

# Causeway Coast and Glens Borough Council

Environmental Services Committee Tuesday 5<sup>th</sup> May 2015

## Table of recommendations

No	Item	Recommendation
3.	<p>3.1 Environmental Services Committee Terms of Reference</p> <p>3.3.1 Animal Welfare Governance Arrangements</p> <p>3.3.2 Animal Welfare Enforcement Guidelines</p> <p>3.3.3 Officer Authorisation and Delegation of Powers</p> <p>3.4 Affordable Warmth Scheme</p> <p>3.5 Review of Vacant Non-Domestic Property – Partnership Working</p> <p>3.6 DOE – Emergency Planning Grant</p> <p>3.7 FSA – Grant Funding to District Councils</p> <p>3.8 Proposed Implementation of Bus Shelters Guidelines</p> <p>3.9 Transport NI Amenity Grass Cutting Fund</p> <p>3.10 Lansdowne Green Portrush – Vehicle Assess Control</p> <p>3.11 Building Control – Non Statutory Charges</p> <p>3.12 Entertainment Licences</p> <p>3.13 Rathlin Ferry Project – Potential Harbour Improvements</p> <p>3.14 Marine Fuel Sales</p> <p>3.15 Cruise Ship Visit Charges</p> <p>3.16 Additional Bin Policy</p> <p>3.25 Procurement of Consultancy Services</p>	<p><i>Approve as set out</i></p> <p><i>Approve as set out</i></p> <p><i>Adopt and implement</i></p> <p><i>Approve</i></p> <p><i>Approve</i></p> <p><i>Continue working arrangement and authorise as set out</i></p> <p><i>Note</i></p> <p><i>Note</i></p> <p><i>Progress bus shelter works in pipeline and defer Item</i></p> <p><i>Managed amalgamation of Option 2 and Option 3</i></p> <p><i>Execute enforcement along with PSNI and DVLI</i></p> <p><i>Adopt as detailed</i></p> <p><i>Grant</i></p> <p><i>Accept</i></p> <p><i>Apply mark up</i></p> <p><i>Approve as outlined</i></p> <p><i>Adopt, investigate possibility of supply of brown bins</i></p> <p><i>Bidders noted awarded 1<sup>st</sup> to 4<sup>th</sup> place within each discipline as set out</i></p>
5.	<p>5.1 DoE, Consultation on proposed changes to the Waste Batteries Regulations 2009, the Producer Responsibility Obligations (Packaging Waste) Regulations 2007, the Producer Responsibility Obligations (Packaging Waste) Regulations (Northern Ireland) 2007 and call for evidence on the impact of new plastic flow figures and links with household waste recycling targets</p> <p>5.2 NIEA Consultation on Amending the Financial Provision for Waste management Activities in NI</p>	<p><i>Note</i></p> <p><i>Note</i></p>
6.	Matters for reporting to Partnership Panel	<i>Transport NI Bus Shelters</i>

## Environmental Services Committee

Minutes of the Meeting of Causeway Coast and Glens Borough Council Environmental Services Committee, held in Council Chamber, Civic Headquarters, Coleraine Office on Tuesday 5<sup>th</sup> May 2015 at 7.00 pm.

In the Chair:	Councillor M Fielding
Members present:	Alderman Cole, Alderman King Councillors Chivers, Douglas, Duddy, Fielding, Holmes, McCaul, McLean, Watton
In attendance:	D Jackson, Chief Executive A McPeake, Director of Environmental Services S Duggan, Programme Administrator
Also in Attendance:	Councillor R Loftus
Officers in Attendance:	P Caldwell G Doyle B Edgar J Richardson

### 1. Apologies

Apologies were recorded from Alderman Mullan, Councillors Baird, Campbell, Hunter and MA McKillop.

### 2. Declarations of Interest

There were no Declarations of Interest.

### 3. Director's Report

#### 3.1 Terms of Reference

It was proposed by Councillor Duddy, seconded by Councillor McLean and **AGREED to recommend that Council adopt the Terms of Reference as set out in the report, attached as Appendix A.**

#### 3.2 Environmental Services Presentation

The Director of Environmental Services delivered a PowerPoint presentation on the functions within Environmental Services and presented an overview of the year to come (circulated).

\* **Councillor Holmes arrived at the meeting at 7.08pm.**

#### 3.3 Animal Welfare

##### 3.3.1 Governance Arrangements

The Director of Environmental Services reported as undernoted:

***The Local Government Chief Executives Group have agreed Governance Arrangements for the enforcement of the Welfare of Animals Act (Northern Ireland) 2011 for non farmed animals. Fermanagh and Omagh District Council will act as the Regional Lead Council with service being delivered via a 4-centre sub-regional model. Details of delivery and governance arrangements as set out in the paper dated 13 March 2015 which may be found at Appendix 1 <sup>1</sup>to this report.***

It was AGREED to recommend that Council approve the governance arrangements set out in the Animal Welfare Governance Arrangements paper dated 13 March 2015, attached as Appendix B.

### 3.3.2 Enforcement Guidelines

The Director of Environmental Services reported as undernoted:

***The Local Government Animal Welfare Project Board has produced Enforcement Guidelines in respect of Animal Welfare to ensure consistency across all 11 Councils. The document may be found at Appendix 2 <sup>2</sup>to this report. Members will be aware that as Council has already adopted an enforcement policy in respect of other legislative matters, Organisation Development Committee 150312 item 5.3 refers. The adoption of the above document will ensure consistency of service standards amongst Animal Welfare Officers, for this shared resource, and complements Councils already adopted policy***

IT WAS AGREED to recommend that Council adopt and implement the Animal Welfare Enforcement Guidelines, attached as Appendix C.

### 3.3.3 Officer Authorisation and Delegation of Powers

B Edgar reported as undernoted:

***Further to the recently adopted scheme of officer authorisation and delegation of powers (Shadow Council Meeting, Item 5.2 dated 26<sup>th</sup> March 2015 refers). It is necessary to add as follows:***

***The Welfare of Animals Act (NI) 2011  
Appointment of Inspectors***

***In exercise of its powers under 47(A) of the Local Government Act 1972 as amended by Article 26 of the Local Government (Miscellaneous Provisions) (NI) Order 1985 Causeway Coast and Glens Borough Council hereby appoints the undernoted officers as inspectors under Section 45(1)(b) of the Welfare of Animals Act (Northern Ireland) 2011.***

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<sup>1</sup> Within the Agenda circulated.

<sup>2</sup> Within the Agenda circulated.

<b>Mr Clement Kennedy</b>	<b>Animal Welfare Manager</b>
<b>Mrs Lynda Fitzsimmons</b>	<b>Animal Welfare Manager</b>
<b>Mrs Vivienne Donnelly</b>	<b>Animal Welfare Manager</b>
<b>Mrs Sinead Sergeant</b>	<b>Animal Welfare Manager</b>
<b>Mrs Sally Courtney</b>	<b>Animal Welfare Manager</b>
<b>Mr Samuel Jackson</b>	<b>Animal Welfare Officer</b>
<b>Mr Ian Peter McCreary</b>	<b>Animal Welfare Officer</b>
<b>Mrs Sandra Morton</b>	<b>Animal Welfare Officer</b>
<b>Mrs Karen Kerr-George</b>	<b>Animal Welfare Officer</b>
<b>Ms Alexandra Lightfoot</b>	<b>Animal Welfare Officer</b>
<b>Mr Matthew Kenrick</b>	<b>Animal Welfare Officer</b>
<b>Mr Conor McCready</b>	<b>Animal Welfare Officer</b>
<b>Miss Shanna Wilson</b>	<b>Animal Welfare Officer</b>
<b>Miss Danielle Courtney</b>	<b>Animal Welfare Officer</b>

***In exercise of its powers under 47(A) of the Local Government Act 1972 as amended by Article 26 of the Local Government (Miscellaneous Provisions) (NI) Order 1985 the Council hereby delegates to the undernoted officers the delegated powers or duties of council under sections 10, 17, 18, 22, 23, 24, 47 and 48 specifically in relation to The Welfare of Animals (Dog Breeding Establishments) and Miscellaneous Amendments Regulations (NI) 2013 (as specified in personal authorisation documentation).***

Martin McHenry	Dave Sexton	Jeremy Callan	Ciaran Doran
	Nuala Houston		Thomas Keogh
	Timothy McHugh		Kevin Moore

**IT WAS AGREED to recommend that Council approve the authorisations as detailed above.**

### **3.4 Affordable Warmth Scheme**

B Edgar reported as undernoted:

***The Department of Social Development has issued a revised Service Level Agreement (SLA) Version 2.0 dated April 2015. This SLA takes account of the restructuring of Local Councils from 1 April 2015 and supersedes the version dated July 2014. The Affordable Warmth Scheme aims to target identified low income households and deliver energy efficiency improvement measures to those that qualify.***

***The purpose of the SLA is to provide clarity in terms of accountability, policy, operation and reporting procedures for each of the parties and in particular to:***

***Establish the scope and duration of the scheme;***

***Describe the roles and responsibilities of each party;***

***Set out the financial arrangements; and***

***Detail the arrangements for monitoring performance in relation to the scheme.***

***SLA circulated.***

***Clarifications have been sought regarding amendments within the SLA particularly in regard to the removal of responsibilities of the NIHE and the provision of energy advice information by Affordable Warmth Surveyors.***

***Overall accountability for the delivery of the scheme rests within the accounting officer of the Department of Social Development as the funding department. The SLA is to be reviewed annually.***

**IT WAS AGREED to recommend that Council approve the terms of the Service Level Agreement, attached as Appendix D and authorise the Director of Environmental Services to sign on its behalf.**

The Chief Executive will investigate concerns highlighted by members surrounding the eligibility criteria and publicising of the Scheme within the community.

### **3.5 Review of Vacant Non Domestic Property for Rate Assessment and Collection Purposes- Partnership Working**

The Director of Environmental Services reported as undernoted:

***Following a series of meetings between Council Officers and Land and Property Services (LPS) of the Department of Finance and Personnel (DFP), Causeway Coast and Glens has been appointed to assist in the review of vacant non domestic property for rate assessment and collection purposes and to:-***

- Undertake examination of vacant property in the District during 2015/16;***
- Establish which properties are occupied or vacant for rate assessment and collection purposes;***
- Provide full details of occupiers/owners and dates of occupation where property is found to be in rateable occupation; and***
- Send occupancy/ownership information to LPS.***

***Causeway Coast and Glens Borough Council will undertake the assignment on behalf of LPS and all information captured will remain the property of LPS.***

***LPS has provided Council with a list of vacant non domestic properties in the Council area and this will form the basis of the inspection and data gathering programme to be undertaken by the Council.***

***In order to comply with Data Protection requirements LPS authorises Causeway Coast and Glens Borough Council to act as Agents to collect the data and pass to LPS. In this respect Council will authorise identified staff to***

*carry out the inspection of properties listed and collect data for the sole purpose of assessment and collection of rates by LPS where property is found to be in rateable occupation. The Council's Chief Executive will provide the authorisation to staff appointed for this exercise. LPS and the Council will comply with their obligations under the Data Protection Act 1998, the Freedom of Information Act 2000 and common law rules on confidentiality.*

*The above process was previously successfully piloted within the legacy Councils and recently more proactively commenced within Coleraine Borough Council. Good working relationships have been built up between Building Control and LPS through PSLG address management subgroup and a memorandum of understanding has been agreed with respect to working arrangements.*

**IT WAS AGREED to recommend to Council that the above working arrangement is continued into Causeway Coast and Glens Borough Council. IT WAS FURTHER AGREED to recommend that Council authorise the following officers within Building Control Section of each current district offices to participate in this exercise:-**

<b>William Campbell</b>	<b>Trevor Colvin</b>
<b>Colin Stewart</b>	<b>Martin McCook</b>
<b>Ryan Brace</b>	<b>Noel Bradley</b>
<b>Donald Kenny</b>	<b>David McConaghy</b>
<b>Clodagh Skeffington</b>	<b>Mark Hayes</b>
<b>Adrian Patterson</b>	<b>Justin Knox</b>
<b>Kye McLean</b>	<b>Nicky Matthews</b>
<b>Fiona Murray</b>	<b>Adrian Street</b>
<b>Liam McKinney</b>	<b>Ossie Dallas</b>
<b>Edward Birt</b>	<b>David Anderson</b>

The Director of Environmental Services will bring a 6-month review of the working arrangement back to the committee.

### **3.6 Department of the Environment - Emergency Planning Grant**

The Director of Environmental Services report as undernoted:

*The Department of the Environment in correspondence dated 24 March 2015 have confirmed that the annual Emergency Planning Grant Aid to Councils to the value of £580k together with the additional £200k to support the creation of a broader response capability at sub-regional level has been discontinued. This will result in a reduction of grant aid for this service circa £35k in respect of direct funding received by Council and support costs in relation to the sub-regional Emergency Planning Co-ordinator.*

**IT WAS AGREED to recommend that Council note the discontinuation in funding for this service from the Department of the Environment.**

The Chief Executive advised that members will be invited to a future Emergency Planning workshop after coordination with emergency services, entailing cross boundary and cross council co-ordination.

In response to member concerns, the Director of Environmental Services added that a review of Council's sandbag stock and points of contacts for distribution will also be undertaken.

### **3.7 Food Standards Agency Grant Funding to District Councils**

B Edgar reported as undernoted.

*The Food Standards Agency in correspondence dated 24 March 2015 have confirmed that they intend to maintain the total amount of grant funding to Councils in recent years at £1.2m. The level of funding provided to each Council is now based on prioritisation of activities linked to food establishments within Council areas as identified by the Local Authority Enforcement Monitoring System (LAEMS) returns for the year 2013/14. The LAEMS data used has been adjusted to reflect the movement of food establishments arising from LGR boundary changes.*

*The distribution of the core £1.0m funding has been apportioned as follows:-*

<i>Total number of food establishments in Council area:</i>	<i>50%</i>
<i>Number of manufacturing establishments (food standards):</i>	<i>20%</i>
<i>Number of manufacturing establishments (food hygiene):</i>	<i>15%</i>
<i>Number of establishments approved under EC Reg. No. 853/2004</i>	<i>10%</i>
<i>Number of Importers/Exporters</i>	<i>5%</i>

*The core funding to be paid to Causeway Coast and Glens Borough Council for 2015-16 will be £80,960.51. The funding must be used to support the delivery of an effective service, which will be measured against agreed priorities together with the requirements of the framework agreement a local authority food law enforcement, the food law code of practice (Northern Ireland) and associated Practice Guidance. The amount of grant aid payable will be reviewed on an annual basis in light of establishment profiles determined through LAEMS returns.*

*Additional funding will be payable in 2015/2016 to support the introduction of the statutory Food Hygiene Rating System (FHRS). This has been apportioned based on the number of establishments in each Council area within the scope of the scheme. Causeway Coast and Glens Borough Council will receive £18,555.32 for this purpose.*

**IT WAS AGREED** to recommend that Council note the level of funding provided by The Food Standards Agency in support of the delivery of an effective food service.

### **3.8 Proposed Implementation of Bus Shelter Guidelines**

J Richardson reported as undernoted.

*There is no statutory requirement for Council to provide bus shelters and no guidance is currently available to Council officers to deliver the provision of bus shelters within the Borough.*

*A proposed guideline document was circulated which sets criteria to initiate the installation of a new bus shelter within the Borough.*

*A synopsis is below*

1. ***Proposer / applicant completes an application form (with an attached map to confirm location).***
2. ***The proposer / applicant provides written confirmation from Translink on numbers using the existing bus stop. A minimum of 8 passengers in the morning from 07:00 – 08:30 and 15 passengers during the course of the day thereafter – which will be required as a trigger values to justify Council investment and thus demonstrate community benefit.***
3. ***Application will only be considered for existing bus stops.***
4. ***An agreed annual budget shall be made available for both maintenance of existing stock and providing new provisions.***
5. ***Allocation of new shelters shall be on a first come first served basis and a queuing system will be operated.***

***There are 2 recommendations:***

1. ***IT IS RECOMMENDED Council reach a decision to continue to provide new bus shelters or not.***
2. ***If Council decide to continue new provisions, then it is recommended that Council approve the recommended guidelines.***

Members voiced concern with the proposed guideline document and expressed a wish for additional information and cognisance for rural and urban disparities.

Councillor Duddy suggested the subject of Transport NI Bus Shelters could be brought before the Partnership Panel as a matter for consideration.

The Chief Executive confirmed he would raise a member suggestion, that Developers ought to provide bus shelters within new housing developments and retail areas, with the Planning section.

It was proposed by Councillor Duddy, seconded by Councillor Homes and **AGREED to recommend that Council progress bus shelter works currently in the pipeline (3no). IT WAS FURTHER AGREED that the item - Proposed Implementation of Bus Shelter Guidelines - is deferred.**

- \* **Councillor McCaul left the meeting at 7.49pm and re-joined the meeting at 7.55pm during consideration of the above matter.**

### **3.9 Transport NI Amenity Grass Cutting Fund**

The Director of Environmental Services reported as undernoted.

***Since 1988 the legacy Councils have had an annual contract with Transport NI (originally DRD Roads Service) to cut areas of urban grass up to 5 times per year. Council would normally increase the number of cuts in these areas to approximately 12 times per year. The funding for this across the 4 legacy councils amounted to £57,000 in 2014. This funding has now been withdrawn.***

***3 Options have been considered.***



- 1. Continue to cut and maintain these areas to the same standard as before. This will enable the same aesthetic impact as previous years. Additional cost to Council - £57,000.**
- 2. Reduce the frequency of cutting to ensure no additional costs. This will mean longer grass for a longer period of time. Additional cost to Council – Nil.**
- 3. Reduce the number of amenity areas throughout the Borough to ensure no additional costs. This could mean creating biodiversity areas such as roundabouts and on large stretches of central reservations, and road side verges. The ‘Don’t Mow, Let it Grow’ biodiversity campaign could be utilised. Additional cost to Council – Nil.**

**IT IS RECOMMENDED that Council consider the options presented.**

The Director of Environmental Services responded to member queries surrounding the visual impact on key tourist areas, road safety, urban and rural differences and advised that he will investigate the matter of sponsorship of roundabouts and further explore the impact of the, ‘Don’t Mow, Let it Grow’, biodiversity campaign with a view to bringing a report back.

It was proposed by Councillor King, seconded by Councillor Douglas to recommend that Council progress Option 1 as set out above.

Councillor King added that he would like a report brought back mapping additional areas of biodiversity that might also be planned within the Borough.

**An amendment was proposed by Councillor Cole, seconded by Councillor Duddy, to recommend that Council progress a managed amalgamation approach of Option 2 and Option 3 as set out above.**

The Chair put the amendment to the committee to vote, 5 voted for, 5 voted against, the Chair applied a casting vote in favour of the amendment, the Chair declared the amendment carried.

The Chief Executive added that he would investigate the possibility of any hidden costs that may also be incurred, before the Council meeting in May.

\* **G Doyle left the meeting at 8.36pm.**

### **3.10 Lansdowne Green Portrush – Vehicle Access Control**

The Director of Environmental Services presented the report as undernoted:

***Lansdowne Green has been prone to annual damage as a result of inappropriate car parking at peak times. Various popular events and peak season (with good weather) footfall, has resulted in a large numbers of cars utilising Lansdowne Green, causing significant ground damage, resulting in significant regular ground reinstatement costs.***

***At peak times, the multi-use amenity space is also reduced or is unavailable as result of the above parking problem. Council introduced “no parking” signage several years ago, however this has not deterred parking on the Green.***

***Additional cleansing has also been introduced on the Green as a result of the car parking problem.***

***Proposals***

- (i) Create a grass bank around the perimeter, with 3 access points for vehicles, this shown on the attached drawing (appendix 5<sup>3</sup>) with the access points to be controlled by installation of telescopic bollards. Due to the angle of the grass bank the external face will need to be cut by strimming as the lawn cutting machinery will not cope with it. Installation cost estimate: £3500.00 + vat. Annual maintenance costs for cutting the grass bank by strimming, 6 times per year, are approximately £130.00 + vat.***
- (ii) Create a barrier by the installation of low level timber posts and a continuous concrete mowing strip. Provide 3 access points for vehicles, each controlled by the use of telescopic barriers. Installation cost estimate: £16,310.00 + vat. Annual maintenance costs for repainting the timber posts (on the assumption they are needing repainted every 2 years), are approximately £675.00 + vat.***
- (iii) Create a barrier by the installation of galvanised steel bollards and a continuous concrete mowing strip. Provide 3 access points for vehicles, each controlled by the use of telescopic barriers. Installation cost estimate: £38,810.00 + vat. There are no expected annual maintenance costs associated with this option.***

***IT IS RECOMMENDED that Council approve option 1 to create a grass bank around the perimeter, incorporating access points allow controlled Council events to take place.***

J Richardson responded to member queries.

An amendment was proposed by Councillor Watton seconded by Councillor Douglas to recommend that Council progress Option 1 as set out above, before the end of June 2015.

It was proposed by Councillor Duddy, seconded by Councillor Cole **to recommend that Council execute enforcement in a joint strategic operation with the PSNI and DVLI at Lansdowne Green in the first instance.**

The Chair put the amendment to the committee to vote, 4 voted for, 6 voted against, the Chair declared the amendment had fallen.

The Chair put the proposal to the committee to vote, 6 voted for, 2 voted against, the Chair declared the proposal carried.

### **3.11 Building Control Non-Statutory Charges**

The Director of Environmental Services reported as undernoted:

***Building Control Northern Ireland (BCNI) have recognised individual Councils have in the past applied various charging mechanisms in respect of non-statutory tasks and functions. A review was carried out***

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<sup>3</sup> Within the Agenda circulated.

**by BCNI and a recommendation proposed that Councils adopt a consistent charging structure as prepared as an outcome of the review.**

It was proposed by Councillor Douglas, seconded by Councillor Chivers and **AGREED to recommend that Council adopt the charges detailed below and recommended by Building Control Northern Ireland:-**

Service	Proposed Charges
Copy of Approval Notice	£25
Copy of Completion Certificate	£25
Confirmation of Postal Address	£25
Copy of Plans (Each Plan)	£10/V
Property Search (Standard 10 yr)	£60
* Search of any 10 yr to full search	£60
* Full search back to 1973	£85
* Upgrade of 10 yr to full search	£25
Withdrawn Application	NC
Additional stamped or minor amendments	£25
Confirmation of Exemption	£25
Affirmation of completion - pre 94	£25
Viewing Plans	£25
Online Application	£50
Fire Risk Assessment Check	
Archive Property Search	£25
Admin charge for Refunds for Applications	£25
Comfort Letter	£25
Legal Enquires - Work Stages	£25
NC = No Charge	
NC* = No Charge under FOI	
V = Various i.e. £5 for A1 plans	
£/V = First initial charge then various charges	
" = £40 if over 10 years	
! = Free if over 10 years	
# = £40 if in storage	

### 3.12 Entertainment Licences

The Director of Environmental Services reported as undernoted:

#### 3.12.1 Grant of Occasional Licence – Farm Shed, 70 Ballinteer Road, Coleraine

<b>Premises:</b>	Farm Shed
<b>Applicant:</b>	Mrs Hilary Cameron
<b>Application:</b>	Grant of occasional entertainment licence for a Farm Shed, 70 Ballinteer Road, Coleraine

	Days and times on which it is intended to provide entertainment:  Saturday-Sunday 8 <sup>th</sup> /9 <sup>th</sup> August 7pm – 1.30am
<b>Representations:</b>	Closing 14 <sup>th</sup> May 2015
<b>PSNI and NIFRS:</b>	Awaiting response

***Recommendation***

***Grant of an Occasional Entertainment Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the following special conditions***

- 1) ***No representations***
- 2) ***No objections from PSNI or NIFRS***
- 3) ***All requirements as contained within Nightsafe Coleraine Code of Best Practice 2012.***
- 4) ***All door supervisors employed must be licensed with a scheme recognised by Causeway Coast and Glens Borough Council.***

**3.12.2 Grant of Occasional Licence – Macosquin Presbyterian Church, Coolvenny Road, Coleraine**

<b>Premises:</b>	Macosquin Presbyterian Church
<b>Applicant:</b>	Mr Mervyn Downes
<b>Application:</b>	Grant of occasional entertainment licence for Macosquin Presbyterian Church, Coolvenny Road, Coleraine  Days and times on which it is intended to provide entertainment:  14 unspecified days in one year
<b>Representations:</b>	No objections received
<b>PSNI and NIFRS:</b>	Awaiting response

***Recommendation***

***Grant of an Occasional Entertainment Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the following special conditions***

- 1) ***No representations***
- 2) ***No objections from PSNI or NIFRS***
- 3) ***All requirements as contained within Nightsafe Code of Best Practice 2012.***

- 4) *All door supervisors employed must be licensed with a scheme recognised by Causeway Coast and Glens Borough Council.*

### 3.12.3 Variation of Licence – The Atlantic Hotel, Bushmills Road, Portrush

<b>Premises:</b>	The Atlantic Hotel
<b>Applicant:</b>	Mr Peter Wilson
<b>Application:</b>	Variation of entertainment licence for The Atlantic Hotel, Bushmills Road, Portrush  Days and times on which variation is applied for to provide entertainment in addition to the existing licence:  Saturday-Sunday 6 <sup>th</sup> /7 <sup>th</sup> June 02:00 – 02:30  Saturday-Sunday 26 <sup>th</sup> /27 <sup>th</sup> September 02 – 02:30  Saturday-Sunday 31 <sup>st</sup> /1 <sup>st</sup> October/November 02:00 – 02:30  Saturday-Sunday 26 <sup>th</sup> /27 <sup>th</sup> December 02:00 – 02:30  Thursday-Friday 31 <sup>st</sup> /1 <sup>st</sup> December/January 02:00 – 02:30
<b>Representations:</b>	No objections received
<b>PSNI and NIFRS:</b>	Awaiting response

#### **Recommendation**

***Variation of an Occasional Entertainment Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the following special conditions***

- 1) ***No representations***
- 2) ***No objections from PSNI or NIFRS***
- 3) ***All requirements as contained within Nightsafe Code of Best Practice 2012.***
- 4) ***All door supervisors employed must be licensed with a scheme recognised by Causeway Coast and Glens Borough Council.***

### 3.12.4 55 Degrees North, 1 Causeway Street, Portrush, BT56 8AB

<b>Premises:</b>	55 Degrees North  1 Causeway Street  Portrush  BT56 8AB
<b>Applicant:</b>	Mrs Gwynne Fletcher

<b>Application:</b>	<b><u>Grant of an entertainment licence</u></b> Days and time in which it is intended to provide entertainment: Mon – Sat – 11.30am –1.00am Sun – 12.30pm - Midnight
<b>Representations:</b>	Closing 21 <sup>st</sup> May 2015
<b>PSNI:</b>	Awaiting response

### **Recommendation**

**IT IS RECOMMENDED that the grant of licence is approved subject to the following conditions:**

- 1) No representations**
- 2) No objections from PSNI**
- 3) Compliance with NI Fire and Rescue Service**
- 4) All other requirements requested by Council's Licensing Department and subject to special conditions:**
  - 4a) All requirements as contained within Nightsafe Code of Best Practice 2012**
  - 4b) All Door Supervisors employed must be licensed with a scheme recognised by Causeway Coast and Glens Borough Council**

**IT WAS AGREED** to recommend that Council grant licences at Items 3.12.1 to 3.12.4 inclusive as set out above, subject to the stated conditions.

### **3.13 Rathlin Ferry Project – Potential Harbour Improvements**

The Director of Environmental Services reported as undernoted:

***A proposed new ferry for the Ballycastle – Rathlin Island ferry service is being procured by DRD. The new ferry is bigger than the existing vessel MV Canna, and while it can use the slipway in Rathlin Harbour it cannot access the inner harbour. The Department is therefore proposing to provide a new mooring facility in Rathlin Harbour which will transfer to Council on completion.***

***The Department has commissioned DFP Construction Service to design, procure and supervise the construction of this new mooring facility***

***Causeway Coast and Glens Borough Council has a key interest in the design of the new mooring facility and any potential liability which will transfer. DRD have been keeping Council informed of progress and various aspects of the design.***

**IT WAS AGREED** to recommend that Council confirm acceptance of the proposals presented by DRD, attached as Appendix E.

### **3.14 MARINE FUEL SALES**

The Director of Environmental Services reported as undernoted:

***Two of the 4 legacy Councils currently provide a fuel sales facility for boat users (red diesel), located at Ballycastle Harbour, Portrush Harbour and Coleraine Marina.***

***It has been determined through the work of the Harbours & Marinas Working Group that there is a variation in the levels of mark-up charged to contribute to the costs associated with providing this service.***

***These costs can now be aligned to charge the same levy per litre of fuel sold across the new council area. This would provide a more aligned service for the consumer***

***A review of historical information available associated with fuel sales has demonstrated that through a variety of calculations applied across the legacy areas, a 10p mark-up charge is the average mark-up realised and is a reasonable amount to recover the costs associated with fuel provision.***

**IT WAS AGREED to recommend that Council apply a mark-up of 10p per litre of fuel sold at each of the Harbour and Marina facilities outlined above.**

### **3.15 Cruise Ship Visits**

The Director of Environmental Services reported as undernoted:

***Two of the 4 legacy Councils currently accommodate cruise ship visits to facilities located at Ballycastle Harbour, Rathlin Harbour and Portrush Harbour. This may be via cruise ship at anchor with tender access to quay, or via direct quay side berthing.***

***Each cruise ship visit requires prior organisation and attendance by a Council Port Security Facility Officer and the provision of a restricted area for the visit.***

***It has been determined through the work of the Harbours & Marinas Working Group that there is a variation in charges applied to cruise ship berthing and visitors coming ashore at our facilities.***

***These charges can now be aligned to provide a more consistent charging basis for the consumer***

***A review of current charging information has confirmed the following;***

<b>Location</b>	<b>At Anchor Charge</b>	<b>Quay Side Berthing Charge</b>
Portrush Harbour	£2 / visitor coming ashore	Berth Not Suitable
Ballycastle Harbour	No Charge	No Charge
Rathlin Harbour	No Charge	Berth Not Suitable
<b>Proposal (all areas)</b>	<b>£2 / visitor coming ashore</b>	<b>£400 per Day</b>

	(Min Charge £200)	
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It was proposed by Alderman Cole, seconded by Councillor Watton and **AGREED to recommend that Council approve the aligned charging proposal outlined above.**

### 3.16 Additional Bins

The Director of Environmental Services reported as undernoted:

*Each of the 4 legacy Councils has provided a service whereby a household with 6 or more permanent residents can avail of an additional black residual bin for collection. In the legacy Ballymoney, Moyle and Limavady Councils this additional bin has been a standard household size 240 litre bin. Coleraine had adopted a policy of providing a 140 litre bin. This was specific to cases of 6 or more full time residents only. For other needs such as medical conditions a 240 Litre bin was still provided.*

*As Council continue the drive towards increased diversion from Landfill it is recommended that the following policy is considered:-*

*‘On application for a second bin the Council’s recycling officer would work with the householder to ensure that the maximum use was being made of the blue bin and immediately offer an additional 240 litre blue bin if required. If the recycling officer is satisfied that a single 240 litre black bin is not sufficient then an additional 140 litre black bin will be provided’.*

*A sample application form is included at Appendix 7<sup>4</sup>.*

**IT IS RECOMMENDED that Council adopt the ‘additional bin’ policy.**

It was proposed by Alderman Cole, seconded by Councillor Duddy and **AGREED to recommend that Council adopt the ‘additional bin’ Policy and to investigate the possibility of the supply of brown bins to all residents equally across the new Borough.**

The Director of Environmental Services further advised that grant aid would also be explored in connection with any proposed capital investment in recycling bins, with a view to reducing the financial impact that might be placed upon Council.

## **ITEMS 3.17-3.24 FOR INFORMATION**

### 3.17 Pollution Prevention Control Charges 2015/2016

The Department of the Environment have, by email dated 3 April 2015, confirmed the above fees for 2015/16. They have been increased by 1.4% in line with the 2015/16 GDP deflator forecast. The fees are detailed in the table below for information. The Department is encouraging Councils to keep accurate cost accounting as recommended in the PPC General Guidance manual so that it has good information

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<sup>4</sup> Within the Agenda circulated



on which to base charges in line with the polluter pays principle. The Department of the Environment plans to review the charging scheme in late 2016 on the basis of cost accounting in this financial year 2015/16.

<b>2015/16 Fees and Charges</b>	
<b>Type of charge</b>	
<b>Permit Application Charges</b>	
Standard Charge	£1647 per activity
Reduced Charge for certain activities	£158 per activity
PVR I and II combined	£279
Vehicle Refinishers	£283
<b>Standard Subsistence Charges</b>	
Low	£760 per activity
Medium	£1111 per activity
High	£1461 per activity
<b>Reduced Subsistence Charge</b> for certain activities	
	£158
PVR I and II combined	£245
Vehicle Refinishers	£283
<b>Variation Charges</b>	
Standard Charge	£1052
Reduced Charge for certain activities	£103
<b>Transfer Charges</b>	
<b>-Transfer of whole permit</b>	£163
Standard Charge	£17
Reduced Charge for certain activities	
<b>-Transfer of part permit</b>	£491
Standard Charge	£48

## 3.18

Reduced Charge for certain activities	
<b>Additional fee for operating without a permit</b>	
Standard Charge	£1291
Reduced Charge for certain activities	£77
<b>Late Payment Fee</b>	£53

**Licensing (Northern Ireland) Order 1996****3.18.1 Occasional Licences**

The undernoted applications for occasional licences have been received, acknowledged and responded to without objection during the report period.

<u>Applicant</u>	<u>Purpose</u>	<u>Dates</u>
Pauline Gallagher Ma Kelly's Grill Bar 21 Church Street BALLYMONEY BT53 6HS	Occasional Licence at The Main Hall, Joey Dunlop Leisure Centre	25 <sup>th</sup> April 2015 from 7.00pm to 1.00pm on 26 <sup>th</sup> April 2015.
Shirley McKinley The Scenic Inn 38 Fivey Road Armoy BALLYMONEY BT53 8UT	Occasional Licence at The Scenic Inn.	Saturday 2 <sup>nd</sup> May 2015 from 7.00pm to 1.00am and Sunday 3 <sup>rd</sup> May from 7.00pm to 1.00am.
William Herbert Brooke Huey The Glynn's Bar 23 Church Street BALLYMONEY BT53 6HS	Occasional Licence at Tesco's Car Park, Castle Street, Ballymoney.	Friday 22 <sup>nd</sup> May 2015 from 4.00pm to 11.00pm Saturday 23 <sup>rd</sup> May 2015 from 1.00pm to 11.00pm Sunday 24 <sup>th</sup> May 2015 from 3.00pm to 10.30pm.
Daniel Stevenson and Stephanie Gray 22 Main Street Ballintoy Ballycastle BT54 6LX	Occasional Licence for a social function at Ballinlea Orange Hall, Ballycastle	Friday, 29 <sup>th</sup> May - Saturday 30 <sup>th</sup> May 2015 from 7pm – 1am
Gareth Witherow The Tides Portrush Ltd 21 Ballyreagh Road	Occasional Licence for a BBQ and sale of soft drinks and alcohol in aid of cancer fund for	Tuesday 12 <sup>th</sup> May - Saturday 16 <sup>th</sup> May from 11:30am-11pm

<u>Applicant</u>	<u>Purpose</u>	<u>Dates</u>
Portrush BT56 8LR	children charity no XR29768 in Car Park at Tides Ltd, Portrush	
Fiona & Cormac McKeegan 5 Riverview Crescent Cushendun Co. Antrim	Occasional Licence at Cushendun Parish Hall, Layde Road, Cushendun.	16 <sup>th</sup> April 2015 from 7.00pm to 1.00pm on 26 <sup>th</sup> April 2015.

### 3.19 Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985

The undernoted application for renewal of a Gaming Machine Certificate has been received and acknowledged during the report period.

<u>Applicant</u>	<u>Purpose</u>	<u>Dated</u>
Richard James Wylie Rafters Snooker Club 18 Seymour Street BALLYMONEY BT53 6JR	Renewal of a Gaming Machine Certificate	6 <sup>th</sup> March 2015.

### 3.20 Ulster In Bloom

Legacy Councils traditionally entered either 'Best Kept' or 'Ulster in Bloom' competitions. In the interests of consistency entries in 2015 have been restricted to 'Ulster in Bloom' throughout the Borough. Entries to this competition are free. Depending on size of town/village, entries to 'Best Kept' could have cost up to £1,140.

Entries to Ulster in Bloom are as follows:

Large Town	Small Town	Large Village	Small Village
Coleraine	Ballycastle	Castlerock	Armoy
Limavady	Ballykelly	Garvagh	Ballintoy
	Ballymoney	Kilrea	Bushmills
	Dungiven	Waterfoot	Cushendall
	Portrush		Cushendun
	Portstewart		Mosside

### **3.21 Future Events on Council Property**

- 3.21.1** Ballymoney Gospel Hall request use of Riverside Park, Ballymoney on 5th and 8th June for open air service.
- 3.21.2** Cancer Research UK request the use of Riverside Park, Ballymoney on 29th May to raise funds by holding a fun run.
- 3.21.3** Kingdom of Dalriada Ulster-Scots Society (subject to CC&GBC grant) request use of Riverside Park, Ballymoney on 2nd July for Festival activities.
- 3.21.4** North Antrim Bands Forum request extended opening hours to public toilets to 10pm on 10th & 20th June, 22nd & 25th July and 15th August.
- 3.21.5** Cinemobile is doing a school project in conjunction with Northern Ireland Screen and DCAL and are hoping to bring the project to Ballycastle on Thursday 30th April and Saturday 1st May 2015 and Cushendall on Tuesday 5th May 2015, Bushmills "park and ride" carpark in the town on Wednesday 29th April 2015 and Strand Road Car Park, Coleraine on 1<sup>st</sup> May 2015.
- 3.21.6** NI Hospice request the use of Waterford Car Park Cushendall on 21 June 2015.
- 3.21.7** Glens of Antrim Comhaltas request the use of the Cottagewood Site, Cushendall on Sunday 24 May 2015.
- 3.21.8** Cushendall Development Group on behalf of the Heart of the Glens Festival request the use of the council property for the dates and times mentioned below:-

Sunday 2 August 2pm - 4pm Opening Parade & Fancy Dress at Waterford Car Park Coast Rd.

Wednesday 5 August 2pm - 4pm 'Lark in the Park' - Cottage Wood.

Sunday 9 August 2pm - 4pm Beach Fun Day - Seafront at beach.

All requests are subject to receiving insurance information and method statements for their events.

### **3.22 Naming of Housing Development**

10 Dwellings at Sites 1 – 10 off Milltown Road, Ballymoney for Armoy Homes, 78 Ballykenver Road, Armoy, Ballymoney

The developers have written by letter dated 22/01/2015 requesting that Council name the above new housing development.

The names suggested by the developer, in order of preference, are

1. "Riversdale Close"
2. "Riverstown Park"
3. "Millquarter Mews"

The site comprises of 10 town houses.

The first preference name “Riversdale Close” is deemed to sound too similar to Riverdale [in Rasharkin], and its use here would only lead to confusion, and would not therefore comply with Council’s Street Naming and Property Numbering Policy.

The second preference name “Riverstown” is, however, in accordance with the general policy that street names should have some connection with the local area in which they are located. The site lies on the edge of the Ballymoney River and within the town boundary. The suggested suffix “Park” is however less in keeping with the proposed form of development; “Close” is deemed to be more appropriate in this instance, and the name “Riverstown Close” would therefore fully comply with Council’s Street Naming and Property Numbering Policy.

The third preference name “Millquarter Mews” would not comply with Council’s Street Naming and Property Numbering Policy, as the development is wholly outside the boundary of Millquarter townland.

Under Council’s Delegation of Powers Scheme in respect of Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995 I would therefore confirm that the name “**Riverstown Close**” has been approved for the development.

### **3.23 Portrush Harbour Staffing**

The existing Harbour Master in Portrush has given notice of his intention to terminate his employment which is effective from 1<sup>st</sup> May 2015.

This vacancy will be covered until September by seasonal staff and supplemented by our existing Harbour Masters to provide experience and direction on a regular basis.

### **3.24 Update on Off Street Car Parks**

On the 1 April 2015, DRD transferred to Causeway Coast and Glens Borough Council thirty seven off-street car parks, via the Scheme for the Transfer of Designated Off Street Car Park Assets and Liabilities.

This means Council are now responsible for all aspects relating to management, operation and maintenance of these car parks.

The management of the twelve charged car parks is being executed through an Agency Agreement between DRD and Council for Parking Enforcement by using the existing service provider NSL.

#### **Transfer Update**

Front line staff have been briefed on how to handle or re-direct any queries which they may receive from the public concerning car parks.

Reconciliation of ticket income has commenced on a weekly basis to allow bank transfers, with no issues to report

Works are progressing to add Council branding to signage and ticket machines within each car park

Works are ongoing in conjunction with DRD to resolve outstanding issues pertaining to land ownership, registration, leases and car park boundaries

A working group has been established with representatives from all 11 eleven Councils to discuss the options relating to the procurement of a new Service Provider post October 2016. Council decision required September 2015 to allow sufficient procurement time.

### **3.25 Procurement of Consultancy Services**

It was proposed by Councillor King, seconded by Councillor Duddy and AGREED to recommend that committee move 'in-committee'.

\* **Press left the meeting.**

\* **B Edgar left the meeting.**

The Director of Environmental Services reported as undernoted:

***Council require consultancy services to assist with the preparation of documentation, specification and project management to deliver projects of various types and complexity.***

***A Professional Construction Related Consultancy Services Tender 2015 was advertised to the market in accordance with the "Open" procedure as prescribed in The Public Contracts Regulations 2006. Such a tender process was necessary as spend across all disciplines included within the tender was estimated to be in the region of £250,000 per annum. The tender was drawn up with the option to extend for an additional 2 years giving the contract a total value of £750,000 over its potential 3 year lifetime. This figure exceeds the circa £170,000 threshold for services at which the EU procurement process must be followed.***

***Tenders were advertised publicly in late January 2015 and the closing date was fixed at noon on Monday 16 March 2015.***

***The categories advertised included;***

***Architectural services  
Civil & structural engineering  
Conservation architecture  
Landscape architecture  
M&E low carbon consultants  
Marine and coast engineering  
Building surveying  
Quantity surveying  
CDM Co-ordination  
Integrated design***

***Proposals***

***Each discipline within the tender was split into various spend categories to enable Council to award business to the most competitive bid within any price band. Moreover, where appropriate, disciplines were also split into lead and non-lead consultant roles providing Council with the flexibility to appoint the desired team of professionals as required on a project by project basis. This approach provides Council with greater control over the composition of the consultancy team.***

### 3.25.1 Architecture

COMBINED SCORING WITH LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Whittaker & Watt Architects	R Robinson & Sons	Studio Rogers Architects Ltd	Bryson Architects Ltd
<b>50,001 - 100,000 + hourly rate</b>	Whittaker & Watt Architects	R Robinson & Sons	Studio Rogers Architects Ltd	Bryson Architects Ltd
<b>100,001 - 250,000 + hourly rate</b>	Bryson Architects Ltd	Whittaker & Watt Architects	R Robinson & Sons	Gregory Architects
<b>250,001 - 500,000 + hourly rate</b>	Gregory Architects	Bryson Architects Ltd	R E Quinn Architects Ltd	Michael Whitley Architects
<b>500,001 - £3m + hourly rate</b>	Gregory Architects	R E Quinn Architects Ltd	Bryson Architects Ltd	R Robinson & Sons
<b>£3,000,001 - EU + hourly rate</b>	Gregory Architects	R E Quinn Architects Ltd	Whittaker & Watt Architects	Michael Whitley Architects

COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE					
	1st	2nd	3rd	4th	
<b>0-50,000 +hourly rate</b>	Whittaker & Watt Architects	Studio Rogers Architects Ltd	R Robinson & Sons	Bryson Architects Ltd	
<b>50,001 - 100,000 + hourly rate</b>	Whittaker & Watt Architects	R Robinson & Sons	Bryson Architects Ltd	Studio Rogers Architects Ltd	
<b>100,001 - 250,000 + hourly rate</b>	Bryson Architects Ltd	Whittaker & Watt Architects	Gregory Architects	R Robinson & Sons	
<b>250,001 - 500,000 + hourly rate</b>	Bryson Architects Ltd	Gregory Architects	Consarc Design Group Ltd	Michael Whitley Architects	Joint 3rd place



<b>500,001 - £3m + hourly rate</b>	Gregory Architects	Bryson Architects Ltd	R Robinson & Sons	Michael Whitley Architects
<b>£3,000,001 - EU + hourly rate</b>	Gregory Architects	GM Design Associates Ltd	ASI Architects Ltd	Whittaker & Watt Architects

The following bidders were unsuccessful in their bids submitted for this discipline as their rates were more expensive than those submitted by the fourth placed bidder.

- Hall Black Douglas Ltd
- HMD Architects Ltd
- Ostick & Williams Ltd
- Todd Architects
- Montgomery Irwin Ltd
- Keppie Design

### 3.25.2 Civil & Structural Engineering

COMBINED SCORING WITH LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	McMahon Associates	Nicholas O'Dwyer	Mott MacDonald	R Robinson & Sons
<b>50,001 - 100,000 + hourly rate</b>	McMahon Associates	Nicholas O'Dwyer	Mott MacDonald	R Robinson & Sons
<b>100,001 - 250,000 + hourly rate</b>	McMahon Associates	Mott MacDonald	Nicholas O'Dwyer	Ivan Scotts
<b>250,001 - 500,000 + hourly rate</b>	Mott MacDonald	McMahon Associates	Gilligan & Partners	Ivan Scotts
<b>500,001 - £3m + hourly rate</b>	Gilligan & Partners	Mott MacDonald	McMahon Associates	Ivan Scotts
<b>£3,000,001 - EU + hourly rate</b>	Gilligan & Partners	Ivan Scotts	McMahon Associates	Mott MacDonald

COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Nicholas O'Dwyer	McMahon Associates	R Robinson & Sons	Mott MacDonald
<b>50,001 - 100,000 + hourly rate</b>	Nicholas O'Dwyer	McMahon Associates	Gilligan & Partners	R Robinson & Sons
<b>100,001 - 250,000 + hourly rate</b>	Nicholas O'Dwyer	McMahon Associates	Mott MacDonald	Teague & Sally
<b>250,001 - 500,000 + hourly rate</b>	Gilligan & Partners	Mott MacDonald	Teague & Sally	Ivan Scotts
<b>500,001 - £3m + hourly rate</b>	Gilligan & Partners	Mott MacDonald	Teague & Sally	Ivan Scotts
<b>£3,000,001 - EU + hourly rate</b>	Gilligan & Partners	Ivan Scotts	Mott MacDonald	Teague & Sally

The following bidders were unsuccessful in their bids submitted for this discipline as their rates were more expensive than those submitted by the fourth placed bidder.

- RPS Consulting Engineers
- Doran Consulting
- WYG
- Taylor & Boyd

### 3.25.3 Conservation Architecture

COMBINED SCORING WITH LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Whittaker & Watt	Alastair Coey Architects	Consarc Design Group Ltd	No 4th place bidder
<b>50,001 - 100,000 + hourly rate</b>	Whittaker & Watt	Alastair Coey Architects	Consarc Design Group Ltd	

<b>100,001 - 250,000 + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	
<b>250,001 - 500,000 + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	
<b>500,001 - £3m + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	
<b>£3,000,001 - EU + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	

**COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE**

	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	No 4th place bidder
<b>50,001 - 100,000 + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	
<b>100,001 - 250,000 + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	
<b>250,001 - 500,000 + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	
<b>500,001 - £3m + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	
<b>£3,000,001 - EU + hourly rate</b>	Whittaker Watt &	Alastair Coey Architects	Consarc Design Group Ltd	

### 3.25.4 Landscape Architecture

COMBINED SCORING WITH LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	GM Design Associates	RPS Planning and Environment	MWA Partnership Ltd	No 4th place bidder
<b>50,001 - 100,000 + hourly rate</b>	RPS Planning and Environment	GM Design Associates	MWA Partnership Ltd	
<b>100,001 - 250,000 + hourly rate</b>	MWA Partnership Ltd	RPS Planning and Environment	GM Design Associates	
<b>250,001 - 500,000 + hourly rate</b>	MWA Partnership Ltd	RPS Planning and Environment	GM Design Associates	
<b>500,001 - £3m + hourly rate</b>	MWA Partnership Ltd	RPS Planning and Environment	GM Design Associates	
<b>£3,000,001 - EU + hourly rate</b>	MWA Partnership Ltd	RPS Planning and Environment	GM Design Associates	

COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	GM Design Associates	RPS Planning and Environment	MWA Partnership Ltd	No 4th place bidder
<b>50,001 - 100,000 + hourly rate</b>	GM Design Associates	RPS Planning and Environment	MWA Partnership Ltd	
<b>100,001 - 250,000 + hourly rate</b>	GM Design Associates	MWA Partnership Ltd	RPS Planning and Environment	

<b>250,001 - 500,000 + hourly rate</b>	MWA Partnership Ltd	RPS Planning and Environment	GM Design Associates	
<b>500,001 - £3m + hourly rate</b>	MWA Partnership Ltd	RPS Planning and Environment	GM Design Associates	
<b>£3,000,001 - EU + hourly rate</b>	MWA Partnership Ltd	GM Design Associates	RPS Planning and Environment	

### 3.25.5 Mechanical, Electrical & low Carbon Engineering

COMBINED SCORING WITH LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Gillespie & Cummings	Mott MacDonald	Patrick McCaul Environmental Consulting	JCP Consulting Ltd
<b>50,001 - 100,000 + hourly rate</b>	Gillespie & Cummings	Mott MacDonald	Cogan & Shackleton	A H Design
<b>100,001 - 250,000 + hourly rate</b>	Gillespie & Cummings	Mott MacDonald	Cogan & Shackleton	A H Design
<b>250,001 - 500,000 + hourly rate</b>	Mott MacDonald	Gillespie & Cummings	A H Design	Cogan & Shackleton
<b>500,001 - £3m + hourly rate</b>	Gillespie & Cummings	Mott MacDonald	Troup Bywaters & Anders	Patrick McCaul Environmental Consulting
<b>£3,000,001 - EU + hourly rate</b>	Mott MacDonald	Gillespie & Cummings	JCP Consulting Ltd	A H Design

COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Gillespie & Cummings	Semple McKillop	Cogan & Shackleton	JCP Consulting Ltd

<b>50,001 - 100,000 + hourly rate</b>	Gillespie & Cummings	Semple McKillop	Cogan & Shackleton	WYG
<b>100,001 - 250,000 + hourly rate</b>	Gillespie & Cummings	Mott MacDonald	Cogan & Shackleton	Semple McKillop
<b>250,001 - 500,000 + hourly rate</b>	Gillespie & Cummings	Mott MacDonald	WYG	Cogan & Shackleton
<b>500,001 - £3m + hourly rate</b>	Gillespie & Cummings	JCP Consulting Ltd	Mott MacDonald	WYG
<b>£3,000,001 - EU + hourly rate</b>	Mott MacDonald	Gillespie & Cummings	JCP Consulting Ltd	A H Design

The following bidders were unsuccessful in their bids submitted for this discipline as their rates were more expensive than those submitted by the fourth placed bidder.

- Wallace Whittle

### 3.25.6 Marine & Coastal Engineering

COMBINED SCORING WITH LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Ivan Scotts	WYG	Mott MacDonald	RPS Consulting Engineers
<b>50,001 - 100,000 + hourly rate</b>	Ivan Scotts	WYG	RPS Consulting Engineers	Mott MacDonald
<b>100,001 - 250,000 + hourly rate</b>	Ivan Scotts	WYG	Mott MacDonald	RPS Consulting Engineers
<b>250,001 - 500,000 + hourly rate</b>	Ivan Scotts	WYG	Mott MacDonald	RPS Consulting Engineers
<b>500,001 - £3m + hourly rate</b>	Ivan Scotts	Mott MacDonald	WYG	RPS Consulting Engineers
<b>£3,000,001 - EU + hourly rate</b>	Ivan Scotts	Mott MacDonald	WYG	RPS Consulting Engineers

COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Ivan Scotts	WYG	Mott MacDonald	RPS Consulting Engineers
<b>50,001 - 100,000 + hourly rate</b>	Ivan Scotts	Mott MacDonald	WYG	RPS Consulting Engineers
<b>100,001 - 250,000 + hourly rate</b>	Ivan Scotts	WYG	Mott MacDonald	Doran Consulting
<b>250,001 - 500,000 + hourly rate</b>	Ivan Scotts	WYG	Mott MacDonald	Doran Consulting
<b>500,001 - £3m + hourly rate</b>	Ivan Scotts	Mott MacDonald	WYG	RPS Consulting Engineers
<b>£3,000,001 - EU + hourly rate</b>	Ivan Scotts	Mott MacDonald	WYG	RPS Consulting Engineers

### 3.25.7 Building Surveying

COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Wright & Partners	R Robinson & Sons	Ivan Scotts	Patrick F Corr Ltd
<b>50,001 - 100,000 + hourly rate</b>	Wright & Partners	Ivan Scotts	R Robinson & Sons	Patrick F Corr Ltd
<b>100,001 - 250,000 + hourly rate</b>	Ivan Scotts	Wright & Partners	Patrick F Corr Ltd	R Robinson & Sons
<b>250,001 - 500,000 + hourly rate</b>	Ivan Scotts	Wright & Partners	Patrick F Corr Ltd	FCM Partnership
<b>500,001 - £3m + hourly rate</b>	FCM Partnership	Patrick F Corr Ltd	Ivan Scotts	Wright & Partners
<b>£3,000,001 - EU + hourly rate</b>	WYG	FCM Partnership	JCP Consulting	Patrick F Corr Ltd

The following bidders were unsuccessful in their bids submitted for this discipline as their rates were more expensive than those submitted by the fourth placed bidder.

- WH Stephens

### 3.25.8 Quantity Surveying

	1st	2nd	3rd	4th
<b>COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE</b>				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Earl Lewis	WYG	WH Stephens	JCP Consulting
<b>50,001 - 100,000 + hourly rate</b>	WYG	Brain Canavan Associates	Earl Lewis	WH Stephens
<b>100,001 - 250,000 + hourly rate</b>	WYG	Wheelan & Co.	Brain Canavan Associates	Earl Lewis
<b>250,001 - 500,000 + hourly rate</b>	WYG	Wheelan & Co.	Brain Canavan Associates	Sweet (UK) Ltd
<b>500,001 - £3m + hourly rate</b>	WYG	Wheelan & Co.	Sweet (UK) Ltd	JCP Consulting
<b>£3,000,001 - EU + hourly rate</b>	WYG	Wheelan & Co.	Sweet (UK) Ltd	JCP Consulting

The following bidders were unsuccessful in their bids submitted for this discipline as their rates were more expensive than those submitted by the fourth placed bidder.

- Sammon Chartered Surveyors
- Consarc Quantity Surveying
- Patrick F Corr Ltd
- FCM Partnership



### 3.25.9 CDM Co-ordination

COMBINED SCORING WITHOUT LEAD CONSULTANCY ROLE				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Nicholas O'Dwyer	WYG	Mott MacDonald Ltd	WH Stephens
<b>50,001 - 100,000 + hourly rate</b>	WH Stephens	Nicholas O'Dwyer	WYG	Mott MacDonald Ltd
<b>100,001 - 250,000 + hourly rate</b>	WH Stephens	Mott MacDonald Ltd	WYG	Nicholas O'Dwyer
<b>250,001 - 500,000 + hourly rate</b>	WH Stephens	Mott MacDonald Ltd	WYG	McAuley Safety Management
<b>500,001 - £3m + hourly rate</b>	WH Stephens	Mott MacDonald Ltd	Nicholas O'Dwyer	RPS Consulting Engineers
<b>£3,000,001 - EU + hourly rate</b>	Mott MacDonald Ltd	WH Stephens	RPS Consulting Engineers	McAuley Safety Management

The following bidders were unsuccessful in their bids submitted for this discipline as their rates were more expensive than those submitted by the fourth placed bidder.

- GM Design

### 3.25.10 Multi-Disciplinary Teams

COMBINED SCORING MULTI DISCIPLINARY TEAMS				
	1st	2nd	3rd	4th
<b>0-50,000 +hourly rate</b>	Whittaker & watt	GM Design	Kennedy Fitzgerald Architects	Hall Black Douglas

<b>50,001 - 100,000 + hourly rate</b>	Whittaker & watt	Kennedy Fitzgerald Architects	GM Design	Hall Black Douglas
<b>100,001 - 250,000 + hourly rate</b>	Whittaker & watt	Kennedy Fitzgerald Architects	GM Design	Hall Black Douglas
<b>250,001 - 500,000 + hourly rate</b>	Whittaker & watt	Kennedy Fitzgerald Architects	Hall Black Douglas	GM Design
<b>500,001 - £3m + hourly rate</b>	Whittaker & watt	Kennedy Fitzgerald Architects	Hall Black Douglas	GM Design
<b>£3,000,001 - EU + hourly rate</b>	Whittaker & watt	Kennedy Fitzgerald Architects	Hall Black Douglas	GM Design

#### **Other Information**

The following bidders failed to pass all the selection criteria and were therefore excluded:

- HMD Architects. Conservation Architect bid.
- HMD Architects. CDM bid.
- Beattie Flanigan. M+E bid.
- Wright & Partners. QS bid.
- Allan Curran Architects. Architectural bid.
- McLean + Forte Partnership. Architectural bid.

It was proposed by Alderman King, seconded by Councillor Cole and **AGREED to recommend to Council that the bidders noted within each of the tables are awarded 1<sup>st</sup> to 4<sup>th</sup> place within each of the disciplines as set out.**

For reference, the highest project value category which includes “EU” as the upper limit refers to a project with a value up to the EU spend threshold for works which is currently circa £4,322,000.

It should also be noted that the tender documents stated that only the 4 highest scoring bidders would be successful within any discipline and any bid that was more expensive than the 4<sup>th</sup> placed bid would be unsuccessful.

It was proposed by Councillor Douglas, seconded by Councillor McCaul and AGREED that committee resolve itself out of ‘*in-committee*’.

#### **4. Correspondence**

There were no items of correspondence.

#### **5. Consultations**

Committee noted the following consultation documents:

**5.1 DoE, Consultation on proposed changes to the Waste Batteries Regulations 2009, the Producer Responsibility Obligations (Packaging Waste) Regulations 2007, the Producer Responsibility Obligations (Packaging Waste) Regulations (Northern Ireland) 2007 and call for evidence on the impact of new plastic flow figures and links with household waste recycling targets**

**5.2 NIEA, Consultation on Amending the Financial Provision for Waste Management Activities in Northern Ireland**

**6. Matter for Reporting to Partnership Panel**

Transport NI Bus Shelters.

\* **J Richardson and P Caldwell left the meeting at 9.35pm**

**7. Any Other Relevant Business**

Councillor Douglas reminded members that throwing grass cuttings over a hedge is a form of littering.

**This being all the business the meeting closed at 9.39pm.**

**Appendix A:** [Environmental Services Committee Terms of Reference](#)

**Appendix B:** [Animal Welfare Governance Arrangements](#)

**Appendix C:** [Animal Welfare Enforcement Guidelines](#)

**Appendix D:** [Affordable Warmth Scheme Service Level Agreement](#)

**Appendix E:** [Rathlin Ferry Project – Potential Harbour Improvements](#)