

# Causeway Coast and Glens Borough Council

**Environmental Services Committee Tuesday 1<sup>st</sup> December 2015**

**Table of key Recommendations**

<b>No</b>	<b>Item</b>	<b>Recommendation</b>
2.	Declarations of Interest	<i>Alderman Campbell Item 24</i>
3.	Minutes of Previous Meeting held 3 <sup>rd</sup> November 2015	<i>Confirmed</i>
4.	Additional Income Generated as a result of Work Carried Out by Building Control	<i>Noted</i>
5.	Castlerock Railway Station Footbridge	<i>Noted</i>
6.	Lough Foyle Ferry Company	<i>Contact Donegal County Council Write to Partnership Panel</i>
7.	Home Accident Prevention Group	<i>Workshop date to be brought back to Committee</i>
8.	Licensing Information <b>8.1</b> Street Trading Licences <b>8.1.1</b> Application for Grant of a Temporary Street Trading Licence – TST 23819/2015 <b>8.1.2</b> Renewal of a Mobile Street Trading Licence – MST 23795/2015 <b>8.1.3</b> Application for Grant of Temporary Street Trading Licences Ballymoney and Ballycastle Christmas light Switch on <b>8.2</b> Occasional Licences (Liquor Licences) <b>8.3</b> Transfer of Liquor Licences <b>8.4</b> Entertainment Licences <b>8.5</b> Civil Marriages and Civil partnerships Applications	<i>Granted</i>
9.	Policy on Provision of Memorial Trees	<i>Adopted</i>
10.	North West Region Waste Management Group	<i>Noted</i>
11.	New to the Job Vulnerable Young People	<i>Noted</i>

12.	Draft Service Level Agreement DARD Funded Animal Welfare Service	<i>Approved</i>
13.	Electric Blanket Testing	<i>Approved</i>
14.	Entertainment Licence - Grant of Annual Entertainment Licence	<i>Granted</i>
15.	Remedial Works to Portballintrae Harbour	<i>Approved</i>
16.	Repairs to West Bay Coastal Defences Portrush	<i>Approved</i>
17.	Britain in Bloom	<i>Approved</i>
18.	Redbay All Weather Lifeboat Trial	<i>Approved</i>
19.	Camus Lane Noise Nuisance	<i>Remedial work to be completed by proprietor by 25<sup>th</sup> January 2016. Noise Abatement Notice to be served should deadline not be met</i>
20.	Side Loading Refuse Collection Vehicle	<i>Approved</i>
21.	Residual Waste Contract	<i>Approved</i>
22.	Street Sweeping Contract	<i>Approved</i>
23.	Environmental Services Organisational Structures	<i>Adopted subject to: Landfill and Compost Site Manager moved to Level 4 Operations Supervisors be increased from 6 to 7</i>
24.	Matters for Reporting to Partnership Panel	<i>Request Stormont be contacted to assist with re-establishment of Ferry Service between Magilligan and Greencastle with co-operation from Dublin Government</i>
25.	Any Other Relevant Business	<i>Cemeteries Workshop 5<sup>th</sup> January 2016 to include Ballycastle Cemetery.</i>

## Environmental Services Committee

Minutes of the Meeting of Causeway Coast and Glens Borough Council Environmental Services Committee, held in Council Chamber, Civic Headquarters, Coleraine Office on Tuesday 1<sup>st</sup> December 2015 at 7.30 pm.

**In the Chair:** Councillor Fielding

**Members present:** Alderman Campbell, Cole, King, Mullan  
Councillor Baird, Douglas, Chivers, Duddy, Holmes, MA McKillop,  
Hunter, McCaul, McLean, Mulholland, Watton

**In attendance:** A McPeake, Director of Environmental Services  
B Edgar, Head of Health & Built Environment  
J Richardson, Head of Infrastructure  
G Doyle, Head of Estates  
D Bader, Committee and Member Services Officer

**Also in Attendance:** Press (4 No)  
Public (2 No)

### 1. Apologies

No apologies were recorded.

### 2. Declarations of Interest

Alderman Campbell declared an Interest in Item 23 – Environmental Services Organisational Structures as a member of his family is employed within the Council.

### 3. Minutes of Environmental Services Committee Meeting held on 3<sup>rd</sup> November 2015

The minutes of the meeting held on 3<sup>rd</sup> November 2015 and ratified by Council on 25<sup>th</sup> November 2015, were confirmed as a correct record.

### 4. Additional Income Generated as a Result of Work Carried out by Building Control Staff

The Director of Environmental Services delivered the report for information, circulated and summarised as undernoted;

**Further to initial participation in a pilot scheme some time ago and a subsequent meeting with Land and Property Services Department of the Department of Finance and Personnel early this year, a working interagency partnership was established between Causeway Coast and Glens Borough Council and Land and Property Services to enhance efficiency of rates collection.**

**An officer employed through Agency within Building Control, has undertaken the duties involved as part of his temporary employment role.**

**Land and Property Services have recently confirmed, as a direct result of this work, in particular inspection of vacant commercial property, between February and October, 2015 an additional £182,500 has been reclaimed in rates within Causeway Coast and Glens. It is important to note the significance of this in terms of cumulative effect. This is illustrated in the table below :-**

	<b>2015/16 to date</b>	<b>Additional Notes</b>
<b>Rates income as a direct result of project (£)</b>	207,214 85,000 97,500	Actual figure as a result of pilot as claimed in 2012/13 and 13/14 in addition to 15/16  Estimated Figure by LPS and subject to follow up and confirmation Feb-April, 2015 Actual figure April to October, 2015
<b>Cumulative income as a direct result of project (£)</b>	<b>389,714</b>	

**Note: This summary does not take into account property which has vacated during the period.**

**Land and Property Services are currently using the submissions developed and produced by this officer in their training and have praised the high calibre of his work.**

**The issue of occupancy is fluid and requires a continued level of monitoring in terms of rates collection. This role has also proved valuable in terms of identifying unapproved building work and reviewing address management within Causeway Coast and Glens Borough Council Area.**

Members noted the report.

## 5. Castlerock Railway Station Footbridge

The Director of Environmental Services delivered the report for information, circulated as undernoted;

***Further to the report item in October 2015 meeting.***

***Officers have met with the local community association to hear their concerns over the future of the bridge. Following this meeting the Head of Estates has been in contact with Translink and has also met with NIEA (bridge is a listed structure). Both parties are to respond to a number of queries raised by both the community association and Council. Their responses will be discussed with the community association before a report is brought back before Council.***

In response to a Member's query the Director of Environmental Services clarified that responses would be obtained from NIEA and Translink and brought to back to Council before any costs could be calculated. He also confirmed that there was no immediate danger to the bridge.

## 6. Lough Foyle Ferry Company – Not Extending contract

The Director of Environmental Services delivered the report for information, circulated and summarised as undernoted;

***Legacy Limavady Borough Council has a lease agreement with Lough Foyle Ferry Company to provide a pier, slipway and ferry terminal to deliver a ferry service between Magilligan and Green Castle. This agreement commenced on the 21<sup>st</sup> October 2014 and terminates 31<sup>st</sup> March 2016 with an option to extend the Term on 2 occasions for a period of 2 years on each occasion.***

***The Foyle Ferry Company has given notice not to extend the contract and will no longer be providing the ferry service as of 30 March 2016.***

***Consultation with officers from Donegal County Council has already initiated and options for the future of the ferry service will be explored and brought back to the Environmental Services Committee for decision in early 2016.***

Members expressed concerns over the termination of the ferry service between Magilligan and Green Castle.

Discussion took place over the viability of the service and Members felt that the re-establishment of the service would have potential to increase tourism in the area and that this matter should be taken up with the Partnership Panel.

It was proposed by Alderman Mullan seconded by Councillor Chivers and AGREED: **to recommend that Council makes contact with Donegal County Council to try to re-establish the ferry service between Magilligan and Green Castle.**

It was also AGREED: to recommend that Council writes to the Partnership Panel to request that Stormont be contacted to assist in helping to re-establish the Ferry service between Magilligan and Green Castle and that they seek co-operation from the Dublin Government.

## **7. Home Accident Prevention Groups**

The Director of Environmental Services delivered the report for information, circulated and summarised as undernoted;

***In response to ES Minute 151103.5.4 the purpose of this report is to consider the future role of the legacy Home Accident Prevention Groups and their contribution to the delivery of the home safety service.***

***Members will be aware that each of the legacy councils were proactive in the delivery of home safety advice through the work of home safety officers and the local Home Accident Prevention Groups. There were three groups in existence (Ballymoney, Coleraine and Moyle) prior to the establishment of Causeway Coast and Glens Borough Council, each with its own constitution. Membership included appointed elected members, council officers, representatives from statutory agencies and local volunteers. The Public Health Agency provided modest funding to each of the groups (approximately £850) to promote home safety through various initiatives. The groups have been in operation for some 20 years.***

***Home Accident Prevention (NI) produced a paper in advance of Local Government Reform which contained recommendations in line with that programme.***

***As there are a number of key stakeholders involved, it is intended to facilitate a workshop to review the future role of Home Accident Prevention Groups in January 2016. Invitees to include elected members, statutory agencies, current local volunteers, funders, community planning and performance representatives. The focus will be on efficiency and effectiveness of service delivery whilst meeting local needs. A report with recommendations will be prepared for further consideration.***

Members welcomed the facilitation of a Workshop and were of the opinion that there was a need to explore further avenues to create extra funding.

The Head of Environmental Services confirmed that a date for the workshop would be brought back to the Committee.

In response to a Member's query the Director of Environmental Services confirmed that existing arrangements would continue prior to the meeting in January 2016.

## 8. Licensing Information

The Director of Environmental Services delivered the report for information, circulated and summarised as undernoted;

### 8.1 Street Trading

#### 8.1.1 Application for Grant of a Temporary Street Trading Licence – TST 23819/2015

*The Department has received an application on 7 October 2015 for a temporary street trading licence for “Christmas Light Switch On” festivities.*

*Details of the application are as follows:*

<b>Applicant</b>	<b>Location</b>	<b>Nature of Goods</b>
Mr Michael McDonagh 69 Hunters Crescent OMAGH	Trading from two mobile trolleys (5ft x 3ft each) at Drumceatt Square, Roe Valley Arts & Cultural Centre, Main Street, Limavady	Christmas Novelty items

*Having considered the above criteria and in accordance with delegated powers, a temporary licence was granted to the above named applicant to trade on Main Street, Limavady on Friday, 20 November 2015.*

*In accordance with Section 14 of the above Act, a trader operating under a temporary licence may trade outside those areas designated for use by holders of a stationary licence.*

#### 8.1.2 Renewal of a Mobile Street Trading Licence – MST 23795/2015

*The Department received an application from a licensed trader for the renewal of his current street trading licence that expired on 23 October 2015. Details of the application are as follows:*

<b>Applicant:</b>	Mr Patrick J Mullan 24 Clady Road Portglenone BT44 8JZ
<b>Proposed Days &amp; Times of Trading:</b>	Monday – Sunday (inclusive) 09:00am – 7:00pm

<b>Location of Trading:</b>	Causeway Coast and Glens Borough Council area
<b>Nature of goods to be sold:</b>	Ice Cream & Confectionery

*Having considered the above criteria under the legislation and in accordance with delegated powers the street trading licence has been renewed, subject to conditions.*

### **8.1.3 Application for Grant of Temporary Street Trading Licences Ballymoney and Ballycastle Christmas light Switch on**

*Further to the scheme of Officer authorisation and delegation of powers ES150814 item 12 the following report refers.*

*Having had due regard to the comments of the events manager and local businesses within the Ballymoney Town centre a decision was made on the grounds of health and safety and protecting the public that no temporary street trading licences were issued for the Ballymoney Christmas light switch on event for 2015.*

*Having had due regard to the comments of the events officer for the Ballycastle Town centre Christmas light switch on event and that in previous years no provision for hot food street trading has been authorised, a decision was made on the grounds of health and safety and protecting the public that no temporary street trading licences were issued for the Ballycastle Christmas light switch on event for 2015.*

## **8.2 Licensing (Northern Ireland) Order 1996 Occasional Licences (Liquor Licences)**

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

<b>Applicant</b>	<b>Purpose</b>	<b>Dates</b>
Mr E Hunter Hunter's Bar 106 Cushendall Road Ballyvoy Ballycastle	Occasional Licence for Carey Faughs GAC Dinner Dance Carey Parochial Hall 87A Cushendall Road Ballyvoy Ballycastle	Friday 13 <sup>th</sup> November 2015 8.00pm to 1.30am



Mr A Connolly Anzac Bar 5 Market Street Ballycastle	Occasional Licence for Glen Rovers GAC Fundraising Event St Olcan's Hall 200 Glenshesk Road Armoy Ballymoney	Saturday 28 <sup>th</sup> November 2015 8.00pm to 1.00am
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### **8.3 Transfer of Liquor Licences**

***The undernoted application for transfer of a licence has been received, acknowledged and responded to without objection during the report period.***

<b>Applicant</b>	<b>Purpose</b>	<b>Date</b>
Shelini Collins 33 Churchfields Rasharkin BALLYMENA BT44 8TP	Transfer of a Licence – Se Og's Bar (otherwise known as The Saffron Inn), 15 Main Street, Rasharkin, Ballymena.	3 <sup>rd</sup> November 2015
Winemark the Winemerchants Ltd	Application for Transfer of Licence for off sales for premises at 171 – 173 Coleraine Road Portstewart	
Winemark Winemerchants Ltd	Application for Transfer of Licence for off sales for premises at Shop Unit 1, Castlerock Road, Coleraine	
Wineflair (Belfast) Ltd	Application for Transfer of Licence for Off Sales for premises at Unit 1 Sandel Village, Mountsandel, Coleraine	
Wineflair (Belfast) Ltd	Application for Transfer of Licence for Off Sales for premises at Unit 4 and 5 Old Distillery Court, Coleraine	

### **8.4 Local Government (Miscellaneous Provisions) (Ni) Order 1985 Entertainment Licences**

***The undernoted applications for renewal of entertainment licences have been received, acknowledged and processed during the report period.***

<b>Applicant</b>	<b>Name of Premises</b>
Mr Ivan McCook	The Hedges Hotel & Restaurant
Mr Gareth Doyle	Town Hall, Townhead Street, Ballymoney
Mr Paul Lyness	Joey Dunlop Leisure Centre
Mr Gareth Doyle	The Social Centre, 12 Edward Street, Ballymoney
Mr Alan Patterson	Garryduff Presbyterian Church Hall
The Church Committee c/o Mr Ivan Kerr (Sec.)	Ballyweaney Presbyterian Church Hall
Rev. Robert Butler	Magherahoney Parochial Hall
Ms Unan McLaughlin	McLaughlin's Corner
Mr Peter Wilson	The Golf Links Hotel, 140 Dunluce Road, Portrush
Mr Robert Doherty	Rathmore Golf Club, Bushmills Road, Portrush
Ms Carol Lafferty	Cromore Halt, 158 Station Road, Portstewart
Mr John R Rodgers	Sperrin Sports and Social Club, 5 Newmills Road, Coleraine
Mr Mark McIntyre	Manor Golf Complex, 69 Bridge Street, Kilrea
Mr Don Robinson	Ballerin GAA Hall, Coolnasillagh Road, Ballerin

***The undernoted application for grant of an entertainment licence has been received, acknowledged and processed during the report period.***

<b>Applicant</b>	<b>Name of Premises</b>
Mr Tony O'Neill	Bartali Wine Bar, 6B Seaport Avenue, Portballintrae

### **8.5 Civil Marriages and Civil Partnerships Applications**

***The undernoted application for approval of civil marriages and civil partnerships has been received, acknowledged and processed during the report period.***

<b>Applicant</b>	<b>Name of Premises</b>
Ms Tanya Gillen	The Arcadia, East Strand, Portrush

Members noted the report.

## 9. Policy on Provision of Memorial Trees

The Director of Environmental Services delivered the report for information, circulated and summarised as undernoted;

***Council recently approved the introduction of a policy (Appendix IX, previously circulated) to allow the planting of memorial trees. The Director was asked to bring forward suggested locations of where these trees could be planted.***

***A number of locations have been identified throughout the Borough. These have been identified as most suitable from a maintenance viewpoint. They have also been chosen as they historically suffer from relatively low levels of anti-social behaviour.***

### ***Permitted Locations for Memorial Trees***

Armoy	Riverside Park
Ballycastle	Quay Road Playing Fields/Tow Path
Ballymoney	Riverside Park
Ballymoney	Drumaheglis Caravan Park
Ballymoney	Megaw Park
Ballymoney	Riada Playing Fields
Bushmills	Millennium Park
Coleraine	Anderson Park
Coleraine	Poorhouse Gardens
Coleraine	Christie Park
Coleraine	Rose Gardens
Coleraine	Cloonavin
Cushendall	Cottagewood
Dungiven	Environment Park
Kilrea	New Park
Limavady	Blackburn Park
Limavady	Benone Complex
Limavady	Swans Bridge
Limavady	Shanreagh Park
Portstewart	Flowerfield
Portstewart	Mullaghacall Park
Waterfoot	Around Main St Car Park

Members were concerned that in some of the proposed locations the memorial trees may be subject to vandalism and anti-social behaviour, and that some types of trees were not appropriate in certain areas due to the potential size of trees and the terrain.

The Director of Environmental Services confirmed that the Parks Department would recommend what type of trees could potentially be planted and this could be included in the Policy.

In relation to a query from a member re the robustness of the current memorial plaques, the Director of Environmental Services clarified that he would look into alternatives.

In response to a Member's query the Director of Environmental Services clarified that should there be any areas not included in the Policy where Members felt that it would be appropriate to plant memorial trees, this would be considered.

It was proposed by Councillor Duddy seconded by Councillor Hunter and AGREED:  
**to recommend that Council adopt the Guidelines & Procedure on Open Spaces and Memorial Provision.**

## **10. North West Region Waste Management Group**

The Director of Environmental Services delivered the report for information, circulated and summarised as undernoted;

### ***NWRWMG Minutes***

***Appendix VII (previously circulated) for Members' information, Minutes of the NWRWMG Joint Committee, for meeting held on 21 October 2015 at Causeway Coast and Glens Borough Council.***

### ***NWRWMG Review of Waste Management Plan***

***Appendix VIII (copy available form Environmental Services) for Members' information a copy of NWRWMG Review of Waste Management Plan.***

Members noted the report.

## **11. New to the Job Vulnerable Young People**

The Director of Environmental Services delivered the report for information, circulated and summarised as undernoted;

***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 the 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 highlight the needs of vulnerable groups, including inexperienced and new recruits.***

***In 2015/16 HSENI and district council will focus on the health and safety of new to the job employees. Young and inexperienced recruits who are new to a workplace are three times more likely to be killed or injured than their experienced workmates who have been there for a year or more.***

***The extra risk arises due to:***

- ***lack of experience of working in a new industry or workplace***
- ***lack of familiarity with the job and the work environment***
- ***reluctance to raise concerns (or not knowing how to)***
- ***eagerness to impress workmates and managers.***

***This means workers new to a role:***

- ***may not recognise hazards as a potential source of danger***
- ***may not understand 'obvious' rules for use of equipment***
- ***may be unfamiliar with site layout - especially where site hazards may change from day to day***
- ***may ignore warning signs and rules, or cut corners.***

***When inspectors visit workplaces as part of the initiative they will expect new and vulnerable workers to be considered in the risk assessment. There are a number of steps that businesses will need to take to protect new starters:***

1. ***Capability*** - Assess new start's capability
2. ***Induction*** - Provide an appropriate Induction
3. ***Control Measures*** - Make sure control measures to protect against risk are up to date and are being properly used.
4. ***Information*** - Provide relevant information, instruction and training about the risks that new workers may be exposed to
5. ***Supervision*** - Make sure workers know how to raise concerns and supervisors are familiar with the possible problems due to unfamiliarity and inexperience.
6. ***Check understanding*** - Check workers have understood the information, instruction and training they need to work safely, and are acting on it, especially during the vital first days/weeks at work.

***HSENI and district councils have set dedicated web pages which provides link to useful advice and guidance on New to the Job employees. The web site address is [www.hseni.gov.uk/newtothejob](http://www.hseni.gov.uk/newtothejob)***

***Environmental Health Officers in the Health and Safety Team will write to premises in advance of a visit to advise of the initiative and the steps the employer can take to protect their inexperienced workers. The initiative has been publicised in the local press and Council's website.***

Members noted the report.

## 12. Draft Service Level Agreement DARD Funded Animal Welfare Service

The Director of Environmental Services delivered the report, circulated and summarised as undernoted;

***Prior to Local Government Reform the DARD funded Animal Welfare Service was managed and delivered by Ballymena Borough Council on behalf of the 10 constituent Councils including the legacy Antrim BC; Ballymoney BC; Carrickfergus BC; Coleraine BC; Cookstown BC, Larne BC; Magherafelt DC; Moyle DC; and Newtownabbey BC on a sub-regional basis with Ballymena BC assuming the Lead regional Council role.***

***A Governance paper on a new delivery model was produced and presented to the LGCEG on 13<sup>th</sup> March 2015.***

***Councils have since agreed to reconfigure the Regional Service to a four centre model with Fermanagh and Omagh Council taking on the Lead Regional Council role.***

***Mid and East Antrim BC will act as one of the four Sub-regional Lead Councils responsible for service delivery in its own area and across, Antrim and Newtownabbey Borough Council and Causeway Coast and Glens Borough Council. i.e. Northern Region.***

***A copy of the service level agreement which has been agreed by the Project Board and each of the sub regional lead Councils may be found at Appendix III (previously circulated) to this report.***

**It was recommended** that Causeway Coast and Glens Borough Council grant authority to the Chief Executive to sign the service level agreement.

The Director of Environmental Services confirmed that the Animal Welfare Service was DARD funded and that there was no cost to Council.

**It was AGREED: to recommend that Causeway Coast and Glens Borough Council grant authority to the Chief Executive to sign the Service Level Agreement.**

## 13. Electric Blanket Testing

The Director of Environmental Services delivered the report, circulated and summarised as undernoted;

***Further to committee report item ES 151103.5.4, consideration was to be given to offering a further electric blanket testing roadshow. It is estimated that the cost of replicating this initiative would be circa £4,000, with the earliest implementation date of January 2016.***

*As an alternative a pilot replacement/exchange scheme may be delivered by Home Safety Officers whilst carrying out home safety assessments. Such a scheme would target the most vulnerable and needy with many referrals being generated through the MARA (Maximising Access to Services, Grants and Benefits in Rural Areas) project in addition to those through the normal work of the Home Safety Officers. Blankets over 10 years old or visually faulty would be exchanged for an equivalent unit. This pilot would operate from December 2015 to March 2016. £1000 has been identified from within the current section budget. An evaluation of the pilot will be provided to committee in April 2016.*

**It was recommended** that Council approve the alternative replacement/exchange pilot scheme to reduce the risks associated with the use of faulty electric blankets.

The Director of environmental Services confirmed that all electric blankets were stringently tested and any faulty ones would be replaced.

It was proposed by Alderman Campbell seconded by Alderman King and AGREED: **to recommend that Council approve the alternative replacement/exchange pilot scheme to reduce the risks associated with the use of faulty electric blankets.**

#### **14. Entertainment Licences - Grant of Annual Entertainment Licence**

The Director of Environmental Services delivered the report, circulated and summarised as undernoted;

<b>Premises:</b>	The Crannagh Coffee Shop and Bistro, 78 Portstewart Road, Coleraine
<b>Applicant:</b>	Mrs Amanda Dallat
<b>Application:</b>	Grant of annual entertainment licence for The Crannagh Coffee Shop and Bistro, 78 Portstewart Road, Coleraine, BT52 1EY
	Days and times on which it is applied to provide entertainment:
	Monday-Saturday 11.30am – 1am and Sunday 12.30pm – Midnight
<b>Representations:</b>	Closing 17 <sup>th</sup> December 2015
<b>PSNI and NIFRS:</b>	Awaiting response

**It was recommended** to grant the Annual 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.

It was AGREED: to recommend that Council grant the Annual 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.

## 15. Remedial Works to Portballintrae Harbour

The Director of Environmental Services and Head of Infrastructure delivered the report, circulated and summarised as undernoted;

*Deterioration of Portballintrae harbour has been identified in the area of the outer pier which comprises sheet pile wall construction – please refer to Appendix I (previously circulated) identifying location and photograph of deteriorated structure. On this basis an extensive dive survey was conducted of the existing sheet piling structure to ascertain the extent of deterioration.*

*The condition report has identified the extent and severity of the defects and confirms severe corrosion of the sheet piled wall along its entire length. Many of the sheet piles have large holes which have led to the loss of fill material under the harbour deck slabs due to scouring. In addition, the sheet piles have lost a substantial proportion of their original thickness which has been measured as low as 2mm in some areas.*

*The result of these defects is that the strength of the harbour structure is compromised. Unless remedial action is taken further deterioration is inevitable and it is likely that over time the harbour deck slab will subside due to the lack of supporting fill material underneath.*

*There is also a risk that in areas where the sheet piles are substantially weakened there could be structural failure resulting in further damage to the harbour.*

*As part of the condition survey a number of possible remedial schemes with preliminary budget cost estimates have been identified. These are summarised as follows,*



**Option 1 – Patch and Repair (Short Term Measure – ruled out)**

*This option is suitable for situations where the existing piles are sufficiently robust to be repaired. While repair might be possible for some of the sheet piles it would not be feasible for a substantial proportion. The cost of such work would be relatively high and would only offer a limited design life. For these reasons this option is discounted from further consideration.*

**Option 2 – Replacement of Sheet Piled Wall and Concrete Decking**

*The sheet pile wall and its reinforced concrete capping beam are key elements of the Portballintrae Harbour structure. These structural elements would require full replacement over their entire length. It is also likely that some of the backfill material and reinforced concrete slab decking would require replacement. Estimated Cost - £340,000*

**Option 3 - Concrete facing to Existing Sheet Piled Wall**

*This option would involve leaving the existing sheet piles in place while constructing a new reinforced concrete facing wall to the front of the harbour. The construction work would be difficult and require significant temporary works to allow construction of suitable foundations for the concrete facing wall at seabed level. Replacement of the backfill material and reinforced concrete slab decking would be similar to option 3. Estimated Cost - £852,600.*

It was recommended the Environmental Services Committee approve the progression of this project to Stage 2 of the Capital Programme Management System (Procurement of a contractor), based on Option 2, Replacement of Sheet Piled Wall and Concrete Decking with an estimated value of £340,000.

The Director of Environmental Services confirmed that the lifespan of Option 2 was 40 years.

In response to a Members' query the Head of Infrastructure confirmed that the timing of the remedial works would be dependent on tidal times and that there would be no major operational disruptions.

After discussion, Councillor Duddy proposed seconded by Councillor Baird and **AGREED: to recommend that Council approve the progression of this project to Stage 2 of the Capital Programme Management System (Procurement of a contractor), based on Option 2, Replacement of Sheet Piled Wall and Concrete Decking with an estimated value of £340,000.**

## **16. Repairs to West Bay Coastal Defences Portrush**

The Head of Infrastructure delivered the report, circulated and summarised as undernoted;

***Capital Works, Energy & Infrastructure have assessed the Coastal Defences at West Strand, Portrush and identified substantial deterioration in sections of the revetment. One particular section approximately measuring 15m in length has***

*been severely damaged due to constant aggressive wave action over many years (Appendix II, previously circulated, indicates the position).*

*The damage caused includes loss of fill material beneath the revetment with voids extending to the underside of the adjacent section of sea wall. In addition, many of the facing blocks have partially collapsed with others having been eroded or broken. It is essential to carryout remedial work as soon as possible to prevent further deterioration and extend the life of the structure.*

*It is proposed to implement repairs to the revetment on a phased basis. The short section described above would be given priority and the chosen repair method used would be designed to be repeatable on other sections of the revetment. Further repairs could thus be carried out in the future as required.*

*The design will involve retaining elements of the existing structure where possible. Some visible sections of sheet piling appear to be in poor condition however other sections which have been protected from the elements could be sound and utilised as part of the repairs. Based on the information currently available, supplemented by site investigations a preliminary design has been prepared with a preliminary budget cost estimate of £285,000.00 for the proposed remedial works.*

**It was recommended** the Environmental Services Committee approve the progression of this project to Stage 2 of the Capital Programme Management System (Procurement of a contractor).

After discussion, it was proposed by Alderman King seconded by Alderman Cole and **AGREED: to recommend that Council approve the progression of this project to Stage 2 of the Capital Programme Management System (Procurement of a contractor).**

## **17. Britain in Bloom**

The Director of Environmental Services delivered the report, circulated and summarised as undernoted;

*Following on from the success at the 2015 Ulster In Bloom Awards, Causeway Coast & Glens BC have been asked by NILGA to consider allowing them to nominate Coleraine (Ulster In Bloom Best Town 2015) for the 2016 Britain In Bloom Awards (letter previously circulated).*

*Parks Dept under the management of Paul Jess consistently present Coleraine (and the wider area) in a positive light with their many floral arrangements/schemes. Feedback underlines the positive impact these arrangements have on both residents and visitors to the area. This work was rewarded when Coleraine won the 2015 Ulster In Bloom Award for Best Town. To further promote Coleraine and wider Causeway area the next logical step is to enter Britain In Bloom which will hopefully bring more awards and positive publicity. NILGA have requested that CC&GBC allow Coleraine to be nominated*

***in the 2016 National Awards. There will be some additional cost of up to £3,000 in support of this nomination (photographs, brochures, hosting judges etc).***

Committee were asked to recommend that Coleraine be nominated in the 2016 Britain In Bloom competition.

It was proposed by Councillor Duddy seconded by Alderman King and AGREED: **to recommend to Council that Coleraine be nominated in the 2016 Britain In Bloom competition.**

## **18. Redbay All Weather Lifeboat Trial**

The Director of Environmental Services delivered the report, circulated as undernoted;

***Members will be aware that the Royal National Lifeboat Institution (RNLI) asked Council to consider their proposal to station an All Weather Lifeboat (AWB) at Red Bay and to ask the Causeway Coast and Glens Borough Council support in assisting this process.***

***It was approved in September 2015 that Council support the project and permit officers to review the proposals for berthing the All Weather Lifeboat at Redbay Pier. The RNLI have stated that they do not see this as having any financial implications for the Council and they see this new service being of great benefit to the Causeway Coast & Glens Borough Council.***

***Officers have been in consultation with RNLI, their Consultants and the harbour users and are satisfied that the RNLI's proposal to trial an all-weather lifeboat, based at Redbay harbour, can be delivered without displacement or interruption of service to any current harbour users.***

***Officers will continue to work closely with the RNLI, throughout initial setup and during the trial period, to ensure that any user concerns are addressed.***

**It was recommended** that Council approves and supports the trial for berthing at Redbay Pier.

It was proposed by Councillor MA McKillop seconded by Councillor Hunter and AGREED: **to recommend that Council approves and supports the trial for berthing at Redbay Pier.**

It was proposed by Alderman King seconded by Councillor Hunter and AGREED: **that the meeting be continued 'In Committee'.**

*\*The press left the meeting at 20:35.*

## 19. Camus Lane Noise Nuisance

The Director of Environmental Services and Head of Estates delivered the report, summarised and circulated as undernoted;

**Parts of the minute have been exempted from publication under Schedule 6 Part 1 Local Government Act (Northern Ireland) 2014 paragraph 2.**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**It was recommended** that Council consider the options outlined above. In the event that Council authorises the service of a Noise Abatement Notice this will be served on the business operator, [REDACTED]

It is also recommended that legal proceedings are instigated in the event of non-compliance with the terms of the Notice.

The Head of Estates referred Members to the report at Appendix IV (previously circulated) which was submitted following the site visit.

[REDACTED]

The Head of Estates confirmed that the business operator had been requested to contact Council before 1<sup>st</sup> December 2015 and, to date no contact had been received notifying Council that the remedial work, as requested in the original planning conditions, would be undertaken.

It was proposed by Councillor Duddy seconded by Alderman Cole; **to recommend that Council allows the proprietor [REDACTED] 4-6 weeks to begin implementation of the work as detailed in the conditions of the original Planning Application. If this was not forthcoming then Council to take definitive action on how to move forward.**

Councillor Holmes proposed an amendment seconded by Councillor Duddy, who withdrew his proposal with approval of the seconder: **to recommend that Council allows the proprietor [REDACTED] until 25th January 2016 to complete the work as detailed in the conditions of the original Planning Application. In the event of the work not completed by the stated date then it is recommended that Council serves the Noise Abatement Notice.**

This becomes the substantive motion.

The Chair put the motion to the vote, 15 Members voted for, 0 Members voted against and 1 member abstained. The Chair declared the motion carried.

## **20. Side Loading Refuse Collection Vehicle**

**Parts of the minute have been exempted from publication under Schedule 6 Part 1 Local Government Act (Northern Ireland) 2014 paragraph 3.**

The Director of Environmental Services delivered the report, summarised and circulated as undernoted;

**Causeway Coast and Glens own and operate a fleet of 20no Refuse Collection Vehicles and lease a further 5no Refuse Collection Vehicles.**

**One of the existing fleet, a 1998 Dennis Elite Side Loader is in need of replacement. This is a one man operation vehicle. This RCV Side Loader has been used as a spare since 2007. It is essential that Council operate a fleet of vehicles that are both efficient and meet the current environmental and legislative standards.**

**Council tendered for a Refuse Collection Vehicle and received one return from Castlereagh Motors Ltd. [REDACTED]**

**It was recommended** that Council purchase the Side Loading Refuse Collection Vehicle from Castlereagh Motors Ltd [REDACTED]

It was proposed by Councillor McLean seconded by Alderman Campbell and AGREED: to recommend that Council purchase the Side Loading Refuse Collection Vehicle from Castlereagh Motors Ltd [REDACTED]

## **21. Residual Waste Contract**

**Parts of the minute have been exempted from publication under Schedule 6 Part 1 Local Government Act (Northern Ireland) 2014 paragraph 3.**

The Director of Environmental Services delivered the report, summarised and circulated as undernoted;

**Causeway Coast and Glens Borough Council collect residual waste at all the Civic Amenity Sites in the Borough and through kerbside collection (black bin). Council collect approximately 47,000 tonnes of residual waste through Civic Amenity Sites and Kerbside Collections.**

**Council have tendered for the processing of approximately 27,500 tonnes of residual waste to meet statutory obligations outlined in the EU Landfill Directive (1999/31/EC).**

**The Northern Ireland Landfill Allowance Scheme (NILAS) was introduced in 2005 and translated the Landfill Directive targets into landfill allowances per year for each Council. The landfill allowance is the amount of Biodegradable Municipal Waste (BMW) that a Council can landfill. The BMW allowance target for Causeway Coast and Glens Borough Council for the 2015/16 year is 21,494 tonnes, 2016/17 year is 20,386 tonnes and 2017/18 year is 19,278 tonnes.**

**The North West Region Waste Management Group (NWRWMG) on behalf of Causeway Coast and Glens Borough Council tendered for suitably qualified**

**providers for the treatment of collected residual waste from kerbside collection and from other Council services.**

**The contract was for a period of 24 months with an optional 12 month extension. The commencement date will be January 2016.**

**Two tenders were received for Causeway Coast and Glens Borough Council.**

**Contractors were asked to provide a collected price per tonne for 5 recycling rates for the input material of 15%, 17.5%, 20%, 22.5% and 25%. The average of these 5 prices was used as an evaluation score.**

**An evaluation panel consisting of officers from Causeway Coast and Glens Borough Council, Derry City and Strabane District Council and the NWRWMG scored a service delivery plan for each submission.**

**The score for average price (marks out of 80) and service delivery plan (marks out of 20) were added together to give a total score. The results for Causeway Coast and Glens Borough Council are shown in the table below.**

Potential Provider	Price Marks out of 80	Average Price per tonne	Quality Score Marks out of 20	Total Score
Coleraine Skip Hire T/A River Ridge Recycling	80	████████	17.6	97.6
Regen	50.6	████████	13.2	63.8

**Coleraine Skip Hire T/A River Ridge Recycling has the highest combined score of 97.6 and therefore is the winning tender.**

**The prices submitted by River Ridge Recycling for each of the 5 recycling rates are shown in the table below:-**

Recycling Rate of input material	Collected Price per tonne
15%	████████
17.5%	████████
20%	████████
22.5%	████████
25%	████████

**There is £7 per tonne reduction on all prices to deliver direct to River Ridge Recycling at their Craigmores Road treatment facility in Garvagh.**

**The Joint Committee of the North West Region Waste Management Group (NWRWMG) met on the 14 October 2015 and made a recommendation that**



***Causeway Coast and Glens Borough Council award the contract to River Ridge Recycling.***

***The Joint Committee tender evaluation report is included at Appendix V (previously circulated).***

**It was recommended** that Causeway Coast and Glens Borough Council award the contract for the processing of Residual Waste to achieve a recycling rate of 25%, to Coleraine Skip Hire T/a River Ridge Recycling.

It was proposed by Councillor Duddy seconded by Alderman King and AGREED: **to recommend that Council award the contract for the processing of Residual Waste to achieve a recycling rate of 25%, to Coleraine Skip Hire T/a River Ridge Recycling.**

## **22. Street Sweeping Contract**

**Parts of the minute have been exempted from publication under Schedule 6 Part 1 Local Government Act (Northern Ireland) 2014 paragraph 3.**

The Director of Environmental Services delivered the report, summarised and circulated as undernoted;

***Causeway Coast and Glens Borough Council collect approximately 1,450 tonnes of street sweepings per year. The North West Region Waste Management Group (NWRWVG) on behalf of Causeway Coast and Glens Borough Council tendered for suitably qualified providers for the treatment of collected Street Sweepings.***

***The initial contract period is for 24 months with an optional 12 month extension. This contract is to achieve an 80% recycling rate for input materials.***

***Two tenders were received for this contract from Recon Waste Management and Irish Waste Services Ltd.***

***The tenders were assessed on price (marks out of 80) and service delivery plan (marks out of 20).***

***An evaluation panel consisting of officers from Causeway Coast and Glens Borough Council, Derry City and Strabane District Council and the NWRWVG scored a service delivery plan for each submission.***

***The evaluation panel determined that information supplied by Irish Waste Services Ltd in their Service Delivery Plan could not meet Clause S.4(i) of the specification i.e 80% recycling of input tonnage.***

***The scoring for Recon Waste Management is outlined in the table below.***

Potential Provider	Price Score Marks out of 80	Quality Score Marks out of 20	Total Score Marks out of 100	Cost Price per Tonne Collection
Recon Waste Management	80	15.4	95.4	██████

***The Joint Committee of the North West Region Waste Management Group (NWRWMG) met on the 14 October 2015 and made a recommendation that Causeway Coast and Glens Borough Council award the contract to Recon Waste Management.***

***The Joint Committee tender evaluation report is included in Appendix VI (previously circulated).***

**It was recommended** that Causeway Coast and Glens Borough Council award the contract for the processing of Street Sweepings to Recon Waste Management.

It was proposed by Alderman Campbell seconded by Alderman King and AGREED: **to recommend that Council award the contract for the processing of Street Sweepings to Recon Waste Management.**

### **23. Environmental Services Organisational Structures**

The Director of Environmental Services delivered the report, summarised and circulated as undernoted;

***Following the decision of the Environmental Services Committee at the meeting on the 6<sup>th</sup> October 2015 and 3<sup>rd</sup> November 2015, a further review of the Environmental Services Structures has been carried out in consultation with the Heads of Service and the Unions. The result has had an impact of further savings of £100,746 to £524,270.***

***Members will be aware that following the appointments of the Heads of Service on 1<sup>st</sup> July 2015, there is a necessity to progress Tier 4 & 5 structures and appointments.***

***The interim Environmental Services lead officers have been working on proposals and options in each of the service areas over the last 4 months. The same principles that were used for Director and Head of Service structure design have been adopted for Tier 4 & 5 positions.***

***LGR presents an opportunity to adopt a design approach that creates an organisation that is structured to ensure delivery of the best possible services within reducing funds and will represent excellent value for money and include:-***

- **Support and underpin strategic themes.** The organisational structure must be fit for purpose. Strategy therefore is the key driver for organizational design, enabling appropriate management oversight of the Council's key capabilities and strategic initiatives.
- **Group and coordinate themes to create a 'logical fit', eliminate duplication and increase efficiency.** The coordination principle emphasizes that activities grouped within a single unit generate greater efficiency if similar tasks have shared purpose, common objectives, aligned performance measures and cultural traits.
- **The development of role specialisation.** The principle of creating 'specialist skills' is based upon the development and protection of critical specialists. There is clearly a trade-off between Specialisation and Coordination.
- **Clearly defined roles and responsibilities.** Collaboration improves when the roles of departments, teams and individual team members are clearly defined. Without such clarity, friction occurs often leading to workplace disputes.
- **Optimised Span of Control.** Increasing the Span of Control means fewer layers of management within the organization, and a relatively flatter organizational structure. This can lead to: Faster decision-making, better and more frequent communication, reduced costs relative to taller organization.

### ***Environmental Services Functions***

***The roles and responsibilities, delivered by Environmental Services are summarised below:***

<ul style="list-style-type: none"> <li>• Environmental health</li> <li>• Building control</li> <li>• Licensing</li> <li>• Waste services - Collection, Disposal, Recycling</li> <li>• Street Cleansing</li> <li>• Landfill &amp; Compost Management</li> <li>• Fleet management</li> <li>• Public Conveniences</li> </ul>	<ul style="list-style-type: none"> <li>• Grounds maintenance</li> <li>• Building maintenance</li> <li>• Cemeteries</li> <li>• Play-park Maintenance</li> <li>• Energy Management</li> <li>• Car Park Management</li> <li>• Harbours, Marinas and Terminals</li> <li>• Capital Project Delivery</li> </ul>
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The Environmental Services Tier 3 Structure; Head of Operations, Head of Health and Built Environment and Head of Estates Structures; Infrastructure Proposed Structure and Business Support Structure had previously been circulated to Members.

**It was recommended** that the Environmental Services Organisational Structure depicted and circulated is adopted by the Causeway Coast and Glens Council and that a service review will be carried out to assess further structural requirements in Tiers 6&7.

An Environmental Services Organisational Structures Workshop took place prior to the Committee Meeting.

Discussion took place which included the need for a services review i.e plumbing, electricians, welders etc. and the possibility of securing an in-house team of service providers. The Director of Environmental Services confirmed that this would be looked at once the Organisational Structure was in place.

It was proposed by Councillor Holmes seconded by Councillor Hunter: **to recommend that Council adopt the Environmental Services Organisational Structure subject to the following amendment;**

- **To move the Landfill and Compost Site Manager to Level 4**

Councillor Duddy proposed an amendment seconded by Councillor Watton: **to recommend that Council adopt the Environmental Services Organisational Structure subject to the following amendments;**

- **To move the Landfill and Compost Site Manager to Level 4**
- **To increase Operations Supervisors from 6 to 7**

The Chair put the amendment to the vote, 9 Members voted for, and 4 Members voted against. The Chair declared the amendment carried.

It was proposed by Councillor Hunter seconded by Councillor McLean and AGREED: **that the meeting be continued 'Out of Committee'.**

#### **24. Matters for reporting to Partnership Panel**

It was AGREED: **to recommend that Council writes to the Partnership Panel to request that Stormont be contacted to assist in helping to re-establish the Ferry service between Magilligan and Green Castle and that they seek co-operation from the Dublin Government.**

#### **25. Any Other Relevant Business (notified in accordance with Standing Order 12 (o))**

##### **25.1 Ballycastle Cemetery**

In response to a Members' query the Director of Environmental Services confirmed that Ballycastle Cemetery would be included in the Cemeteries Workshop to be held on Monday 5<sup>th</sup> January 2016.

**This being all the business the meeting closed at 22:00.**