

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 5 SEPTEMBER 2017**

Table of Recommendations

No	Item	Summary of Key Recommendations
1	Apologies	<i>Councillors Chivers and Hunter</i>
2	Declarations of Interest	<i>None</i>
3	Minutes of Environmental Services Committee Meeting held on 1 August 2017	<i>Approve</i>
4	Licencing Items	<i>Approve Items 4.1-4.7 inclusive</i>
5	Upgrade of Water Supply Provisions to Council Owned Harbour/Marinas in line with the Water Supply (Water Fittings) Regulations (NI) 2009	<i>Approve</i>
6	Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 Prohibition or Restriction of Use of Public Roads; Special Events Determination of Fees	<i>No decision Parties to assemble to discuss before September Council Meeting</i>
7	Pavement Café Licensing – Guidance for Applicants	<i>Approve</i>
8	HMO Regulation: Code of Practice Regulation and Associated Document	<i>Approve</i>
9	Christmas Tree of Remembrance – Rotary Club Ballycastle	<i>Approve</i>

10	Car Park Strategy Consultation	Approve and add: Community Groups National Trust and Causeway Coast and Glens Heritage Trust as consultees
	Addendum – Grass Cutting	Approve Option 1 and endeavour to recover money already spent
11	Licensing Items Report	For Information
12	Food Team Initiatives	For Information
13	Universal Credit – Northern Ireland (Welfare Reform) Act 2015	For Information
14	Slips, Trips and Falls from Height – Joint HSENI/District Council Enforcement Initiative	For Information
15	Traditional Bonfires	For Information
16	Matters for Reporting to Partnership Panel (Local Government side)	None
17	Correspondence	None
19	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	
	19.1 Lammas Fair- No. of Permits issued for Stalls in Lammas Fair in 2015, 2016 & 2017	Bring back information to October Meeting
	19.2 Disposal of Plaster Board	Look at costings for disposal and bring back to October Meeting
	19.3 Paupers Graves in Ballymoney Cemetery – Provide Plaque or Marker	Look at size and scale and bring back costings to October Meeting

	19.4 Crosstagherty Civic Amenity Site – Opening Hours	<i>Review opening hours for summer months for 2018</i>
	19.5 Cushendall Cliff Path – Cutting and Maintenance of Cliff Path and Picnic Area	<i>Review cutting and maintenance schedule and bring back to October meeting</i>
	19.6 Toilets in Waterfoot – Refurbishment and Shower Facility	<i>Look at options and bring back to October Meeting. Review all toilet facilities in Borough at later stage</i>
18	Crosstagherty Landfill Site Ballymoney Closure Plan	<i>Approve</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 5 SEPTEMBER 2017 AT 7:00 PM**

In the Chair: Councillor McLean

Members Present: Aldermen: Campbell, Hillis and King
Councillors: Callan, Douglas, Fielding, Holmes,
Loftus, McCaul, MA McKillop, Mulholland, Watton,
Wilson and Stevenson

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

In Attendance: K Doherty, Project Manager, RPS Consultancy

Press (2 No)

NOMINATIONS

Alderman Hillis replaced Councillor Hunter for the transaction of business for the evening.

CONDOLENCES

The Chair, on behalf of the Environmental Services Committee, offered condolences to Bryan Edgar and his family on the passing of his mother.

1. APOLOGIES

Apologies were recorded for Councillors Chivers and Hunter.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 1 AUGUST 2017

The Chair advised that the minutes of the above meeting were approved at the Council Meeting on 22 August 2017.

4. LICENSING ITEMS

4.1 Caravan Act (Northern Ireland) 1963 Grant of a Caravan Site Licence

Premises:	Atlantic View Leisure Park
Application:	Grant of a Caravan Site Licence for Atlantic View Leisure Park, 27 Claire Road, Ballycastle, Co. Antrim

Full Planning permission has been granted.

It is recommended to Grant the Caravan Site Licence subject to compliance with the Councils Caravan Licence Conditions and any recommendations of the Councils licensing section.

4.2 Local Government (Miscellaneous Provisions) (NI) Order 1985 Grant of Occasional Entertainments Licence

Premises:	Marquee at Glenmona House, Bay Road, Cushendun, BT44 0QA
Application:	Grant of an Occasional Entertainments Licence for Cushendun GAC Days and times on which it is applied to provide entertainment: 30 September 2017 – 18:00hrs to 01:30hrs

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

- (i) No representations
- (ii) No objections from PSNI or NIFRS

**4.3 Local Government (Miscellaneous Provisions) (NI) Order 1985
Grant of Occasional Entertainments Licence**

Premises:	Marquee at the Scenic Inn, 38 Fivey Road, Armoy, Ballymoney, BT53 8UT
Application:	Grant of an Occasional Entertainments licence for The Scenic Inn Days and times on which it is applied to provide entertainment: 14 Unspecified days: 12:00hrs to 01:00hrs

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

- (i) No representations
- (ii) No objections from PSNI or NIFRS

**4.4 Local Government (Miscellaneous Provisions) (NI) Order 1985
Grant of Annual Entertainments Licence**

Premises:	Portballintrae Boat Club, The Harbour, Portballintrae, BT57 8TT
Application:	Grant of an Annual Entertainments Licence for Portballintrae Boat Club Days and times on which it is applied to provide entertainment: On those occasions when a late licence has been granted by PSNI then Monday - Saturday 11:30hrs - 01:00hrs the following morning. On those occasions when a late licence has been granted by PSNI then Sunday 12:30hrs – Midnight.

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

- (i) No representations
- (ii) No objections from PSNI or NIFRS

**4.5 Local Government (Miscellaneous Provisions) (NI) Order 1985
Variation of Annual Indoor Entertainments Licence**

Premises:	Ballymoney Rugby Club
Application:	Variation of Annual Indoor Entertainments Licence for Ballymoney Rugby Club, 63 Kilraughts Road, Ballymoney, BT53 7HL Days and times on which it is applied to provide entertainment: Sunday 31 December 2017 22:00hrs to 01:00hrs

It is recommended to approve a variation to the Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

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

**4.6 Local Government (Miscellaneous Provisions) (NI) Order 1985
Grant of Annual Indoor Entertainments Licence**

Premises:	Fullerton Arms
Application:	Grant of Annual Indoor Entertainments Licence for Fullerton Arms, 22 Main Street, Ballintoy, BT54 6LX Days and times on which it is applied to provide entertainment: Monday – Sunday 11:00hrs to 01:00hrs

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

- (i) No representations
- (ii) No objections from PSNI or NIFRS

4.7 Street Trading (NI) Act 2001
Grant of a Mobile Street Trading Licence

Location:	Causeway Coast and Glens Borough Council
Application:	Grant of Mobile Street Trading Licence
Commodities	Hot Food

It is recommended to Grant a Mobile Street Trading Licence subject to compliance with any recommendations of the Councils licensing section and in compliance with Causeway Coast and Glens Borough Council's Street Trading Policy.

Proposed by Alderman King
Seconded by Councillor MA McKillop and

AGREED – to recommend that Council approve recommendations therein at Items 4.1 - 4.7 inclusive.

5. UPGRADE OF WATER SUPPLY PROVISIONS TO COUNCIL OWNED HARBOUR/MARINAS IN LINE WITH THE WATER SUPPLY (WATER FITTINGS) REGULATIONS (NI) 2009

Report circulated.

Following consultation with NI Water, the following harbours/marina facilities require to be brought up to the legislative standards as stated in the Water Supply (Water Fittings) Regulations (NI) 2009:

- Ballycastle
- Rathlin
- Portrush
- Portstewart
- Drumaheaglis

The provisions within these Regulations set out the need for existing facilities to comply with Water Regulation approved materials, to prevent waste, misuse, undue consumption, contamination or erroneous measurement of the public water supply in accordance with the noted Regulations.

Given the essential nature of the works, feasibility designs have been developed for each of the facilities which have identified the scope of works which has been detailed in the report.

Subject to Council approvals, it is envisaged that the proposed works can be completed by March 2018 in order to take advantage of the Harbours/Marinas out of season period.

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

It is recommended that the Environmental Services Committee approve progression of this project to Stage 2 of the Capital Programme Management System by developing detailed designs and Specifications and progression of the procurement process to allow compliance with the standards contained in the Water Supply (Water Fittings) Regulations (NI) 2009.

Proposed by Councillor Mulholland
Seconded by Alderman King and

AGREED - to recommend that Council approve progression of this project to Stage 2 of the Capital Programme Management System by developing detailed designs and Specifications and progression of the procurement process to allow compliance with the standards contained in the Water Supply (Water Fittings) Regulations (NI) 2009.

6. ROADS (MISCELLANEOUS PROVISIONS) ACT (NORTHERN IRELAND) 2010 PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS; SPECIAL EVENTS DETERMINATION OF FEES

Report circulated.

Further to the Environmental Services Committee Meeting held on 6 June 2017 Item 14 and 1 August 2017 Item 3 a working group to agree a consistent approach to the implementation of the legislation has been convened by SOLACE and is due to report early September. The operational date of the legislation is the 4 September 2017.

Consideration was given to defining small and large events and the setting of fees accordingly, as detailed in the report. A refundable deposit of £200 was also suggested to ensure street cleansing costs are covered.

Setting of Fees: approx. costings (averaging small and larger events)

- a) Estimated time spend for processing application:
 - 5.5 hours professional officer (@ £25 per hour) (£138)
 - 1.5 hours admin officer (@£18 per hour) (£27)

Total 7.0 hours processing time
Cost £165

- b) Advertising fees; dependent on Council advertising policy
Estimated £150- £250 (to be determined at time of application)

Proposed Application Fees

- a) Small local event:
Waive administration fee
Cost advertising fee only (to be determined at time of application)
- b) Larger event:
Cost of application: £165 plus cost of advertising fees (estimated
£150-£250 to be determined at time of application)

In the event that an application is refused prior to public advertisement, Council will refund the cost of advertisement fees only. No refund will be due where the advertisement has been placed.

A minimum refundable deposit of £200 will be required to cover clean-up costs of any debris deposited/left on the street/road as a result of the event. A minimum of £10m public liability insurance cover may be required for this event.

It is recommended that Council adopt the fees for processing an application under the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 as outlined in the report, and that a review be undertaken within 12 months to determine adequacy.

The Director of Environmental Services clarified that the proposed fee would be a one off fee for each individual event.

Upon a query from Councillor Mulholland the Director of Environmental Services confirmed that there had been consultation through Safety Advisory Meetings with Community Groups whose events may require roads to be closed. He also confirmed that car parks do not fall under this legislation and should charged car parks be used to hold special events that this may result in a loss of revenue during that period.

The Director of Environmental Services clarified that SOLACE Northern Ireland is the Society of Local Authority Chief Executives who come together to set regulations within local government.

The Director of Environmental Services informed Members that he would enquire if the same legislation applied to the United Kingdom.

Proposed by Councillor Watton
Seconded by Councillor Douglas

- to recommend that Council adopt the fees for processing an application under the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 as outlined in the report, and that a review be undertaken within 12 months to determine adequacy.

Amendment

Proposed by Councillor Mulholland
Seconded by Councillor McCaul

- to recommend that Council absorbs the costs of the fees for processing an application under the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 as outlined in the report, for both small and large events.

Councillor Mulholland requested a recorded vote.

The Chair put the amendment to the Committee to vote. 4 Members voted for, 5 Members voted against and 6 Members abstained. The Chair declared the amendment lost.

For: Alderman Campbell
(4) Councillor Callan, McCaul, and Mulholland

Against: Councillor Douglas, Fielding, McLean, Stevenson and
(5) Watton

Abstain: Alderman Hillis and King
(6) Councillor Holmes, Loftus, MA McKillop and Wilson

The Chair put the proposal to the Committee to vote.

- to recommend that Council adopt the fees for processing an application under the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 as outlined in the report, and that a review be undertaken within 12 months to determine adequacy.

3 Members voted for, 4 Members voted against and 8 Members abstained. The Chair declared the substantive motion lost.

For: Alderman Campbell
(3) Councillor Douglas and Watton

Against: Councillor Loftus, McCaul, MA McKillop and Mulholland
(4)

Abstain: Alderman Hillis and King
(8) Councillor Callan, Fielding, Holmes, McLean, Stevenson
and Wilson

The Chair recommended that parties assemble to discuss the item further and that it be brought to the Council Meeting on 26 September 2017 for a decision.

7. PAVEMENT CAFÉ LICENSING – GUIDANCE FOR APPLICANTS

Report and Appendix circulated.

At the Environmental Services Committee Meeting 6 June 2017 - Item 16 Members were advised that the Health and Built Environment section had undertaken a public consultation on its Guidance for Applicants on Licensing of Pavement Cafés and its Equality and Screening Policy documentation on this Guidance. Three consultation responses were received from Guide Dogs NI, Royal National Institute of Blind People Northern Ireland and Causeway and Glens Active Network Branch.

Having reviewed the consultation responses it is recognised that those who are blind and partially sighted are both pedestrians and café users. The guidance prepared to assist businesses has been revised to encourage applicants applying for a Licence for a Pavement Café, to ensure that their proposal does not hinder, obstruct or negatively impact on the wellbeing of those who are blind or partially sighted.

It is recommended that Council approve the Guidance for Applicants on the Licensing of Pavement Cafés Act (Northern Ireland) 2014 as provided at Appendix I.

The Director of Environmental Services clarified that the fee was already agreed by members. However, Standing Orders allow for the rescinding of a resolution. He also confirmed that Council officers would enforce the legislation.

Proposed by Councillor Stevenson
Seconded by Councillor Loftus and

AGREED - to recommend that Council approve the Guidance for Applicants on the Licensing of Pavement Cafés Act (Northern Ireland) 2014 as provided at Appendix I (previously circulated).

8. HMO REGULATION CODE OF PRACTICE REGULATION AND ASSOCIATED DOCUMENT

Report and appendix circulated.

At the end of July 2017, the Department of Communities consulted with all 11 Councils in Northern Ireland with a view to getting comments on the draft regulations, relating to the Code of Practice for management standard.

The HMO Bill received Royal Assent on the 12 May 2016. The Department of Communities are continuing to work on the regulations that will accompany this Act as they move forward with the transfer of the function to Council possibly in 2018. These regulations will provide further detail on the operation of the scheme and will be supported by additional guidance closer to the date of commencement of the licensing scheme.

The Department required a response by the 25 August 2017, hence a draft response was forwarded to meet the deadline on the understanding that this will be discussed and amended if necessary at Committee and subsequently at Council in September 2017.

It is recommended that Council approve the suggested response at Appendix I of the report (previously circulated).

Proposed by Alderman King
Seconded by Councillor McCaul and

AGREED - to recommend that Council approve the suggested response at Appendix I of the report (previously circulated).

9. CHRISTMAS TREE OF REMEMBRANCE – ROTARY CLUB, BALLYCASTLE

Report circulated.

Ballycastle Rotary Club have requested that they be allowed to use the town Christmas tree as a means of raising money for local charities during December 2017.

Members of the public will be invited to leave messages in remembrance of loved ones who have passed away or others who cannot be with them for Christmas. These messages will be written on yellow ribbon which will then be draped onto the tree. For each message a donation can be made with the receipts shared by local Ballycastle charities.

Council are asked to allow the tree to be used for this purpose and to assist with the initial set up when the tree is being erected. This will be of minimal cost to Council. The Rotary Club will supply all fittings and man the tree daily during December to provide the ribbons and accept donations.

This is a repeat request from last year and mirrors other similar initiatives in Ballymoney and Limavady.

It is recommended that Council permit and assist the Rotary Club of Ballycastle to use the town Christmas tree as a means of raising money for local charities and in anticipation of further requests from other Rotary Clubs, permit the other Christmas trees to be used in a similar manner. It is further recommended that similar requests in future years be granted.

Proposed by Councillor Stevenson
Seconded by Councillor Mulholland and

AGREED - to recommend that Council permit and assist the Rotary Club of Ballycastle to use the town Christmas tree as a means of raising money for local charities and in anticipation of further requests from other Rotary Clubs, permit the other Christmas trees to be used in a similar manner. It is further recommended that similar requests in future years be granted.

10. CAR PARK STRATEGY CONSULTATION

Report and appendix circulated.

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

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

To inform these plans, the Strategic Planning Policy Statement (SPPS) for Northern Ireland has stipulated that Councils are to formulate parking strategies in order to inform the development of their Local Development Plans. The development of a parking strategy will also enable Council to ensure that parking is delivered in order to meet a number of other objectives. A draft car parking strategy is attached (appendix 1).

It is recommended that Council allow a comprehensive car parking strategy consultation with members, and that officers consult with external stakeholders to obtain views/opinions and comments in advance to aid member's consideration.

To allow this process to commence, **it is recommended** that Members allow permission to consult with external stakeholders which will include;

- (i) Chamber of Commerce
- (ii) Street Traders Association
- (iii) Town Centre Partnership
- (iv) Disability Action Group
- (v) DFI (formally Transport NI)
- (vi) PSNI
- (vii) Tourism NI

Upon completion of external consultation, a Member's consultation will be scheduled to consider both the car parking strategy and external stakeholder opinions.

The Director of Environmental Services informed Members that he would meet with Parties or individual Members to discuss any amendments they wish to make or concerns raised within the consultation document.

In response to a question about 'linked ticketing' The Director of Environmental Services confirmed that users may be able to buy one ticket at a special rate which would allow them to park at any of the Council tourism car parks.

Proposed by Councillor Loftus
Seconded by Alderman Campbell and

AGREED - to recommend that Council allow a comprehensive car parking strategy consultation with Members, and that officers consult with external stakeholders to obtain views/opinions and comments in advance to aid Member's consideration.

To allow this process to commence, **it is recommended** that Members allow permission to consult with external stakeholders which will include;

- (i) Chamber of Commerce
- (ii) Street Traders Association
- (iii) Town Centre Partnership
- (iv) Disability Action Group
- (v) DFI (formally Transport NI)
- (vi) PSNI

(vii) Tourism NI

It was also **AGREED** to recommend the following consultees to be added:

- (viii) Community Groups
- (ix) National Trust
- (x) Causeway Coast and Glens Heritage Trust

AGREED – to Change the Order of Business, Addendum – Grass Cutting to be taken before Item 11.

ADDENDUM - GRASS CUTTING

Addendum circulated.

Response to Notice of Motion - Item 21 of the Council Meeting held 27 June 2017.

'That this Council works with its statutory partners, immediately, to permanently resolve the unsightly image of the Causeway Coast and Glens Borough Councils' grass verges. Furthermore, the exact costings to carry out this operation solely by Council, if there is no co-operation from our statutory partners'.

For many years Council has assisted DFI Roads in the upkeep of grassed areas which Council were paid approximately £55,000 (2014 prices) for 5 cuts per season (263,100m² of grass) on roundabouts and verges. Funding was withdrawn in 2015.

Since then DFI Roads have not resumed full maintenance of these areas and have reduced the grass cutting operations further in other areas under their control. Regular discussions with DFI suggest that there is no plan to resume regular grass cutting in-house (DFI) or to pay Council to cut on their behalf.

Although only paid for 5 cuts, Council historically cut the DFI areas to the same frequency as Council owned open amenity grass – up to 20 cuts depending on rate of growth, weather and other factors. (Table 1 of the report, previously circulated).

As well as the 263,100m² of grass cut by Council, there was a further 201,600m² maintained within town speed limits by DFI Roads. Table 2 of the report (previously circulated) shows the cost to maintain the total 464,700m² at 2017 prices.

Options for Consideration:

1. Consider joining with other Councils to lobby for central government to resume regular grass cutting of verges and roundabouts under their control. This may include paying Councils to carry out this work.
2. Stop cutting areas which are the responsibility of DFI. (Saving £315,720 to Council.) DFI have stated that they will cut grass only once per season. Exceptions being sight safety zones at road junctions.
3. Cut areas which Council used to be paid for, at a cost of £315,720 (20 cuts).
4. Extend cutting regime to include all DFI areas within speed limit at a cost of £557,640 to Council.
5. Consider permutations of above options ie. reduced area, reduced frequency.

DFI have indicated that they will not be resuming regular grass cutting of verges and roundabouts in the short term.

It is recommended that Council consider options with a view to having a maintenance regime in place for 2018 season.

Members voiced their concerns in relation to verges and roundabouts where grass had not been cut and site lines had become obscured, and urged that health and safety be paramount.

Members also felt that Council should try to recover monies already spent on cutting grass in areas which were the responsibility of DFI.

Proposed by Councillor Stevenson
Seconded by Alderman Campbell

- to recommend that Council adopt Option 1 and consider joining with other Councils to lobby for Central Government to resume regular grass cutting of verges and roundabouts under their control. This may include paying Councils to carry out this work. It was also recommended that Council endeavour to recover money already spent on cutting grass in the areas which were the responsibility of DFI.

Amendment

Proposed by Councillor Holmes

Seconded by Alderman Hillis

- to recommend that Council erect signage indicating where DFI were responsible for cutting verges and roundabouts.

In reply to the proposed amendment some Members felt that erecting signs would be expensive and would not achieve the required result.

The Chair put the amendment to the Committee to vote. 4 Members vote for, 9 Members voted against and 1 Member abstained. The Chair declared the amendment lost.

The Chair put the proposal to the Committee to vote. 13 Members voted for, 0 Members voted against and 1 Member abstained. The Chair declared the motion carried.

AGREED - to recommend that Council adopt Option 1 and consider joining with other Councils to lobby for Central Government to resume regular grass cutting of verges and roundabouts under their control. This may include paying Councils to carry out this work. It was also recommended that Council endeavour to recover money already spent on cutting grass in the areas which were the responsibility of DFI.

11. LICENSING ITEMS REPORT

Information report circulated.

11.1 Local Government (Miscellaneous Provisions) (NI) Order 1985 Entertainment Licences

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

11.2 Street Trading (NI) Act 2001

1 application for the renewal of a Mobile Street Trading Licence had been received, acknowledged and processed during the report period.

11.3 Petroleum (Regulation) Acts (NI) 1929 and 1937 Petroleum Spirit Licence

24 applications for the renewal of Petroleum Spirit Licences had been received, acknowledged and processed during the report period.

The information report was noted.

12. FOOD TEAM INITIATIVES

Information report circulated.

Calorie Wise

Calorie Wise is a new scheme to help businesses display calories on menus so consumers have the information they need to make healthier choices when eating out and is run in partnership with the Food Standards Agency and District Councils in Northern Ireland. The scheme will be launched in October 2017.

Council's Food Team are holding a seminar in Ballymoney Town Hall on 6th September 2017 to provide further information on the scheme, advice on how to calculate and display calories and guidance on how to provide healthier options for customers by making simple changes to menus.

Environmental Health Officers from the Council's Food Team will carry out a business's compliance assessment with the scheme and issue window stickers so people can look out for the scheme when eating out across Northern Ireland.

In December 2014 a requirement within the EU Food Information for Consumers Regulation (No. 1169/2011) came into effect requiring allergen information to be provided for food sold loose, in for example, catering outlets, deli counters, bakeries and sandwich bars. This information can be provided on a menu, on chalk boards, tickets or provided verbally by a member of staff as well as other formats made available to the consumer.

In the two years since the legal requirements on allergens were introduced Environmental Health Officers in the Council's Food Team have been advising and supporting business in achieving compliance and have recently commenced an initiative to further improve allergen management across the Borough. This is part of a Northern Ireland Strategy to improve compliance in food businesses regionally.

All businesses have been written to reminding them of their legal obligations regarding allergen management and the food team will be running a series of free seminars for businesses on the topic shortly.

Allergen management will be assessed during the course of food inspections by Environmental Health Officers and where non-compliance is identified appropriate enforcement action may be taken in accordance with Council's enforcement policy in order to secure compliance.

The information report was noted.

13. UNIVERSAL CREDIT - NORTHERN IRELAND (WELFARE REFORM) ACT 2015

Information report circulated.

Universal Credit is a new payment for working age, people who are on low income or out of work and will be introduced in Northern Ireland from September 2017 under the Northern Ireland (Welfare Reform) Act 2015.

To receive Universal Credit, the applicant must be aged 18 or over and be under state pension age.

Universal Credit is being introduced across Northern Ireland in stages over the next year, with legacy council areas in the Borough of Causeway Coast and Glens being the first commencing on 25 September in Limavady, 13 November in Ballymoney and Moyle area and the 11 December 2017 in Coleraine.

Universal Credit works differently from other benefits – so if one is moving from another benefit it is important to know the difference. This will replace 6 “means tested” benefits; these are benefits one can get if their income or savings are below a certain level. The payment is made up of a basic standard allowance and extra payments that might apply depending on one's circumstances.

The report (previously attached) details the biggest differences when moving from another benefit, who may be eligible to receive extra payments and other benefits that can be claimed at the same time as Universal Credit.

An independent helpline is available for anyone in Northern Ireland who wants help or advice about any of the changes to the welfare system.

Councillor Mulholland raised his concerns over the introduction of Universal Credit and indicated that Government Agencies and Bodies

would need to be prepared for the impact as this would force many people to seek help from local charities and food banks.

The information report was noted.

14. SLIPS, TRIPS AND FALLS FROM HEIGHT – JOINT HSENI/DISTRICT COUNCIL ENFORCEMENT INITIATIVE

Information report circulated.

The enforcement of Health and Safety at Work in Northern Ireland is carried out jointly by the Health and Safety Executive for Northern Ireland (HSENI) and District Councils. In February 2011 HSENI and District Councils launched a joint strategy for the better regulation of health and safety at work in Northern Ireland. The strategy “Health and safety at work: protecting lives not stopping them”, commits HSENI and district councils to work together to tackle the major causes of accidents and ill health in workplaces in Northern Ireland. A key goal of the strategy is to focus on workplace health issues, including slips, trips and falls from height.

In 2017/18 HSENI and District Councils are focussing on workplace accidents arising from slips, trips and falls from height. Over 1/3 of reported workplace injuries in 2015/16 was result of a slip, trip or fall from height. Many of these accidents are easily prevented by adopting simple steps to manage risks in the workplace.

When Environmental Health Officers visit relevant workplaces as part of the initiative they will expect slip, trip and fall hazards to be considered in the business risk assessment. Where hazards are identified effective control measures need to be considered and put in practice.

This issue could potentially affect a number of business sectors appropriate to Council enforcement, including:

- Warehouses and retailers
- Cleaners
- Catering establishments
- Bars

HSENI and district councils have developed information leaflets that provide useful advice and guidance on slips, trips and falls from height which can be found at <https://www.hseni.gov.uk/publications/slips-and-trips>.

Information on the initiative, which runs until the end of March 2018, is also included on Council's website.

The information report was noted.

15. TRADITIONAL BONFIRES

Information report circulated.

Across Causeway Coast and Glens Borough Council there are 29 sites on which traditional 11th July bonfires are built of which 12 are on a Council-owned/controlled property. The remaining 17 are either on publicly owned land, Northern Ireland Housing Executive (10), Transport NI (2), Rivers Agency (1) or private ground (4) as detailed in the report.

In Ballymoney an OCN Accredited Public Event Management training course was delivered over 6 sessions with input from various statutory agencies to encourage event safety around the 11th celebrations in addition to environmental awareness.

Council hosted a number of community engagement events in the spring of 2017 to discuss bonfires and a bonfire safety leaflet was subsequently produced to encourage engagement with bonfire builders, local communities encouraging safer bonfire management in order to support positive promotion of cultural celebration. Going forward every opportunity will be explored and taken to engage with communities to promote this important message. Throughout the bonfire building season and following the 11th July events, Council officers responded to complaints as received and on each occasion attempted to resolve through negotiation with limited success.

All sites under Council control have since been cleared of debris and where possible scrap metal salvaged. The cost of clearance and repairs including labour and disposal charges is £30,643.00.

The Director of Environmental Services clarified that Council was only responsible for cleaning up after bonfires which were held on Council land.

The information report was noted.

16. MATTERS FOR REPORTING TO PARTNERSHIP PANEL (LOCAL GOVERNMENT SIDE)

There were no matters to report.

17. CORRESPONDENCE

There was no correspondence.

AGREED – to Change the Order of Business, Item 19 Any Other Relevant Business to be taken before Item 18.

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

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

19.1 Lammas Fair (Councillor Fielding)

How many permits were issued for Stalls at the Lammas Fair in

- (i) 2015
- (ii) 2016
- (iii) 2017

AGREED – Director of Environmental Services to bring back information on permits issued for stalls at the Lammas Fair to the October Committee Meeting.

* Alderman King left the meeting at 8.46pm.

19.2 Disposal of Plasterboard (Councillor Stevenson)

In terms of disposal of plasterboard, what role does Council play in terms of providing a means of disposal of this to its rate payers?

The Director of Environmental Services informed the Committee that it was the responsibility of contractors to dispose of any plasterboard. However, Civic Amenity Sites would be able to redirect any members of the public to suitable places for disposal.

AGREED - Director of Environmental Services to look at costings for the disposal of plasterboard and bring back to Environmental Services Committee Meeting in October.

19.3 Pauper's Graves in Ballymoney Cemetery (Councillor Stevenson)

Are there any plans to create a respectful plaque or marker in this regard?

AGREED - Director of Environmental Services to look at size and scale of providing plaque or marker and bring back costings to Environmental Services Committee Meeting in October.

19.4 Crosstagherty Civic Amenity Site (Councillor Stevenson)

Are there any plans to make opening hours longer during summer months at Crosstagherty, as per previous practice?

AGREED - Director of Environmental Services to review opening hours of Crosstagherty Civic Amenity site for the summer months for 2018.

19.5 Cushendall Cliff Path (Councillor Mulholland)

What is our current cutting and maintenance schedule regarding the cliff path and the picnic area?

AGREED - Director of Environmental Services to review current cutting and maintenance schedule for Cushendall Cliff Path and bring back further information to the Environmental Services Committee Meeting in October.

19.6 Toilets in Waterfoot (Councillor Mulholland)

The facility was often blocked with sand as there is no shower facility. When was the last time they received a refurbishment and is it now time for refurbishment? Could Council consider an outdoor shower facility for beach users?

The Director of Environmental Services informed Members that a Community project in Waterfoot had been completed 7 years ago where a considerable amount of work had been done. However, the area has been regularly impacted by vandalism so Council would be cautious to install an outdoor shower facility.

AGREED - Director of Environmental Services to look at options for Waterfoot and bring back to Committee in October. It was also agreed that a review of all toilets facilities within the Borough would take place at a later stage.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Wilson

Seconded by Councillor Stevenson and

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

* Press left the meeting at 9.03pm.

* Councillor Callan and Councillor McCaul left the Meeting at 9.04pm.

18. CROSSTAGHERTY LANDFILL SITE, BALLYMONEY CLOSURE PLAN

The Project Manager for RPS Consultancy, Mr K Doherty, briefed Members on the current position on the closure plan for the Crosstagherty Landfill Site in Ballymoney.

In February 2016 Council ratified the closure plans for Crosstagherty in Ballymoney and Drumaduff in Limavady. Since the closure plan was approved by Council a copy of the original planning application for the site was located, a copy is attached at Appendix 2 (previously circulated) for Members information. In December 2016 NIEA approved the closure plan.

The entire site at Crosstagherty benefits from an unconditional and permissive planning approval issued in 1972 by Antrim County Council. The site has never been abandoned and this approval remains extant. The landfill directive compliant closure works as approved by NIEA relate to 4.2 hectares of the site and include works now required as an integral part of the operation of a modern landfill site pursuant to The Landfill Regulations (NI) 2003 as amended.

The requirements of the habitats Directive remain applicable to the site and any works undertaken regardless of the requirement for planning approval. Legal advice now obtained by Council is clear in that additional planning approval is not required for the works in question.

It is recommended that:

- Council proceed to stage 2 detailed design and tender for the procurement of a suitable contractor to complete the appropriate approved works on a 4.2 hectare section of the landfill site at Crosstagherty Ballymoney

and

- Council takes further specialist advice as to its obligations under The Habitats Directive before the commencement of any works on site.

Points discussed included planning permission, habitat consideration and budget allocated for capping.

Mr Doherty confirmed that although the site had been closed it had not yet been decommissioned.

Proposed by Councillor Stevenson
Seconded by Alderman Hillis and

AGREED - to recommend that:

- Council proceed to stage 2 detailed design and tender for the procurement of a suitable contractor to complete the appropriate approved works on a 4.2 hectare section of the landfill site at Crosstagherty Ballymoney

and

- Council takes further specialist advice as to its obligations under The Habitats Directive before the commencement of any works on site.

* Councillor Wilson left the Meeting at 9.17pm.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Stevenson
Seconded by Councillor Loftus and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **9.20pm**.

Chair