

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 4 DECEMBER 2018**

Table of Recommendations

No	Item	Summary of Key Recommendations
4	Entertainment Licensing Report	<i>Grant</i>
5	Licensing of Houses of Multiple Occupation – Transferring Function from Northern Ireland Executive April 2019	<i>Assume responsibility; Approve amendment to Scheme of Delegation</i>
6	Environmental Health & Building Control Student Placements	<i>Amend structure; budget £7,500 per person; continue partnership with Ulster University; accept selection process</i>
7	Licence Agreement for Maintenance of Flowerbed at Entrance to West Strand Car Park, Portrush	<i>Defer; explore right to claim ownership</i>
8	Proposal for Partnering with Dfi Roads Service to remove snow from town centre footpaths	<i>Continue partnering arrangement; communicate with business regarding clearing of snow and ice</i>
	For Information (Items 9-15 inclusive)	
9	Entertainment Licence Renewals	<i>Information</i>
10	Liquor Licences	

11	Licences Issued under Delegated Authority	
12	Amusement Permit Renewals	
13	Petroleum Spirit Licence Renewals	
14	Carbon Monoxide Awareness Campaign	
15	Don't Mow Let It Grow	
16	Dredging Campaign 2019	<i>Approve progression to Stage 3 appoint McLaughlin & Harvey Ltd, sum of £1,441,700.00 (excl VAT)</i>
17	Upgrade of Water Supply Provisions to Ballycastle, Portrush, Portstewart and Rathlin Harbours and Drumaheglis Marina in line with the Water Supply (Water Fittings) Regulations (NI) 2009	<i>Approve progression to Stage 3 appoint TMC Gas Services Ltd, sum of £281,066.08 (excl VAT)</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 4 DECEMBER 2018 AT 7:00 PM**

- In the Chair:** Alderman Finlay (Items 1 - 7 inclusive)
Councillor Hunter, Vice-Chair (Items 8 -17 inclusive)
- Members Present:** Alderman Campbell and King
Councillors Douglas, Holmes, Hunter, Loftus, Knight-
McQuillan, McCorkell, McGurk, McLaughlin,
McLean, MA McKillop, Watton and Wilson
- Officers Present:** A McPeake, Director of Environmental Services
B Edgar, Head of Health & Build Environment
J Richardson, Head of Capital Works, Energy & Infrastructure
S Duggan, Civic Support & Committee & Member Services Officer
- In Attendance:** Press (1 No)

SUBSTITUTION

The Chair advised Councillor Knight-McQuillan was substituting for Alderman Cole.

1. APOLOGIES

Apologies were recorded for Alderman Cole and Councillor K Mulholland.

2. DECLARATIONS OF INTEREST

There were no declarations of Interest.

3. MINUTE OF MEETING HELD 19 NOVEMBER 2018

The Chair advised the Minutes of the Meeting were adopted at 27 November 2018 Council Meeting.

4. ENTERTAINMENT LICENSING REPORT

Report previously circulated.

Grant of Annual Indoor Entertainments Licence

Licence No: EL 0369

Premises: The Central Bar, 7 Bridge Street, Cushendall

Application: Grant of annual indoor entertainments licence

Days and times on which it is applied to provide entertainment:

Monday – Saturday 11.30hrs to 01.30hrs

Sunday 12:30 hrs to Midnight

Representations: No representations

PSNI and NIFRS: No objections

Recommendation

Grant of an Annual Entertainment Licence subject to compliance with any recommendations of the Councils licensing department.

Proposed by Alderman King

Seconded by Alderman Campbell and

AGREED – to recommend that Council grant an Annual Entertainment Licence subject to compliance with any recommendations of the Councils licensing department.

5. LICENSING OF HOUSES OF MULTIPLE OCCUPATION – TRANSFERRING FUNCTION FROM NORTHERN IRELAND EXECUTIVE APRIL 2019

Report circulated, presented by the Head of Health and Built Environment.

The Houses in Multiple Occupation (HMO) Act NI 2016 is due to commence on 1st April 2019. This will transfer the responsibility for the Houses in Multiple Occupation ('HMO') registration scheme from Northern Ireland House Executive to local district councils. It also creates a new licensing system which requires landlords to demonstrate that they are a fit and proper person to be a HMO landlord.

The purpose of the report was to consider the role of the Environmental Services Committee in the decision making process relating to the licensing of HMOs and to consider proposed amendments to the Scheme of Delegation.

The Head of Health and Built Environment referred to the detailed report and outlined the following as set out within the report:

The key issues;

The role of Committee in the decision making process;

Outlined the licensing regime;

Refusal, revocation or variation of a licence and Appeals process;

Proposed Amendment to the Scheme of Delegation;

Financial and Resource Implications.

It is recommended that:

- The Environmental Services Committee assumes responsibility for recommending to Council the determination of all matters under the Houses in Multiple Occupation (HMO) Act NI 2016, with the exception of those which are proposed to be delegated to the Director of Environmental Services
- The Environmental Services Committee approve amendments to Scheme of Delegation, as outlined above.

Councillor Loftus referred to the 'Revocation of a licence' and questioned what criteria would determine when a licence holder/agent is no longer a suitable person.

The Head of Health and Built Environment advised of the self-declaration process of whether a person was 'fit and proper', however, before coming into effect, training was proposed for Elected Members at a Workshop, to look at issues such as a fit and proper person.

Proposed by Councillor Loftus

Seconded by Alderman King

AGREED – to recommend that Council

- assumes responsibility for recommending to Council the determination of all matters under the Houses in Multiple Occupation (HMO) Act NI 2016, with the exception of those which are proposed to be delegated to the Director of Environmental Services;
- The Environmental Services Committee approve amendments to Scheme of Delegation, as outlined above.

Committee voted unanimously in favour.

* **Councillors Douglas and Holmes arrived at the meeting at 7.13pm.**

6. ENVIRONMENTAL HEALTH & BUILDING CONTROL STUDENT PLACEMENTS

Report circulated, presented by the Head of Health and Built Environment.

The Health and Built Environment Section has continued to offer placements for Environmental Health students since local government reform following those offered by legacy Councils. 4 placements (2 for Environmental Health and 2 for Building Control) have been made available since 1st April 2015. These placements have not always been taken up however, primarily due to other Councils and the private sector offering paid placements (circa £15,000 pa). Council is currently experiencing great difficulty in recruiting qualified Environmental Health Officers by all methods, agency or direct recruitment to fill vacancies. It is considered that placement students are more likely to return to an organisation where they have a professional investment and meaningful experience.

The following is recommended:

1. That the organisational structure for Health & Built Environment Section be amended to accommodate four student places.
2. That a budget of £7,500 per placement (Total: £30,000) be included in the rate estimates for 2019-2020 to remunerate students for the work undertaken and to include any travel associated costs.
3. That Council continues its partnership with the Ulster University and membership of the professional training and liaison committee.
4. That Council accept the selection process operated by UU for the placement of students for this purpose.

Proposed by Councillor McLean
Seconded by Alderman King and

AGREED –

1. That the organisational structure for Health & Built Environment Section be amended to accommodate four student places.
2. That a budget of £7,500 per placement (Total: £30,000) be included in the rate estimates for 2019-2020 to remunerate students for the work undertaken and to include any travel associated costs.
3. That Council continues its partnership with the Ulster University and membership of the professional training and liaison committee.
4. That Council accept the selection process operated by UU for the placement of students for this purpose.

7. LICENCE AGREEMENT FOR MAINTENANCE OF FLOWERBED AT ENTRANCE TO WEST STRAND CAR PARK, PORTRUSH

Report circulated, presented by the Director of Environmental Services.

Council maintain the flowerbed at the entrance to the West Strand Car Park, Portrush which is on ground owned by the Northern Ireland Transport Holding Company. No agreement for this arrangement exists. Council historically has maintained a shrubbery/flowerbed on the footpath at the entrance to West Strand Car Park, Portrush (Appendix 1 circulated). The hard landscaping (wooden sleepers) at this location is in need of refurbishment. Before instigating any work, confirmation of ownership of the bed was sought as it is in the public footpath. It has now been confirmed that the portion of land belongs to NI Transport Holding Company. Communication with them has confirmed that they are content with Council continuing to maintain this location as part of the floral presentation of Portrush. To this end a Licence Agreement has been drafted formalising this arrangement. Council are asked to agree to the licence agreement.

As the site is not owned by Council it is intended that any upgrade and planting regime will be kept to a minimum in terms of cost and on-going maintenance.

It is recommended that Council enter into a licence agreement with NI Transport Holding Co. for the maintenance of the flowerbed at the entrance to West Strand Car Park, Portrush.

The Director of Environmental Services responded to questions surrounding the actual cost to Council and further advised there was also the option to not continue with it and have the area cleared. The Director further clarified Translink will not maintain it.

Proposed by Councillor Wilson
Seconded by Councillor Hunter and

AGREED – to recommend that Council defer consideration and explore whether Council has the right to claim ownership.

The Chair advised Committee the Vice-Chair, Councillor Hunter would assume the Chair from this point forward. Councillor Hunter, assumed the Chair.

* **Alderman Finlay left the meeting at 7.25PM**

8. PROPOSAL FOR PARTNERING WITH DFI ROADS SERVICE TO REMOVE SNOW FROM TOWN CENTRE FOOTPATHS

Report circulated, presented by the Director of Environmental Services, on the renewal of Memorandum of Understanding between Council and DFI Roads Service to assist in emergency clearance of snow from town centre footpaths/pedestrian areas.

Legacy councils had entered into partnership arrangements with DFI Roads Service to provide resources to keep town centre footpaths and pedestrian areas clear of snow and ice during prolonged severe weather. Causeway Coast & Glens Borough Council had continued with this arrangement for 3 years (2015/16,16/17,17/18). DFI Roads Service wish to extend this arrangement for another 3 years (2018/19,19/20, 20/21).

The MOU (circulated) is based on agreed principles previously supported by SOLACE, NILGA and Roads Service. This allows Council to enter into a local agreement to support Roads Service in the clearance of snow from town centres subject to available resources. The agreement is limited to the areas noted in the appendix to the MOU.

It is recommended that Council continue with a partnering arrangement for the clearance of snow and ice from paths and pedestrian areas using the previous agreement as a template for the next 3 year period.

Councillor Wilson commended staff for the work they do and requested that Council communicate with businesses to advise they can clear paths, as there was a misconception they could not.

The Director of Environmental Services clarified any communication should come via the Department for Infrastructure (DfI), he would contact DfI for appropriate wording and communicate it to the businesses via social media, as requested.

Proposed by Councillor Wilson
Seconded by Councillor Douglas

AGREED – to recommend that Council continue with a partnering arrangement for the clearance of snow and ice from paths and pedestrian areas using the previous agreement as a template for the next 3 year period;
- that Council contact the Department for Infrastructure for appropriate wording regarding shops and businesses clearing snow and ice from paths outside their premises and communicate this to the businesses via social media.

Members explored other villages and streets that were required to be cleared of snow and ice. The Director of Environmental Services, whilst not wishing to hold up the current agreement, advised the current situation was a Legacy arrangement; that he would reassess and bring a report to the next meeting with additional areas to consider. The Director clarified any additional arrangements, as a result, would not significantly impact on DfI Roads. The pressure and arrangement was dependent on resource availability of Council at the time.

Committee **NOTED** the Information reports Items 9- Item15, taken as read.

9. ENTERTAINMENT LICENCE RENEWALS

Information report circulated.

The undernoted applications for an entertainments licence have been received, acknowledged and processed during the report period.

<u>Unique Reference Number</u>	<u>Name of Premises</u>
EL253	St Olcan's Parish Centre
EL031	Coleraine Yacht Club
EL044	Garvagh Community Building
EL225	Ballyweaney Presbyterian Church Hall
EL346	Limavady Rangers Supporters Social Club
EL207	Garryduff Presbyterian Church Hall
EL242	Joey's Bar
EL092	The Royal Court Hotel
EL183	Giants Causeway Visitor Centre
EL095	Shenanigans Complex
EL004	Agherton Parish Centre
EL077	Portrush Town Hall
EL256	Ballymoney Town Hall
EL029	Coleraine Town Hall
EL055	Kilrea Town Hall
EL221	Ballymaconnelly Hall
EL098	Rathmore Golf Club
EL007	Golf Links Hotel
EL139	Patsy's Bar

10. LIQUOR LICENCES

Information report circulated.

Licensing (Northern Ireland) Order 1996 Liquor Licence

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

<u>Name and Address of Premises</u>	<u>Date and Time</u>	<u>Type of Liquor Licence</u>
Owey Enterprises Limited (formally The Ramore Restaurant Ltd)	N/A	Application for Provisional Grant
Roe Valley Arts & Cultural Centre 24 Main Street Limavady BT49 0FJ	Saturday 24 th November 2018 between the hours of 7pm and 11:30pm.	Occasional
Roe Valley Arts & Cultural Centre 24 Main Street Limavady BT49 0FJ	Saturday 17 th November 2018 between the hours of 7pm and 11:30pm.	Occasional
Spar 68 Coolestan Walk Limavady BT49 9EN	N/A	Application for a Provisional Grant
14 North Street Ballycastle BT54 6BN	N/A	Transfer of a Licence
The Diamond Bar The Diamond Ballycastle BT54 6AW	N/A	Transfer of a Licence
The Royal British Legion 6 Beresford Road Coleraine BT52 1HE	Saturday 24 th November 2018 between the hours of 8pm and 11.59pm	Occasional Licence
The Royal British Legion 6 Beresford Road Coleraine BT52 1HE	Saturday 15 th December 2018 between the hours of 8pm and 11.59pm	Occasional Licence
The Royal British Legion 6 Beresford Road Coleraine BT52 1HE	Saturday 26 th January 2019 between the hours of 8pm and 11.59pm	Occasional Licence
The Royal British Legion 6 Beresford Road Coleraine BT52 1HE	Monday 31 st December 2018 between the hours of 8pm and 1am	Occasional Licence
Culfeightrim Parish Hall Ballyvoy Ballycastle Co.Antrim	Saturday 8 th December 2018 between the hours on 8.30pm to 1.30am on Sunday 9 th December 2018	Occasional Licence

11. LICENCES ISSUED UNDER DELEGATED AUTHORITY

Information report circulated.

The below licences were issued under Delegated Authority during the last report period.

11.1 Street Trading (NI) Act 2001

The following temporary street trading licences were granted:

<u>Unique Reference Number</u>	<u>Area</u>
TST 011/2018	The Diamond, Ballycastle
TST 012/2018	Main Street, Limavady
TST 015/2018	Main Street, Limavady
TST 013/2018	New Row, Coleraine
TST 016/2018	Park Street, Coleraine
TST 014/2018	High Street, Ballymoney

11.2 The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 (Article 14)

The following premise has been registered to carry on the Business of Cosmetic Piercing and Electrolysis:

<u>Premises Name</u>
Rachel Skincare and Tanning Clinic

11.3 Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010

The following Prohibitions and Restrictions on Vehicular Traffic were authorised:

<u>Unique Reference Number</u>	<u>Applicant</u>	<u>Times</u>	<u>Approval Type</u>
SEPR015	Causeway Coast & Glens Borough Council Christmas lights switch on Ballymoney. 15 th November 2018	4.15pm – 9.30pm	Prohibition of Vehicular traffic using Main Street, High Street, Townhead Street to Main Street), Charlotte Street from its junction with High Street to its junction with Eastermeade Gardens, Ballymoney. Christmas lights switch on.
SEPR016	Causeway Coast & Glens Borough Council		Prohibition of Vehicular traffic using part of Brook Street from its junction with

<u>Unique Reference Number</u>	<u>Applicant</u>	<u>Times</u>	<u>Approval Type</u>
	Christmas lights switch on Coleraine. 23 rd November 2018	5.30pm – 9.00pm	Mill Street to its junction with Kingsgate Street, part of Kingsgate Street from its junction with Long Commons to Church Street, Church Street, The Diamond, Queen Street, Abbey Street and Bridge Street, Coleraine. Christmas lights switch on.
SEPR017	Causeway Coast & Glens Borough Council Christmas lights switch on Kilrea. 1 st December 2018	4.00pm – 6.00pm	Prohibition of Vehicular traffic using part of Coleraine Street from its junction with the Diamond to 40m north towards Agivey Road, Kilrea. Christmas lights switch on.

12. AMUSEMENT PERMIT RENEWALS

Information report circulated.

The Betting, Gaming, Lotteries and Amusements (NI) Order 1985, Renewal of an Amusement Permit

The undernoted applications for renewal of an amusement permit has been received and processed during the report period.

<u>Licence No:</u>	<u>Name of Premises</u>
AP016	The Horseshoe Amusement Centre
AP018	Regal Bingo

13. PETROLEUM SPIRIT LICENCE RENEWALS

Information report circulated.

Petroleum (Regulation) Acts 1929 And 1937 Petroleum Spirit Licences

The undernoted applications for renewal of petroleum spirit licence have been received acknowledged and processed during the report period.

<u>Licence No:</u>	<u>Name of Premises</u>
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PL063	Castle Street Spar
PL044	Spar Stranocum
PL037	Logans Hardware

14. CARBON MONOXIDE AWARENESS CAMPAIGN

Information report circulated.

November was Carbon Monoxide Awareness Month, and the Environmental Services Directorate in conjunction with the Public Health Agency and HSENI supported the campaign to take steps to minimize the risk of CO poisoning by issuing the press release via the Councils PR section.

The information was issued to local newspapers, and posted on the council website and social media pages.

15. DON'T MOW LET IT GROW

Information report circulated.

The purpose of this report is to provide an update on the Don't Mow Let It Grow project. The Don't Mow Let it Grow (DMLIG) project has proved to be very successful and popular over the last 3 years, now encompassing some 20 DfI Roads verges and 17 Council owned sites spread across the Borough, equating to over 9Ha of Council land now being managed as meadows for the benefit of our native wildflowers and pollinators.

The detail of the project was set out in the report.

Councillor McLean congratulated the Team on doing a wonderful job.

Councillor McLean referred to Riverside Park, Ballymoney and advised a lot more was required to be done.

The Director of Environmental Services advised there was a lot of interest in Riverside Park from Schools and Universities in particular, and was highly praised for its biodiversity attributes.

The Director of Environmental Services further clarified the aesthetics had gained some criticism in the past and Council was working to improve the visual impact of this area.

* **Councillor Holmes left the meeting at 7.45PM.**

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor MA McKillop
Seconded by Councillor McGurk and

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

* **Press left the meeting at 7.45PM**

16. DREDGING CAMPAIGN 2019

The confidential report was presented by the Head of Capital Works, Energy and Infrastructure, to request permission to progress to Stage 3 of the Capital Programme Management System (Appointment of a Contractor and Construction of the Works).

It is recommended that Members consider the above and approve progression of this project to Stage 3 of the Capital Programme Management System and appoint McLaughlin & Harvey Ltd, 15 Trench Road, Mallusk, Newtownabbey, Co Antrim, BT36 4TY, in the tendered sum of £1,441,700.00 (excl. VAT).

The Head of Capital Works, Energy and Infrastructure responded to questions surrounding frequency of dredging within the Borough, whether the dredging could be done in-house, and purchasing of dredging equipment.

The Head of Capital Works Energy and Infrastructure clarified moorings would be assessed by the Harbour Master and alternative moorings placed.

Proposed by Councillor McCorkell
Seconded by Councillor MA McKillop 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, 15 Trench Road, Mallusk, Newtownabbey, Co Antrim, BT36 4TY, in the tendered sum of £1,441,700.00 (excl. VAT).

17. UPGRADE OF WATER SUPPLY PROVISIONS TO BALLYCASTLE, PORTRUSH, PORTSTEWART AND RATHLIN HARBOURS AND DRUMAHEGLIS MARINA IN LINE WITH THE WATER SUPPLY (WATER FITTINGS) REGULATIONS (NI) 2009

Confidential report circulated, presented by the Head of Capital Works, Energy and Infrastructure to request permission to progress the project to Stage 3 of the Capital Programme Management System (Appointment of a Contractor and Construction of the Works).

Based on the above noted details, **it is recommended** that Members approve progression of this project, to Stage 3 of the Capital Programme Management System and appoint TMC Gas Services Ltd. to carry out the required works for the tendered sum of £281,066.08 (excl VAT).

Proposed by Alderman King
Seconded by Councillor MA McKillop and

AGREED – to recommend that Council approve progression of this project, to Stage 3 of the Capital Programme Management System and appoint TMC Gas Services Ltd. to carry out the required works for the tendered sum of £281,066.08 (excl VAT).

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor MA McKillop
Seconded by Councillor Wilson and

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

The Chair, Councillor Hunter, wished Committee a Merry Christmas and Happy New Year.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8:00 pm.

Chair