

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 8 OCTOBER 2024**

Table of Recommendations

No	Item	Summary of key Recommendations
1.	Apologies	<i>Alderman Fielding, Councillors C Archibald, Kane</i>
2.	Declarations of Interest	<i>Alderman Hunter</i>
3.	Minutes of previous meeting held Tuesday 10 September 2024	<i>Confirmed as a correct record</i>
4.	Entertainments Licensing Report	<i>To recommend to Council to grant an annual entertainments licence subject to compliance with any recommendations of the Council's Licensing Department and no objections being received from PSNI or NIFRS.</i>
5.	Entertainment Licence Renewals	<i>Noted</i>
6.	Licences & Registrations Issued Under Delegated Authority	<i>Noted</i>
7.	Petroleum Spirit Licence Renewals	<i>Noted</i>
8.	2024 Air Quality Updating and Screening Assessment (USA) Report	<i>To recommend that Council note the content of this report.</i>
9.	Period 4 Environmental Services Management Accounts and Financial Positions 2024/25	<i>Noted</i>
10.	Period 5 Environmental Services Management Accounts and Financial Positions 2024/25	<i>To recommend that Council note the paper.</i>

No	Item	Summary of key Recommendations
11.	Matters for Reporting to Partnership Panel	<i>Nil</i>
12.	Consultations	<i>Nil</i>
13.	Correspondence	
13.1	The Office for Environmental Protection, dated 3rd September 2024	<i>To recommend that Council note the correspondence</i>
	<i>'IN COMMITTEE' (Item 14-16.1 inclusive)</i>	
14.	Planning Applications of Trading Units at West Bay & Portaneevy	<i>To recommend that the Item be deferred for decision at full Council.</i>
15.	Street Trading Licence Renewals	<i>Noted</i>
16.	Any Other Relevant Business (notified in accordance with Standing Order 12 (0))	
16.1	Outstanding jobs on the TABS system (Councillor Huggins)	<i>Information</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE ENVIRONMENTAL SERVICES COMMITTEE HELD
IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
AND VIA VIDEO CONFERENCE
ON TUESDAY 8 OCTOBER 2024 AT 7.00 PM**

In the Chair: Councillor Mairs (C)

Members Present: Alderman John McAuley (C), S McKillop (C); Councillors N Archibald (C), Bateson (R), Callaghan (C), Chivers (R), Huggins (C), Hunter (R), Jonathan McAuley (C), McGlinchey (R), MA McKillop (R), McQuillan (R), Stirling (C), Wilson (C)

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

In Attendance: A Lennox, ICT Operations Officer (C)
M Kennedy, ICT Officer (C)

Press (3 no.) (R), Public (1 no.) (R)

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

Substitutions: Councillor N Archibald substituted for Councillor C Archibald.
Councillor Huggins substituted for Alderman Fielding.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

The Director of Environmental Services undertook a roll call.

1. APOLOGIES

Apologies were received from Alderman Fielding, Councillor C Archibald, and Councillor Kane.

- * **Councillor MA McKillop and Councillor N Archibald joined the meeting remotely at 7.03pm.**

2. DECLARATIONS OF INTEREST

During consideration of Item 14, Alderman Hunter declared an Interest on Agenda Item 14, Planning Applications of Trading Units at West Bay & Portaneevy, as a member of the Planning Committee. Having declared an interest, Alderman Hunter disconnected from the meeting and did not participate in the Item.

3. MINUTES OF PREVIOUS MEETING HELD TUESDAY 10 SEPTEMBER 2024

Summary, previously circulated.

The Director of Environmental Services advised Members that in relation to Item 26.1, at the 1 October Council meeting, the Chief Executive advised that AORBs are not an alternative route for bringing a motion to Council and suggested that there should be an amendment to the Minutes clarifying that a report will be brought back to Committee.

Proposed by Councillor Wilson

Seconded by Councillor Jonathan McAuley and

AGREED – The Minutes of the Environmental Services Committee meeting held Tuesday 10 September 2024, as amended at the 1 October 2024 Council Meeting, were confirmed as a correct record.

4. ENTERTAINMENTS LICENSING REPORT

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

GRANT OF INDOOR ENTERTAINMENTS LICENCE

Licence No: EL134

Premises: The Ice House, 9-10 The Promenade, Portstewart BT55 7AD

Application: Grant of an Annual Indoor Entertainments Licence
Days and times on which it is applied to provide
entertainment:

Monday to Sunday: 09:00 hrs – 23:00 hrs

Representations: Closing date 11th September 2024. No representations received.

PSNI:
NIFRS:

Closing date 16th October 2024

Recommendation

It is recommended to grant an annual entertainments licence subject to compliance with any recommendations of the Council's Licensing Department and no objections being received from PSNI or NIFRS.

Proposed by Councillor MA McKillop
Seconded by Councillor Stirling and

AGREED - to recommend to Council to grant an annual entertainments licence subject to compliance with any recommendations of the Council's Licensing Department and no objections being received from PSNI or NIFRS.

5. ENTERTAINMENT LICENCE RENEWALS

For information report, previously circulated, was presented as read by the Chair.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985

ENTERTAINMENT LICENCES

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

<u>Unique Reference Number</u>	<u>Name of Premises</u>
EL192	Armoy Orange Hall
EL130	The Shed
EL273	Loughgiel Shamrock GAC
EL087	Railway Arms
EL428	The Lookout – The Salthouse
EL088	Coleraine Royal British Legion
EL377	Mosside Community Centre
EL164	Carrick-A-Rede Bar
EL169	Bushmills Inn Hotel
EL048	Mary Pats Bar
EL050	Harpur's Hill Community Centre
EL261	Cloughmills Community Centre
EL096	Riverside Theatre
EL095	Villa Bar and Grill
EL200	Toberdoney Presbyterian Church Hall
EL104	St Mary's Star of the Sea Parish Centre
EL358	United Services Club
EL284	The Gawn Inn

Committee NOTED the report.

6. LICENCES & REGISTRATIONS ISSUED UNDER DELEGATED AUTHORITY

For information report, previously circulated, was presented as read by the Chair.

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

Local Government (Miscellaneous Provisions) (NI) Order 1985

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

Reference Number	Name of Premises	Type of Registration
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T/05/2024	UltraViolet Ink	Tattooing
AP/04/2024	Action Cancer UK C/O Causeway Coast Vineyard	Acupuncture

Street Trading (NI) Act 2001

Unique Reference Number	Street Trading Licence	Location
MST006	Mobile	Borough of Causeway Coast and Glens

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

Reference Number	Premises	Licence
EL063	Marian Hall New Row Kilrea	Grant of an indoor Entertainment Licence Days and times on which it is applied to provide entertainment: Monday - Friday: 11:30hrs to 01:00hrs Saturday – Sunday: 11:30hrs to 23:30hrs
EL341	Owens' Bar 50 Main Street Limavady	Variation of an indoor Entertainment Licence Days and times on which it is applied to provide entertainment: Monday – Saturday: 11:30hrs to 01:00hrs Sunday: 12:30hrs to 00:00hrs

Delegated authority was used to issue licences for the above applicants due to time constraints and to enable the premises to provide entertainment.

Decisions to grant or vary entertainment licences will continue to be brought before Council with delegated authority used only in exceptional circumstances.

The Betting, Gaming, Lotteries and Amusements (NI) Order 1985

Reference Number	Society	Type of Registration
SL040	Mill Strand Integrated Primary School & Nursery	Societies' lottery

Committee NOTED the report.

7. PETROLEUM SPIRIT LICENCE RENEWALS

For information report, previously circulated, was presented as read by the Chair.

PETROLEUM (REGULATION) ACTS 1929 AND 1937

PETROLEUM SPIRIT LICENCES

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

<u>Licence No:</u>	<u>Name of Premises</u>
PL021	Eurospar Garvagh
PL047	Nichol Auto 365 (Limavady)
PL039	McCool's Supervalu
PL038	Moore's of Cloughmills
PL063	Spar Castle Street
PL043	Finvoy Filling Station
PL062	Burnfoot Stores
PL064	Ballycastle Foodstores Ltd

Committee NOTED the report.

8. 2024 AIR QUALITY UPDATING AND SCREENING ASSESSMENT (USA) REPORT

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

Purpose of Report

The purpose of this report is to advise members of the 2024 Air Quality Updating and Screening Assessment Report.

Background

The Local Air Quality Management (LAQM) framework set out in the Environment (Northern Ireland) Order 2002 and relevant Policy and Technical Guidance imposes an obligation on all local authorities to annually review and assess air quality in their areas against air quality objectives. Where exceedances are considered likely, the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

This process required an Updating and Screening Assessment (USA) report to be submitted to the Department of Environment, Agriculture and Rural Affairs

(DAERA) in June 2024. DAERA's technical assessors have accepted the report and it has been published on DAERA's Northern Ireland Air website. Council LAQM reports can be found at the link below:

<https://www.airqualityni.co.uk/laqm/district-council-reports#512> .

The 2024 Updating Screening Assessment for Causeway Coast and Glens Borough Council is attached as Appendix 1.

The aim of this Updating and Screening Assessment is to identify any matters that have changed since the last round of review and assessment which may lead to a risk of an air quality objective being exceeded, determine whether there is a need for a Detailed Assessment and potentially a need to declare an Air Quality Management Area (AQMA).

As part of the USA, air quality monitoring data was reviewed and assessed alongside new, proposed or significantly changed sources of pollution from road traffic, other transport, industrial sources, commercial and domestic sources and fugitive or uncontrolled sources.

Conclusions & Proposed Actions

Council previously declared an AQMA in Dungiven for nitrogen dioxide (NO₂) from road traffic sources. The 2024 USA found that levels of NO₂ remain below the annual mean objective level of 40µg/m³. Following completion of the Dungiven bypass it is envisaged that levels will remain below the annual mean objective level.

Passive diffusion monitoring sites for NO₂ installed in Ballykelly have indicated that levels are well below the guideline values.

No other significant air quality issues were identified which require any additional investigation through detailed assessment. No new air pollution sources have been identified since the last USA report.

Monitoring will continue within the existing Dungiven AQMA and in Ballykelly.

Recommendation

It is recommended that Council notes the report.

AGREED – to recommend that Council note the content of this report.

9. PERIOD 4 ENVIRONMENTAL SERVICES MANAGEMENT ACCOUNTS AND FINANCIAL POSITIONS 2024/25

For information report, previously circulated, was presented as read by the Chair.

Purpose of Report

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 4.

Background

Council has approved the annual budget for Environmental Service and delegated authority to officers to utilise this budget in the provision of services to the rate payers. ES budget for 2024/25 is £ 30,851,687.59. This is based on expenditure budget of £36,559,317.45 and income budget of £5,707,629.86

The Environmental Services position at Period 4 shows a £259,828.94 (P3 - £339,321.00) negative variance. This includes assumed increases in employee costs based on the proposed National Pay Award which is equivalent to the predicted budget increase.

The main costs and income attributing to the ES P4 position are summarised as follows as variances against budget.

- Employee costs are £225k favourable
- Premises costs are £93k adverse
- Transport Costs are £72k adverse
- Supplies and Services are £243k favourable
- Contract Payments are £483k favourable
- Income is £251k adverse – Car Parks (-£199k), Landfill (-£172k)

Estates

Table (circulated) detailed expenditure and income.

£56k adverse mainly due to Premises costs and Income is adverse by £35k.

Health and Built Environment

Table (circulated) detailed expenditure and income.

£177k positive. Employee costs are £98k positive. Fee Income is favourable by £123k including £106k from Building Control.

Infrastructure

Table (circulated) detailed expenditure and income.

£132k adverse mainly due to income loss of car park income of £243k. Employee costs are £17k favourable.

Operations

Table (circulated) detailed expenditure and income.

£257k adverse variance in Period 4. Employee costs are adverse £111k. A breakdown of the Variances is as detailed in the table (circulated), under the headings of function, variance and comments.

ES Business Support.

£4.5k positive - on target

ES Centrally Managed.

£3.5k positive variance – on target

In-year Savings

Officers have and will continue to manage and scrutinise the budget to identify opportunities for reducing expenditure and increasing income in order to get back on budget. However at Period 3, mainly due to loss of income from car parks and 3rd party waste, ES financial position has an adverse variance of **£259,828.94.**

Committee NOTED the report.

10. PERIOD 5 ENVIRONMENTAL SERVICES MANAGEMENT ACCOUNTS AND FINANCIAL POSITIONS 2024/25

For information report, previously circulated, was presented as read by the Chair.

Purpose of Report

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 5.

Background

Council has approved the annual budget for Environmental Service and delegated authority to officers to utilise this budget in the provision of services to the rate payers. ES budget for 2024/25 is £ 30,851,687.59. This is based on expenditure budget of £36,559,317.45 and income budget of £5,707,629.86

The Environmental Services position at Period 5 shows a £59,333.19 (P4 - £259,828.94) adverse variance. This includes predicted increases in employee costs based on the proposed National Pay Award.

The main costs and income attributing to the ES P5 position are summarised as follows as variances against budget.

- Employee costs are £127k positive
- Premises costs are £122k adverse
- Transport Costs are £102k adverse
- Supplies and Services are £3k adverse
- Contract Payments are £145k positive
- Income is £92k adverse – Car Parks (-£151k), Landfill (-£265k), Building Control (£177k)

Estates

Table (circulated) detailed expenditure and income.

£119k adverse mainly due to Employee costs and Income is adverse by £24k.

Health and Built Environment

Table (circulated) detailed expenditure and income.

£241k positive. Employee costs are £101k positive. Fee Income is favourable by £248k including £177k from Building Control.

Infrastructure

Table (circulated) detailed expenditure and income.

£78k adverse mainly due to income loss of car park income of £151k. Employee costs are £29k favourable.

Operations

Table (circulated) detailed expenditure and income.

£111k adverse variance in Period 5. Employee costs are positive £85k. A breakdown of the Variances is as detailed in the table (circulated), under the headings of function, variance and comments.

ES Business Support.

£5k positive - on target

ES Centrally Managed.

£2.5k positive variance – on target

In-year Savings

Officers have and will continue to manage and scrutinise the budget to identify opportunities for reducing expenditure and increasing income in order to get back on budget. However at Period 5, due to loss of income from car parks and 3rd party waste, but offset by increased income from Building Control, ES financial position has an adverse variance of **£59,333.19**.

Summary of Capital Expenditure – P5 (April – June 2024)

Month/Year	Agenda Item No.	Fleet/Project	Amount
April 2024	6	Operations Fleet, Plant and Equipment Renewal 2024-25	c.£1,555,750

April 2024	17	Harbours & Marinas Capital Infrastructure works to “Old Slipway, Portrush Harbour” Consideration to Progression to Stage 3 – Construction Phase	Option 1, “the required works”:- <i>Most Economically advageous tenderer:- £68,700.00 + VAT</i> <i>Contingency Sum of 15%,</i> <i>(£10,305.00) being applied, with a resultant capital project delivery sum of £79,005.00</i>
April 2024	19	(To note) Cost of Purchasing Pay & Display Machines	£79,500.00
May 2024	7	Purchase of Operations Replacement Vehicle	£19,275
June 2024	21	Estates Fleet Renewal 2024/2025	£ 447,300
September 2024	23	Festive Lights Upgrades & Repairs	£60,081.20
Total			£2,240,911.20

Recommendation

Members are requested to note the paper.

Alderman S McKillop queried why the transport costs are adverse, given the reduction in fuel costs. The Director of Environmental Services advised that he would send a note to Members with a breakdown of the relevant information.

AGREED – to recommend that Council note the paper.

11. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

12. CONSULTATIONS

There were no consultations.

13. CORRESPONDENCE

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

Purpose of Report

The purpose of this report is to present correspondence for Members' consideration.

The following correspondence has been received:

13.1 The Office for Environmental Protection, dated 3rd September 2024

Summary

Re. The Office for Environmental Protection Publishes NI Water Report

In an email dated 3rd September 2024, the OEP advised they have published their report that reviews the Implementation of the [Water Framework Directive \(WFD\) Regulations and River Basin Management Planning in Northern Ireland](#).

A copy of the report is available on request.

Recommendation

It is recommended that the Environmental Services Committee consider the correspondence.

AGREED – to recommend that Council note the correspondence.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Callaghan
Seconded by Councillor Wilson and

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

* **Press and Public left the meeting at 7.08pm**

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

14. PLANNING APPLICATIONS OF TRADING UNITS AT WEST BAY & PORTANEEVY

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

Confidential by virtue of paragraph 3 of part 1 of schedule 6 of the Local Government Act (Northern Ireland) 2014.

Purpose of Report

To provide members with requested information as to why planning permission was sought for static trading receptacles at West Bay & Portaneevy (semi-permanent) (type "C" below) and to request Members consider and decide which trading unit type is required moving forward.

Recommendation

It is recommended that the Environmental Services Committee considers the minutes of the Planning Committee in relation to the two remaining concessionary trading sites and recommends to Council which trading unit type to progress with the planning application.

Alderman Hunter declared an Interest as a Member of the Planning Committee and withdrew from the discussion.

* **Alderman Hunter left the meeting remotely at 7.13pm.**

A discussion ensued in which Members clarified the rationale for the Item being referred back from the Planning Committee. Alderman John McAuley clarified that the one site that received planning permission had previously had temporary planning permission granted following an application by the tenant.

Proposed by Councillor Bateson
Seconded by Councillor MA McKillop and

AGREED – to recommend that the Item be deferred for decision at full Council.

15. STREET TRADING LICENCE RENEWALS

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

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

STREET TRADING (NI) ACT 2001

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

<u>Unique Reference Number</u>	<u>Type of Licence</u>	<u>Commodity</u>	<u>Location</u>
TSTM 078/2024	Temporary	Various Stalls.	Main Street, Bushmills.

Committee NOTED the report.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor Callaghan

Seconded by Councillor Stirling and

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

- * **The meeting resumed In Public at 7.29pm.**
- * **Alderman Hunter joined the meeting remotely at 7.29pm.**

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

16.1 Outstanding jobs on the TABS system (Councillor Huggins)

It is requested that a paper is brought forward to the ES Committee listing the outstanding jobs currently on the TABS system, also providing the date on which they were entered. If the list shows a considerable backlog of jobs awaiting action what is the plan to alleviate this issue and if the back log is a concern should this issue be addressed prior to the next rate setting process.

Councillor Huggins requested that the Director of Environmental Services explain how the TABS system works, by providing a rundown of the process from when a job gets put onto the system until it is completed. She requested a report on how many jobs are on the system, how many are out to contractors rather than allocated to Council officers, and how many jobs are completed each month, with data for the last three months. She requested that, if possible, this information is reported for each district electoral area (DEA).

The Director of Environmental Services advised that he hopes to provide a report to Members at the next meeting of the Environmental Services Committee. He stated that the TABS system is an electronic works order system, via which jobs are reported to a central location. He stated that Environmental Services is trying to get everyone to use the Estates Helpdesk

email for reporting issues. He advised that a team assesses the priority of jobs, with health and safety issues taking priority, and jobs are then allocated by depot/division. He advised that the system has the ability to notify the applicant when a job is completed and that the team will prioritise getting this feature operational.

Councillor Huggins asked that Councillors be copied in when officers input jobs.

In response to questions from Members, the Director of Environmental Services advised that there is an experienced member of staff whose role involves allocating the jobs from TABS and deciding who will complete them, and that this function is covered by the relevant Head of Service in the event of that staff member's absence. He further advised that he would bring more detail on the prioritisation of jobs in the report to Council.

This being all the business, the Chair thanked Elected Members for their attendance. The meeting closed at 7.40pm.

Chair