

**ENVIRONMENTAL SERVICES MEETING TUESDAY 7 MARCH 2017**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
<b>1</b>	Apologies	<b><i>Councillors Baird, Mulholland and MA McKillop</i></b>
<b>2</b>	Declarations of Interest	<b><i>None</i></b>
<b>3</b>	Minutes of Environmental Services Committee Meeting held on 7 February 2017	<b><i>Approved</i></b>
<b>4</b>	Consultation on Regulations to Introduce Restrictions on Smoking In Cars Carrying Children	<b><i>Approve that Council endorse response prepared by Environmental Health Northern Ireland (EHNI)</i></b>
<b>5</b>	Licensing Report	<b><i>Approve</i></b>
<b>6</b>	Environmental Services Business Plans 2017/18	<b><i>Approve</i></b>
<b>7</b>	Environmental Services Capital Works Prioritisation 2017/18	<b><i>Approve</i></b>
<b>8</b>	Energy Performance of Building Legislation Seminar	<b><i>For Information</i></b>
		<b><i>For Information</i></b>
<b>9</b>	Street Naming & Property Numbering	
		<b><i>For Information</i></b>
<b>10</b>	Licensing Items	
<b>11</b>	Food Recycling Communications Grant Support	<b><i>For Information</i></b>

<b>12</b>	Notice of Motion submitted and proposed by Councillor Clarke <i>“That this Council asserts ownership of the historic water fountain on Lower Captain Street, and puts in place a process to restore it, preserving it for future generations”.</i>	<b><i>Withdrawn from Agenda by Councillor Duddy</i></b>
<b>13</b>	Matters for Reporting to Partnership Panel (next meeting 23 May 2017)	<b><i>None</i></b>
<b>14</b>	Correspondence	<b><i>None</i></b>
<b>15</b>	Consultation Schedule	<b><i>None</i></b>
<b>16</b>	Tender for the Provision of Dog Kennelling Services	<b><i>Approve to award tender to BARK</i></b>
<b>17</b>	Provision of Waste Services for Paints and Oils	<b><i>Approve to award to Envva (NI) Ltd.</i></b>
<b>18</b>	Tender for Professional Lead Consultancy – North Pier Portrush	<b><i>Approve submitted Lump Sum Fee submission by Messrs. Doran Consulting Limited</i></b>
<b>19</b>	Tender for Professional Construction Related Consultancy Services Framework	<b><i>Approve Framework of successful tenderer</i></b>
<b>18</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	<b><i>None</i></b>

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

- In the Chair:** Alderman King
- Members Present:** Aldermen: Campbell and Cole  
Councillors: Chivers, Duddy, Douglas, Fielding,  
Holmes, Hunter, Loftus, McCaul, McLean, Watton  
and Wilson
- Officers Present :** A McPeake, Director of Environmental Services  
B Edgar, Head of Health and Built Environment  
J Richardson, Head of Capital Works, Energy &  
Infrastructure  
A Mullan, Head of Operations  
G Doyle, Head of Estates  
D Allen, Committee and Member Services Officer
- In Attendance:** Press (1 No)

The Chair advised that Councillor Wilson would substitute for Councillor Baird at the meeting.

**1. APOLOGIES**

Apologies were recorded for Councillors Baird, MA McKillop and Mulholland.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING  
HELD 7 FEBRUARY 2017**

The Chair advised that the minutes of the above meeting were approved at the Council Meeting on 28 February 2017.

#### 4. SMOKE FREE PRIVATE VEHICLES LEGISLATION CONSULTATION

Report circulated.

The Department of Health is currently seeking the views of Council on draft regulations to introduce restrictions on smoking in private vehicles when children are present.

The Smoke-Free (Private Vehicles) Regulations will extend the existing smoke-free legislation by setting out on the circumstances by which private vehicles must be smoke-free.

The proposed Regulations allow the use of fixed penalties for offences in smoke-free private vehicles and names both the Police Service of Northern Ireland and district councils as the enforcement authorities for these measures.

The Department of Health enclosed a questionnaire for completion and submission by Friday 3<sup>rd</sup> March 2017 at 5:00pm. Attached at Appendix 1 is a response prepared by Environmental Health Northern Ireland (EHNI).

**It is recommended** that Council endorse the response prepared by Environmental Health Northern Ireland (EHNI).

The Head of Health and Built Environment clarified that two part time Enforcement Officers, to be shared by a number of Councils, would assist with enforcement of the legislation.

Proposed by Councillor Duddy  
Seconded by Councillor Campbell and

**AGREED** – to recommend that Council endorse the response prepared by Environmental Health Northern Ireland (EHNI).

#### 5. LICENSING REPORT

##### 5.1 Grant of Annual Licence

<b>Premises:</b>	Kilmore Country House, 10 Glasmullen Road, Glenariffe
<b>Applicant:</b>	EL127
<b>Application:</b>	Grant of an Annual Entertainment Licence for Kilmore Country House, 10 Glasmullen Road, Glenariffe

	Days and times on which it is applied to provide entertainment: Monday to Sunday 1.00pm to 1.30am
<b>Representations:</b>	No representations received
<b>PSNI and NIFRS:</b>	No objection from PSNI. Awaiting response from NIFRS.

**Recommendation**

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

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

**5.2 Grant of Occasional Licence**

<b>Premises:</b>	Shackleton
<b>Application:</b>	Grant of occasional outdoor entertainment licence for Shackleton Barracks, Ballykelly, Limavady, BT49 9QQ  Days and times on which it is applied to provide entertainment:  Friday – Sunday 08:00 – 23:00 Specific dates have not yet been provided to Council for this Outdoor Event.

**Recommendation**

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

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

**5.3 Grant of Annual Occasional Licence**

<b>Premises:</b>	Shackleton
<b>Application:</b>	Grant of occasional indoor entertainment licence for Shackleton Barracks, Ballykelly, Limavady, BT49 9QQ

	<p>Days and times on which it is applied to provide entertainment:</p> <p>Friday – Sunday 08:00 – 23:00</p> <p>Specific dates have not yet been provided to Council for this Indoor Event.</p>
--	--

### **Recommendation**

Grant of an Occasional Entertainment Licence subject to compliance with any recommendations of the Council’s licensing department inclusive of the following special conditions:

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

In answer to a query from Councillor Duddy the Head of Health and Built Environment stated that as yet no dates and number of people anticipated to attend have been confirmed for Item 5.2. He also confirmed that he was not aware of any issues the PSNI and Transport NI have raised with potential volumes of traffic and noise in relation to this application but future Safety Advisory Group (SAG) meetings would be held in advance of the events.

**AGREED** – to recommend that Council approve recommendations therein at Items 5.1 - 5.3 inclusive.

## **6. ENVIRONMENTAL SERVICES BUSINESS PLANS 2017/18**

Report circulated.

The Director of Environmental Services presented a report detailing the purpose of the Environmental Services Business Plan for 2017/18, Structure and Service Area Mandates.

Based upon the Service Level Mandates, strategic aims and objectives of the services are delivered through the organisational structure. As Council enter the 17/18 period, the emphasis of business planning moves from the period of cultural change transformation to improved service delivery.

The business plans for each service are attached at Annexes A – D.

**It is recommended** that the Environmental Services Committee endorse the 2017/18 Business Plans.

In response to a Members’ query the Director of Environmental Services clarified that high Internal Performance Indicators had been established to ensure that targets that have been set are achieved.

Proposed by Councillor Holmes  
Seconded by Councillor Hunter and

**AGREED** – to recommend that Council endorse the 2017/18 Business Plans.

## **7. ENVIRONMENTAL SERVICES CAPITAL WORKS PRIORITISATION 2017/18**

Report circulated.

Members adopted the Council 4-Step Capital Project Management System in November 2014 Shadow Council. Following this, two Capital Programme Workshops have been held each year to manage the ongoing Capital Programme and Members have adopted the following working principles;

- 1) Net Spend Capped at 1% increase on Rates i.e. this equates to approx. £7m.
- 2) Proactive approach to Infrastructure Investment – Prioritisation of our own essential estate / fleet.
- 3) Strict Application of Councils 4-Stage Capital Project Management System using objective Business Cases (including Legacy Projects).
- 4) Following strategic analysis based upon a need/evidence based approach, projects with Economic and Social Benefit will be developed, whilst endeavouring to secure and maximise the benefit of external grant funding for the Borough.

Following the Capital Workshop held on 2<sup>nd</sup> November 2016 a Project Prioritisation Workshop was held on 10<sup>th</sup> November 2016 and Members prioritised projects from each Committee service area for progress. This was done using the Consensual Decision Making Model whereby each Member assigned their top ten priorities and within that, 10 points to their highest priority project down to 1 point for their tenth ranking project. The points assigned by each Member were then totalled across all the projects and the 10 overall highest scoring projects were thus established as Members overall priorities.

The following table summarises the results of the Consensual Decision Making exercise;

\*Projects highlighted were identified as 'must do' schemes.

Rank	Scheme and Stage Pre Stage 1 -likely to be for consideration 2017/18 or beyond
*	Extension[s] @ Crosstagherty Waste Handling & Transfer Facility
1	Dunluce Toilet Refurb
*	Coastal Sea Defences
*	LED Upgrades phase 3
*	Car Parks Upgrades Phase 3
*	CHP Joey Dunlop
2	Changing Places(facilities for disabled adult changing)
3	Riverside Park, Ballymoney Phase 2
*	Capital Dredging
*	Water Regulation Compliance
4	Portandhu Harbour Phase 1b- Clear navigation channel
5	Investigate & Deliver capacity for visiting boats at Portush Harbour for British Open
6	Strategic Mixed Dry Recyclable MRF'
*	Purchase of Land for new Portrush Cemetery
7	West Bay Access Ramp
8	AD Plant
9	Solar Thermal
*	Slipway,quay & pontoon upgrades(across Council area)
10	Christmas Light upgrade - Phase 2 & 3

**It is recommended** that Council adopts the Environmental Services Projects listed in the table above as being the 2017/18 Priorities for progression to Capital Programme Stage 1 within the overall context of Members Working Principles and with all projects being subject to Councils 4-Step project approval process requiring a need based business case, and economic appraisal to be approved by Council for each project before it proceeds. On this basis, officers are to progress with scoping and options on the Priority Projects and bring reports back to Committee for Members consideration.

Proposed by Councillor Duddy  
Seconded by Councillor Hunter and

**AGREED** – to recommend that Council adopts the Environmental Services Projects listed in the table above as being the 2017/18 Priorities for progression to Capital Programme Stage 1 within the overall context of Members Working Principles and with all projects being subject to Councils 4-Step project approval process requiring a need based business case, and economic appraisal to be approved by Council for each project before it proceeds. On this basis, officers are to progress with scoping and options on the Priority Projects and bring reports back to Committee for Members consideration.



## 8. ENERGY PERFORMANCE OF BUILDING LEGISLATION SEMINAR

Information report circulated.

Enforcement responsibility for the Energy Performance of Buildings (Certificates and Inspections) Regulations (NI) 2008 (as amended) referred to as the 'EPB Regulations' transferred to district councils on 3 December 2009. The exception to this is enforcement relating to district councils' own relevant buildings which remains with the Department of Finance and Personnel (DFP), restructured in 2016 as the Department of Finance (DoF).

It is proposed to hold a number of EPB seminars facilitated by both Building Control and the EPB Team in both the Coleraine office on Thursday 23<sup>rd</sup> March 2017 and Limavady office on Wednesday 29<sup>th</sup> March 2017.

Those invited to attend the seminar will be predominantly all the local Estate Agents within the Causeway Coast and Glens area who are directly affected by the EPB legislation.

The seminar will give an indication to Estate Agents of their responsibility under the legislation, enforcement issues and also allows them an opportunity to ask questions.

The information report was noted.

## 9. STREET NAMING AND PROPERTY NUMBERING

Information report circulated.

The following applications for street naming have been received and agreed with the applicants:-

<b>Developer</b>	<b>Development Name</b>
McHenry Brothers	Clare Drive, Ballycastle
Fold Housing Association	Leyland Drive, Ballycastle
Hamilton Developers Ltd	Craigagh Grove, Cushendun

The information report was noted.

## 10. LICENSING ITEMS

Information report circulated.

### **10.1 Local Government (Miscellaneous Provisions) (NI) Order 1985 Entertainment Licences**

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

### **10.2 Local Government (Miscellaneous Provisions) (NI) Order 1985 Entertainment Licences – Non-Renewal**

1 notification for non-renewal of an Entertainment Licence had been received during the report period.

### **10.3 Licensing (NI) Order 1996 Liquor Licence**

1 application for an Occasional Licence had been received and acknowledged during the report period.

### **10.4 Betting, Gaming, Lotteries and Amusements (NI) Order 1985 (Renewals)**

1 application for renewal of a Gaming Machine Certificate had been received and acknowledged during the report period.

### **10.5 Betting, Gaming, Lotteries and Amusements (NI) Order 1985 (Renewals)**

1 application for renewal of a Bingo Club Licence had been received and acknowledged during the report period.

The information report was noted.

## **11. FOOD RECYCLING COMMUNICATIONS GRANT SUPPORT**

Information report circulated.

The Department of Agriculture, Environment and Rural Affairs (DAERA) is working with Waste and Resources Action Programme (WRAP) to deliver food waste communications activity which supports local councils' household recycling services and campaigns.

In February 2017, a successful application was made to WRAP to secure funding for the provision of 'No Waste Please' stickers to be applied to the black bin households which presently receive a food waste recycling collection service to encourage households to engage and participate with food recycling.

During March 2017 households will receive correspondence which will outline the need to, and benefit of removing food waste from residual (black) waste bins, advise that a 'No Food Waste Please' sticker be applied to the residual waste bin, types of food waste that can go in the kitchen caddy and reference to Council's Food Smart Campaign. The distribution of 'No Food Waste Please' stickers will be assisted by Operations staff.

The Director of Environmental Services clarified that Council was in the process of preparing options on future waste collection systems including brown bins.

The information report was noted.

**12. NOTICE OF MOTION SUBMITTED AND PROPOSED BY COUNCILLOR CLARKE, SECONDED BY COUNCILLOR DUDDY**

"That this Council asserts ownership of the historic water fountain on Lower Captain Street, Coleraine and puts in place a process to restore it, preserving it for future generations"

Councillor Duddy advised that he wished to withdraw the Notice of Motion from the Agenda.

**13. MATTERS FOR REPORTING TO PARTNERSHIP PANEL (NEXT MEETING 23 MAY 2017)**

There were no matters for reporting to the Partnership Panel.

**14. CORRESPONDENCE**

There was no correspondence.

**15. CONSULTATION SCHEDULE**

There were no consultations.

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed Councillor Fielding  
Seconded by Councillor McLean and

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

Members of the press left the meeting at 7.30pm.

**16. TENDER FOR PROVISION OF DOG KENNELING SERVICES FROM DATE OF AWARD UNTIL 31 MARCH 2020 WITH TWO ONE YEAR OPTIONS TO EXTEND UNTIL 31 MARCH 2022**

Confidential report circulated.

At present, Council have three contracts in place awarded under the legacy Coleraine, Limavady and Moyle Councils for the provision of dog kennelling facilities and related services which expire on 31<sup>st</sup> March 2017. The Council has its own limited facilities within the Ballymoney legacy area.

One bid was received.

The Director of Environmental Services confirmed that Council would continue to use Ballymoney kennels in conjunction with Benvarden with an out of hours' service available throughout the Council.

**It is recommended** that Council award the contract for the provision of Dog Kennelling Facilities and related services to B.A.R.K (Benvarden Animal Rescue Kennels) from the date of award until 31 March 2020 with two one year options to extend until 31 March 2022, whilst still retaining its own kennels for use in Ballymoney.

Proposed by Councillor Wilson  
Seconded by Councillor Mclean and

**AGREED** – to recommend that Council award the contract for the provision of Dog Kennelling Facilities and related services to B.A.R.K (Benvarden Animal Rescue Kennels) from the date of award until 31 March 2020 with two one year options to extend until 31 March 2022, whilst still retaining its own kennels for use in Ballymoney.

**17. PROVISION OF WASTE SERVICES FOR PAINTS AND OILS**

Confidential report and Appendix 1 circulated.

The purpose of the procurement was to ensure that suitably qualified providers were invited to tender for the provision of waste services for the collection, disposal and treatment of engine oil, oily rags, oil filters, vegetable oil, paints, varnishes and used engine oil containers. Invitation to tender issued by North West Region Waste Management Group (NWRWVG) on behalf of its constituent councils.

The initial contract period will be 3 years. This duration may be extended at the sole discretion of the Council by a further 1 year plus 1 year giving

a possible total of 2 years extension to the contract period. The contracting authority is Causeway Coast and Glens Borough Council.

It is anticipated there will be 270 tonnes of paint, 65 tonnes of engine oil and 7 tonnes of vegetable oil collected by Council per annum. No tonnage for any waste stream is guaranteed to the potential provider.

Two tender responses were received before the closing date of 12 noon 30<sup>th</sup> September 2016.

**It is recommended** that Council approves the recommendation made by the Joint Committee of NWRWMG and award the tender to Enva (NI) Ltd.

Proposed by Councillor McCaul  
Seconded by Councillor Loftus and

**AGREED** – that Council approves the recommendation made by the Joint Committee of NWRWMG and award the tender to Enva (NI) Ltd.

#### **18. TENDER FOR PROFESSIONAL LEAD CONSULTANCY – NORTH PIER PORTRUSH**

Confidential report and Appendix 1 circulated.

A report item was presented to and approved by Members in November 2016 for the repair and upgrading of existing seaward facing North Pier at Portrush Harbour entailing the installation of Rock Armour, concrete repairs to edge beam and revetment and underpinning works to Rock Armour in the vicinity of the entrance to the harbour.

Within the report item a key aspect of activities to progress, was the procurement of a Professional Integrated Design Team with experience in the delivery of similar projects of scale and complexity to deliver and complete Stages 2, 3 & 4 of Council's Capital Project Delivery Plan.

Subsequently, the Department for Capital Works, Infrastructure & Energy carried out a Public Procurement Tender Procedure between 23<sup>rd</sup> January 2017 and 10<sup>th</sup> February 2017, in which potential bidders could submit a tender response for carrying out a Professional Lead Consultancy Service.

From the seven Companies who had obtained tender documents, two returned an IT pack.

The Head of Infrastructure referred Members to Appendix 1 in which a comprehensive Tender Report was detailed.

Based on information provided, and within Appendix 1 - Tender Report, **it is recommended** that Council approve the submitted Lump Sum Fee submission by Messrs. Doran Consulting Limited.

Proposed by Councillor Fielding  
Seconded by Councillor Chivers and

**AGREED** – that based on information provided, and within Appendix 1 - Tender Report, that Council approve the submitted Lump Sum Fee submission by Messrs. Doran Consulting Limited.

## **19. TENDER REPORT FOR PROFESSIONAL CONSTRUCTION RELATED CONSULTANCY SERVICES FRAMEWORK**

Confidential report and Appendix 1 circulated.

In April 2015 Elected Members approved the award of the Professional Construction Related Consultancy Services Framework to assist with the delivery of Council Services. This contract was subsequently extended by Elected Members in May 2016, with expiry due at 31 March 2017.

With the existing Framework expiring on 31<sup>st</sup> March 2017, the Department for Capital Works, Infrastructure & Energy conducted a new “Open” procedure as prescribed in The Public Contracts Regulations 2015 due to the expected spend exceeding the £170,000 threshold for services at which the EU procurement process must be followed, whilst also complying with Council’s Procurement Guidelines.

The tender competition was advertised publicly in late December 2016 with a closing date of 12noon on 10<sup>th</sup> February 2017.

The Head of Capital Works, Energy & Infrastructure referred Members to Appendix 1 detailing the tender evaluation Framework.

**It is recommended** that Council approve the Framework of successful tenderer as set out in Appendix 1.

The Head of Capital Works, Energy & Infrastructure confirmed that 13 tenders had been received.

Proposed by Councillor Hunter  
Seconded by Councillor Chivers and

**AGREED** – to recommend that Council approve the Framework of successful tenderers as set out in Appendix 1.

**20. ANY OTHER RELEVANT BUSINESS (notified in accordance with Standing Order 12 (o))**

There was no other relevant business.

**MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Wilson

Seconded by Councillor McCaul and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **7:55 pm**.

---

Chair