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| <b>Portrush Environmental Improvement Scheme</b>                  | <b>13<sup>th</sup> September 2016</b> |
| <b>To: The Leisure and Development Committee<br/>For Decision</b> |                                       |

| <b>Linkage to Council Strategy (2015-19)</b> |  |
|--|--|
| <b>Strategic Theme</b>                       | Accelerating our Economy and Contributing to Prosperity                |
| <b>Outcome</b>                               | Improvements leading to potential increase in investment               |
| <b>Lead Officer</b>                          | Paul Beattie – Head of Service Prosperity and Place                    |
| <b>Cost: (If applicable)</b>                 | Letter of Offer for £250,000 funded by Department of Communities (DfC) |

**The purpose of this report is to update Members on the current situation regarding the appointment of the Integrated Consulting team for the Environmental Improvement Project in Portrush. It also seeks approval for the governance arrangements and planned public engagement/consultation approach for the Scheme.**

### **Background**

In May 2016 Council accepted a Letter of Offer from the Department for Communities to the value of £250,000.

The Letter of Offer will be adequate to fund:

1. The procurement of the Integrated Consultancy Team (“ICT”);
2. Professional fees for the completion of the high level design options;
3. An economic appraisal including all necessary approvals;

Subject to subsequent Council and Department for Communities approval on the completion of Points 2 and 3, it is intended that there will be sufficient funds for the ICT to progress the project to final design, complete all statutory approvals, and procure an Integrated Supply Team (“IST”) and to appropriately manage the construction contract.

Aecom Infrastructure and Environment UK Ltd was the successful bidder and was approved by Council Members as the ICT for the Portrush EI Scheme in July 2016.

The project team is now in place and has started work. It is made up of various council officials, Department of Communities officials, Transport NI officials and the AECOM team. This team will manage the day to day operational issues to ensure that the project runs to plan and that it can be delivered to budgetary and quality standards in time for the Open 2019.

## **Update**

As part of the start-up process of the project, various roles and responsibilities have to be agreed between the Client (CC&GBC) and the ICT.

These are summarised in the attached organisational diagram (Annex A).

CC&GBC is the Client, while the Investment is being funded by the Department of Communities.

The ICT has issued proposed timescales and the key dates are:

- Initial Consultation on Concept Designs to begin – **late Sept/early October 2016**.
- Final Economic Appraisal – **October 2016** – to be submitted to secure funding from DfC and ultimately DfP for up to £6million.
- Planning Application – **March 2017** submission of agreed design and layout.
- Appointment of Integrated Supply Team – **June 2017**.
- Works commencing on site – **September 2017**.

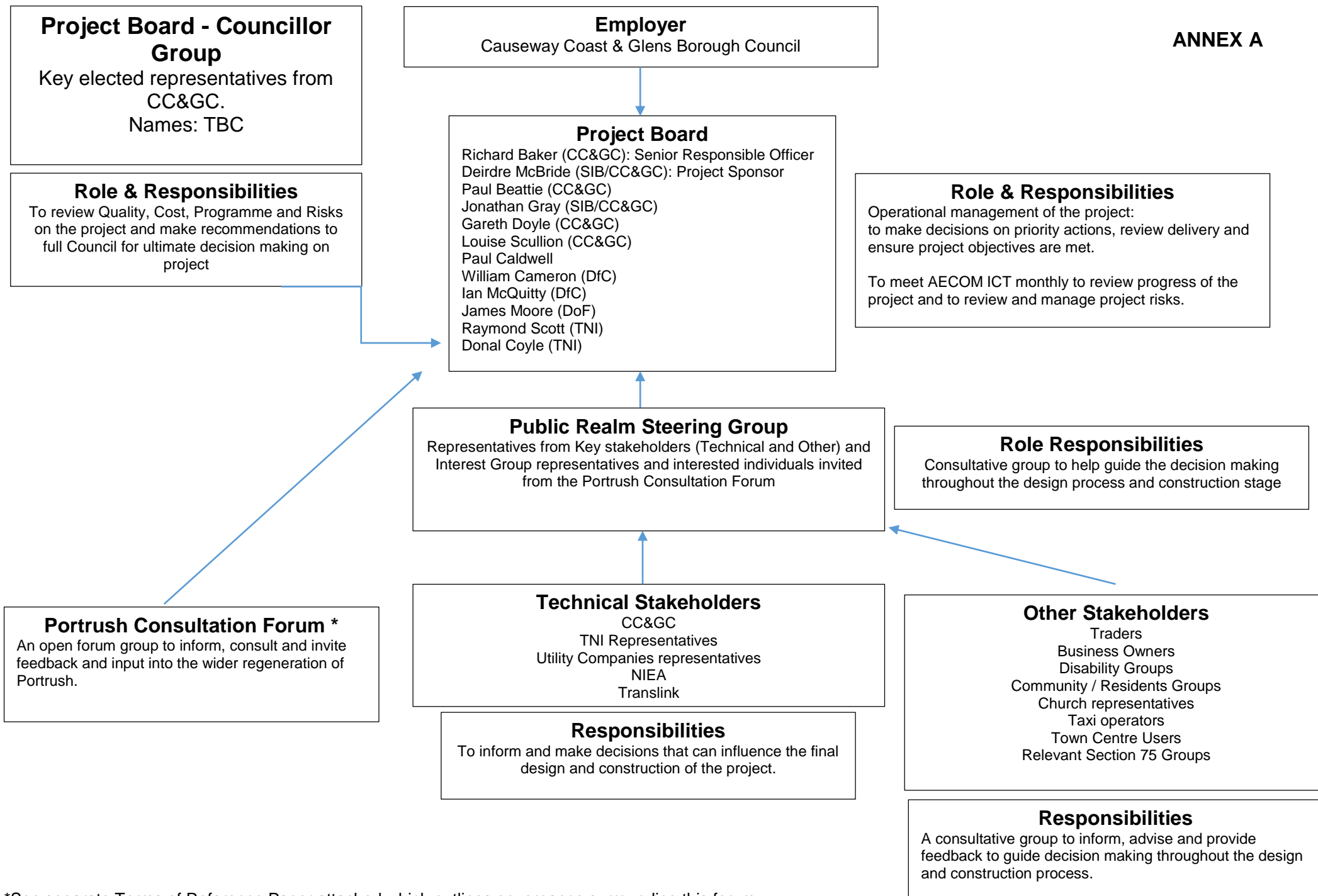
An important part of this project involves stakeholder engagement and ensuring that the design of the Environmental Improvement works meets the needs and objectives of Portrush and the wider community.

The Council realises the strategic importance of this project and the tight timescales required to ensure delivery by 2019 and to this end it has, in partnership with the Department of Communities, developed a comprehensive engagement plan using the Portrush Consultation Forum (Annex B -see terms of reference paper attached)

## **Recommendation**

It is asked that Members note the governance and structures of the Project and the timescales proposed.

It is also recommended that the attached Annex B be adopted as the approved engagement/consultation strategy for the Project.



\*See separate Terms of Reference Paper attached which outlines governance surrounding this forum



**Portrush Consultation Forum**  
**Terms of Reference**

*DRAFT*

**1. Scope**

Causeway Coast and Glens Borough Council will establish a Portrush Consultation Forum to present and consult on the delivery of elements of the Portrush Regeneration Strategy. This forum will be inclusive, open to those members of the public – residents, traders, visitors and other stakeholders – who have an interest in reaffirming the status of Portrush as Northern Ireland’s premier resort.

A copy of the Portrush Regeneration Strategy document can be downloaded at the following address:

<https://www.causewaycoastandglens.gov.uk/work/regeneration/portrush-regeneration>

**2. The Forum**

**2.1** The title of the Forum shall be the Portrush Consultation Forum and hereafter referred to as the Forum. The Causeway Coast and Glens Borough Council is hereafter referred to as the ‘Council’.

**2.2** The primary purpose of the Forum is to act as a ‘*sounding-board*’ in the process of delivering appropriate physical regeneration of the resort of Portrush. It will take a balanced and sustainable approach to improving the wellbeing of all stakeholders. The physical, economic, environmental and social regeneration of the resort will be achieved largely through the delivery of the Portrush Regeneration Strategy and associated projects.

**2.3** Council may invite their advisors or other relevant interest groups to provide the Forum with appropriate information, advice or guidance.

## **ANNEX B**

### **3. Membership.**

The Forum shall consist of:

- 3.1** Members of the public who have a positive specific and/or general interest in the delivery of the Portrush Regeneration Strategy and associated projects.
- 3.2** Representatives of stakeholder groups who will be invited to attend by Council.
- 3.3** Representatives of central government departments and their agencies involved in the delivery of the Portrush Regeneration Strategy and associated projects.
- 3.4** Attendance at meetings will not attract remuneration or payment for expenses.

### **4. Governance**

- 4.1** All meetings will be managed and chaired by an elected Member of Council or a designated Council officer or a facilitator (as considered appropriate);
- 4.2** The Forum has no decision-making powers or statutory influence.
- 4.3** The allocation of funding for the Portrush Regeneration Strategy and associated projects is at the discretion of the major funder, Department for Communities, with Council acting as client and project manager (unless stipulated otherwise).
- 4.4** As the client, Council's elected members (Council) are the decision making authority.

### **5. Role of the Forum**

The Forum may:

- 5.1** Communicate views to Council relevant to the proposals and implementation of the Portrush Regeneration Strategy and associated projects.
- 5.2** Request that Council considers specific issues relevant to the implementation of the Portrush Regeneration Strategy and associated projects.
- 5.3** Any recommendation or view from the Forum will not bind, require or compel either Council, its partners or associated organizations to pursue any particular course of action or policy;

### **6. Meetings of the Forum**

- 6.1** The Forum shall meet not less than quarterly to consider matters directly relating to the implementation of the Portrush Regeneration Strategy and associated projects;
- 6.2** There is no quorum criteria applicable to Forum meetings;
- 6.3** Notice of all quarterly meetings will be published online within the Council website and on relevant social media at least two full calendar weeks before the proposed meeting date.

## **ANNEX B**

**6.4** Representatives of stakeholder groups will be invited to attend by Council to ensure a balanced and representative forum.

### **7. Reporting**

**7.1** Notes of the quarterly Forum meetings will be reported to the relevant Project Board and Council's Senior Management Team and the relevant Committee (if necessary).

**7.2** Notes from Forum meetings will be published online by Council within two months of the meeting taking place;

### **8. Administration and Termination**

**8.1** The Forum is established within the sole control and direction of Council.

**8.2** Council will provide the necessary secretariat support and facilitation to ensure the Forum operates effectively and efficiently.

**8.3** Should Council seek dissolution of the Forum then two months notice shall be given from the date of the Council decision to terminate the Forum.

End