

**ENVIRONMENTAL SERVICES COMMITTEE MEETING  
TUESDAY 6 FEBRUARY 2018**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
<b>1</b>	Apologies	<b><i>Alderman Campbell, Councillors Callan and McCaul</i></b>
<b>2</b>	Declarations of Interest	<b><i>None</i></b>
<b>3</b>	Presentation – Keep Northern Ireland Beautiful; Live Here Love Here	<b><i>Bring back report to Committee February 2018</i></b>
<b>4</b>	Minutes of Environmental Services Committee Meeting held on 5 December 2017	<b><i>Approve</i></b>
<b>5</b>	Licensing Items for Decision	<b><i>Approve Items 5.1-5.4 inclusive</i></b>
<b>6</b>	Update to Scheme of Authorisation and Delegation of Powers	<b><i>Approve</i></b>
<b>7</b>	Update to Persons Appointed as Public Analyst	<b><i>Approve</i></b>
<b>8</b>	Bus Shelter Installation	<b><i>Approve Option A</i></b>
<b>9</b>	Riverview Crescent Toilet Block	<b><i>Approve</i></b>
<b>10</b>	Kerbside Waste Collection Route Optimisation	<b><i>Approve</i></b>

<b>11</b>	Upgrades to Carparks Phase 3	<b>Approve</b>
<b>12</b>	Car Parking Strategy	<b>Approve</b>
<b>13</b>	Seasonal Charging	<b>Implement proposed seasonal car parking charges; Option 3: 40p per hour, £2.00 for all-day parking. Charges to run from Easter – end of September, Sundays between 1 and 6pm To be reviewed in October to assess impact on residents parking</b>
<b>14</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	
	<p><b>14.1</b> To ask Council staff for details relating to measures being taken to prevent dog fouling and littering: how and when areas are monitored and at what times? To discuss options to increase chances of offenders being apprehended and fined.</p> <p><b>14.2</b> To ask Council staff what measures can be put in place to help prevent/eradicate littering on the Newbridge Road in Ballymoney (and other troublesome spots)?</p>	<p><b>Workshop after February Committee Meeting to look at further options to tackle problem and look at maximum fines to be imposed. PR to post telephone number on social media sites for reporting offenders</b></p>
	<b>14.3</b> To ask the Director of Environmental Services to write to DfI Roads on behalf of the Council to request that grit box installation criteria be relaxed to allow installation of boxes in more town centre and rural locations?	<b>Approve and request grit boxes at specific emergency rest centres in rural areas</b>
	<b>14.4</b> To ask the Director of Environmental Services to write to DfI Roads on behalf of the Council to request that grit lorry runs are adjusted to include	<b>Approve</b>

	roads leading to schools in rural and urban areas across the Borough?	
	<b>14.5</b> To ask the Director of Environmental Services for an update on the lights at the Mac in Waterfoot.	<b>Update given</b>
<b>15</b>	Purchase of 12 Tonne Tipper Lorry	<b>Approve</b>
<b>16</b>	Provision for the Receipt and Processing of NWRWVG Local Authority Collected Kerbside Commingled Recyclables	<b>Approve</b>
<b>17</b>	Harbour Environmental & Structure Improvements at North Pier, Portrush Harbour	<b>Approve</b>
<b>18</b>	Licensing Report for Information	<b>For Information</b>
<b>19</b>	Public Health Agency – Renewal of Contracts 2018-19	<b>For Information</b>
<b>20</b>	Food Standards Agency Audit Report	<b>For Information</b>
<b>21</b>	Drying Recycling Communications Support Fund 2017-18	<b>For Information</b>
<b>22</b>	Brown Bin (Biowaste) Update	<b>For Information</b>
<b>23</b>	Car Parking, Sunday Charging in December 2017	<b>For Information</b>
<b>24</b>	Matters for Reporting to Partnership Panel (Local Government side)	<b>None</b>
<b>25</b>	Correspondence	<b>None</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
ENVIRONMENTAL SERVICES COMMITTEE  
IN CIVIC HEADQUARTERS, COLERAINE ON  
TUESDAY 6 FEBRUARY 2018 AT 7:00 PM**

**In the Chair:** Councillor McLean

**Members Present:** Aldermen: Cole and King  
Councillors: Chivers, Douglas, Fielding, Holmes,  
Hunter, Loftus, MA McKillop, Mulholland, Stevenson,  
Watton and Wilson

**Officers Present:** A McPeake, Director of Environmental Services  
J Richardson, Head of Capital Works, Energy and  
Infrastructure  
D Allen, Committee and Member Services Officer

**In Attendance:** Press (2 No)

## **SUBSTITUTION**

Alderman Cole replaced Alderman Campbell for the transaction of business for the evening.

### **1. APOLOGIES**

Apologies were recorded for Alderman Campbell and Councillors Callan and McCaul.

### **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest

\* Councillor Watton joined the meeting at 7:04pm.

### **3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 5 DECEMBER 2017**

The Chair advised that the minutes of the above meeting were approved at the Council Meeting on 19 December 2017.

\* Councillor Douglas joined the meeting at 7:07pm.

#### 4. PRESENTATION – LIVE HERE LOVE HERE - KEEP NORTHERN IRELAND BEAUTIFUL,

The Chair welcomed Mr Dr Ian Humphreys, CEO and Ms Jodie-Ann McAneaney, Manager of Live Here Love Here - Keep Northern Ireland Beautiful to the meeting and invited them to present to the Committee.

The aim of Live Here Love Here – Keep Northern Ireland Beautiful was to promote a clean, green, safe and sustainable environment for Northern Ireland.

Mr Humphreys and Ms McAneaney provided Members with information on current partnerships, street cleansing spend, hidden costs of litter, changing behaviour, results, TV and social media, grants awarded and volunteering.

In response to a question from Alderman King, Mr Humphreys informed Members that the cost to Causeway Coast and Glens Borough Council becoming an official partner would be £21,000, and that half of the fee would be ring fenced for the Grant Fund pot.

Representatives responded to Elected Members questions in relation to litter problems in rural areas, staffing levels, changing mind sets, deterrents, social media, volunteering and the Grant Fund programme.

The Chair and Members thanked Mr Humphreys and Ms McAneaney for their comprehensive presentation.

The Director of Environmental Services stated that a report would be brought back to the Environmental Services Committee in February 2018.

\* The Live Here Love Here – Keep Northern Ireland Beautiful representatives left the meeting at 7.45pm.

#### 5. LICENSING ITEMS

##### 5.1 Grant of Annual Indoor Entertainments Licence

<b>Premises:</b>	Old Point Inn, 80 Drumagarner Road, Kilrea
<b>Application:</b>	Grant of an Annual Entertainment Licence for Hilltop Old Point Inn  Days and times on which it is applied to provide entertainment:

	Monday – Saturday 11:00hrs – 01:00hrs Sunday 12:00hrs – 00:00hrs
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**It is recommended** to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the following special conditions:

- (i) No representations from members of the public
- (ii) No objections from PSNI or NIFRS

## 5.2 Grant of Occasional Indoor Entertainments Licence

<b>Premises:</b>	The Arcadia, East Strand, Portrush
<b>Application:</b>	Grant of Occasional Indoor Entertainments licence for The Arcadia  Days and times on which it is applied to provide entertainment:  Monday – Saturday 11:00hrs – 01:00hrs Sunday 12:00hrs – 00:00hrs

**It is recommended** to Grant an Occasional Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the following special conditions:

- (iii) No representations from members of the public
- (iv) No objections from PSNI or NIFRS

## 5.3 Street Trading (NI) Order 2001 Grant of Mobile Street Trading Licence

<b>Premises:</b>	Crusoe’s Coffee Shop
<b>Application:</b>	Ref: MST 005

**It is recommended** Grant this Mobile Street Trading licence application, subject to compliance with any recommendations of the Councils Street Trading Policy.

#### 5.4 The Pollution, Prevention and Control Regulations (NI) 2003 Part C Application for Unloading Petrol into Storage at Petrol Station

<b>Premises:</b>	Nicholl Fuels Oils, 19 Ballyquin Road, Limavady, BY49 9EY
<b>Application:</b>	Application has been received for a permit to operate an installation unloading petrol into storage at the above petrol station and filling to vehicle petrol tanks as defined under the above regulations. This new filling station has been built to include Stage 2 Vapour Recovery as required by the legislation. This recovers Vapour from Petroleum both during unloading to tanks and also while filling to vehicle petrol tanks.

**It is recommended** to permit this activity subject to compliance with any recommendations of the Councils licensing section.

**AGREED** – to recommend that Council approve recommendations therein at Items 5.1 - 5.4 inclusive.

#### 6. UPDATE TO SCHEME OF AUTHORISATION AND DELEGATION OF POWERS

Report circulated.

Further to the adoption of the Councils Enforcement Policy OD 150312 item 5.3 refers, the policy allows for the issue of formal cautions where due to extenuating circumstances it is not considered appropriate to prosecute. The cautioning officers for the Council will be a senior officer authorised by the Council on the recommendation of the Director of Environmental Services.

A formal caution is a written acceptance by an offender that they have committed an offence and may only be used where a prosecution could properly have been brought. Where appropriate, it will be registered with the Office of Fair Trading and brought to the Courts attention if the offender is convicted of a subsequent offence.

Officers will take account of current Home Office guidelines when considering whether to offer a formal caution. Where a person declines such an offer the Council will consider taking alternative enforcement action, which will usually take the form of a prosecution. The Director of

Environmental Services nominates the following post-holders as cautioning officers:

Head of Health & Built Environment  
Building Control Manager  
Environmental Health & Housing Manager  
Licensing and Emergency planning Manager  
Food, Health & Safety and Consumer Protection Manager

**It is recommended** that Council approve the above nominations.

**AGREED** - to recommend that Council approve the above nominations.

## **7. UPDATE TO PERSONS APPOINTED AS PUBLIC ANALYST**

Report circulated.

Public Analyst Scientific Services Limited (PASS Ltd) are contracted to provide Public Analyst Services for the 11 Northern Ireland Councils. Due to changes in personnel at PASS Ltd it is necessary to update the persons appointed as Public Analysts on behalf of Council.

Article 27 (1) of the Food Safety (NI) Order 1991 requires that the Council appoint one or more persons (Public Analyst(s)) to act as Analyst(s) within the district of the Council. Furthermore the Framework Agreement\* (Chapter 2, para 12.8), states that Causeway Coast and Glens Borough Council shall ensure that a Food Analyst is appointed to carry out examinations and analyses of food samples. In making these appointments, all relevant legal requirements and Codes of Practice shall be satisfied.

The qualifications required by Analysts are set out in the Food Safety (Sampling and Qualifications) Regulations (NI) 2013. The Environmental Health Department is satisfied that the following persons, who are employed by Public Analyst Scientific Services Ltd, fulfil the requirements of the Regulations for appointment as Public Analysts on behalf of the Council:

**Ronald Anthony Ennion** BSc, MChemA, CChem, FRSC, MIFST  
**Watney Elizabeth Moran** MSc, MChemA, CChem, FRSC  
**Duncan Kenelm Arthur** BSc, MChemA, CChem, MRSC  
**Nigel Kenneth Payne** MSc, MChemA, CChem, MRSC  
**Joanne Hubbard** BSc, MChemA, CChem, MRSC  
**Kevin Wardle** MSc, MChemA, CChem, MRSC  
**Lilian Emma Jane Downie** MChem, MChemA, CChem, MRSC



**It is recommended** that Council appoint the above persons as Public Analysts to Council under Article 27 (1) of the Food Safety (NI) Order 1991.

**AGREED** - to recommend that Council appoint the above persons as Public Analysts to Council under Article 27 (1) of the Food Safety (NI) Order 1991.

## 8. BUS SHELTER INSTALLATION

Report circulated.

Historically Council provided bus shelters at its own cost subject to a need being identified and following consultation with other agencies. In 2015 CCG Council implemented its own harmonisation guidelines and procedures for dealing with bus shelter requests. A change by Translink has now opened another avenue for funding of bus shelter provision and installation.

Translink will now consider requests for bus shelters at recognised bus stops. If a request is received and a need identified, funding will be sought by Translink from Department for Infrastructure for the purchase and installation. Funding will be at the discretion of the Department for Infrastructure and is not guaranteed. If the request is successful Translink will be responsible for the installation and ongoing maintenance.

Should funding not be forthcoming Council can revert to its own guidelines and procedures. Council can still procure and install at its own cost.

Note that Translink apply more stringent criteria when assessing need. Three criteria are used and are listed below with CC&GBC criteria for comparison.

Translink		CC&GBC	
1. Weekday	50+no. to include	Urban	7.00-8.30am 8no.
	20no. child/OAP		Daily 15no.
2. Community Size	500no. to include	Rural	7.00-8.30am 5no.
	100no. concession		Daily 10no.
3. Site Suitability		Site suitability	

**It is recommend** that that approval be given to either:

**Option A:** It is recommended that Council initially pass all bus shelter requests to Translink for their consideration. Only if request is turned down by Translink (does not satisfy their criteria or funding not available) should Council then consider implementing its own policy.

or

**Option B:** Council abolish its own guidelines and refer all requests to Translink.

In response to a request from Councillor Wilson in relation to the Bus Shelter in Balnamore, the Director of Environmental Services replied that this would be followed up.

Proposed by Councillor Loftus  
Seconded by Alderman Cole and

**AGREED** - to recommend that Council approve Option A: that Council initially pass all bus shelter requests to Translink for their consideration. Only if request is turned down by Translink (does not satisfy their criteria or funding not available) should Council then consider implementing its own policy.

## 9. RIVERVIEW CRESCENT TOILET BLOCK, CUSHENDUN

Report circulated.

There are two council-owned toilet blocks located in Cushendun, one at Riverview Crescent and another at Bay Road. The two toilet blocks are approximately 0.5 miles apart.

The Riverview Crescent toilet block has been closed for 8 years and is in a state of disrepair. The Bay Road toilet facility is operational and is located adjacent to a car park and children's play area, being convenient to the nearby beach. There is greater footfall in the vicinity of the Bay Road toilet facility compared to that located at Riverview Crescent.

Since Council operate and maintain a toilet facility in the village, namely that located at Bay Road, it is proposed to dispose of the facility at Riverview Crescent.

**It is recommended** to forward to Land & Property Group with a recommendation to initiate the asset disposal process for this property.

The Director of Environmental Services confirmed that a review of all toilet blocks in the Causeway Coast and Glens Borough Council area would take place at a later date.

Proposed by Councillor MA McKillop  
Seconded by Councillor Hunter and

**AGREED** - to recommend to forward to Land & Property Group with a recommendation to initiate the asset disposal process for this property.

## 10. KERBSIDE WASTE COLLECTION ROUTE OPTIMISATION

Report circulated.

Council inherited a number of kerbside waste collection and recycling services from the four legacy councils. A review of these services has highlighted differences in service efficiency.

It is intended to harmonise, as far as possible, kerbside waste collection and recycling services across the Borough by means of route optimisation.

Route optimisation entails the re-modelling of kerbside waste collection and recycling services and examines the potential for maximising the efficiency of bin collection routes. Benefits of route optimisation include the potential reduction in miles travelled, fuel used as well as lower carbon emissions. Effective collection round design ensures work is allocated more fairly and improves the utilisation of available working hours.

Route optimisation software and consultancy can be procured via Crown Commercial Services (CCS). CCS provides commercial procurement services to the public sector.

**It is recommended** that approval be given to engage, via Crown Commercial Services, an appropriate partner to assist in implementing route optimisation across all kerbside waste collection services.

In response to a query from Alderman King the Director of Environmental Services confirmed that Crown Commercial Services (CCS) was a Government Procurement Management Organisation, managing the procurement of common goods and services to achieve value. Therefore Council was not required to tender for this service.

Proposed by Alderman King  
Seconded by Councillor Holmes and

**AGREED** - to recommend that approval be given to engage, via Crown Commercial Services, an appropriate partner to assist in implementing route optimisation across all kerbside waste collection services.

## **11. UPGRADE OF CARPARKS PHASE 3**

Report circulated.

In April 2016 Members were presented with a condition report relating to off-street car parks as transferred from TNI and an associated 4 year planned maintenance schedule.

The purpose of this Report is to request permission to progress to Stage 2 of the Capital Programme Management System (development of detailed designs and Specifications and progression of procurement process).

During Stage 2, further investigatory works will establish priorities and the extent of repairs possible to some / all of the above carparks whilst working within the £300,000.00 which has been allocated within the Capital Programme.

A full tender report will be brought back to Members in due course for the final investment decision to be made.

**It is recommended** the Environmental Services Committee approve progression of this project to Stage 2 of the Capital Programme Management System by developing detailed designs and Specifications and progression of the procurement process.

Members raised concerns in relation to heavy vehicles using the car parks to turn and also the use of the car parks by travellers. The Head of Capital Works, Energy and Infrastructure clarified that the correct use of car parks would be looked at under the Car Parking Strategy.

He also confirmed that the car park in Church Street, Ballymoney may be considered for upgrading depending on budget.

Upon a query from Members in relation to the procedure for selecting car parks for upgrading the Head of Capital Works, Energy and Infrastructure clarified that his team assesses the condition of the car parks and prioritises repairs or upgrading as necessary.

Proposed by Councillor Holmes  
Seconded by Councillor Loftus and

**AGREED** - to recommend that Council approve progression of this project to Stage 2 of the Capital Programme Management System by developing detailed designs and Specifications and progression of the procurement process.

## **12. CAR PARKING STRATEGY**

Report and appendices circulated.

As part of Local Government Reform the Northern Ireland Executive agreed that the ownership of off-street car parks, their management and enforcement should transfer from the DRD to Councils on 1st April 2015.

On 1<sup>st</sup> April 2015 local councils also received planning and place making powers, with a major deliverable being the development of Local Development Plans.

To inform these plans, the Strategic Planning Policy Statement (SPPS) for Northern Ireland has stipulated that councils are to formulate parking strategies in order to inform the development of their Local Development Plans.

Upon completion draft car parking strategy on September 2017, Members give permission to consult externally with agreed stakeholders on the strategy. (Stakeholders are listed in appendix A). These consultees have now provided feedback which has proved positive with regard to the key five objectives of the strategy. The full external feedback has been attached – see appendix B.

Consultation with members has also been completed with members. Appendix C lists comments expressed.

In compliance with Councils equality scheme and to ensure our statutory duties are complied with, the car parking strategy will be issued to the Councils S75 consultee list and the required consultation period adhered to.

**It is recommended** that Members approve the Car Parking Strategy.

The Director of Environmental Services informed Members that a significant amount of work had been carried out and extensive consultation had taken place to reach a decisive Action Plan.

In response to a query from Councillor Holmes the Head of Capital Works, Energy and Infrastructure informed Members that the inclusion of the Old Bushmills Distillery car park in Table 1 – Council car parks was an error.

Councillor Mulholland informed the Chair that he did not have enough time to look at the report and as he was to meet with his MLA, he would therefore be abstaining from any vote taken.

The Head of Capital Works, Energy and Infrastructure confirmed that all actions from the Car parking Strategy would come back to the Environmental Services Committee for approval.

Members acknowledged the work carried out on the comprehensive report and felt that there would be challenges ahead.

Proposed by Councillor Loftus  
Seconded by Alderman Cole

The Chair put the motion to the Committee to vote. 10 Members voted for, 0 Members voted against and 4 Members abstained. The Chair declared the motion carried.

**AGREED** - to recommend that Council approve the Car Parking Strategy.

### **13. SEASONAL CHARGING**

Report and Appendix circulated.

The transfer of the Off Street Parking functions from the DRD to local Councils occurred on 1st April 2015 by virtue of the Off Street Parking (Functions of District Councils) Act 2015.

Council is obligated to have a car parking strategy under the Strategic Planning Policy Statement.

Council gave permission to consult externally with and agreed a list of external organisations and groups on the draft car parking strategy (these external organisations are listed in appendix A) in advance to enhance Members consideration and deliberations to develop an approved strategy.

The consultees have now provided feedback, and Officers scheduled consultations with Members during January 2018 to present both the strategy and the external feedback on all aspects of the strategy.

The seasonal charging element of feedback has been completed within the car parking strategy and this presents an opportunity at this time to present seasonal charging to Members, if implementation is to be secured during 2018.

This report and update is to inform Members of the opportunity of seasonal charging and to convey its alignment with the wider car parking strategy.

Tariffs to be considered if seasonal charging is implemented.

Options	Tariffs
1	20p per hour, capped at £1.00 for all day.
2	30p per hour, capped at £1.50 for all day.
3	40p per hour, capped at £2.00 for all day.
4	50p per hour, capped at £2.50 for all day.
	<b>Note:</b> Tariffs do not have to be capped for an all day limit

Car parks designated for proposed seasonal charging are as listed below:

- Ballintoy Harbour
- Ballycastle Marina
- Portballintrae Beach Road
- Portrush Dunluce Avenue
- Portrush Lansdowne
- Portrush East Strand
- Portrush West Strand
- Portstewart Convention

**It is recommended** that Members consider the proposed seasonal charging at the car parks listed and to decide on an appropriate charging option between 1 and 4 and upon a decision of an option to provide permission to move to the next stage of procurement.

Councillor Holmes raised concerns that introducing seasonal car parking charges at the car parks outlined would impact on the number of tourists visiting the area and was concerned that members who park in the Beach Road, Portballintrae car park who would shop then walk down to the beach would now have to pay.

\* Councillor Chivers left the meeting at 9pm.

Councillor Watton suggested that residents should be issued with residential parking permits.

Alderman Cole informed the Chair that he needed more time to study the report before he could make an informed decision, and therefore would be abstaining from any vote taken.

Councillor K Mulholland informed the Chair that he was unable to make an informed decision without further analysis on the impact on other car parks.

Councillor Fielding remarked that he felt that seasonal car parking should be classified as July and August only. He also felt that Lansdowne car park in Portrush should be deferred until a resolution was found on residents parking scheme for that area.

\* Councillor Wilson left the meeting at 9.19pm.

\* Alderman King left the meeting at 9.22pm during consideration of this item.

Proposed by Councillor Stevenson  
Seconded by Alderman Cole

- to defer a decision to the full Council Meeting February 2018.

The Chair put the motion to the Committee to vote. 3 Members voted for, 7 Members voted against and 1 Member abstained. The Chair declared the motion **lost**.

\* Alderman King rejoined the meeting at 9.30pm.

### **Amendment**

Proposed by Councillor Mulholland  
Seconded by Councillor Hunter

- to recommend that Council do not accept the seasonal car parking charges as outlined.

The Chair put the amended motion to the Committee to vote. 2 Members voted for, 6 Members voted against and 4 Members abstained. The Chair declared the motion **lost**.

The Director of Environmental Services clarified that there was a time constraint as pay and display machines would need to be ordered in advance of the seasonal charge period.



**AGREED** - that there be a short recess at 9.37pm.

The meeting resumed at 9:50pm.

**Amendment**

Proposed by Councillor Holmes

Seconded by Councillor Wilson

- to recommend that Council implement the proposed seasonal car parking charges at the car parks listed and recommend Option 3: 40p per hour, and £2.00 for all-day parking. It is also recommended that seasonal car parking charges run from Easter through to the end of September and on Sundays between 1 and 6pm to allow for church services. These charges to be reviewed in October to assess the impact on residents parking.

The Chair put the amended motion to the Committee to vote. 8 Members voted for, 3 Members voted against and 2 Members abstained. The Chair declared the motion **carried**.

**AGREED** - to change the Order of Business as follows:

Any Other Relevant Business (notified in accordance with Standing Order 12 (o))

In Committee Items

For Information Items

Matters for Reporting to Partnership Panel

Correspondence

**14. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (o))**

\* Councillor Loftus left the meeting at 9.53pm.

In accordance with Standing Orders 12(o) the following Members gave notice of items to be considered:

**14.1 Dog Fouling and Littering (Councillor Wilson)**

To ask Council staff for details relating to measures being taken to prevent dog fouling and littering: how and when areas are monitored and at what times? To discuss options to increase chances of offenders being apprehended and fined.

and

#### **14.2 Littering on the Newbridge Road, Ballymoney (Councillor Wilson)**

To ask Council staff what measures can be put in place to help prevent/eradicate littering on the Newbridge Road in Ballymoney (and other troublesome spots)?

The Director of Environmental Services informed Members that he was currently looking at the structure and potential split shift options are being considered for staff but further work needed to be carried out on this. He also informed Members a short workshop would be held after the February Committee Meeting to look at further options to tackle the problem of dog fouling and littering and to look at the maximum fines that can be imposed.

Councillor Wilson requested that the Director of Environmental Services contact PR to arrange for a telephone number to be posted on social media sites, for the public to report any offenders.

#### **14.3 Grit Box Installation**

To ask the Director of Environmental Services to write to DfI Roads on behalf of the Council to request that grit box installation criteria be relaxed to allow installation of boxes in more town centre and rural locations?

**AGREED** - to recommend that the Director of Environmental Services writes to DfI Roads on behalf of the Council to request that grit box installation criteria be relaxed to allow installation of boxes in more town centre and rural locations. It was also agreed to request that grit boxes should be installed at emergency rest centres in rural areas.

#### **14.4 Grit Lorry Runs (Councillor Wilson)**

To ask the Director of Environmental Services to write to DfI Roads on behalf of the Council to request that grit lorry runs are adjusted to include roads leading to schools in rural and urban areas across the Borough?

**AGREED** - to recommend that the Director of Environmental Services writes to DfI Roads on behalf of the Council to request that grit lorry runs are adjusted to include roads leading to schools in rural and urban areas across the Borough?

#### **14.5 Lights at the Mac in Waterfoot (Councillor MA McKillop)**

For an update on the lights at the Mac in Waterfoot.

Councillor MA McKillop informed the Director of Environmental Services that the lights at the Mac in Waterfoot had not been fixed. The Director of Environmental Services confirmed that parts ordered were due to be delivered at the end of the week and the lights would be operational at the end of the following week.

#### **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Wilson

Seconded by Councillor Stevenson and

**AGREED** - that the Committee proceed to conduct the following business 'In Committee'.

\* Press and public left the meeting at 10.14pm.

\* Councillor Douglas and Councillor MA McKillop left the meeting at 10:15pm.

#### **15. PURCHASE OF A 12 TONNE TIPPER LORRY**

A confidential report was circulated detailing the purchase of a 12 Tonne tipper lorry required to enhance flexibility in response to maintenance requests.

**It is recommended** that Council approves the purchase of a DAF 12 tonne tipper lorry supplied by TBF Thompson for the sum of £50,000 +VAT.

The Director of Environmental Services confirmed that the 12 tonne tipper lorry would be equipped with a reverse camera with beepers.

Proposed by Alderman King

Seconded by Wilson and

**AGREED** - to recommend that Council approves the purchase of a DAF 12 tonne tipper lorry supplied by TBF Thompson for the sum of £50,000 +VAT.

## **16. PROVISION FOR THE RECEIPT AND PROCESSING OF NWRWMG LOCAL AUTHORITY COLLECTED KERBSIDE COMMINGLED RECYCLABLES**

Confidential report and appendix circulated.

The purpose of the procurement was to ensure that suitably qualified providers were invited to tender for the provision for the receipt and processing of local authority collected kerbside commingled recyclables. Invitation to tender was issued by North West Region Waste Management Group (NWRWMG) on behalf of its constituent councils.

The initial contract period will be 2 years. This duration of the contract period may be extended at the sole discretion of the council by up to a maximum of a further 2 years. The contracting authority is Causeway Coast and Glens Borough Council.

Three tender responses were received and all tender submissions were compliant.

The Joint Committee of NWRWMG has recommended that Council consider the selection of Re-Gen Waste Ltd in respect of the above tender.

**It is recommended** that Council approves the recommendation made by the Joint Committee of NWRWMG and award the tender to Re-Gen Waste Limited.

Proposed by Alderman King  
Seconded by Councillor Holmes and

**AGREED** - to recommend that Council approves the recommendation made by the Joint Committee of NWRWMG and award the tender to Re-Gen Waste Limited.

## **17. HARBOUR ENVIRONMENTAL & STRUCTURE IMPROVEMENTS AT NORTH PIER, PORTRUSH HARBOUR**

Confidential report and appendix was circulated.

In November 2016, Members were informed of essential repair works to the existing North Pier Structure at Portrush Harbour, which were required to reduce/prevent further deterioration and provide an adequate level of protection to the harbour.

A number of defects were found in respect of the structure and subsequently Members agreed to progress the project to Stage 2 of the Capital Project Management System (Detailed Design and Procurement).

As a result of this detailed analysis the requirement for additional works to the North Pier Structure which was not apparent during the Stage 1 scoping study was identified.

Consultation and communication with the relevant agencies and key stakeholders was carried out.

A 2-Stage Tender Process was conducted, whereby expressions of interest were publicly advertised in local papers for receipt of PQQ, (Pre-Qualification Questionnaire) documents with 6 companies passing the PQQ stage and invited to submit competitive bids for this project by the closing date and time.

The works are programmed to commence in March 2018 with completion in October 2018. Throughout the works the harbour will remain operational at all times and impacts upon the Portrush Town will be minimal, as rock armour will be delivered to site via barge.

**It is recommended** that Members approve progression of this project, to Stage 3 of the Capital Programme Management System and appoint McLaughlin & Harvey Ltd to carry out the required works for the tendered sum of £3,512,378.20 (excl VAT).

Alderman King left the meeting at 10.29pm.

Discussion ensued on the specification of the tender.

Proposed by Councillor Fielding  
Seconded by Alderman Cole and

**AGREED** - to recommend that Council approve progression of this project, to Stage 3 of the Capital Programme Management System and appoint McLaughlin & Harvey Ltd to carry out the required works for the tendered sum of £3,512,378.20 (excl VAT).

#### **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Wilson  
Seconded by Councillor Stevenson and

**AGREED** – that the Committee proceed to conduct the following business ‘In Public’.

## **18. LICENSING ITEMS REPORT**

Information report and appendix circulated.

### **18.1 Local Government (Miscellaneous Provisions) (NI) Order 1985 Entertainment Licences**

35 applications for Entertainment Licences had been received, acknowledged and processed during the report period.

### **18.2 The Betting, Gaming, Lotteries and Amusements (NI) Order 1985 Registration of a Society**

10 applications for society lottery registrations had been received, acknowledged and processed during the report period.

### **18.3 Licensing (Northern Ireland) Order 1996 Liquor Licence**

12 applications for grant, renewal, transfer or grant of an occasional Intoxicating Liquor Licence had been received and acknowledged to Court Service during the report period.

### **18.4 Safety of Sports Grounds (Northern Ireland) Order 2006 Questionnaire on Safety of Sports Grounds Guidance in Northern Ireland**

Council are in receipt of a questionnaire from the Department of Communities seeking comment as to the appropriateness of Northern Ireland adopting the Sports Grounds Safety Authority Guide to Safety at Sports Grounds.

The guide provides technical guidance to assist Stakeholders (including Council) to ensure that Sports Grounds comply with the requirements of the Safety of Sports Grounds (NI) Order 2006 and would update and replace guidance previously produced by Department of Culture Arts and Leisure (Northern Ireland Guide to Safety at Sports Grounds).

There are currently four “designated” Sports Grounds in the Causeway Coast and Glens Borough Council which require a safety certificate from the Council these grounds are:

- The Showgrounds Coleraine
- Owenbeg Centre of Excellence
- Riada Stadium
- Fr Healy Park Loughguile

A copy of the response to be forwarded on behalf of Causeway Coast and Glens Borough Council is provided at Appendix 1.

This recognises that the adoption of Sports Grounds Safety Authority to Safety at Sports Grounds will ensure that any safety guidance issued in Northern Ireland is current, exemplary and will cover those new threats to Sports Grounds which have become prevalent in recent years.

The information report was noted.

## **19. PUBLIC HEALTH AGENCY – RENEWAL OF CONTRACTS 2018-19**

Information report circulated.

Public Health Agency (West & North) have advised in correspondence dated 2<sup>nd</sup> and 10<sup>th</sup> January 2018 respectively that they intend to extend the existing contracts beyond 31<sup>st</sup> March 2018 for 12 months, subject to earlier termination in accordance with the terms of the contracts and subject to ongoing satisfactory performance being delivered. This is in respect of the following services:-

Accident Prevention  
Poverty Co-Ordinator  
Energy Efficiency Advice  
Fuel Poverty Scheme

All other terms and conditions of the contracts remain unchanged.

The information report was noted.

## **20. FOOD STANDARDS AGENCY AUDIT REPORT**

Information report and appendix circulated.

The Food Standards Agency (FSA) is the central competent authority for feed and food law in the UK with powers to set standards and monitor food law enforcement services.

The FSA audits Enforcement Authorities (District Councils in Northern Ireland) to provide assurance that local delivery of official controls for feed and food is compliant with EU and UK legal requirements and official guidance.

In October 2017 the FSA carried out an audit of Council's food law enforcement activities delivered by Environmental Health Officers in the Food Team.

Attached as Appendix 1 to the report, is the FSA's draft audit report. An action plan outlining planned improvements to address the recommendations made is contained within annex A of the report.

The information report was noted.

## **21. DRY RECYCLING COMMUNICATIONS SUPPORT FUND 2017-18**

Information report circulated.

The Department of Agriculture, Environment and Rural Affairs (DAERA) is working with Waste and Resources Action Programme (WRAP) to deliver kerbside dry recycling (blue bin) communications activity which supports local councils' household recycling services and campaigns.

DAERA secured funding to help councils in Northern Ireland promote kerbside dry recycling at a local level and encourage household engagement and participation in this service. WRAP (NI), the administrator of the fund, in partnership with DAERA and Councils has developed a Dry Recycling Communications Plan.

Following on from the plan, Council will design and distribute a leaflet to all households in the Borough which will promote kerbside dry recycling in general but will also specifically target materials e.g. paper and card.

In December 2017, a successful application was made to WRAP to secure funding for this initiative. Council has been awarded £9,000 to implement this project.

The target completion date, set by WRAP, for this project is 31<sup>st</sup> March 2018.

The information report was noted.

## **22. BROWN BIN (BIOWASTE) UPDATE**

Information report circulated.



Council will be introducing a new, fortnightly, brown bin commingled food and garden waste recycling collection service. The service will be provided to households that do not already receive same. Households which do not produce garden waste, or cannot accommodate a brown bin, will receive a weekly food waste only recycling collection service.

The Food Waste Regulations (Northern Ireland) 2015 state that Councils shall arrange for there to be provided to the occupier of every domestic property a receptacle for the collection of food waste.

The following are the estimated timelines for the roll out of the new service to households in each of the legacy areas:-

Limavady legacy area	April 2018 – May 2018
Coleraine legacy area	April 2018 – August 2018
Ballymoney legacy area	March 2018 – May 2018
Moyle legacy area	May 2018 – July 2018

The information report was noted.

\* Councillor Wilson left the meeting at 10.36pm.

### **23. CAR PARKING, SUNDAY CHARGING IN DECEMBER**

Information report circulated.

As part of Local Government Reform the Northern Ireland Executive agreed that the ownership of off-street car parks, their management and enforcement should transfer from the DRD to Councils on 1st April 2015.

As part of the transfer Council also inherited the authority to charge in The Mall and Abbey Street Car Parks on Sundays during November and December which is detailed within the Off Street Parking Order (N.I.) 2000.

Free car parking in the town was trialled in the run up to Christmas 2015 but this led to increased congestion, particularly in central areas as people stayed longer or staff parked up all day. This adversely impacted on traffic flows around Coleraine and constrained the number of shoppers getting into the retail areas at peak times.

Council also received numerous complaints during December 2016 about vehicles parked out of bay causing obstruction in both Abbey Street and The Mall car parks. In light of these complaints, charging during December as per previous years was implemented and our agency partners DFI were contacted and enforcement was requested.

The House Signs at the entrance to The Mall and Abbey Street Car Parks were previously erected by TNI/Roads Service in 2012 and clearly state that charges apply on Sundays during November and December.

Additional signage in Council colours and logo were placed beside each P&D machine in both Car Parks as well as on the entrances. The Council Website was also updated to reflect this. DFI Parking Enforcement Management Unit were consulted and were satisfied that adequate signage was in place.

Officers will liaise with Town & Village Manager and have the subject of 'Future Christmas parking charges' discussed at future meetings with the Coleraine Town Team to gain their views on the subject.

Possible suggestions for December 2018 may include;

- Provide free parking on Sundays in December with or without enforcement.
- Charge for parking on Sundays during December based on the current tariff, with or without enforcement.
- Charge for parking on Sundays at a promotional tariff such as £1 for 5 hours parking.

The information report was noted.

#### **24. MATTERS FOR REPORTING TO PARTNERSHIP PANEL (LOCAL GOVERNMENT SIDE)**

There were no matters to report.

#### **25. CORRESPONDENCE**

There was no correspondence.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **10.40pm.**

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Chair