



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD
AT MOSSLEY MILL ON TUESDAY 4 MAY 2021 AT 6.30 PM**

- In the Chair** : Councillor Foster
- Members Present** : Aldermen – F Agnew, T Burns, L Clarke, M Girvan and J Smyth
Councillors – J Archibald-Brown, A Bennington, J Gilmour,
N Kelly, A Logue, V McWilliam and R Swann
- Non Committee Members:** : Alderman M Cosgrove
Councillors – P Dunlop, A McAuley, N McClelland, N Ramsay
and B Webb
- Officers Present** : Deputy Chief Executive of Operations - G Girvan
Deputy Director of Operations (Interim) (Environmental Health,
Building Services and Property) - C Todd
Head of Leisure - M McDowell
Head of Waste Management – M Lavery
Head of Parks - I McMullan
Helpdesk Officer – C Bell
Member Services Officer - S Boyd

CHAIRPERSON'S REMARKS

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

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press can access those parts of the meeting which they are entitled to attend via live stream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

The Chairperson, congratulated Alderman Agnew on the unveiling of the commemorative bench earlier in the day and commended his 40 years of service to local government. The Chairperson welcomed the re-opening of Leisure Centres in line with the latest easing of restrictions.

1 **APOLOGIES**

Alderman J McGrath

2 **DECLARATIONS OF INTEREST**

None

3 **ITEMS FOR DECISION**

3.1 **L/GEN/5 TEMPORARY PRICE REDUCTION OF 3G SOCCER PITCHES**

Further to the recent announcement by the Northern Ireland Executive relating to easing of restrictions for competitive sport from April 23, the leisure booking team have experienced unprecedented demand for grass pitches from this date and throughout the summer. The demand is attributed to the impact of restrictions on the normal playing season and is almost exclusively from local football teams to enable friendly matches and summer leagues.

Grass pitches within the Borough enter a period of rest and maintenance from May to September each year and in order to ensure their continued use throughout the regular football season, September to April, it is important that the pitches are protected and can withstand the rigours of the winter weather.

Officers had anticipated the challenges of accommodating bookings during these months, while also ensuring the pitches were adequately maintained for the new season. As a result a schedule was developed which rotated the use of pitches allowing a percentage to be made available for booking. Unfortunately, the demand is such that this schedule will not be able to meet demand. In order to increase capacity, Officers proposed that until August 2021 Council's 3G pitches are offered for bookings at the same rate as grass pitches. The price is for a two hour duration which allows adequate time for a match to be played, and would be £42 for adult or £21 for juniors.

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed that

approval is given to amend pricing for 3G pitches, on a temporary basis to that of grass pitches as set out above.

ACTION BY: Matt McDowell, Head of Leisure

3.2 **L/LEI/002 LEISURE GRANT AID PROGRAMME - REVIEW 2021**

Members were reminded that the Leisure Grant Aid Programme had been suspended since March 2020 due to the impact of the COVID-19 pandemic. In the meantime, a £50,000 Sports Hardship Fund was approved specifically to help clubs and organisations to address additional costs resulting from the pandemic and this remains in place with up to £35,000 still available. Following recent announcements by the Northern Ireland Executive regarding easing of restrictions, this Fund had reopened for applications.

In anticipation of restrictions easing further, the Leisure Grant Aid Programme had been reviewed in preparation for re-opening and a number of amendments were being proposed.

Members were reminded that the total budget of the Leisure Grant Aid Programme was £170,000.

Some proposed amendments related specifically to the amount of grants available for applicants; Grants to Athletes/Clubs (Table 1) while some adjustments to budgets within some categories were also proposed (Table 2).

Table 1.

Category	Summary of amendment	Proposed amendment	Rationale
All	Introduction of an appeal process.	<p>Introduction of an appeal process for applicants who dissatisfied with outcome of their application. The following to be added to Guidance:</p> <p>Appeals procedure <i>An appeals procedure is available to unsuccessful applicants. For further information, please contact team members – details at the end of this document.</i></p> <p><i>In line with what is in place for other grants upon receipt of a Letter of appeal, feedback is given by the chair of the scoring panel. If still not satisfied a panel will be put in place, feedback will be given to the applicant and their decision is final.</i></p>	In line with other grants in Community Planning Department.
All	New clause added to standard terms and conditions	<p>Costs are eligible from date of submission of application, subject to the retention of receipts:</p> <p>'In order to meet Council's audit requirements, when making a claim, applicants should retain copies of receipts and evidence of payments made in the form of Bank statements/ credit cards.'</p>	Recommended inclusion following recent review of Leisure Grant Aid Programme through the Audit Plan.
Grants to Athletes	Increase in maximum award	Increase maximum award to £1,500 (from £1,000) per athlete per annum.	Maximum award has not increased since 2015. Costs relating to competitions have increased

Grants to Clubs	Increase in maximum award	Increase maximum award to £1500 (from £1,000) per club per annum in the 'Education and Competition' strand	Maximum award has not increased since 2015. Costs relating education and competitions to have increased
Capital Grants	Reduction in minimum project costs	Reduction in minimum eligible project costs from £60,000 to £40,000	There have been few applications to Capital Grant Category in 18/19 or 19/20. A lower match funding requirement may remove a barrier to applications

Analysis of trends in applications to date had shown that the Grants to Clubs category had had fewer applications over the years and it was therefore proposed to reduce the budget for this category for the current year and monitor for 2022 – 2023. It was also proposed to increase the sports Events Grants, in anticipation of applications for events, made possible by the easing of restrictions.

Table 2.

Category	Previous category limit	New proposed category limit	Rationale
Capital Grants	£40,000	£40,000	No change
Grants to Athletes	£50,000	£50,000	No change
Grants to Clubs	£32,000	£20,000	In line with limited demand for this category
Grants to Coaches and Officials	£15,000	£15,000	No change
Sports Events Grant	£30,000	£40,000	In line with anticipated increase in demand as restrictions ease.
Defibrillator Grant	£3,000	£5,000	In line with demand
Totals	£170,000	£170,000	

A Section 75 Screening Form had been completed, (circulated), and an EQIA was not required.

Proposed by Alderman Girvan
Seconded by Alderman Smyth and agreed that

the amendments to the Leisure Grant Aid Programme as set out be approved together with the Section 75 Screening Form and that the appeal panel include Elected Member representation.

*ACTION BY: Anna Boyle, Sport & Physical Activity Programmes
Manager/Deaglan O'Hagan, Commercial Programmes Manager*

3.3 PK/GEN/003 REQUEST FROM ULSTER BEEKEEPERS ASSOCIATION

The Council had been approached by the Chairman of the Ulster Beekeepers Association, Mr John Hill, who is concerned about the potential importation of bees from mainland Europe, via Northern Ireland, to Great Britain (GB) as a means of circumventing the movement of bees from Europe directly to GB. The Association, along with similar associations across the British Isles, was concerned about pests, which could potentially devastate native honeybee colonies.

In view of the Council's commitment to Climate Change and ongoing engagement with the All Ireland Pollinator Plan, support for beekeepers would be in keeping with the spirit of these commitments.

The Association is requesting that the Council writes to the Department of Agriculture, Environment and Rural Affairs to highlight the concerns about pests through importation of bees and to stress the importance of protecting local honeybees.

Following a request from a Member, the Deputy Chief Executive of Operations agreed that contact would be made with the Ulster Beekeepers Association to explore the potential for training courses to develop bee keeping in the Borough is an opportunity to assist them with further development opportunities for beekeeping groups.

Following a request from a Member the Head of Parks to arrange that the grass on the Greystone Roundabout remain uncut for the month of May.

Proposed by Councillor Gilmour
Seconded by Councillor Kelly and agreed that

Council supports the Ulster Beekeepers Association's request to write to the Northern Ireland and Westminster governments, as set out above and requests clarity regarding measures which would be put in place in the event of European bees being imported to Northern Ireland.

ACTION BY: Ivor McMullan, Head of Parks

3.4 PK/GEN/183 PROVISION OF BICYCLE STANDS

Members were reminded that funding through the Department for Communities for Blue/Green Infrastructure Projects has been secured - £18,000 of which is for the installation of bicycle stands.

Following approval for the potential sites in February, site assessments have been conducted.

A schedule with visuals was circulated for each site. In the event that competitive quotations are received, it may be possible to consider additional stands at other locations.

Following a question from a Member regarding the proposed location of the bicycle stand at the entrance to Crumlin Glen, the Head of Parks to contact DEA Members to secure agreement with final position.

Proposed by Councillor Kelly
Seconded by Councillor Logue and agreed that

approval be given to proceed with Bicycle stands at the locations set out in the report, subject to final approval of those in Crumlin.

ACTION BY: Ivor McMullan, Head of Parks

3.5 PBS/BC/003 VOL 2 STREET NAMING – FOUNTAIN STREET, ANTRIM

A development naming application from Patrick Morwood, on behalf of Simpson Developments, regarding the naming of a residential development at Fountain Street Antrim was received on 25 March 2021. The development consists of 84 units, a mix of detached/semi-detached dwellings and apartments.

The development names and developer's rationale have been submitted as outlined below, with the developer's location map and site plan was circulated.

1 – Langford Square – The Langfords were a prominent family in the 1700s in Antrim. Sir Aurthur Langford died childless and in 1725 his estate passed to his sister Mary Langford

2 – Upton Square – The Uptons were descendants of the early 17th century Sir Hugh Clotworthy

3 – Chichester Park – The Hon Chichester Skeffington was a brother of Lord Massereene and was elected to the Borough in 1776

Should the Council not wish to select one of the above names; the matter would be referred back to the developer via the Building Control section for further consideration. Council were aware there is an Upton Court in Templepatrick.

Proposed by Alderman Clarke
Seconded by Councillor Kelly and agreed that

Chichester Park be approved as the name for the development.

ACTION BY: William Richmond, Principal Building Control Surveyor

3.6 PBS/BC/003 VOL 2 STREET NAMING – COTTONMOUNT DRIVE, SEALSTOWN ROAD - NEWTOWNABBEY

A development naming application was received from Patrick Morwood on behalf of Park Road Developments regarding the naming of a residential development at Cottonmount Drive, Sealstown Road, Newtownabbey. The development consisted of 36 dwellings these being a mix of detached and semi-detached. The development is accessed through Cottonmount Drive. The development names and developer's rationale had been submitted as outlined below, with the developer's application, location map and site plan circulated.

1 – Cottonmill Green – The watercourse of the former mill runs along the boundary of the site. The site will feature open green space adjoining the watercourse.

2 – Cottonmill Park – There was a cotton bleaching mill at the southern HydePark Road end of the development which dates back to 1838 -1862

3 – Linenmount Park – The development is on the site of the former Mount Pakenham Linen Works

Should the Council not wish to select one of the above names; the matter would be referred back to the developer via the Building Control section for further consideration.

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed that

Cottonmill Green be approved as the name for the development.

ACTION BY: Liam McFadden, Principal Building Control Surveyor

4 ITEMS FOR INFORMATION

4.1 EH/EHS/002 CORRESPONDENCE FROM ARDS AND NORTH DOWN BOROUGH COUNCIL

Members were reminded that at the January 2021 meeting of Council, a motion was passed condemning animal cruelty and it was agreed that correspondence be sent to the Department of Agriculture, Environment and Rural Affairs requesting the introduction of:

- a Register of Banned Animal Welfare Offenders for those convicted of animal cruelty; and,
- a publicly accessible list of licensed dog breeders.

Correspondence was also sent to the other ten councils seeking support for this motion.

Correspondence (circulated) had been received on 20 April 2021 from Ards and North Down Borough Council confirming that the Council had resolved to support this motion.

Proposed by Alderman Agnew
 Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

4.2 PK/BIO/041 LOCAL BIODIVERSITY ACTION PLAN

Members were reminded that under the Wildlife and Natural Environment Act (NI) 2011, there is a statutory duty on Councils and all public bodies to further the conservation of biodiversity. In performing these duties, public bodies must have due regard for the NI Biodiversity Strategy (Valuing Nature, 2015-2020), and take reasonable steps to further the conservation of the key species and habitats listed within, or to promote such actions by others. The Strategy had also set a target to significantly reduce overall biodiversity loss.

Developing a new Local Biodiversity Action Plan (LBAP) for the Borough has a number of steps:

Step	Comments	Timescale
Completion of a biodiversity audit	Completed over recent months to gather all relevant information on local habitats and species,	Reported to Operations Committee – April 2021
Development of an Action Plan	Draft to be considered by the Grass Management Sub Group and subsequently by the Operations Committee	April- June 2021
Public Consultation		June to August 2021
Feedback from consultation considered and Local Biodiversity Action Plan drafted		Reported to Operations Committee September/October 2021
Local Biodiversity Action Plan approved		October/November 2021*

* the Department of Agriculture, Environment and Rural Affairs (DAERA) is in the process of reviewing the Northern Ireland Biodiversity Strategy with a view to producing a new draft strategy for consultation in late 2021.

The LBAP, once finalised would provide a clear Action Plan setting out clearly the responsibilities which Council has for the land it owns as well as Council's role in influencing and promoting conservation and good biodiversity practice. It was important to note that this same responsibility is required of all public

bodies while legislative responsibilities remain within the Departmental for Agriculture, Environment and Rural Affairs.

The biodiversity audit provides the baseline data of existing habitats and species and is a key milestone in the development of the LBAP. It is the first step in assessing the biodiversity within the Borough and identifying local priorities for conservation. It forms a basis for prioritising the species and habitats in and around Council property and ensuring that the needs of local biodiversity are identified whilst also taking into account both the Northern Ireland and UK Biodiversity targets. As the Northern Ireland Biodiversity Strategy was also being reviewed it would seem prudent to finalise the Local Plan in the context of the Northern Ireland Strategy to ensure that it fits with the targets included.

Local priority habitats and species have been identified in the audit and these have been categorised as follows:

- i. Wetlands – loughs, rivers, reed-beds, fens, bogs and wildlife ponds
- ii. Woodland – semi-natural woodland, parkland and hedgerows
- iii. Urban – built up areas and gardens
- iv. Grasslands and arable land
- v. Coastal - rocky shores, sandy bays, mudflats and lagoons
- vi. Peatland – lowland raised bog and upland heaths
- vii. Biodiversity education and awareness

The actions to ensure the continued protection and enhancement of these habitats and species would be set out in the LBAP.

The full audit and a summary was circulated for information.

Proposed by Alderman Agnew

Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

4.3 WM/COMMS/001 #IRECYCLERIGHT SOCIAL MEDIA INFLUENCER CAMPAIGN

Members were reminded that in 2019/20 Council successfully applied for £15,950 of funding from the Department of Agriculture, Environment and Rural Affairs, in conjunction with WRAP NI, to further promote the #irecyclerright campaign. While the majority of the funding was used for a communications campaign targeting food waste recycling across the Borough in March 2020, the social media influencer campaign was postponed due to the COVID pandemic.

The Department allowed Council to carry forward the funding and in March 2021, Council recruited three successful local social media influencers listed below:

- @lifeatbelgrove who lives near Crumlin;
- @mrssarahthomp who lives in Randalstown;

- @[thelovenewtownabbeygirl](#) who lives in Newtownabbey.

Each of the influencers to provided videos, stories, photos and polls to engage with the public in their own #irecyclerright challenge.

The campaign had been deemed to be very successful, with influencers and Council reaching an 'audience' of over 138,000 to date with recycling awareness messages. The influencers' videos can be found on the Council website <https://antrimandnewtownabbey.gov.uk/residents/bins-recycling/what-can-be-recycled/irecyclerright/> and would be used by the Education and Awareness teams for further promotion throughout the year.

Proposed by Alderman Agnew

Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

4.4 WM/WM/37/VOL2 IMPACT OF COVID-19 ON WASTE MANAGEMENT PERFORMANCE

As Members were aware Council has two statutory waste targets that have to be complied with:

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

Under the Landfill Regulations (Northern Ireland) 2003, Council submits waste data returns to the Northern Ireland Environment Agency. These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's recycling rate and compliance with the landfill diversion targets i.e. Northern Ireland Landfill Allowance Scheme (NILAS).

As well as the quarterly submissions, Officers had been monitoring waste data regularly throughout 2020, particularly to ascertain the effects that COVID-19 and the restrictions that meant residents were staying and working from home on waste arisings.

Waste arisings dropped significantly in the period April to June 2020 and this is as a result of the temporary closure of businesses who receive the Council's trade waste collection service and the requirement to close the Recycling Centres to reduce travel in the Borough. Since July 2020, waste arisings had recovered to slightly above 2019 levels.



While overall waste arisings, as set out in the table below, were slightly down year on year due to the closure in the April to June period, the pandemic had impacted in a number of ways:

- (i) Where waste is being collected from – there is a significant increase in the amount of waste collected at the kerbside e.g. residents' homes (rather than schools, colleges, workplaces), and more waste is being deposited in the black bins. The increase in waste collected through black bins had resulted in higher landfill tonnages while a significant increase in the recyclables collected through wheelie boxes, blue bins, and brown bins had also been collected.
- (ii) The closure of the Household Recycling Centres, which normally contribute a significant proportion of the Borough's recycling rate through the collection of rubble, wood, and green waste, had led to an overall drop in the recycling rate for the Borough.

This drop in performance had been replicated across Northern Ireland and despite the fall, the Council's recycling rate at 55%, remained well above the statutory target of 50% and was still one of the highest in Northern Ireland.

	2019		2020	
	Tonnes	%	Tonnes	%
Total Household Waste Arisings	84,089		81,417	
Household Waste Arisings to Recycling	48,472	58%	44,973	55%
Household Waste Arisings to Recovery	15,274	18%	12,369	15%
Household Waste Arisings to Landfill	20,343	24%	24,075	30%

Total Local Authority Collected Municipal Waste Arisings*	101,642		94,153	
Municipal Waste Arisings to Recycling	62,576	62%	54,140	58%
Municipal Waste Arisings to Recovery	16,225	16%	13,128	14%
Municipal Waste Arisings to Landfill	22,841	22%	26,885	29%

* Local Authority Collected Municipal Waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.

Proposed by Alderman Agnew
Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

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

As Members were aware, in December 2020 the Council, in partnership with local charity, Habitat for Humanity, provided collection points at each of the five Household Recycling Centres in the Borough for the donation of pre-loved toys for families for Christmas.

The collection, piloted for the first year by the Council, saw hundreds of toys donated by householders in the Borough to be repaired, cleaned and sold on at much lower prices in Habitat for Humanity's ReStore shops. This initiative provided families, who would find the Christmas period more challenging, the opportunity to purchase presents for their children, as well as supporting Council's aim of diverting waste away from landfill.

Thanks to the residents, the quality, range and types of toys that were donated and were able to be used by the charity was beyond expectations and many extra collection runs had to be arranged to ensure all the toys would make a new home for Christmas.

Due to the success and the demand for the initiative during the few weeks of the pilot in December it is proposed to run the collections again in 2021, starting earlier in mid-November to ensure as many donations can be collected and as many families supported as possible next Christmas.

Proposed by Alderman Agnew
Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

4.6 WM/SC/001 DEVELOPMENT OF A BOROUGH LITTER ACTION PLAN

As Members were aware, Council is continuously pro-active in trying to reduce the impact of littering in the Borough. Currently three services have a role to play; Waste Management through the Cleansing team, Environmental Health through the Enforcement team and the Marketing and Communications team.

The issue of litter is one which is very important to residents, being frequently reported to Members and had been included in the Corporate Improvement Plan to date, *We will improve the level of cleanliness of the Borough.*

Currently there were a range of actions which address the issue:

- street cleansing services, mechanical and manual – operating 7 days a week
- provision of 1,500 litter bins on roads, in parks and on walking/cycling routes
- deployment of Enforcement Officers
- appropriate signage
- provision of dog bags
- Support in Kind Scheme
 - assisting community initiatives including group clean ups
 - more recently, approval for provision of equipment for individuals to use for litter picking on an ongoing basis
- financial support to Keep Northern Ireland Beautiful annually for two key areas of work
 - Live Here Love Here which supports a Northern Ireland wide anti-litter campaign and provision of grants to local community groups for environmental initiatives;
 - Eco Schools – which raises environmental awareness and is supported by all schools in the Borough.
- Awareness campaigns to regularly highlight litter issues and targeting specific litter sources, like dog fouling, both through Live Here Love Here and Council's social media channels.
- Educational talks delivered by Enforcement Officers to both schools and community organisations;
- Implementation of a litter hotspot protocol between Cleansing and Enforcement which includes, additional street cleansing, letters to residents, additional Enforcement patrols and additional signage- if required.
- Working in partnership with NIHE and DfI, Roads in relation to a range of litter issues on their land/roads and footpaths.

Despite this, litter continued to be a challenge and while the COVID pandemic had exacerbated this, it had also ignited significant community engagement in tackling the problem. In March in recognition of this, Council approved the extension of the existing Support in Kind scheme to include individuals, as set out above.

In order to build on this engagement from the community and maximise Council's efforts, it was proposed to develop a Litter Action Plan for the Borough to include the areas which Council can influence:

1. Education and awareness;
2. Enforcement;
3. Community involvement;
4. Street cleansing services.

In addition, the Action Plan would focus on the sources of litter about which Council receives most complaints:

- dog fouling
- fast food/beverage litter from pedestrians and motorists;
- fly tipping
- cigarette litter

It was proposed to hold a workshop for Members in June 2021 in order to formulate the key elements of the action plan through discussing ideas from Members and presenting examples of good practice in tackling litter from around the UK and Ireland. An anti-litter campaign which was being developed prior to restrictions in 2020 and which was never considered by committee will also be presented at the workshop to get Members' feedback.

The Deputy Chief Executive of Operations agreed that a proforma would be circulated to Members in advance of the Litter Workshop to facilitate Members' feedback and ideas.

Proposed by Alderman Agnew
Seconded by Councillor McWilliam and agreed that

the report be noted.

*ACTION BY: Clifford Todd, Deputy Director of Operations (Interim),
(Environmental Health, Building Services and Property)/Michael Laverty, Head
of Waste Management/Matt McDowell, Head of Leisure*

4.7 PK/GEN/151 BLUE GREEN INFRASTRUCTURE

Members were appraised of the funding to develop sections of the Shared Path from Mallusk/Hightown to Gideon's Green made available through the Department for Communities (DfC). Since the last update, contractors had been procured to deliver the upgrading of the Glas na Braden section of the route and this would progress upon approval from the Department.

In addition, an award of £30,000 from the DfC Access and Inclusion Fund had developed a further section to the top of the old shale pitch, linking the western section of the Park. This work was now complete. Officers continued to liaise with the Department for Infrastructure regarding on road sections of the route.

The potential to further extend the path (blue line on the circulated map), subject to funding, had been assessed and enabling works could be undertaken using in house resources. This would involve digging out the path along the proposed route and preparing the path for import of base materials. In recent months the Parks team had been storing rocks from cemeteries and

inert building materials to the old shale pitch in preparation for the development of this new path section.

It was expected that sufficient materials would be available to provide a substantial part of the base foundation for the path in preparation for the path should external funding become available.

This approach would reduce the cost of transport as well as reducing the need for disposal of material as landfill. This was in keeping with Council's commitment to reuse materials in an environmentally sustainable manner further underpinning the commitment to the Environmental Management System (ISO14001 accreditation).

Proposed by Alderman Agnew
Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

4.8 PBS/BC/002/VOL2 BUILDING CONTROL MATTERS FOR THE PERIOD JANUARY & FEBRUARY 2021

BUILDING REGULATIONS

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

Applications Received

	JANUARY 2021	FEBRUARY 2021
Full Plans	38	51
Building Notices	127	173
Regularisation Certificates	60	154

Full Plans

	JANUARY 2021	FEBRUARY 2021
Approvals	36	36
Rejected applications requiring resubmissions	55	44

Commencements, Completions & Inspections

	JANUARY 2021	FEBRUARY 2021
Commencements	258	323
Completions	155	245

Inspections

	JANUARY 2021	FEBRUARY 2021
Total Site Inspections were carried out	779	1067

Regularisation Certificate

	JANUARY 2021	FEBRUARY 2021
Regularisation Certificates issued	51	64

Building Notice

	JANUARY 2021	FEBRUARY 2021
Completion Certificates issued	65	125

Property Certificates

	JANUARY 2021	FEBRUARY 2021
Number Received	211	232
Number Issued	193	211

Income

	JANUARY 2021	FEBRUARY 2021
Plan Fees Received for Month	£11510.00	£14155.63
Inspection Fees Invoiced for Month	£20668.83	£37417.08
Building Notice Fees Received for Month	£8190.00	£11668.00
Regularisation Fees Received for Month	£4910.40	£15508.80
Property Certificate Fees Received for Month	£14770.00	£16125.00
TOTAL	£60049.23	£94874.51

	Projected Income To Date	Year to Date Actual Income
JANUARY	£694,793	£608,679
FEBRUARY	£768,656	£703,056

Postal Numbering & Development Naming

	JANUARY 2021	FEBRUARY 2021
Numbers of official postal numbers issued	146	35
Number of new developments named	None required	1

LPS Partnership

	JANUARY 2021	FEBRUARY 2021
Property details surveys completed	19	29

Proposed by Alderman Agnew
Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

4.9 PBS/BC/002/VOL2 BUILDING CONTROL MATTERS FOR THE PERIOD FEBRUARY & MARCH 2021

BUILDING REGULATIONS

The following submissions under Regulation 9, 10, 11, 12, 13 & 14 of the Building Regulations (Northern Ireland) 2012 (as amended) were received.

Applications Received

	FEBRUARY 2021	MARCH 2021
Full Plans	51	58
Building Notices	173	158
Regularisation Certificates	154	65

Full Plans

	FEBRUARY 2021	MARCH 2021
Approvals	36	32
Rejected applications requiring resubmissions	44	29

Commencements, Completions & Inspections

	FEBRUARY 2021	MARCH 2021
Commencements	323	262
Completions	245	226

Inspections

	FEBRUARY 2021	MARCH 2021
Total Site Inspections were carried out	1067	999

Regularisation Certificate

	FEBRUARY 2021	MARCH 2021
Regularisation Certificates issued	64	49

Building Notice

	FEBRUARY 2021	MARCH 2021
Completion Certificates issued	125	89

Property Certificates

	FEBRUARY 2021	MARCH 2021
Number Received	232	242
Number Issued	211	221

Income

	FEBRUARY 2021	MARCH 2021
Plan Fees Received for Month	£14155.63	£13635.50
Inspection Fees Invoiced for Month	£37417.08	£27870.84
Building Notice Fees Received for Month	£11668.00	£10228.00
Regularisation Fees Received for Month	£15508.80	£5443.20
Property Certificate Fees Received for Month	<u>£16125.00</u>	<u>£16940.00</u>
TOTAL	£94874.51	£74117.54

	Projected Income To Date	Year to Date Actual Income
FEBRUARY 2021	£768,656	£703,056
MARCH 2021	£848,000	£780,224

Postal Numbering & Development Naming

	FEBRUARY 2021	MARCH 2021
Numbers of official postal numbers issued	35	139
Number of new developments named	1	4

LPS Partnership

	FEBRUARY 2021	MARCH 2021
Property details surveys completed	29	17

Proposed by Alderman Agnew
Seconded by Councillor McWilliam and agreed that

the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Alderman Girvan
Seconded by Alderman Burns and agreed that

the following Committee business be taken In Confidence and audio recording and live stream would cease.

5. ITEMS IN CONFIDENCE

5.1 **IN CONFIDENCE** WM/arc21/4/VOL7 arc21 JOINT COMMITTEE PAPERS

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

- March 2021
- April 2021

Members were reminded that these documents were confidential and may be legally privileged or otherwise protected from disclosure so therefore Members should not disclose this information to any third party and the information must be kept secure.

Proposed by Councillor Bennington
Seconded by Councillor Foster and agreed that

the papers be noted.

NO ACTION

Alderman Smyth left the meeting.

5.2 **IN CONFIDENCE** PK/GEN/168 JORDANSTOWN LOUGHSORE CARAVAN PARK

Members were reminded that arrangements are in place for services for the Caravan Park to be provided through the catering franchisee, Barista, at the Jordanstown Lough Shore Park for an annual fee of [REDACTED]. The services were provided during the Coffee Shop's opening hours and for the duration of the franchise agreement.

Whilst the caravan park had been closed for periods due to the impact of the COVID-19 pandemic, when open, the arrangements had worked exceptionally well with the franchise staff providing caravan park customers with an important point of contact. The service provided ranged from help with queries about the operation of the site and facilities, help with small practical issues/problems, provision of local information on cafes, restaurants, transport, activities, etc. and a means for maintenance or other issues to be highlighted immediately to the Parks or Property Services teams, etc.

It was proposed that the arrangement should be extended and fee increased to [REDACTED] p.a. for the duration of the franchise agreement – a further 5 years.

Proposed by Alderman Girvan
Seconded by Councillor Gilmour and agreed that

approval be given for the service provided by the catering franchisee, Barista, for the Jordanstown Caravan Park to continue for the duration of the franchise agreement, being a further 5 years, for an annual fee of [REDACTED]

ACTION BY: Ivor McMullan, Head of Parks

5.3 **IN CONFIDENCE** L/LEI/AF/012, L/LEI/BE/002 LEISURE CAPITAL PROJECTS

Following approval by Council in March of the Capital Projects Prioritisation Proposals, two leisure project appraisals have been completed and are set out below. Two further projects are being finalised and will be presented at a future meeting of Committee, Virtual Reality Hub and café refurbishment and fitness studio improvements at the Valley Leisure Centre.

ANTRIM FORUM – FITNESS SUITE

Members were reminded that the replacement plan for fitness equipment in leisure centres was approved in November 2016. The programme has resulted in the gyms at Ballyearl and Sixmile and Valley Leisure Centres having been refurbished. The fitness suite at Antrim Forum is scheduled for replacement with equipment now reaching the end of its useful life. An Economic Appraisal had been completed, circulated, which set out the options considered:

Status Quo: Do nothing

Option 1: Replacement of all Fitness Equipment Only

Option 2: Replacement of all Fitness Equipment, and Refurbishment of Fitness Suite to Include Replacement of Mechanical and Electrical Installation

The preferred Option was Option 2, at an estimated cost of £[REDACTED] including professional and contingency fees.

BALLYEARL DRIVING RANGE IMPROVEMENTS

Both Council's driving ranges and golf courses were currently extremely busy, having just opened following the easing of restrictions and it was anticipated that they would continue to be busy with a significant throughput of customers.

The opportunity to enhance facilities has been explored and while there are currently two golf simulators at Allen Park, located in a separate area adjacent to the driving range, there are opportunities to add a similar feature at the driving range at Ballyearl. Virtual Reality (VR) options on the market now make it possible for VR to be installed at individual bays in a driving range. A range of options for this type of model at Ballyearl have been explored and an Economic Appraisal was circulated.

Options considered were:

Option 1: Do Nothing:

Option 2: Installation of VR golf product into 50% of driving range bays

Option 3: Installation of VR golf product into all driving range bays

Following evaluation, Option 3 is the preferred option at an estimated cost of a monthly fee of £[REDACTED]. Enabling works required are estimated to be £[REDACTED].

The models which meet the required specification are currently only available through a lease arrangement.

Option 3 includes driving range bays being fitted with software through a monitor which provides two options for 'game mode':

- Practice, which allows users to track the data relating to their golf shots and,
- Virtual golf, where users have the option to play a selection of the world's most iconic golf courses from the driving range bay.

The addition of this type of feature would fit extremely well in Council's emerging approach to attracting visitors through the Tourism Action Plan being considered by the Prosperity Outcome Delivery Group.

Screening forms for both projects were circulated.

Proposed by Councillor Kelly

Seconded by Councillor Bennington and agreed that

approval be given for the economic appraisals and screening forms for:

- i. the Fitness Suite Refurbishment at Antrim Forum as set out in Option 2, at an estimated cost of £[REDACTED] including professional and contingency fees; and**
- ii. Ballyearl Driving Range improvements as set out in Option 3, at an estimated cost of £[REDACTED] per month for five years and £[REDACTED] for enabling works.**

Following a query from a Member it was noted that one of the enclosures had not been uploaded. It was agreed that the report be deferred for consideration at the May Council meeting.

ACTION BY: Geraldine Girvan, Deputy Chief Executive of Operations

5.4 IN CONFIDENCE WM/WM/37 HARMONISATION OF WASTE COLLECTION SERVICES IN THE BOROUGH –UPDATE OF PROJECT TIMELINE

As Members were aware, following approval of the harmonisation of the kerbside collection of all recyclable and residual domestic waste, service and delivery, from households across the Borough in October 2019, Officers submitted an application for funding in the amount of £3.98M to the Department of Agriculture, Environment and Rural Affairs (DAERA). Council received notification in September 2020 that the application had been successful under the Household Waste Recycling Collaborative Change Programme but since that time DAERA has been reviewing the Programme and a letter of offer has not yet been issued.

A meeting was requested with the DAERA Minister in order to establish the likely timeframe for the Letter of Offer being issued to assist with planning for the implementation of the whole scheme and the timetabling of the various procurements. The Minister indicated that funding of 50% of costs would be

available and that he expected all internal processes to be completed by the end of the summer.

Officers will progress procurements as far as possible pending the Letter of Offer being issued by DAERA with the revised indicative commencement date for the new services being April 2022. An updated Business Case will be brought to Council in line with normal procedure.

Upon completion by the Department of its review of the funding programme, an application for funding for a Household Recycling Centre at Crumlin will be submitted.

Proposed by Councillor McWilliam
Seconded by Alderman Girvan and agreed that

the report be noted.

NO ACTION

5.5 IN CONFIDENCE L/LEI/BE/001 GOLF PROFESSIONAL – BALLYEARL

Members were reminded that at the March 2021 meeting of the Audit Committee, the following was agreed in relation to the contractual arrangements for the Golf Professional at Ballyearl:

The Council partially accepted the findings of the Northern Ireland Audit Office, stating:

The appointment of the golf professional was made in 2001. Over the years the contract was renewed and approved by Council every three years up to and including to the end of March 2019. The contract was thereafter not reviewed and as soon as this was discovered Officers planned to bring a report to Committee, however, events were overtaken by the Covid-19 pandemic.

Under the terms of the contract in the absence of any action by either party, the contract will continue until a new agreement is entered into. Therefore the current contract is in place until 2022 and will continue thereafter unless action is taken by either party.

In order to assess value for money Officers wrote to the PGA in February 2020 regarding retainers. The PGA confirmed that the retainer should be in the region of £[REDACTED]. It was therefore deemed that the current paid retainer of £[REDACTED] represented value for money.

Normally a golf professional is in place at a club for many years as they build up loyalty and a solid customer base. Benchmarking with other clubs indicates that fees range from £[REDACTED] plus 7% of green fees.

[REDACTED]

Going forward Officers will put in place an annual review of the contract (now in place) and will have a full review at the end of the current contract term in 2022.

Having regard to all of the above the Council is satisfied that the current contract in place represents a good service and value for money.

The Golf Professional at Ballyearl (Mr Richard Johnston) has provided a service since 2001. This includes providing lessons, stocking and operating the professional shop, and providing advice and guidance on various golf matters pertaining to the course and driving range. The Agreement runs for a period of three years and is subject to renewal every three years - terminated by either party giving notice to the other party six months before the end of the three-year term.

Based on the requirements set out in the Agreement, the contractor is required;

- To act as a full time professional for a minimum of 40 hours per week Monday to Saturday
- To promote the playing of golf
- To offer a regular service to tuition in golf to members of the public
- To provide a retail shop for the sale of golf equipment and accessories and to provide a repair and maintenance service for equipment and accessories
- To have adequate insurance, indemnify the Council and make good any damage caused to the interior of the shop

To date all aspects of the service provided have been satisfactory and a sound business has been established which is valued by our customers which adds value to the golf product at Ballyearl. Some recent examples of the advice and guidance provided by the golf professional include; his involvement in helping to design recent improvements to the driving range, assistance with researching opportunities to add value to the driving range at Ballyearl and assistance provided with promotions for the driving range including a promotional video.

The annual fee payable (£ [REDACTED] plus VAT) has been benchmarked through the Professional Golf Golfers' Association (PGA) in Ireland. The PGA has indicated that the fee would be expected to be £ [REDACTED] plus VAT per annum, (letter circulated). The current cost therefore represented excellent value for money. The PGA was contacted again in April and confirmation has been received that this remains their position.

Proposed by Councillor McWilliam
Seconded by Alderman Burns and agreed that

based on the requirements set out in the Agreement for provision of Golf Professional services at Ballyearl and the satisfaction of the Council regarding performance, the Agreement is renewed with Mr Richard Johnston for a further three years.

ACTION BY: Matt McDowell, Head of Leisure

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman Burns
Seconded by Councillor Logue and agreed that

the remainder of Committee business be taken in Open Session.

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

Any Other Business

Alderman Agnew thanked Members for their comments at the outset of the meeting regarding his service to local government and asked for clarity regarding More Soccer pitches not having re-opened to date. The Head of Leisure indicated that current restrictions did not permit this area to be used currently.

Following a query from a Member, the Head of Leisure undertook to explore the potential to provide golf buggies at Allen Park.

ACTION BY: Matt McDowell, Head of Leisure

The Chairperson and Members expressed their appreciation to the Head of Parks, Ivor McMullan for his dedication, professionalism and service to Council, and wished him a happy and healthy retirement.

It was proposed that a commemorative bench for Ivor McMullan's long service to Council be explored.

Proposed by Councillor Logue
Seconded by Councillor Foster and agreed that

provision of a bench to mark Ivor McMullan's long service to Council be explored.

ACTION BY: Geraldine Girvan, Deputy Chief Executive of Operations

Members thanked and commended Councillor Foster on his commitment and dedication during his term as Chairperson of the Operations Committee.

The Chairperson thanked the Vice Chairperson, Alderman Burns, Members, and the Deputy Chief Executive of Operations, Officers and Staff for their hard work and support during a very challenging year.

On the proposal of the Chairperson it was proposed to go back into Committee to allow further discussion in relation to Item 5.3

Proposed by Councillor McWilliam
Seconded by Alderman Burns and agreed that

the following Committee business be taken In Confidence and audio recording would cease.

5.3 IN CONFIDENCE L/LEI/AF/012, L/LEI/BE/002 LEISURE CAPITAL PROJECTS

Following an indication that Members had received the enclosure in relation to the Economic Appraisal for the project at Antrim Forum, it was

Proposed by Councillor Kelly

Seconded by Councillor Bennington and agreed that

approval be given for the economic appraisals and screening forms for:

- i. the Fitness Suite Refurbishment at Antrim Forum as set out in Option 2, at an estimated cost of £[REDACTED] including professional and contingency fees; and**
- ii. Ballyearl Driving Range improvements as set out in Option 3, at an estimated cost of £[REDACTED] per month for five years and £[REDACTED] for enabling works.**

ACTION BY: Matt McDowell, Head of Leisure

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman Burns

Seconded by Councillor Logue and agreed that

the remainder of Committee business be taken in Open Session.

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

There being no further business, the Chairperson thanked everyone for their attendance and co-operation, and the meeting concluded at 7.35 pm.

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.