

Causeway Coast and Glens Borough Council

TO: ENVIRONMENTAL SERVICES COMMITTEE

Date: 5th MAY 2015

FOR DECISION

1 ENVIRONMENTAL SERVICES COMMITTEE TERMS OF REFERENCE

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Aidan McPeake
Cost: (If applicable)	Associated staff work to arrange and service the committee meetings.

1.1 Background

Causeway Coast and Glens Borough Council decided to utilize the traditional committee system as its preferred form of governance and, as a result, it has created a number of Committees to progress the work of the new Council from 1st of April 2015. This report proposes Terms of Reference for one of these Committees; the Environmental Services Committee.

1.2 Scope

The Environmental Services Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Environmental Services Directorate.

This will include:

- The future development of the organisational structure for the Environmental Services Directorate;
- Overseeing the delivery of any relevant service strategies for the Environmental Services Directorate and making appropriate recommendations to Council;
- Recommending to Council relevant policies and procedures for the Environmental Services Directorate;
- Monitoring and reviewing business and service delivery plans for the Environmental Services Directorate;
- Recommending to Council the establishment of external partnerships where considered relevant to the role of the Environmental Services Directorate;
- Making recommendations to Council regarding capital projects by the Environmental Services Directorate and monitoring the implementation of any capital projects by the Environmental Services Directorate;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Environmental Services Directorate;

- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

1.3 Membership

The Committee is comprised of the sixteen Elected Members and they were appointed to the Committee at the Annual General Meeting of Council on 26th March 2015.

Members may be required to represent the Committee and Council at pertinent consultation and capacity building events. The membership list for the Committee is provided at **Annex A**.

1.4 Chair

The Committee will be chaired in the first instance for 2015/16 by Councillor Mark Fielding (DUP).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Brenda Chivers (SF).

In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

1.5 Meetings

The first meeting of the Committee will be held on Tuesday 5th May 2015, when the Terms of Reference will be agreed.

The Environmental Services Committee will normally meet on the first Tuesday of each month at 7.00 pm except when this falls within a recess period agreed by Council. A schedule of meetings for the Committee for the 2015/16 year are attached as **Annex B**.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

1.6 Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Environmental Services Directorate.

1.7 Communication and Reporting

The Minutes of the Committee will be reported at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee.

Recommendation

IT IS RECOMMENDED that the Environmental Services Committee approve the Terms of Reference as set out in this report.

Annex A

Members	Members
Chair: Councillor Mark Fielding (DUP)	Vice Chair: Councillor Brenda Chivers (SF)
DUP: Councillor McLean	SF: Councillor McCaul
DUP: Alderman Campbell	SDLP: Councillor MA McKillop
DUP: Councillor Duddy	SDLP: Alderman Mullan
UU: Councillor Baird	TUV: Councillor Douglas
UU: Councillor Holmes	DUP: Alderman Cole
UU: Councillor King	SF: Councillor Mulholland
UU: Councillor Hunter	PUP: Councillor Watton

Annex B

Meeting	Date and Time
Environmental Services Committee	Tuesday 5th May 2015 at 7.00pm
	Tuesday 2nd June 2015 at 7.00pm
	Tuesday 4th August 2015 at 7.00pm
	Tuesday 1st September 2015 at 7.00pm
	Tuesday 6th October 2015 at 7.00pm
	Tuesday 3rd November 2015 at 7.00pm
	Tuesday 1st December 2015 at 7.00pm
	Tuesday 2nd February 2016 at 7.00pm
	Tuesday 1st March 2016 at 7.00pm
	Tuesday 5th April 2016 at 7.00pm
	Tuesday 3rd May 2016 7.00pm

2 ENVIRONMENTAL SERVICES PRESENTATION

A presentation will be delivered during the meeting regarding Environmental Services functions.

3 ANIMAL WELFARE

3.1 Governance Arrangements

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Animal Welfare Governance Arrangements
Lead Officer	Bryan Edgar
Revenue Costs:	N/A
Capital Costs:	N/A

3.1.1 Background

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 to this report.

3.1.2 Recommendation

It is recommended that the Environmental Services Committee agrees to the governance arrangements set out in the Animal Welfare Governance Arrangements paper dated 13 March 2015.

3.2 Enforcement Guidelines

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Animal Welfare Enforcement Guidelines
Lead Officer	Bryan Edgar
Revenue Costs:	N/A
Capital Costs:	N/A

3.2.1 Background

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 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

3.2.2 Recommendation

It is recommended that the Environmental Services Committee adopts and implements the Animal Welfare Enforcement Guidelines.

3.3 Officer Authorisation and Delegation of Powers

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Scheme of Officer Authorisation and Delegation of Powers
Lead Officer	Bryan Edgar
Revenue Costs:	N/A
Capital Costs:	N/A

Further to the recently adopted scheme of officer authorisation and delegation of powers, it is necessary to update Appendix 1 point 20 as follows:-

The Welfare of Animals Act (NI) 2011

3.3.1 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.

<i>Mr Clement Kennedy</i>	<i>Animal Welfare Manager</i>
<i>Mrs Lynda Fitzsimmons</i>	<i>Animal Welfare Manager</i>
<i>Mrs Vivienne Donnelly</i>	<i>Animal Welfare Manager</i>
<i>Mrs Sinead Sergeant</i>	<i>Animal Welfare Manager</i>
<i>Mrs Sally Courtney</i>	<i>Animal Welfare Manager</i>

<i>Mr Samuel Jackson</i>	<i>Animal Welfare Officer</i>
<i>Mr Ian Peter McCreary</i>	<i>Animal Welfare Officer</i>
<i>Mrs Sandra Morton</i>	<i>Animal Welfare Officer</i>
<i>Mrs Karen Kerr-George</i>	<i>Animal Welfare Officer</i>
<i>Ms Alexandra Lightfoot</i>	<i>Animal Welfare Officer</i>
<i>Mr Matthew Kenrick</i>	<i>Animal Welfare Officer</i>
<i>Mr Conor McCreedy</i>	<i>Animal Welfare Officer</i>
<i>Miss Shanna Wilson</i>	<i>Animal Welfare Officer</i>
<i>Miss Danielle Courtney</i>	<i>Animal Welfare Officer</i>

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

4 AFFORDABLE WARMTH SCHEME

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Department for Social Development Service Level Agreement Affordable Warmth Scheme
Lead Officer	Bryan Edgar
Grant Aid	£153k (2015-2016)

4.1 Background

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.

A copy of the SLA may be found at Appendix 3 to this report.

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.

4.2 Recommendation

It is recommended that the Environmental Services Committee agree to the terms of this Service Level Agreement and in this respect authorises the Director of Environmental Services to sign on its behalf.

5 REVIEW OF VACANT NON DOMESTIC PROPERTY FOR RATE ASSESSMENT AND COLLECTION PURPOSES- PARTNERSHIP WORKING

Linkage to Corporate Plan	
Strategic Priority	Equality and Community
Objectives	Ensure effective, efficient and accurate recovery of rates and establish accurate information in respect of built environment within Causeway Coast and Glens through partnership working.
Lead Officer	Martin McCook
Revenue Costs:	N/A
Capital Costs:	N/A

5.1 Background

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.

5.2 Recommendation

It is recommended the above working arrangement is continued into Causeway Coast and Glens. It is further recommended that Council authorise the following officers within Building Control Section of each current district office to participate in this exercise:-

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

6 DEPARTMENT OF THE ENVIRONMENT - EMERGENCY PLANNING GRANT

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Department of the Environment Emergency Planning Grant
Lead Officer	Bryan Edgar
Cost (if applicable)	Circa £30k

6.1 Background

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.

6.2 Recommendation

It is recommended that Council notes the discontinuation in funding for this service from the Department of the Environment.

7 FOOD STANDARDS AGENCY GRANT FUNDING TO DISTRICT COUNCILS

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Food Standards Agency Grant Funding to District Councils from April 2015
Lead Officer	Bryan Edgar
Grant Aid	£80,960.51 + £18,555.32 = £99,515.83

7.1 Background

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:-

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

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.

7.2 Recommendation

It is recommended that Council notes the level of funding provided by The Food Standards Agency in support of the delivery of an effective food service.

8 PROPOSED IMPLEMENTATION OF BUS SHELTER GUIDELINES

Linkage to Corporate Plan	
Strategic Priority	Community
Objectives	Enhance & Encourage use of public transport
Lead Officer	John Richardson
Revenue Costs:	£30,000
Capital Costs:	£15,000

8.1 Background

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.

8.2 Proposals

A proposed guideline document is attached (Appendix 4), 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.

8.3 Recommendations

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.

9 TRANSPORT NI AMENITY GRASS CUTTING FUND

Linkage to Corporate Plan	
Strategic Priority	Transition & transformation
Objectives	Enhance the aesthetics of amenity areas in towns and villages throughout the Borough
Lead Officer	Gareth Doyle
Revenue Costs:	£57,000
Capital Costs:	

9.1 Background

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.

9.2 Recommendation

It is recommended that Council consider the options presented.

10 LANSDOWNE GREEN PORTRUSH – VEHICLE ACCESS CONTROL

Linkage to Corporate Plan	
Strategic Priority	Sustainability
Objectives	Protect, enhance and promote opportunities for greater enjoyment of our natural environment.
Lead Officer	John Richardson
Revenue Costs:	£ 130.00
Capital Costs:	£3500.00

10.1 Background

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.

10.2 Proposals

- (i) Create a grass bank around the perimeter, with 3 access points for vehicles, this shown on the attached drawing (appendix 5) 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.

10.3 Recommendations

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.

11 BUILDING CONTROL NON-STATUTORY CHARGES

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Consistency of approach in keeping with rest of Province with respect of charging of fees for non-statutory functions
Lead Officer	Martin McCook
Revenue Costs:	N/A
Capital Costs:	N/A

11.1 Background

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

11.2 Recommendation

It is recommended that Council approve to adopt the charges proposed as 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	

12 ENTERTAINMENT LICENCES

Linkage to Corporate Plan	
Strategic Priority	Prosperity
Objectives	Actively develop and promote the economic and social development of the area
Lead Officer	Seamus McBride
Revenue Costs:	n/a
Capital Costs:	n/a

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

Premises:	Farm Shed
Applicant:	Mrs Hilary Cameron
Application:	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 th /9 th August 7pm – 1.30am
Representations:	Closing 14 th May 2015
PSNI and NIFRS:	Awaiting response

12.1.1 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.

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

Premises:	Macosquin Presbyterian Church
Applicant:	Mr Mervyn Downes
Application:	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
Representations:	No objections received

PSNI and NIFRS: Awaiting response

12.2.1 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.

12.3 Variation of Licence – The Atlantic Hotel, Bushmills Road, Portrush

Premises: The Atlantic Hotel

Applicant: Mr Peter Wilson

Application: 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 6th/7th June 02:00 – 02:30
Saturday-Sunday 26th/27th September 02 – 02:30
Saturday-Sunday 31st/1st October/November 02:00 – 02:30
Saturday-Sunday 26th/27th December 02:00 – 02:30
Thursday-Friday 31st/1st December/January 02:00 – 02:30

Representations: No objections received

PSNI and NIFRS: Awaiting response

12.3.1 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.

12.4 55 Degrees North, 1 Causeway Street, Portrush, BT56 8AB

Premises: 55 Degrees North
1 Causeway Street
Portrush
BT56 8AB

Applicant: Mrs Gwynne Fletcher

Application: Grant of an entertainment licence
 Days and time in which it is intended to provide entertainment:
 Mon – Sat – 11.30am –1.00am Sun – 12.30pm - Midnight

Representations: Closing 21st May 2015

PSNI: Awaiting response

12.4.1 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

13 RATHLIN FERRY PROJECT – POTENTIAL HARBOUR IMPROVEMENTS

Linkage to Corporate Plan	
Strategic Priority	Prosperity and Community
Objective	To improve transportation links between Rathlin Island and Ballycastle for social and economic benefit
Lead Officer	Aidan McPeake
Cost: (If applicable)	Harbours and Marina

13.1 Background

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.

A letter from DRD is attached at Appendix 6 outlining their current position together with Site Layout Drawings.

13.2 Recommendation

It is recommended that the Environmental Services Committee confirm acceptance of the proposals presented by DRD.

14 MARINE FUEL SALES

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Aidan McPeake
Cost: (If applicable)	Harbours & Marina Budget

14.1 Background

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.

14.2 Recommendation

It is recommended that the Environmental Services Committee approve a mark-up of 10p per litre of fuel sold at each of the Harbour and Marina facilities.

15 CRUISE SHIP VISITS

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Aidan McPeake
Cost: (If applicable)	Harbours & Marina Budget

15.1 Background

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;

Location	At Anchor Charge	Quay Side Berthing Charge

Portrush Harbour	£2 / visitor coming ashore	Berth Not Suitable
Ballycastle Harbour	No Charge	No Charge
Rathlin Harbour	No Charge	Berth Not Suitable
Proposal (all areas)	£2 / visitor coming ashore (Min Charge £200)	£400 per Day

15.2 Recommendation

It is recommended that the Environmental Services Committee approve the aligned charging proposal outlined above.

16 ADDITIONAL BINS

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Aidan McPeake
Cost: (If applicable)	n/a

16.1 Background

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.

16.2 Recommendation

It is recommended that Council adopt the ‘additional bin’ policy.

FOR INFORMATION

17 POLLUTION PREVENTION CONTROL CHARGES 2015/2016

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Pollution Prevention Control Charges 2015/2016 and Requirement for Cost Accounting in Financial Year
Lead Officer	Bryan Edgar
Cost (if applicable)	N/A

17.1 Background

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 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.

2015/16 Fees and Charges	
Type of charge	
Permit Application Charges	
Standard Charge	£1647 per activity
Reduced Charge for certain activities	£158 per activity
PVR I and II combined	£279
Vehicle Refinishers	£283
Standard Subsistence Charges	
Low	£760 per activity
Medium	£1111 per activity
High	£1461 per activity
Reduced Subsistence Charge for certain activities	£158
PVR I and II combined	£245
Vehicle Refinishers	£283

Variation Charges	
Standard Charge	£1052
Reduced Charge for certain activities	£103
Transfer Charges	
-Transfer of whole permit	
Standard Charge	£163
Reduced Charge for certain activities	£17
-Transfer of part permit	
Standard Charge	£491
Reduced Charge for certain activities	£48
Additional fee for operating without a permit	
Standard Charge	£1291
Reduced Charge for certain activities	£77
Late Payment Fee	
	£53

18 LICENSING (NORTHERN IRELAND) ORDER 1996

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Licensing (Northern Ireland) Order 1996
Lead Officer	Bryan Edgar
Cost (if applicable)	N/A

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 th April 2015 from 7.00pm to 1.00pm on 26 th April 2015.
Shirley McKinley, The Scenic Inn, 38 Fivey Road, Armoyle, BALLYMONEY, BT53 8UT.	Occasional Licence at The Scenic Inn.	Saturday 2 nd May 2015 from 7.00pm to 1.00am and Sunday 3 rd May from 7.00pm to 1.00am.

<u>Applicant</u>	<u>Purpose</u>	<u>Dates</u>
William Herbert Brooke Huey, The Glynns Bar, 23 Church Street, BALLYMONEY, BT53 6HS.	Occasional Licence at Tesco's Car Park, Castle Street, Ballymoney.	Friday 22 nd May 2015 from 4.00pm to 11.00pm Saturday 23 rd May 2015 from 1.00pm to 11.00pm Sunday 24 th 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 th May- Saturday 30 th May 2015 from 7pm – 1am
Gareth Witherow The Tides Portrush Ltd 21 Ballyreagh Road Portrush BT56 8LR	Occasional Licence for a BBQ and sale of soft drinks and alcohol in aid of cancer fund for children charity no XR29768 in Car Park at Tides Ltd, Portrush	Tuesday 12 th May-Saturday 16 th May from 11:30am-11pm
Fiona & Cormac McKeegan 5 Riverview Crescent Cushendun Co. Antrim	Occasional Licence at Cushendun Parish Hall, Layde Road, Cushendun.	16 th April 2015 from 7.00pm to 1.00pm on 26 th April 2015.

19 BETTING, GAMING, LOTTERIES AND AMUSEMENTS (NORTHERN IRELAND) ORDER 1985

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985
Lead Officer	Bryan Edgar
Cost (if applicable)	N/A

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 th March 2015.

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

21 FUTURE EVENTS ON COUNCIL PROPERTY

- a. Ballymoney Gospel Hall request use of Riverside Park, Ballymoney on 5th and 8th June for open air service.
- b. Cancer Research UK request the use of Riverside Park, Ballymoney on 29th May to raise funds by holding a fun run.
- c. Kingdom of Dalriada Ulster-Scots Society (subject to CC&GBC grant) request use of Riverside Park, Ballymoney on 2nd July for Festival activities.
- d. North Antrim Bands Forum request extended opening hours to public toilets to 10pm on 10th & 20th June, 22nd & 25th July and 15th August.
- e. 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 1st May 2015.
- f. NI Hospice request the use of Waterford Car Park Cushendall on 21 June 2015.
- g. Glens of Antrim Comhaltas request the use of the Cottagewood Site, Cushendall on Sunday 24 May 2015.
- h. 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.

22 NAMING OF HOUSING DEVELOPMENT

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objectives	Naming of Housing Development
Lead Officer	Bryan Edgar
Cost (if applicable)	N/A

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.

23 PORTRUSH HARBOUR STAFFING

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Aidan McPeake
Cost: (If applicable)	Harbours & Marina Budget

23.1 Background

The existing Harbour Master in Portrush has given notice of his intention to terminate his employment which is effective from 1st 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.

24 UPDATE ON OFF STREET CAR PARKS

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Aidan McPeake
Cost: (If applicable)	

24.1 Background

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.

24.2 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.

Aidan McPeake
Director of Environmental Services