

**ENVIRONMENTAL SERVICES COMMITTEE MEETING  
TUESDAY 16 JANUARY 2024**

**Table of Recommendations**

| <b>No</b> | <b>Item</b>   | <b>Summary of key Recommendations</b>  |
|-----------|---|--|
| 1.        | Apologies   | <b><i>Councillor MA McKillop<br/>Councillor Wilson</i></b>   |
| 2.        | Declarations of Interest                                  | <b><i>None</i></b>   |
| 3.        | Minutes of previous meeting held Tuesday 12 December 2023 | <b><i>Confirmed as a correct record</i></b>  |
| 4.        | Entertainments Licensing Report                           | <b><i>To recommend to Council to grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department.</i></b>   |
| 5.        | The Dogs On Leads (Ballintoy to Whitepark Bay) Order      | <b><i>To recommend to Council that The Dogs On Leads (Ballintoy to Whitepark Bay) Order will come into effect on 1st April 2024.</i></b>   |
| 6.        | Harbour & Marina Strategy Procurement                     | <b><i>To recommend to Council that the ES committee grant officers permission to proceed with a public procurement exercise to appoint a suitably qualified organisation to deliver a harbour and marina strategy.</i></b> |
| 7.        | Cinema Licence Renewals                                   | <b><i>Noted</i></b>  |
| 8.        | Entertainment Licence Renewals                            | <b><i>Noted</i></b>  |

| No   | Item  | Summary of key Recommendations   |
|--|---|--|
| 9.   | Licences Issued Under Delegated Authority   | <i>Noted</i>   |
| 10.  | Petroleum Spirit Licence Renewals   | <i>Noted</i>   |
| 11.  | Northern Ireland Local Authority Collected Municipal Waste Management Statistics Annual Report 2022-23  | <i>Noted</i>   |
| 12.  | ES Management Accounts and Financial Position Period 8  | <i>Noted</i>   |
| 13.  | Matters for Reporting to Partnership Panel  | <i>None</i>  |
| 14.  | Consultations   | <i>None</i>  |
| 15.  | Correspondence  | <i>None</i>  |
| <b><i>'In Committee' (Items 16-25 inclusive)</i></b> |   |  |
| 16.  | People at Risk Partnership Agreement with Northern Ireland Fire and Rescue Service  | <b><i>To recommend that the Environmental Services Committee recommends Council approves the Partnership Agreement and that authority be given to the Head of Health and Built Environment to sign on behalf of Council.</i></b> |
| 17.  | Health and Safety Partnership Liaison Officer   | <b><i>To recommend that Council continue to support this post until the end of the 2025-2026 financial year.</i></b>   |
| 18.  | Procurement of 240L Wheelie Bins, Axles and Wheels  | <b><i>To recommend that the Environmental Services Committee approve the procurement of 240 litre wheelie bins, axles and wheels from Craemer.</i></b>   |
| 19.  | Harbours & Marinas – Capital Infrastructure works to “Portballintrae Harbour Slipway and surrounding concrete surfaced areas”. Consideration to Progression to Stage 3 – ‘Construction Phase’ | <b><i>to recommend that Council approves Option 2, to grant officers permission to engage in a contract with Messrs. JD</i></b>  |

| No  | Item   | Summary of key Recommendations  |
|-----|--|---|
|     |  | <p><b>Building Repairs at a sum of £94,468.00+VAT, with a 15% contingency sum to be applied to the said capital project for any unforeseen works / matters which may arise when on-site, should this be required to allow officers to progress the works in this event.</b></p>   |
| 20. | <p>Harbours &amp; Marinas – Minor Capital Infrastructure works to the ‘North Pier Slipway &amp; Quay Wall Repairs, Portrush Harbour’<br/> “Consideration of Strategic Options available to progress” (to follow)</p> | <p><b>to recommend Option 1 - (edged red &amp; purple):- Works to slipway, surrounding quay walls and quay walls in the wider harbour area, (below and above water level), (edged in red and purple within this report item) at the estimated cost of £371, 200.00 + VAT and, Members will grant officers permission to progress to Stage 2 of the procurement gateway, ‘Detailed Design &amp; Procurement’, with the resultant procurement process evaluation and recommendation brought back to Members for consideration, thereafter, to seek approval to proceed to Stage 3, ‘Construction phase’ of the procurement gateway at that point.</b></p> |
| 21. | <p>Essential Capital Drainage Infrastructure works<br/> “Drainage system installation at Ballintoy Harbour”. Consideration of Progression to Stage 3 –‘Construction Phase’ (report attached)</p>                     | <p><b>to recommend that Elected Members consider and approve officers to progress the said works as noted under 3.1, with officers granted permission to engage in a legal binding contract with Messrs. Kane Contracts at a sum</b></p>  |

| No                | Item   | Summary of key Recommendations   |
|-------------------|--|--|
|                   |  | <p><b>of £284, 840.00+VAT, with a 10% contingency added to the herein said tender sum resulting a contract sum of £313, 324.00.</b></p>  |
| <p><b>22.</b></p> | <p>Concessionary Trading Governance Approval</p>                 | <p><b>to recommend to Council that:</b></p> <p><b>The ES Committee considers proposal 3.2 and adopts the revised procedures.</b></p> <p><b>The ES Committee considers proposal 3.3 and grant officers' permission to offer a 3 month extension of the existing concessionary trading licences – allowing sufficient time for completion of the CLEUD applications. Fees for this extension period will be on a pro-rata basis.</b></p> <p><b>The ES Committee considers proposal 3.4 and grant officers' permission to proceed with an online auction.</b></p> <p><b>The ES Committee considers proposal 3.6 and adopts the revised terms and conditions (T&amp;C's).</b></p> <p><b>To further recommend that proposal 3.5 is amended to include the Council's decision on the use of single use plastics.</b></p> |
| <p><b>23.</b></p> | <p>Efficiency Saving and Income Generating Proposals 2024/25</p> | <p><b>To recommend to Council to defer any decisions on Efficiency Saving and Income Generating</b></p>  |

| No   | Item  | Summary of key Recommendations   |
|------|---|--|
|      |   | <b><i>Proposals 2024/25 until after the Rates setting workshop.</i></b>  |
| 24.  | Street Trading Licence Renewals   | <b><i>Information</i></b>  |
| 25.  | Renewal of Entertainment Licence – Kilrea Golf Club   | <b><i>Information</i></b>  |
|      | <b><i>‘In Public’ (Item 26)</i></b>   |  |
| 26.  | Any Other Relevant Business (notified in accordance with Standing Order 12 (0))                     |  |
| 26.1 | Proposals to amend and/or extend the opening hours of Household Recycling Centres (Councillor Kane) | <b><i>Information</i></b>  |
| 26.2 | Information from Keep NI Beautiful (Councillor Wallace)   | <b><i>To recommend to Council to increase the amount for the LiveSmart grant to a maximum of £500/application and to fund the Keep Northern Ireland Beautiful Eco-Schools scheme by the same amount as last year £2,975.</i></b> |

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF  
THE ENVIRONMENTAL SERVICES COMMITTEE HELD  
IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS AND VIA VIDEO  
CONFERENCE, ON TUESDAY 16 JANUARY 2024 AT 7.00 PM**

**In the Chair:** Alderman Fielding (Chair)

**Members Present:** Alderman Coyle (R), Hunter (R), S McKillop (C);  
Councillors C Archibald (C), Bateson (R), Callaghan (R),  
Chivers (R), Kane (R), Jonathan McAuley (C), McQuillan  
(R), Mairs (C), Stirling (C), Wallace (R), Wisener (R)

**Non-Committee**

**Members Present:** Alderman Stewart (R)

**Officers Present:** A McPeake, Director of Environmental Services (C)  
S McAfee, Head of Health and Built Environment (R)  
J Morton, Harbour Master (R)  
U Harper, Committee & Member Services Officer (C)

**In Attendance:** C Ballentine, ICT Operations Officer (C)  
A Lennox, ICT Operations Officer (R)

Press (2 no.) (R), Public (1 no.) (R)

**Key:** (C) Attended in the Chamber  
(R) Attended Remotely

**Substitutions:** Alderman Coyle substituted for Councillor MA McKillop  
Councillor Wisener substituted for Councillor Wilson

The Director of Environmental Services undertook a roll call.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded, and reminded them of the remote meetings protocol.

The Chair advised Members that Items 5 and 6 on the Agenda would be heard during the "In Committee" section of the meeting.

**1. APOLOGIES**

Apologies were received from Councillor MA McKillop and Councillor Wilson.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF PREVIOUS MEETING HELD TUESDAY 12 DECEMBER 2023**

Summary, previously circulated.

**AGREED** - The Minutes of the Environmental Services Committee meeting held Tuesday 12 December 2023 were confirmed as a correct record.

#### 4. ENTERTAINMENTS LICENSING REPORT

Report, previously circulated, was presented by the Director of Environmental Services.

##### GRANT OF INDOOR ENTERTAINMENTS LICENCE

**Licence No:** EL194

**Premises:** Rathlin Parochial Hall, Rathlin

**Application:** Grant of an Annual Indoor Entertainments Licence

Days and times on which it is applied to provide entertainment:  
Monday – Sunday 09:00hrs to 00:00hrs

**PSNI:** No objections received.  
**NIFRS:** Subject to visit

##### Recommendation

It is recommended to grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department and no objections from NIFRS.

##### GRANT OF INDOOR ENTERTAINMENTS LICENCE

**Licence No:** EL203

**Premises:** St Joseph Church Hall, Main St, Ballintoy

**Application:** Grant of an Annual Indoor Entertainments Licence

Days and times on which it is applied to provide entertainment:  
Monday – Sunday 10:00hrs to 00:00hrs

**PSNI & NIFRS:** No objections received.

##### Recommendation

It is recommended to grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department.

Proposed by Councillor C Archibald  
Seconded by Alderman Hunter and

**AGREED** – to recommend to Council to grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department.

**5. THE DOGS ON LEADS (BALLINTOY TO WHITEPARK BAY) ORDER**

Report, previously circulated, was presented by the Director of Environmental Services.

**Purpose of Report**

The purpose of this report is to decide when the Dog Control Order requiring dogs to be kept on leads between Ballintoy Harbour and Whitepark Bay comes into force.

**Background**

Further to ES231114 and CM231205 Council agreed to proceed with making a Dog Control Order to require dogs to be on leads at all times on specified lands between Ballintoy Harbour and Whitepark Bay whether livestock are present or not.

The new legislation to be introduced, in the form of The Dogs On Leads (Ballintoy to Whitepark Bay) Order, is attached as appendix 1.

To enact this legislation Council must now follow The Dog Control Orders (Procedures) Regulations (Northern Ireland) 2012 of which Article 3 (4) states:-

*Article 3(4) After making a dog control order, the district council shall, not less than seven days before the day on which the order is to come into operation—*

- a) where practicable, place signs summarising the order in conspicuous positions on or near the land in respect of which it applies;*
- b) publish, in a local newspaper circulating in the area in which the land in respect of which the order applies is situated, a notice that the order has been made and stating the place at which the order may be inspected and copies of it obtained; and*
- c) make the information referred to in sub-paragraph (b) available on its website.*

A lead in period before the new dog control order is introduced would allow time for the above procedures to be implemented as well as for some publicity and communications on the new legislation.

**Recommendation**

**It is recommended** that the Environmental Services Committee recommends to Council that The Dogs On Leads (Ballintoy to Whitepark Bay) Order will come into effect on 1<sup>st</sup> April 2024.

Alderman Hunter queried whether it would be possible for the Order to come into force from 1 March 2024, given that lambing season will be commencing.



The Head of Health and Built Environment advised that there would be a soft launch initially, involving officers patrolling the area and advising dog owners of the Order coming into force, before enforcement commences on 1<sup>st</sup> April 2024.

Proposed by Alderman Hunter  
Seconded by Councillor Jonathan McAuley and

**AGREED** – to recommend to Council that The Dogs On Leads (Ballintoy to Whitepark Bay) Order will come into effect on 1<sup>st</sup> April 2024.

## 6. HARBOUR & MARINA STRATEGY PROCUREMENT

Report, previously circulated, was presented by the Director of Environmental Services.

### **Purpose of Report**

To seek Members approval to proceed with a public procurement exercise to procure and deliver a harbour & marina strategy.

### **Background**

Council have the following facilities,

- Coleraine Marina – (EA completed 2023)
- Portstewart Harbour
- Portrush Main Harbour and Pontoon
- Portrush, Portandoo Harbour
- Portballintrae Harbour
- Dunseverick Slipway (small with limited use)
- Ballintoy Harbour
- Rathlin Island Harbour
- Ballycastle Marina & Harbour
- Red Bay Harbour - EA completed 2023
- Dalriada Slipway (small with limited use)
- Waterfoot Slipway
- Christie Park, Coleraine (Pontoons)
- Magilligan Ferry Terminal & Slipway – EA completed - declared surplus and disposal underway.

Whilst the facilities do bring an income to Council, overall the facilities operate at a significant financial deficit due mainly to life cycle costing to deliver essential maintenance and dredging. Previously in 2018, the life cycle costs were estimated at -£743,000, however in September 2023, Members approved officers to carryout a procurement exercise to appoint suitable civil engineering consultants to re-visit the life cycle costings and comprehensively assess the costs over a period of 50 years – (which is now in progress for updating and inclusion with the strategy).

Economic assessments were previously prioritised with regard to the Magilligan ferry terminal, Coleraine marina and Red Bay pier to ensure significant spend could be appraised – an overall appraisal or strategy has not taken place across all the facilities. A recent audit was carried out and adopted by the Audit committee (June 2023) which made the following recommendation

***“it is recommended that a strategic review of the current harbours and marinas provision should take place. This should be moulded into a strategy and be brought to Committee”.***

### **Proposal**

In order to comply with the audit recommendation and to ensure that the harbours and marinas deliver the most advantageous socio-economic benefits across all the facilities, it is proposed that a comprehensive harbour and marina strategy is completed to set the necessary targets and objectives for an appropriate period.

A strategy specification has been prepared, which identifies the necessary scale and scope to ensure a comprehensive harbour and marina strategy. Additional resource would be required to deliver this strategy document to encompass all the facilities. The draft specification indicating the scale and scope is attached for ease of reference (appendix A)

### **Recommendation**

**It is recommended** that the ES committee grant officers permission to proceed with a public procurement exercise to appoint a suitably qualified organisation to deliver a harbour and marina strategy.

Note: No expenditure on external resource shall be incurred at this time, however a tender report shall be brought back to Members for consideration at a later date.

Proposed by Alderman S McKillop  
Seconded by Councillor Kane and

**AGREED** – to recommend to Council that the ES committee grant officers permission to proceed with a public procurement exercise to appoint a suitably qualified organisation to deliver a harbour and marina strategy.

## **7. CINEMA LICENCE RENEWALS**

Report, previously circulated, was presented by the Director of Environmental Services.

### **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985**

#### **CINEMAS (NORTHERN IRELAND) ORDER 1991**

The undernoted application for a cinema licence was received, acknowledged and processed during the report period.

| <b><u>Unique Reference Number:</u></b> | <b><u>Name of Premises</u></b> |
|--|--------------------------------|
| CL003                                  | Bushmills Inn Hotel            |

Committee NOTED the report.

## 8. ENTERTAINMENT LICENCE RENEWALS

For information report, previously circulated, was presented by the Director of Environmental Services.

### LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985

#### ENTERTAINMENT LICENCES

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>              |
|--------------------------------|--------------------------------------|
| EL172                          | Mossie Orange Hall                   |
| EL082                          | Portstewart Golf Club                |
| EL239                          | Rasharkin Presbyterian Church Hall   |
| EL034                          | Diamond & Octagon                    |
| EL242                          | Joey's Bar                           |
| EL162                          | Causeway Hotel                       |
| EL225                          | Ballyweaney Presbyterian Church Hall |
| EL281                          | Cross and Passion College            |
| EL139                          | Patsy's Bar                          |
| EL156                          | Ballycastle High School              |
| EL133                          | Potters Snooker and Pool Club        |
| EL310                          | Blazin Saddles (Bob's Bar)           |
| EL260                          | The Hedges Hotel                     |
| EL115                          | Windyhall Community Centre           |
| EL349                          | Roe Park Resort (Hotel)              |
| EL367                          | The Depot                            |
| EL340                          | St Canice's GAA Social Club          |
| EL308                          | Donegal Charlies                     |
| EL161                          | Central Bar                          |
| EL049                          | Harbour Bar & Bistro                 |
| EL089                          | Portrush Memorial Services Club      |

Committee NOTED the report.

## 9. LICENCES ISSUED UNDER DELEGATED AUTHORITY

For information report, previously circulated, was presented by the Director of Environmental Services.

The below registration was issued under Delegated Authority during the last report period:

**Local Government (Miscellaneous Provisions) (NI) Order 1985**

***Articles 13 &14, Practice of Acupuncture/Business of Cosmetic Piercing/Tattooing/Semi-Permanent Skin-Colouring/Electrolysis***

| <b><u>Reference Number:</u></b> | <b><u>Name of Premises</u></b>                            | <b><u>Type of Registration</u></b>  |
|---------------------------------|---|-------------------------------------|
| CP/07/2023                      | Anouska Body Piercing,<br>9c Church Street,<br>Ballymoney | Cosmetic Piercing<br>(Ear Piercing) |

Committee NOTED the report.

**10. PETROLEUM SPIRIT LICENCE RENEWALS**

For information report, previously circulated, was presented by the Director of Environmental Services.

**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.

| <b><u>Licence No:</u></b> | <b><u>Name of Premises</u></b> |
|---------------------------|--------------------------------|
| PL060                     | W H Nutt & Son                 |
| PL020                     | Strand Service Station         |
| PL018                     | Ashwood Garden Centre          |

Committee NOTED the report.

**11. NORTHERN IRELAND LOCAL AUTHORITY COLLECTED MUNICIPAL WASTE MANAGEMENT STATISTICS ANNUAL REPORT 2022-23**

For information report, previously circulated, was presented by the Director of Environmental Services.

**Purpose of Report**

The purpose of this report is to advise Members on the publication of the Northern Ireland Local Authority Collected Municipal Waste Management Statistics Annual Report on 30<sup>th</sup> November 2023 by the Department of

Agriculture, Environment and Rural Affairs (DAERA) for the April 2022 to March 2023 reporting period.

### **Background**

DAERA produce an annual publication which reports finalised and validated information on the key measurements of local authority collected municipal and household waste for councils and waste management groups in Northern Ireland.

### **Information**

Finalised and validated statistics for council recycling performance in 2022-23 is as follows.

Household waste sent for preparing for reuse, dry recycling and composting in 2022-23 was 52.7%. The Northern Ireland average was 50.7%. Council ranked 4<sup>th</sup> out of the 11 local authorities for this NI key performance indicator.

In the corresponding period 2021-22, household waste sent for preparing for reuse, dry recycling and composting was 52.3%.

The household waste recycling rate consists of household waste composting rate of 26.6% (NI average 27.1%), household waste dry recycling rate of 25.7% (NI average 23.2%) and household waste reuse rate of 0.4% (NI average 0.3%). Household waste dry recycling rate ranked 3<sup>rd</sup> out of the 11 local authorities.

Household waste landfill rate was 20.6%. NI average was 22.4%.

Local authority collected (LAC) municipal waste recycled was 48.6%. Northern Ireland average was 49.7%.

Waste from households (WfH) preparing for reuse, recycling and composting rate was 47.8%. Northern Ireland average was 49.5%. The WfH recycling rate is a statistical measure to provide a harmonised UK indicator with a comparable calculation in England, Scotland, Wales and Northern Ireland but is not a NI key performance indicator.

### **Recommendation**

**It is recommended** that the Environmental Services Committee note the information on the Northern Ireland Local Authority Collected Municipal Waste Management Statistics for 2022-23 issued by DAERA.

Committee NOTED the report.

## **12. ES MANAGEMENT ACCOUNTS AND FINANCIAL POSITIONS PERIOD 8**

### **Purpose of Report**

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 8.

### **Background**

Council has approved the annual budget for Environmental Service and delegated authority to officers to utilise this budget in the provision of services to the rate payers. ES budget for 2023/24 is **£ 28,731,095.78**. This is based on expenditure budget of **£34,228,754.98** and income budget of **£5,497,659.20**

The Environmental Services position at Period 8 shows a **£514,025.04 positive variance**. This includes predicted increases in employee costs based on the proposed National Pay Award which is greater than the predicted budget increase.

**The Chief Finance Officer has stated that Council is currently adverse against budget in terms of staffing, and this is expected to be the case as the current pay award offered to employees exceeds the budgetary provision included by Council in the rates estimates. An accrual has been included in these accounts for the pay award based on the current employer's side offer, it is vital to estimate what the eventual effect will be and include in the accounts to avoid significant false positive variances at this stage which would become significant negative variances once the pay award is implemented.**

The main costs and income attributing to the ES P8 position are summarised as follows as variances against budget.

| Head of Service                            | Actual Net Expenditure | Budgeted Net         | Net Expenditure   | Annual                            | Net Expenditure           |
|--|------------------------|----------------------|-------------------|-----------------------------------|---------------------------|
|  |                        | Expenditure ex 62997 | Variance ex 62997 | Budgeted Net Expenditure ex 62997 | Budget Remaining ex 62997 |
| ⊕ Estates                                  | 3,336,773.16           | 4,045,553.06         | 708,779.90        | 6,160,075.00                      | 2,823,301.84              |
| ⊕ Health and Built Environment             | 1,441,386.83           | 1,642,643.24         | 201,256.41        | 2,422,277.12                      | 980,890.29                |
| ⊕ Infrastructure                           | (407,101.63)           | (45,568.24)          | 361,533.39        | 112,563.66                        | 519,665.29                |
| ⊕ Operations                               | 12,966,119.90          | 12,244,417.28        | (721,702.62)      | 19,254,231.00                     | 6,288,111.10              |
| ⊕ ES Business Support                      | 465,561.26             | 425,486.46           | (40,074.80)       | 639,662.00                        | 174,100.74                |
| ⊕ Environmental Services Centrally Managed | 85,588.60              | 89,821.36            | 4,232.76          | 142,287.00                        | 56,698.40                 |
|  | <b>17,888,328.12</b>   | <b>18,402,353.16</b> | <b>514,025.04</b> | <b>28,731,095.78</b>              | <b>10,842,767.66</b>      |

### Estates.

| P8 Actual Expenditure | P8 Budget Expenditure | P8 Actual Income | P8 Budget Income | Net Expenditure Variance |
|-----------------------|-----------------------|------------------|------------------|--------------------------|
| 3,577,404.53          | 4,186,934.04          | (240,631.37)     | (141,380.98)     | <b>708,779.90</b>        |

£709k favourable mainly due to Employee costs which are £411k favourable. This is a result of difficulty in recruiting the number of seasonal grounds maintenance staff. A number of vacant posts within the Estates section remain unfilled. Income is positive by £99k.

### Health and Built Environment.

| P8 Actual Expenditure | P8 Budget Expenditure | P8 Actual Income | P8 Budget Income | Net Expenditure Variance |
|-----------------------|-----------------------|------------------|------------------|--------------------------|
| 2,576,748.58          | 2,548,716.68          | (1,135,361.75)   | (906,073.44)     | <b>201,256.41</b>        |

£201k positive. Employee costs are £53k favourable. Fee Income is favourable by £229k including £103k from Building Control and £47k grant from Consumer Protection at P8.

#### Infrastructure.

| P8 Actual Expenditure | P8 Budget Expenditure | P8 Actual Income | P8 Budget Income | Net Expenditure Variance |
|-----------------------|-----------------------|------------------|------------------|--------------------------|
| 947,916.24            | 1,280,718.20          | (1,622,835.16)   | (1,472,856.30)   | <b>361,533.39</b>        |

£362k favourable mainly due to income favourable by £150k. Car Park income is favourable by £100k and Harbour and Marina income is favourable by £50k. Employee costs are £103k favourable mainly due to the Asset Realisation Officer post not having been filled and Harbour and Marina structure not permanently filled.

#### Operations.

| P7 Actual Expenditure | P7 Budget Expenditure | P7 Actual Income | P7 Budget Income | Net Expenditure Variance |
|-----------------------|-----------------------|------------------|------------------|--------------------------|
| 14,621,807.88         | 13,468,847.90         | (1,655,687.98)   | (1,224,430.62)   | <b>(721,702.62)</b>      |

£722k adverse variance in Period 8. Employee costs are adverse by £639k, this includes an accrued pay award which was underprovided for in the budget estimates agreed by Members. Seasonal profiling has not been completed. A breakdown of the variances are as follows

| Function                            | Variance  | Comments   |
|-------------------------------------|---|--|
| Waste Collection & Street Cleansing | £23.2k Favourable   | Employee cost pay award increase and profiling not complete.   |
| Landfill & Compost Site             | £478k Adverse   | Increased 3 <sup>rd</sup> party waste and Council waste being landfilled so increased HMRC costs. 3 <sup>rd</sup> party income for Letterloan did not materialise. (£100k) |
| HRC's                               | £364k Adverse   | Employee cost pay award increase and profiling not complete.   |
| Waste Disposal Contracts            | £395k Favourable<br><ul style="list-style-type: none"> <li>o Black Bin Contract - £25k (fav)</li> <li>o Blue Bin Contract - £1k (adv)</li> <li>o Brown Bin Contract £205k (fav)</li> <li>o Other Waste Contracts - £166k (fav)</li> </ul> | On target<br>Variations on predicted tonnages and price increases due to energy costs.   |
| Transfer Stations                   | £20k Adverse  | On target  |

|                     |                 |  |
|---------------------|-----------------|--|
| Depots              | £39k Favourable | On target  |
| Public Conveniences | £157k Adverse   | Employee cost pay award increase and profiling not complete. |
| Ops Management      | £120k Adverse   | Employee cost pay award increase.                            |

ES Business Support.

£40k adverse due to increased employee costs.

ES Centrally Managed.

£4k positive variance.

**In-year Savings**

Officers have and will continue to manage and scrutinise the budget to identify opportunities for reducing expenditure and increasing income. This includes

- not filling vacant posts,
- reducing season staff durations,
- not filling staff on sick leave in all non-essential service areas.
- completing only essential maintenance on ES properties.

Therefore, at Period 8 ES financial position has a positive variance of **£514,025.04**

**Recommendation**

Members are requested to note the paper.

Alderman Hunter thanked the Director of Environmental Services and his team for these commendable figures.

Committee NOTED the report.

**13. MATTERS FOR REPORTING TO PARTNERSHIP PANEL**

There were no matters for reporting to the Partnership Panel.

**14. CONSULTATIONS**

There were no consultations.

**15. CORRESPONDENCE**

There was no correspondence.

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Alderman S McKillop  
Seconded by Councillor Stirling and

**AGREED** – to recommend that Committee move '*In Committee*'.

\* **The Press left the meeting remotely at 7.16PM**



\* **The Public left the meeting remotely at 7.16PM**

*The information contained in the following item is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.*

**16. PEOPLE AT RISK PARTNERSHIP AGREEMENT WITH NORTHERN IRELAND FIRE AND RESCUE SERVICE**

Confidential report, by virtue of paragraph 2 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Report, previously circulated, was presented by the Director of Environmental Services.

**Purpose of Report**

The purpose of this report is to seek approval of the People at Risk Partnership Agreement between Council and Northern Ireland Fire and Rescue Service (NIFRS).

**Recommendation**

**It is recommended** that the Environmental Services Committee recommends Council approves the Partnership Agreement and that authority be given to the Head of Health and Built Environment to sign on behalf of Council.

Proposed by Councillor C Archibald  
Seconded by Alderman S McKillop and

**AGREED** – to recommend that the Environmental Services Committee recommends Council approves the Partnership Agreement and that authority be given to the Head of Health and Built Environment to sign on behalf of Council.

**17. HEALTH AND SAFETY PARTNERSHIP LIAISON OFFICER**

Confidential report, by virtue of paragraph 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Report, previously circulated, was presented by the Director of Environmental Services.

**Purpose of Report**

The purpose of this report is to seek Council's continued support of the shared Health and Safety Partnership Liaison Officer resource.

**Recommendation**

**It is recommended** that Council continue to support this post until the end of the 2025-2026 financial year.

Proposed by Councillor Callaghan  
Seconded by Councillor C Archibald and

**AGREED** – to recommend that Council continue to support this post until the end of the 2025-2026 financial year.

## **18. PROCUREMENT OF 240L WHEELIE BINS, AXLES AND WHEELS**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential report, previously circulated, was presented by the Director of Environmental Services.

### **Purpose of Report**

The purpose of this report is to seek approval from Members to purchase 240 litre wheelie bins, axles and wheels.

### **Recommendation**

**It is recommended** that the Environmental Services Committee approve the procurement of 240 litre wheelie bins, axles and wheels from Craemer.

Proposed by Alderman S McKillop  
Seconded by Councillor C Archibald and

**AGREED** – to recommend that the Environmental Services Committee approve the procurement of 240 litre wheelie bins, axles and wheels from Craemer.

## **19. HARBOURS & MARINAS – CAPITAL INFRASTRUCTURE WORKS TO “PORTBALLINTRAE HARBOUR SLIPWAY AND SURROUNDING CONCRETE SURFACED AREAS”. CONSIDERATION TO PROGRESSION TO STAGE 3 – ‘CONSTRUCTION PHASE’**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential report, previously circulated, was presented by the Director of Environmental Services.

### **Purpose of Report**

To request Members consideration of two options and to obtain approval for officers to deliver the said considered and approved option, herein referred to as Option 1 – “Do nothing” and Option 2 – “the required works”. The consideration and approval relate to the slipway and general concrete repair works to Stage 3 of the capital procurement gateway, ‘Construction phase’, following a competitive public tender campaign in which officers have identified the most economically advantageous tenderer to carry out the required infrastructure works at the location herein referred to as, “Portballintrae Harbour Slipway and surrounding concrete surfaced areas”.

Please refer to Appendix B (previously circulated) within this report item identifying the location and extent of such required works, with complimentary written statement.

### **Recommendation**

**It is recommended** that that Members consider both options and approve of either option 1 or 2 as detailed under 5.1 for officers to progress.

If Members decide upon option 2 given the complex nature of these marine works, a **15% contingency sum** to be applied to the said capital project for any unforeseen works / matters which may arise when on-site, shall be authorised by Members (should this be required) to allow officers to progress the works in this event. In the approval of Option 2, officers are granted permission to engage in a contract with Messrs. JD Building Repairs at a sum of **£94,468.00+VAT**.

\* **Councillor Wisener joined the meeting remotely at 7.28PM**

Alderman S McKillop stated that it is clear from the report that the works are essential and necessary.

In response to a query from Councillor Callaghan, the Director of Environmental Services advised that the cost of securing the site during works is included in the tendered quote.

Proposed by Alderman S McKillop  
Seconded by Councillor Callaghan and

**AGREED** – to recommend that Council approves Option 2, to grant officers permission to engage in a contract with Messrs. JD Building Repairs at a sum of **£94,468.00+VAT**, with a **15% contingency sum** to be applied to the said capital project for any unforeseen works / matters which may arise when on-site, should this be required to allow officers to progress the works in this event.

\* **Alderman Stewart left the meeting remotely at 7.31PM**

**20. HARBOURS & MARINAS – MINOR CAPITAL INFRASTRUCTURE WORKS TO THE ‘NORTH PIER SLIPWAY & QUAY WALL REPAIRS, PORTRUSH HARBOUR’ “CONSIDERATION OF STRATEGIC OPTIONS AVAILABLE TO PROGRESS”**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential report, previously circulated, was presented by the Director of Environmental Services.

**Purpose of Report**

The purpose of this report item is to present the findings output from Stage 1, ‘Feasibility & Scoping’, and request Members consideration and approval in respect of the 3no. strategic options available. Depending on the chosen option, i.e. option 2 of 3 which consist of commencing and completing Stage 2, ‘Detailed Design & Procurement’ of the capital procurement gateway, for the required essential works necessary, herein generally noted, and as detailed within Appendix A, (Professional Condition, Technical & Cost Report), accompanying this report item (previously circulated).

### **Recommendation**

**It is recommended** that Members approve Option 1 - (edged red & purple):- Works to slipway, surrounding quay walls and quay walls in the wider harbour area, (below and above water level), (edged in red and purple within this report item) at the estimated cost of £371, 200.00 + VAT and, Members will grant officers permission to progress to Stage 2 of the procurement gateway, 'Detailed Design & Procurement', with the resultant procurement process evaluation and recommendation brought back to Members for consideration, thereafter, to seek approval to proceed to Stage 3, 'Construction phase' of the procurement gateway at that point.

Alderman S McKillop stated that while this involved a lot a money, the work will have to be done, given the condition of the area.

Proposed by Alderman S McKillop  
Seconded by Councillor Stirling and

**AGREED** – to recommend Option 1 - (edged red & purple):- Works to slipway, surrounding quay walls and quay walls in the wider harbour area, (below and above water level), (edged in red and purple within this report item) at the estimated cost of £371, 200.00 + VAT and, Members will grant officers permission to progress to Stage 2 of the procurement gateway, 'Detailed Design & Procurement', with the resultant procurement process evaluation and recommendation brought back to Members for consideration, thereafter, to seek approval to proceed to Stage 3, 'Construction phase' of the procurement gateway at that point.

## **21. ESSENTIAL CAPITAL DRAINAGE INFRASTRUCTURE WORKS “DRAINAGE SYSTEM INSTALLATION AT BALLINTOY HARBOUR”. CONSIDERATION OF PROGRESSION TO STAGE 3 –‘CONSTRUCTION PHASE’**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential report, previously circulated, was presented by the Director of Environmental Services.

### **Purpose of Report**

To request Members consideration and approval granting officers in respect of progressing to stage 3 of the capital procurement gateway, '*Construction phase*', following a competitive public tender campaign in which officers have identified the most economically advantageous tenderer to carry out the said and herein detailed required drainage infrastructure works at the location herein referred to as, "*Drainage system installation at Ballintoy Harbour*".

### **Recommendation**

**It is recommended** that Elected Members consider and approve officers to progress the said works as noted under 3.1, with officers granted permission to engage in a legal binding contract with Messrs. Kane Contracts at a sum of **£284, 840.00+VAT**, with a 10% contingency added to the herein said tender sum resulting a contract sum of **£313, 324.00**.

In response to a question from Alderman Hunter, the Director of Environmental Services advised that the café and toilets in this location will remain accessible during the works.

Proposed by Alderman Hunter  
Seconded by Councillor C Archibald and

**AGREED** – to recommend that Elected Members consider and approve officers to progress the said works as noted under 3.1, with officers granted permission to engage in a legal binding contract with Messrs. Kane Contracts at a sum of **£284, 840.00+VAT**, with a 10% contingency added to the herein said tender sum resulting a contract sum of **£313, 324.00**.

## **22. CONCESSIONARY TRADING GOVERNANCE APPROVAL**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential report, previously circulated, was presented by the Director of Environmental Services.

### **Purpose of Report**

To update and request consideration and subsequent approval for the procedures, revised terms and conditions (T&C's) to deliver concessionary trading and grant officers permission to offer a 3 month extension of the existing concessionary trading licences to allow sufficient time for completion of the CLEUD applications prior to auction.

### **Recommendation**

**It is recommended** that:

It is recommended that the ES Committee considers proposal 3.1 and adopts the framework and definition.

It is recommended that the ES Committee considers proposal 3.2 and adopts the revised procedures.

It is recommended that the ES Committee considers proposal 3.3 and grant officers' permission to offer a 3 month extension of the existing concessionary trading licences – allowing sufficient time for completion of the CLEUD applications. Fees for this extension period will be on a pro-rata basis.

It is recommended that the ES Committee considers proposal 3.4 and grant officers' permission to proceed with an online auction.

It is recommended that the ES Committee considers proposal 3.5 and adopts the revised procedures.

It is recommended that the ES Committee considers proposal 3.6 and adopts the revised terms and conditions (T&C's).

Councillor Kane stated that he was aware that some traders were unhappy about the auction being online and would prefer it to be in-person. He

stated that he was concerned about the timing of the new contracts starting in July, just as the summer season is starting. He also advised that he felt that the wording in the report in Schedule 3, paragraph 4 under “Environmental Locations” did not accurately reflect the Council’s decision on single-use plastics.

The Director of Environmental Services advised that the online auction is deemed preferable as it represents better income potential by allowing more bidders. He further advised that the length of the extension is based on procurement advise, which allows for a maximum extension of 15% of the contract duration. He stated that it is hoped that there will be a six-week period between the date of the auction and the start of the new contracts to allow traders to put alternative measures in place should they be unsuccessful. He advised that he would review the wording of the recommendation regarding single-use plastics and would circulate the new wording to Members when amended.

In response to Councillor Bateson, the Director of Environmental Services advised that he would contact Councillor McShane to discuss her query regarding the amusements at Ballycastle.

In response to a query from Councillor Jonathan McAuley, the Director of Environmental Services advised that concessionary trading stands are required to be mobile/on wheels, so a container would not be regarded as acceptable.

Proposed by Councillor Kane  
Seconded by Councillor Mairs and

**AGREED – to recommend** to Council that:

The ES Committee considers proposal 3.2 and adopts the revised procedures.

The ES Committee considers proposal 3.3 and grant officers’ permission to offer a 3 month extension of the existing concessionary trading licences – allowing sufficient time for completion of the CLEUD applications. Fees for this extension period will be on a pro-rata basis.

The ES Committee considers proposal 3.4 and grant officers’ permission to proceed with an online auction.

The ES Committee considers proposal 3.6 and adopts the revised terms and conditions (T&C’s).

**To further recommend** that proposal 3.5 is amended to include the Council’s decision on the use of single use plastics.

## **23. EFFICIENCY SAVING AND INCOME GENERATING PROPOSALS 2024/25**

Confidential report, by virtue of paragraphs 3 & 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential report, previously circulated, was presented by the Director of Environmental Services.

### **Purpose of Report**

The purpose of this report to provide Members with further information on the Efficiency Saving and income Generating Proposals for Estimates 2024/25.

### **Recommendation**

**It is recommended** that Members consider the proposed options tabled.

Councillor Bateson proposed to defer any decision on these matters until after the Rates setting workshop has been held.

In response to a query by Councillor Stirling, the Director of Environmental Services agreed to review and correct the slight discrepancy in the number of car parking spaces listed for Ballycastle in the supporting documents.

Councillor Stirling proposed the recommendation of Option 4, with the inclusion of the Ballycastle car parks at the harbour.

Alderman S McKillop seconded Councillor Stirling's proposal. She stated that it was important to have a better spread of charged car parking and that the Council needs to raise revenue as well as looking for savings.

Councillor Bateson stated that Councillor McQuillan had wished to second his proposal but was having trouble accessing the "chat" facility on Teams.

Councillor C Archibald seconded Councillor Bateson's proposal.

The Chair put the Amendment by Councillor Bateson, seconded by Councillor C Archibald to the Committee to Vote.

8 Members voted For; 6 Members voted Against.  
The Chair declared the Amendment passed.

**AGREED** – to recommend to Council to defer any decisions on Efficiency Saving and Income Generating Proposals 2024/25 until after the Rates setting workshop.

## **24. STREET TRADING LICENCE RENEWALS**

By virtue of paragraph 2 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential report, previously circulated, was presented by the Director of Environmental Services.

### **STREET TRADING (NI) ACT 2001**

The undernoted applications for a street trading licence have been received, acknowledged and processed during the report period.

| <u>Unique Reference Number</u> | <u>Type of Licence</u> | <u>Commodity</u>            | <u>Location</u>                     |
|--------------------------------|------------------------|-----------------------------|-------------------------------------|
| MST 010                        | Mobile                 | Ice Cream and confectionary | Borough of Causeway Coast and Glens |

Committee NOTED the report.

## 25. RENEWAL OF ENTERTAINMENT LICENCE – KILREA GOLF CLUB

By virtue of paragraph 2 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Confidential, for information report, previously circulated, was presented by the Director of Environmental Services.

### **Purpose of Report**

The purpose of this report is to provide further information on the renewal of the entertainments licence for Kilrea Golf Club.

### **Recommendation**

**It is recommended** that the Environmental Services Committee note the above.

Councillor Bateson stated that he was happy that this licence was renewed.

Committee NOTED the report.

### **MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Jonathan McAuley  
Seconded by Alderman S McKillop and

**AGREED** – to recommend that Committee move ‘*In Public*’.

## 26. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (0))

### 26.1 Proposals to amend and/or extend the opening hours of Household Recycling Centres (Councillor Kane)

*“To ask the Director of Environmental Services for an update on proposals to amend and/or extend the opening hours of Household Recycling Centres, further to item 25(1) of the meeting of the Environmental Services Committee held on Tuesday 13 June 2023.”*

The Director of Environmental Services advised that it was for Members to decide on the level of service required. He advised that each additional hour of operating the recycling centres would cost £410. He advised that very few Councils in NI operate on Sundays, and that some have extended opening two days per week during summer.



Councillor Kane advised that he had envisaged altering opening hours rather than adding additional hours – for example, opening at a later time on a particular day to allow centres to remain open later that day.

The Director of Environmental Services advised that that would require negotiations with staff, who will be working set hours.

Councillor Bateson said that he would be keen to see at least one more day with late opening provided each week during summer.

The Director of Environmental Services advised that he would provide options with some additional statistics, to be presented at the Rates setting workshop.

## **26.2 Information from Keep NI Beautiful (Councillor Wallace)**

*“Has there been any update on the information we asked Keep NI Beautiful for.”*

The Director of Environmental Services advised that Council had contacted Keep Northern Ireland Beautiful to establish whether they would accept a reduced amount of grant aid and what impact that would have on the grants they offer to communities. The response from the Chief Executive of Keep Northern Ireland Beautiful stated that they do not normally offer a reduction but, in order to reengage Causeway Coast and Glens Borough Council with Keep Northern Ireland Beautiful, it would accept 75% of the £21,000 requested, which would be £15,750, with one third of that - £5,250 - going to the small grants scheme. Any monies contributed further to that, up to the £21,000, would go directly to the small grants scheme.

The Director of Environmental Services reminded Members that, in previous years, Council has completed its own grant scheme through the LiveSmart initiative, with 100% of allocated funds going to grant aid. He stated Keep Northern Ireland Beautiful had also requested a decision on the Eco-Schools scheme, and he felt that the £2,975 paid last year to the Eco-Schools scheme represented good value for money.

Councillor Wallace stated that his concern had been that the Council had been benefitting from a service that it wasn't paying for, but that he was disappointed by the Keep NI Beautiful response. He proposed sticking with the Council's own LiveSmart scheme and suggested increasing the grant amount from £250 to £500 within the same overall budget allocation.

Alderman S McKillop requested an update from the Director of Environmental Services on the information that she had requested regarding the maintenance plan for Bushmills.

Proposed by Councillor Wallace  
Seconded by Alderman S McKillop                      and

**AGREED** – to recommend to Council to increase the amount for the LiveSmart grant to a maximum of £500/application and to fund the Keep Northern Ireland Beautiful Eco-Schools scheme by the same amount as last year £2,975.

The meeting concluded at 8.41PM

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Chair