight) and Saturday 25 May (from 6.00am to midnight)	A stage and stalls for two days

Proposed by Alderman Girvan  
Seconded by Councillor Flanagan and agreed that

**permission be granted for the use of car parks as listed.**

*ACTION BY: Mark Wilson, Parks Manager and Karen Steele, Tourism, Town Centre and Regeneration Manager*

### **3.3 PK/GEN/053 SHARED PATH – HAZELBANK PARK**

Members were reminded of the measures which had been put in place in recent years to address the needs of pedestrians and cyclists sharing the path at Hazelbank. This has included the installation of chicanes and new signage to slow speeding cyclists and the presence of Park Wardens giving out leaflets and advice.

It was proposed, that engagement continues to encourage a shared use and respect between all the users of the path. One means to do this is, through a Sustrans initiative called, 'The One Path Initiative'.

Sustrans implemented a Shared Path solution at Comber Greenway and the Foyle Valley Cycle path to address the issues of shared use. An information leaflet on the initiative was circulated.

Officers recently met with Sustrans and they are prepared to try their One Park Initiative on the path at Hazelbank at a cost of £2,500, which could be met through Parks budgets. This would mean carrying out initial surveys to identify the issues, identify the main user groups and community engagement events with the aim of creating a 'One Path ethos.' The information produced may also be useful to Council in seeking funding for improvements.

Proposed by Councillor Foster  
Seconded by Alderman Smyth and agreed that

**Council works with Sustrans on the 'One Path Initiative' at Hazelbank Park, at a cost of £2,500.**

*ACTION BY: Lindsay Houston, Parks Development Officer*

### **3.4 WM/WM/33 REQUEST FOR LIVE HERE LOVE HERE SUPPORT 2019-20**

Keep Northern Ireland Beautiful (KNIB) has submitted a funding request for the Live Here Love Here (LHLH) Programme for 2019-20. KNIB is the environmental charity with the stated aim of making Northern Ireland a cleaner and more pleasant place in which to live. The LHLH Programme focuses on improving the local environment and building a sense of pride in local communities.

Council has financially supported the Programme, in the amount of £21,000 per annum, for the last three years, with local groups benefiting from LHLH

small grants scheme to improve their local communities to an approximate value of 10,500 per annum. Groups supported include:

- Six Mile Water Trust – environmental improvements at Paradise Walk Templepatrick;
- Monkstown Village Initiatives/Monkstown Community Forum – development of a community garden;
- St James Aldergrove GAC – environmental improvements to their grounds to reduce anti-social behaviour;
- Ballyearl Improvement Group – enhancing the appearance of the area and providing wildlife habitats;
- Straid Village and District Community Group – environmental improvements in the village;
- Burnside and District Community Group – provision of signage to reduce dog fouling in the area;
- Templepatrick Action Community Association – promotion of horticultural events;
- Tidy Randalstown – development of a Community Kitchen Garden.

In addition, two further groups, Glenravel Fold Tenants Association and Maine Fold Tenants Association were able to access funding from Choice Housing as a result of this Programme.

LHLH also runs extensive advertising campaigns in the Borough and across Northern Ireland on issues like littering and dog fouling which raise public awareness and aid Council cleansing operations.

In order to maintain the LHLH programme in the Borough, KNIB had requested continued funding support from Council of £21,000 for 2019/2020, which could be met from the Waste Management budget.

Proposed by Councillor Clarke

Seconded by Councillor McClelland and agreed that

**Committee approves the request for £21,000 in financial support for Keep Northern Ireland Beautiful's Live Here Love Here Programme in 2019/20.**

*ACTION BY: Michael Laverty, Head of Waste Management*

*Having declared an interest in the next item, Councillor Kelly left the Chamber.*

### **3.5 L/LEI/AP/008 & L/LEI/BE/002 GOLF ONLINE BOOKING: TEE TIMES**

Members were reminded that in June 2018, the Leisure Service implemented a new Leisure Management System. To date, the implementation has proven to be successful by improving the customer experience when booking facilities, and making administration functions more efficient. Officers have utilised the features of the system to make the majority of facilities within the Leisure Centres available to book and pay for online as well as in the centre. During this process, officers discovered an opportunity through the availability

of additional software which would also make golf available to be booked and paid for online across both courses. This was not previously possible.

The software which is provided by a company called BRS Golf/Golf Now will provide members of the Borough's two golf courses with the ability to book their tee-off times online or via an App on their mobile devices. In addition, the software will allow non-members to book and pay for a round of golf at either course while also being promoted on the BRS Golf/Golf Now website and booking platform which attracts over 3.5 million golfers worldwide.

Locally, over 90% of golf courses in the province have adopted this software, with Lisburn & Castlereagh City Council adopting it for use at their two municipal courses. To note there is no capital or ongoing revenue cost to Council but rather BRS Golf/Golf Now would be provided with 2 x "four ball" slots per course per day, at a time of the Council's choice. If these slots are sold through the booking platform, BRS Golf/Golf Now would retain the income.

A presentation containing additional information as well as section 75 equality screening for this proposal were circulated. To note, an EQIA was not required.

Proposed by Councillor Flanagan  
Seconded by Councillor McGrath and agreed that

**Committee approves the implementation of the BRS Golf Members App and 'Golf Now' online Tee Time reservation for Allen Park and Ballyearl Golf Courses for an initial period of 2 years commencing April 2019 at no cost to Council, and that the Equality Screening form.**

*ACTION BY: Janine Beazley, Leisure Grants and Special Projects Officer,  
and Richard Stewart, Manager of Allen Park and Ballyearl*

*Councillor Kelly returned to the Chamber and Councillor Logue joined the meeting.*

## **4 ITEMS FOR INFORMATION**

### **4.1 EH/PHWB/013 COMMUNITY RESUSCITATION MINUTES**

Members were reminded that the Community Resuscitation Working Group was set up in the Borough involving the Northern Ireland Ambulance Service, Council officers and other stakeholders. The second meeting of the group took place on 12<sup>th</sup> March and the minutes were circulated.

In response to queries, the Head of Environmental Health advised that a robust communications programme is planned to target groups with defibrillators.

Proposed by Councillor Logue

Seconded by Councillor Montgomery and agreed that

**the minutes of the Community Resuscitation Working Group meeting of 12<sup>th</sup> March 2019 be approved.**

*NO ACTION*

*Alderman Ball joined the meeting at this point.*

#### **4.2 L/LEI/501 QUEST ACCREDITATION – ANTRIM FORUM**

Members were reminded that in June 2018 Crumlin Leisure Centre achieved Quest accreditation for the first time followed by Allen Park, Ballyearl LC, and Sixmile LC in January 2019. Antrim Forum has held Quest accreditation for the last 10 years and again underwent assessment in February 2019 and successfully retained accreditation. The Valley Leisure Centre is the final centre to complete Quest accreditation and will go through assessment later in 2019.

The Chair and Committee Members congratulated all the staff and commended their hard work in achieving these accreditations. At the suggestion of Councillor Logue, the Chair agreed to write to each of the Leisure Centres to congratulate the teams on their achievement.

Proposed by Councillor Montgomery  
Seconded by Councillor McClelland and agreed that

**the report be noted and the Chair writes to each of the Leisure Centre teams.**

*ACTION BY: Matt McDowell, Head of Leisure*

#### **4.3 WM/WM/37 PACKAGING WASTE FROM SUPERMARKET OPERATIONS**

At the January Operations Committee meeting, it had been agreed that Officers write to the main large supermarket retailers in the Borough to find out what they are doing to reduce the volume and impact of packaging waste, with particular focus on Single Use Plastics. This was in line with the correspondence Ards and North Down Borough Council sent to supermarket retailers in their area.

Officers were pleased to report that responses have been received from the following large retailers:

- Tesco;
- Marks and Spencer;
- Iceland Foods Ltd;
- Lidl UK;
- ASDA.

A response was not received from the Co-Operative on this occasion.

Retailers have outlined in detail their commitment to reducing packaging waste and in particular Single Use Plastic. All have indicated that they have

incorporated significant policy changes; targets and investment into internal packaging and packaging sold to their customers; their education and awareness to both internal customer and contractors as well as their impact to their main external customers.

Officers were pleased to note that the main retailers in the Borough are working hard to achieve the same goals as the Council, indeed many of the retailers thanked the Council for their interest in what is being done.

Copies of the letters from the retailers were circulated.

Councillor McGrath commended Officers on getting such detailed responses and requested that this exercise is carried out each year to determine how this is being progressed and what targets are being met.

Proposed by Councillor Kelly

Seconded by Councillor McGrath and agreed that

**the report be noted and Officers write to retailers annually requesting updates in relation to actions to reduce packaging, particularly single use plastic.**

*ACTION BY: Michael Lavery, Head of Waste Management*

#### **4.4 WM/WM/42 FAIRTRADE BOROUGH STATUS – RE-ACCREDITATION MARCH 2019**

As Members were aware, Officers, with the help of the Fairtrade Steering Committee, have been working to renew Council's Fairtrade Borough Status, through accreditation with Fairtrade UK and Ireland.

Fairtrade helps small-scale farmers ensure they earn stable incomes and have long-term contracts with companies. In addition, they earn the Fairtrade Premium, which they invest as the farmer-owned co-operative democratically chooses, in projects that will benefit their business or community.

Fairtrade accreditation was held by both legacy Councils and this was transferred to the new Council in April 2015. The work of Council, businesses, schools and communities has led to the continued growth in awareness and promotion of Fairtrade across the Borough and this has resulted in the successful re-accreditation of Fairtrade Borough Status.

The Fairtrade Borough status recognises the strong support for Fairtrade, achieving five qualifying goals, including, a wide availability of Fairtrade products in local shops and catering outlets, and high levels of support from local people, businesses, the council, faith groups and schools. The accreditation lasts for two years and a copy of the Certificate was circulated.

Members who would like further information on Fairtrade, and how businesses, schools, community groups and faith organisations can get involved further, are asked to contact Joanne Templeton, Waste Education and Awareness

Officer on Ext 40058 or at  
[Joanne.Templeton@antrimandnewtownabbey.gov.uk](mailto:Joanne.Templeton@antrimandnewtownabbey.gov.uk)

Proposed by Councillor Kelly  
Seconded by Alderman Smyth and agreed that

**the report be noted.**

*NO ACTION*

#### **4.5 WM/WM/COMS/1 REDUCTION OF SINGLE USE PLASTICS ACROSS COUNCIL, UPDATE**

As Members were aware, Council approved an Action Plan to reduce the amount of Single Use Plastics (SUP) across the organisation in October 2018. While plastics have many environmental advantages, for example, lighter weight means reduced fuel costs and carbon emissions etc., discarded plastic material has caused litter issues in the Borough and there are wider environmental effects as highlighted through the BBC Blue Planet programme.

Current waste management consultations on Extended Producer Responsibility, Deposit Return Schemes, and the Plastic Packaging Tax reflect the wider focus on reducing environmental impacts.

An update on progress with Council's Action Plan is set out below:

	<b>Action</b>	<b>Action Plan Update</b>
1	Increase the use of biodegradable waste sacks through further trials of the sacks to identify a supply that would be an acceptable quality	<p>A wide range of biodegradable waste sacks were purchased and tested and none were of sufficient quality to meet operational requirements.</p> <p>The sacks currently being purchased are produced from recycled plastic waste. As this encourages greater plastic recycling to produce the feedstock for the sacks, it is proposed to continue to use these sacks until sacks which meet operational needs come on to the market</p> <p><b>Recommendation: to be kept under review.</b></p>
2	Require all catering contractors to stop the use of SUP as a contractual requirement in all new catering contracts	<p>Officers from the Waste Management and Procurement sections are currently researching this issue and will be surveying all current franchisees on the potential impacts to their businesses and services if a ban of SUPs is introduced. This information will be used to inform future Terms of Reference for catering franchisees, once considered by Committee.</p> <p>Once the survey has been completed proposals will be brought to Committee for consideration</p>



		regarding (i) existing franchisees and the selection of future franchisees.
3	Consider options to encourage those vendors providing catering at council events to reduce or stop the use of plastic containers and utensils	<p>Officers are currently auditing all catering vendors on Council's approved list to establish their use of SUPs.</p> <p>Advice and guidance on alternatives to plastic packaging and utensils is being given.</p> <p>Once the survey has been completed proposals will be brought to Committee for consideration regarding (i) existing vendors and the selection of future vendors.</p>
4	Provide advice and assistance to existing Council catering contractors	<p>This is ongoing with Officers providing advice and guidance on alternatives to plastic packaging and cutlery. Also, identifying what steps they have already taken to reduce use of SUPs.</p> <p>Information received to date indicates that the Lough Shore Café in Antrim has replaced plastic straws with cardboard ones, and Yarns restaurant at the Mill has agreed to participate in the trial of cardboard food packaging in the Three Mile Water DEA. An assessment of the pilot will be brought to Committee in due course.</p>
5	Assess the economic and environmental impact of removing all plastic bottles from Council and caterers' vending machines, including market testing at time of contract renewal	<p>There are a number of issues which officers are currently considering in relation to the potential impact of this action:</p> <ul style="list-style-type: none"> <li>• current consultation on a Plastic Packaging Tax and industry research would indicate that a plastic bottle with a significant recycled content is, in terms of carbon savings, the best environmental option compared to both glass and metal packaging</li> <li>• Coca Cola HBC, based in Lisburn, has committed to 25% recycled content by the end of 2019 and 50% in 2020. Coca Cola supplies the vending machines at the leisure centres.</li> </ul> <p>It is proposed to defer consideration of this action pending the outcome of the consultation on a Plastic Packaging Tax. In the meantime, reusable water bottle use will be promoted as set out in item 6 below.</p>
6	Carry out a survey with members of the leisure centres regarding the removal of vending	In line with the proposal at item 5 above, proposed to postpone the of leisure members until the outcome of the consultation is clear.

	machines in the leisure centres	Officers have been able to secure support from Northern Ireland Water and their staff will be carrying out awareness sessions in each of the five leisure centres promoting the use of reusable water bottles including free water bottle giveaways.
7	Support the National Refill Campaign	As part of the National Refill Campaign, all staff were provided with reusable water bottles. As stated above, NI Water are to carry out reusable water bottle giveaways at the five Council leisure centres. Further promotion is being organised of National Refill Day on 19 June 2019.
8	Consider options for the removal of SUP and cardboard cups from water fountains in the public and staff areas of Mossley Mill and Antrim Civic Centre	The provision of the water bottles to staff at the 2 Civic Centres has significantly reduced the use of SUP and cardboard cups and it is proposed to phase out the disposable cups when current supplies run out. Officers are continuing to consider the best environmental option for the public areas of Mossley Mill and Antrim Civic Centre and a report will be brought to Committee in due course.
9	Take-away pilot project in the Threemilewater DEA to encourage use of paper and wooden utensils instead of plastics.	The pilot project with 6 fast food establishments was carried out in March 2019. Each participating business was provided with cardboard food packaging and wooden cutlery as an alternative to plastic containers. In addition to this, 6 clean ups were organised with 3 local schools participating in the events. The results of the trial are currently being gathered and will be reported to Committee in due course. Sustainable NI, which promotes the adoption sustainable development principles by local authorities, would like to use the project as a good practice case study.

In summary, the Action Plan is being progressed with the current focus on engaging our current catering franchisees and contractors to encourage the phasing out of all unnecessary SUP. As a result, Officers are seeking the views of current suppliers on the impacts to their businesses and services if a ban of SUPs, such as cutlery, polystyrene food containers, straws, plates and cups at Council catering establishments and organised events, were to be introduced.

Members were also asked to note that environmentally friendly cleaning products are also now being purchased for Council-wide use and the procurement team are investigating the implementation of new further sustainability clauses to include the reduction of SUP.

Following a request from Councillor Logue, the Head of Waste Management gave further details on the deposit return schemes which are currently out for consultation and updated on recent European Parliament legislation banning plastic straws and cutlery by 2021. Councillor Foster asked that vendors at council events and catering contractors be encouraged to adopt good practice at the earliest opportunity.

Proposed by Councillor McGrath  
Seconded by Councillor Logue and agreed that

**the report be noted and that Officers continue to progress actions and report to Committee regularly.**

*ACTION BY: Michael Lavery, Head of Waste Management*

*The Chair advised that the following supplementary would be taken at this point.*

#### **4.6 WM/arc21/4 CORRESPONDENCE – ARC21**

Members were reminded that following the retirement of the Chief Executive of arc21 in 2018, arrangements were put in place for an acting Chief Executive [REDACTED] and acting Deputy Chief Executive [REDACTED] whilst the Chair engaged with the Chief Executives to seek their views on replacing the post. As the arc21 governance arrangements are such that Chief Executives do not have a role in such a decision, Council's Chief Executive and senior staff did not participate in the engagement process.

Correspondence had just been received from the Chair of the arc21 Joint Committee, Councillor Declan O'Loan and was circulated, informing the constituent Council Chief Executives, that [REDACTED] had given notice of [REDACTED] retirement with a leaving date on 31 August 2019.

Councillor O'Loan, with the endorsement of the Joint Committee, a copy of which was circulated, had set out the following options regarding the recruitment of a new Chief Executive for arc21:

1. **Do Nothing** – allow arc21 to continue operating with the current staff allocation;
2. **Permanent Replacement** – commence a recruitment exercise to appointment a permanent replacement to the position of Chief Executive;
3. **Secondment** – seek a secondment from another organisation to allow the completion of the strategic review on the future waste management delivery models which is currently ongoing;
4. **Fixed Term** – appoint a new Chief Executive on a fixed term contract to allow the completion of the strategic review on the future waste management delivery models which is currently ongoing;

5. **Executive Search** – use a specialist recruitment agency to identify and appoint a new Chief Executive on a 2-3 year term.

The Chair has indicated that the view of the Joint Committee is that the position of Chief Executive needs to be filed as a matter of urgency and has asked for views on the recruitment options listed.

There is a further option, which is to wait until after the election when the Joint Committee will have its new members and can take a decision on the recruitment options listed.

Proposed by Councillor Foster  
Seconded by Councillor McGrath and agreed that

**Committee responds to the Chair of arc21 indicating that the Joint Committee should consider the options after the election.**

*ACTION BY: Michael Lavery, Head of Waste Management*

## 6. **ANY OTHER RELEVANT BUSINESS**

Councillor Foster highlighted the issue of litter associated with the collection of triple stack units. He asked that the issue be raised with the contractor in an effort to ensure that staff are more careful during collections.

*ACTION BY: Michael Lavery, Head of Waste Management*

A number of Members then paid tribute to the Chair, Councillor Drew Richie and Committee Member, Alderman Audrey Ball, this being their last Committee meeting and to the Vice Chair, Councillor Jordan Greer, for his service to the Committee. Councillor Ritchie and Alderman Ball were both wished all the best for the future.

### **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Montgomery  
Seconded by Alderman Girvan and agreed that

**the following Committee business be taken In Confidence.**

*Having declared an interest in the next item, Alderman Smyth left the Chamber.*

#### 5.1 **IN CONFIDENCE FI/PRO/QUO/167 QUOTATION FOR THE PROVISION OF CATERING AT ALLEN PARK**

**CONTRACT PERIOD: 14 March 2019 – 28 February 2022 (with the option to extend for up to a maximum of 24 months, subject to performance and review**

One quotation was received for the provision of catering services at Allen Park and referred to the evaluation panel for assessment. The quotation was evaluated on a two stage basis as follows:

### **STAGE 1 – SELECTION STAGE**

The quotation was evaluated on a pass/fail basis for economic and financial standing, management systems and practices, previous relevant experience, and declarations and form of quotation. The quotation met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The quotation was evaluated as follows:

### **STAGE 2 – AWARD STAGE**

#### **Stage 1 – Technical Assessment**

The quotation was evaluated on a pass/fail basis for menu provision. The quotation met the requirements of this stage and proceeded to the next stage of evaluation.

#### **Stage 2 – Quality/Commercial Assessment (70%/30%)**

The quotation was evaluated on the basis of quality (70%) and cost (30%) and has been awarded as follows:

<b>Supplier</b>	<b>Quality Assessment (out of 70%)</b>	<b>Cost Assessment (out of 30%)</b>	<b>Total % Score (out of 100%)</b>	<b>Total Franchise Fee Payable for the Initial 3 year period (£) (Excl. VAT)</b>
<b>Yew Tree Family Butchers Ltd</b>	██████	██████	<b>78%</b>	<b>£██████</b>

Proposed by Councillor Montgomery  
Seconded by Councillor Clarke and agreed that

**the report be noted.**

*NO ACTION*

*Alderman Smyth returned to the Chamber*

## **5.2 IN CONFIDENCE PK/BIO/019 DOAGH TO LARNE GREENWAY – UPDATE**

### **Introduction:**

In November 2016, Council gave approval to progress with a feasibility study for a Doagh to Larne Greenway proposal (34 kilometres in total). As the route crosses the boundary into Mid and East Antrim Borough the application has been made in partnership with Mid and East Antrim Borough Council. Officers and Members from that Council have been fully involved.

The Feasibility study was carried out in 2017. In order to progress the project to the next stage, technical design, Council approved acceptance of a further small grant of £25,000 from the Department for Infrastructure (DfI), in July 2018.

AECOM in partnership with Sustrans Northern Ireland, were appointed by Council in October 2018, to carry out this work. The consultants liaised with DfI, DEA Members and landowners and carried out topographical surveys. Public consultation sessions were held at the Six Mile and Larne Leisure Centres, and feedback forms were completed. Strong support emerged from within the local community with 80% of those who responded supporting the principle of the proposed Greenway, recognising that it would contribute positively to the area. A Project Bid and Design Report has been produced and was circulated.

### **Key Aspects of the Design:**

The meetings with landowners have resulted in minor changes in the alignment of the route at some points, from that proposed at the feasibility stage. Proposals now include use of DfI land at a number of points adjacent to the A8 which largely avoids the back of residents' properties and development sites and these were circulated. The proposed route runs adjacent to or through Sixmile Park, along commuter routes to schools and past places of interest.

Constraints identified have centred around impacts of the final scheme layout on the landowners/farmers. Key aspects to be planned for include:

- Maintaining access for machinery/movement of animals
- Effects of crop spraying
- Proximity to the A57 and A8
- Formalising Rights of Way
- Litter and anti-social behaviour.

The Design Report recommendations balance stakeholders' views, the quality of the finished scheme and project costs. The Report confirms that the design is technically robust, includes detailed information about land issues and details of estimated costs and materials.

Design solutions included in the report are bespoke for each section of the route, with a 3 metre wide asphalt path seen as achievable for the majority of the entire 23.5 kilometres of Greenway which are 'off road'.

### **Estimated costs:**

The consultants have provided an estimate cost for the entire route of £[REDACTED] to include capital costs of £[REDACTED] and the remainder for land acquisition and fees.

### Next Steps:

The Project Bid and Design Report will be submitted to the Department and the grant of £25,000 grant for the report will be claimed by Council.

The Department of Finance has given approval for the Capital Grant Scheme which provides up to 50% grant funding for greenways from DfI but this is conditional on Ministerial approval and the confirmation of budgetary cover.

Total estimated cost of Greenway	£ [REDACTED]
Total grant potential from DfI	£ [REDACTED]
Estimated balance to be funded by ANBC/MEABC	£ [REDACTED]

This would be a significant capital investment and there would be potential that the greenway could be developed in phases with other funding sources being explored by Officers. At this stage Council is not committing to any future funding.

Proposed by Councillor McGrath  
Seconded by Alderman Girvan and agreed that

**the report be noted.**

NO ACTION

### 5.3 **IN CONFIDENCE** WM/ARC21/9 arc21 PROCUREMENT OF BRING BANK CONTRACT

The arc21 Bring Contract for the treatment and reprocessing of the recyclables from bottle banks and bring sites is due for renewal. This contract currently provides Council with a collection and reprocessing service for the mixed glass, mixed cans, mixed paper and textiles collected in bring banks across the Borough.

A new service contract has been procured by arc21 in accordance with the EU Open Procedure and a copy of the arc21 Bring Site Service Contract Tender Report was circulated for information.

The service contract for Bring Sites included the treatment, transfer and processing of the recyclables, glass, textiles, paper, & cans; their sale to the end processing markets; and collection and reporting of data. The payment arrangements are based on a gate fee service charge (glass) or, where applicable, income fee per tonne (textiles).

The contract was divided into four separate lots as follows:

- (a) **Lot 1**: collection and processing of Mixed Glass;
- (b) **Lot 2**: collection and processing of Textiles;
- (c) **Lot 3**: collection and processing of Mixed Paper; and
- (d) **Lot 4**: collection and processing of Mixed Cans.

A separate competition was conducted in respect of each of these four Lots.

The Tenders were evaluated in accordance with the criteria stated in the tender documents. The weightings of the Cost and Technical assessment sections were 60% and 40% respectively.

One tender submission was returned to arc21 for each Lot in relation to the procurement exercise from the following organisations:

- Enva Northern Ireland Ltd (Lot 1)
- Hotpursuits Enterprises T/A Cookstown Textile Recycling (Lot 2)
- McQuillan Envirocare Ltd T/A McQuillan Environmental (Lot 3)
- Enva Northern Ireland Ltd (Lot 4)

Following Technical and Financial evaluation, the most economically advantageous prices tendered are tabulated below.

#### Lot 1 – Mixed Glass

Tender	£ per tonne	Emergency and Out of Hours Charge
Enva Northern Ireland Ltd	£■■■■	£■■■■ fixed cost per incident; £■■■■ per hour
Annual Inspection and Preventative Maintenance of mixed glass bank		£■■■■ per bank

#### Lot 2 - Textiles

Tender	£ per tonne	Emergency and Out of Hours Charge
Hotpursuits Enterprises T/A Cookstown Textile Recycling	£■■■■ (income)	■■■■■■

#### Lot 3 – Mixed Paper

Tender	£ per tonne	Emergency and Out of Hours Charge
McQuillan Envirocare Ltd T/A McQuillan Environmental	£■■■■ (charge)	£■■■■ fixed cost per incident; £■■■■ per hour

#### Lot 4 – Mixed Cans



Tender	£ per tonne	Emergency and Out of Hours Charge
Enva Northern Ireland Ltd	£■■	£■■ fixed cost per incident; £■■ per hour
Annual Inspection and Preventative Maintenance of mixed glass bank		£■■ per bank

The table below compares the current collection/processing rate per tonne for each of the materials:

Material	Approx Annual Tonnage	2018-19 Rate	New Contract Rate 2019-21
Mixed Glass	500	■■	■■■■
Textiles	155	■■■■ (income)	■■■■ (income)
Mixed Paper	135	■■■■	■■
Mixed Cans	10	-■■■■ (income)	■■

The proposed rate for glass, £■■■■ per tonne, is a substantial increase from the current ■■■ cost service but this is a reflection of the lack of competition in local recycling market. The tonnage of glass collected through the bring banks is relatively small (500 tonnes) in the overall Council waste arisings and therefore this price increase will not significantly impact on Council budgets. Financial provision has been made in the 2019-20 waste management budgets for the services listed.

The contract is for two years, with the option to extend for a further 2 years. The possibility for a further period of extension of up to two years is also included although this is envisaged to only be required in circumstances outside the normal course (e.g. delays to new procurement). Council will use each of the four lots to service bring banks across the Borough.

#### **arc21 Joint Committee Approval**

As per arc21's Terms of Agreement, the contract was approved by the arc21 Joint Committee on 28 February 2019 and now requires ratification by the arc21 constituent Councils.

Proposed by Alderman Smyth

Seconded by Councillor Rea and agreed that

**Committee approves the award of Bring Site Service Contract to the following:**

**Lot 1 – Service of Bring Centres for Mixed Glass to Enva Northern Ireland Ltd, at the rates listed above;**

**Lot 2 – Service of Bring Centres for Textiles to Hotpursuits T/A Cookstown Textile Recyclers, at the rates listed above;**

**Lot 3 – Service of Bring Centres for Mixed Paper to McQuillan Envirocare T/A McQuillan Environmental, at the rates listed above;**

**Lot 4 – Service of Bring Centres for Mixed Cans to Enva Northern Ireland Ltd, at the rates listed above.**

**The above contracts be awarded for a period of two years with the option of 2 further extensions of two years each, subject to approval by Council.**

*ACTION BY: Michael Lavery, Head of Waste Management*

#### **5.4 IN CONFIDENCE WM/ARC21/6 arc21 PROCUREMENT OF MATERIALS RECYCLING FACILITY CONTRACT**

As Members were reminded, Council extended the current arc21 Materials Recycling Facility Contract which was due to expire on 31 March 2019, to allow the completion of the procurement exercise for the new service contract. The procurement exercise has now been completed in accordance with the EU Open Procedure and a copy of the arc21 Dry Material Recovery Facility Contract Report was circulated for information.

This contract currently provides Council with a treatment and reprocessing service for the blue bins in the Antrim area. As Members will be aware, the materials from the triple stacks are processed through a separate contractual arrangement.

The service contract for Dry Material Recovery Facilities included the treatment, transfer and processing of the dry recyclables, like paper, card, cans, and plastics; their sale to the end processing markets; and collection and reporting of data. The payment arrangements are based on a gate fee service charge (co-mingled recyclables) or, where applicable, income fee per tonne (eg separately collected glass).

The contract was divided into two separate lots as follows:

Lot 1: This Lot comprises of mixed dry recyclable material with separately collected mixed glass in respect of applicable areas of **Antrim and Newtownabbey Borough**, Ards and North Down Borough, Belfast City Council, Lisburn & Castlereagh City Council and Mid and East Antrim Borough Council.

Lot 2: This Lot comprises of the mixed dry recyclable material inclusive of glass in respect of applicable areas of Newry, Mourne and Down District Council.

A separate competition was conducted in respect of each of these two Lots.

The Tenders were evaluated in accordance with the criteria stated in the tender documents. The weightings of the Cost and Technical assessment sections were 60% and 40% respectively.

Three tender submissions were returned to arc21 for Lot 1 in relation to the procurement exercise from the following organisations:

- Bryson Recycling Ltd;
- [REDACTED]
- [REDACTED]

Following the evaluation process, Bryson Recycling achieved the highest score for Lot 1 and therefore is the most economically advantageous tender.

### **Bryson Recycling**

<b>Prices</b>	<b>Price Per Tonne for Quality of Contractual Waste Material (Excl. VAT)</b>	<b>£[REDACTED] per tonne</b>
	Price Per Tonne for separately collected mixed glass (exc. VAT)	£[REDACTED] per tonne (income)
<b>Emergency and Out of Normal Working Hours Charges</b>	Fixed Cost Per Incident	£[REDACTED]
	Hourly Cost of providing Service Outside of Normal Working Hours	£[REDACTED]
<b>Rejected Loads</b>	Charge per Tonne of Loading Rejected Loads	£[REDACTED] per tonne
	Charge per Tonne for Disposal of Rejected Loads	£[REDACTED] per tonne

The proposed rate, £[REDACTED], is lower than the current rate for the service which is £[REDACTED] per tonne. Financial provision has been made for the service in the 2019-20 waste management budgets.

The contract is for three years, with the option to extend for a further 2 years. The possibility for a further period of extension of up to two years is also included although this is envisaged to only be required in circumstances outside the normal course (e.g. delays to new procurement).

The Contract can facilitate changes in collection schemes over the period of the contract, eg the provision of glass collection in legacy Antrim Borough, and provides a mechanism to allow for such changes with the collected materials processed through the Contract, subject to the proposals being agreed by all relevant parties.

### **arc21 Joint Committee Approval**

As per arc21's Terms of Agreement, the contract was approved by the arc21 Joint Committee on 28 February 2019 and now requires ratification by the arc21 constituent Councils.

Proposed by Alderman Girvan  
Seconded by Councillor Foster and agreed that

**approval is given for the award of Lot 1 the Dry Material Facility Contract to Bryson Recycling at the rates listed above, for a period of three years, with the option of 2 further extensions of two years each, subject to approval by Council.**

*ACTION BY: Michael Lavery, Head of Waste Management*

## **5.5 IN CONFIDENCE WM/ARC21/4 arc21 JOINT COMMITTEE PAPERS**

As agreed at the November (2015) meeting of Council, the papers for the arc21 Joint Committee Meeting were circulated for:

- March 2019

Members were reminded that these documents are 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 Montgomery  
Seconded by Alderman Ball and agreed that

**the papers be noted.**

*NO ACTION*

## **5.6 IN CONFIDENCE PK/GEN/088 DOG PARK FEASIBILITY STUDY UPDATE**

### **Introduction**

Members were reminded that following consideration of a report in January, it was agreed that options and detailed costs would be developed for a dog park at each end of the Borough and that consideration would be given to include accommodation of a third party, [REDACTED]. An estimated £[REDACTED] has been included in the capital programme for provision of 2 dog parks.

Dog parks are fenced areas where dogs can be exercised off lead and generally within the park there are enclosures for small and large dogs. The proposed dog parks will also contain hedging around the external boundary fence to 'soften' the area, access and maintenance gates, bins, signage and park benches. Recycled park timber can also be incorporated for play features.

## Locations

In considering the potential locations for the dog parks, Officers have considered a total of 8 sites taking into account a range of issues including, the necessary space and availability car parking/access and proximity to housing. As set out in the assessment document circulated, the two sites which were assessed as being most suitable were, the Valley Park and Lough Shore Park, Antrim. Plans showing the proposed locations were also circulated.

## Preferred Option

The Economic appraisal was circulated and detailed the 3 options considered.

Do nothing

**Option 1:** Provision of a dog park at both sides of the Borough, with a *basic specification* of facilities for both dogs and owners

**Option 2:** Provision of a dog park at both sides of the Borough, with a *high specification* of facilities for both dogs and owners.

The preferred Option, Option 1, has estimated costs for both sites identified as preferred sites as follows:

Valley Park,	£ [REDACTED]
Antrim Lough Shore Park,	£ [REDACTED]
Total estimated cost	£ [REDACTED]

## Third Party Interest - Doggy Dynamos

As reported in January interest has been expressed by a group which is working with the Economic Development team with a view to setting up a Cooperative Community Share Scheme with a view to running a dog facility in the Newtownabbey end of the borough. The group, Doggy Dynamos, have experience in a 'pop up' dog facility as well as in organising dog walks which are promoted through social media. The group would establish itself on a not for profit basis, and is seeking permission to establish a facility on council land, therefore it seems appropriate to consider combining this proposal with Council's decision to develop dog parks.

The group needs to:

- Secure tenure of a site at a peppercorn rent – in this case the proposed site at the Valley Park
- Have accessible car parking
- Have capacity to develop facilities suitable for dog walkers and dog activities

The group plans to raise £ [REDACTED] to develop facilities. Their vision is to:

- have a unit which can accommodate dog walkers, provide tea and coffee, can be used for training, talks and information sharing, office facilities for the group and for the sale of dog related goods (the social inclusion element of the group's vision is extremely important)
- have dog agility equipment in the dog park for use of dogs using the facility as well as for puppy and other training

The group proposes to have a membership scheme, at a cost of around £■■■■ per annum. They also propose to establish walking groups. Initially they are interested in the Newtownabbey area but if their proposal is approved by Council and is successful would consider replicating it in the future.

If Council approves the concept and the group secures tenure at the Valley Park site, they will obtain support through Council's Optimal programme which includes mentor support in the appropriate areas including, community engagement, governance arrangements and development of capital projects.

The length of any lease will need to be agreed and, if approved, a detailed report will be brought to Committee setting out all final arrangements.

Councillor Kelly asked that a number of issues be further explored; distance to parking, parking at peak times, location of the Dog Park in relation to the caravan park and golf course. The Director undertook to follow these up and indicated that any further reports required would be brought to Committee in due course. In response to a query about existing dog control arrangements, the Director confirmed that the Dog Park would be complementary to existing provisions and does not replace them.

Proposed by Councillor Montgomery

Seconded by Alderman Smyth and agreed that

- i. **approval is given for development of two dog parks, one at Lough Shore Park, Antrim and one at the Valley Park at a total estimated cost of £■■■■,**
- ii. **subject to approval of recommendation i., that approval is given, in principle, for the Doggy Dynamos group to establish a dog facility at the Valley Park site, as described above on the basis of;**
  - a. **the group raising the necessary funding to cover the costs of the additional facilities,**
  - b. **a peppercorn rent,**
  - c. **and subject to legal, planning and administrative requirements being met to Council's satisfaction.**

*ACTION BY: Ivor McMullan, Head of Parks*

## **5.7 IN CONFIDENCE L/LEI/VLC/12 VALLEY LEISURE CENTRE: MORE PITCHES REFURBISHMENT, PHASE TWO**

In July 2016, Council agreed to the refurbishment and reconfiguration of four of the 5-a-side synthetic soccer pitches (More 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 once works were complete, it was agreed a condition survey would be undertaken of the remaining pitches.

The results of the condition survey commissioned by the Capital Development team have revealed that the remaining pitches, which are now 12 years old, should be replaced, as they are currently unsuitable for use.

The Economic Appraisal for the proposed refurbishment of the More Pitches (Phase 2) was circulated. Option 2 is the preferred option 'Refurbishment of the remaining MORE pitches to provide 4 x 5-a-side courts. The estimated costs are £[REDACTED]. Based on an anticipated 20% increase in associated income, costs for this project will be recouped within 1.5 years. If approved, works are expected to be completed by September 2019.

The Section 75 Screening Form was circulated and an EQIA was not required.

Proposed by Councillor Foster

Seconded by Councillor McGrath and agreed that

**the refurbishment of phase 2 of the More pitches at V36, at an estimated cost of £[REDACTED], is approved together with the Economic Appraisal and Equality Screening form.**

*ACTION BY: Janine Beazley, Leisure grants and Special Projects Officer*

*The Chair advised that the following Supplementary Report would be taken at this point.*

## **5.8 IN CONFIDENCE L/SAP/008/VOL 3 2019 SPORTS AWARDS**

Members were reminded that it was agreed that the 2019 Sports Awards Working Group would be made up of one representative from each of the political parties (six), and the same number of community sporting representatives.

Following a call for Expressions of Interest from the local sporting community, a total of seven applications were received and assessed by the members of the Working Group at a meeting on 27<sup>th</sup> March 2019. After assessment, the top six representatives were selected to join the Working Group. The first meeting of the full Sports Awards Working Group will take place after the election in mid to late May.

The minutes of the second meeting of the initial working group of Members were circulated.

Proposed by Alderman Smyth

Seconded by Councillor Clarke and agreed that

**the minutes of the Sports Awards Working Group meeting of 27<sup>th</sup> March 2019 be approved.**

*ACTION BY: Anna Boyle, Sport and Physical Activity Development*

**PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Foster

Seconded by Councillor Montgomery and agreed that

**the remainder of Committee business be taken in Open Session.**

The Chair advised that audio-recording would recommence at this point.

There being no further committee business the Chair thanked everyone for their attendance. The meeting concluded at 7.35 pm.

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**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.***