

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 10 AUGUST 2021**

Table of Recommendations

No	Item	Summary of key Recommendations
1.	Apologies	<i>Nil</i>
2.	Declarations of Interest	<i>Alderman Fielding, Councillor MA McKillop</i>
3.	Minutes of Environmental Services Tuesday 8 June 2021	<i>Confirmed</i>
4.	Presentation by DfI Roads representative	<i>Update received</i>
5(a)	Any Other Relevant Business (notified in accordance with Standing Order 12 (o)) <i>'In Public'</i>	
	5.1 Life Rings, River Bann (Councillor Holmes)	<i>Information</i>
	5.2 Notification of change in bin collection day (Alderman Fielding)	<i>Information</i>
	5.3 Grass cutting Portstewart Town Hall (Alderman Fielding)	<i>Information</i>
	5.4 Council Policy on new signage (Councillor MA McKillop)	<i>Information</i>
	5.5 Surface dirt on town centre paved areas (Alderman Hillis)	<i>Information</i>
	5.6 Garvagh War Memorial (Alderman Knight-McQuillan)	<i>Information</i>
	5.7 Tabs maintenance system (Councillor Holmes)	<i>Information</i>
	'IN COMMITTEE' (ITEM 5(b) 5.8-5.9 INCLUSIVE)	
5(b)	Any Other Relevant Business (notified in accordance with Standing Order 12 (o)) <i>'In Committee'</i>	

No	Item	Summary of key Recommendations
	5.8 Manor Golf Club Kilrea (Councillor McQuillan)	Information
	5.9 Tacco van, Metropole (Alderman Hillis)	Information
6.	Entertainment Licensing Report	<p>To recommend that Council grant 3(no) Entertainment Licenses as set out;</p> <p>To recommend that council give Delegated Authority to the Head of Health & Built Environment, to grant an entertainment licence after the consultation period has ended. The grant of the entertainments licence will be subject to:</p> <ul style="list-style-type: none"> • all necessary documentation being received, • compliance with any recommendations of the Councils licensing department and no objections from the public, NIFRS or PSNI
7.	Memorandum of Understanding (MoU) regarding the enforcement of regulatory checks on poultrymeat, beef and veal and eggs by the NI District Councils on behalf of the Department of Agriculture, Environment and Rural Affairs	<p>To recommend that Council the signing of the above Memorandum of Understanding. It is further recommended that authority be given to the Director of Environmental Services to sign on behalf of Council.</p>

No	Item	Summary of key Recommendations
8.	Affordable Warmth Service Level Agreement 2021-2022	To recommend that Council accept the Service Level Agreement offered for the financial year 2021-2022 and that approval be given to the Head of Health & Built Environment to sign and return the document to the DfC.
9.	Funding offer from Department of Business Energy & Industrial Strategy (BEIS), Office for Product Safety and Standards (OPSS) Product Safety Programme 2021-2022 (11 NI Councils)	To recommend that Council approve that the Service Level Agreement be issued to the other 10 NI Councils for completion and return for the effective administration of the grant funding. To recommend to Council that the Service Level Agreement be issued to the other 10 NI Councils for completion and return for the effective administration of the grant funding.
10.	Local Air Quality Management - Letter of Offer Environment Fund 2019-2023	To recommend that Council accept this offer and authorise the Head of Health and Built Environment sign and return the grant acceptance form.

No	Item	Summary of key Recommendations
11.	LiveSmart Community Environmental Grant Programme (2021-22) – Applicants	To recommend that Council approve the allocation of the LiveSmart Grant Programme Funding to applicants with the reductions outlined. Award of funding is subject to specified criteria being met.
12.	Entertainment Licence Renewals	Information
13.	Petroleum Spirit Licence Renewals	Information
14.	Street Trading Licence Renewals	Information
15.	The Noise App	Information
16.	PPC Permit	Information
17.	Castlerock Footbridge	Information
18.	Correspondence	Noted
	18.1 Environment Marine and Fisheries Group, Environmental Policy Division, DAERA	Noted
	18.2 Institute of Licencing/Nighttime Industries Association (NTIA)	Noted
19.	Consultation Documents	Noted
20.	Conferences	Nil
21.	Matters for Reporting to Partnership Panel	Nil
	'IN COMMITTEE' (Items 22 – 26 inclusive)	

No	Item	Summary of key Recommendations
22.	Service Level Agreement with Private Contractor (WISE) to complement Litter Enforcement	<i>To recommend to Council that the introduction of this new service is noted and that the Director of Environmental Services be authorised to sign the Service Level Agreement on behalf of Council for this pilot period.</i>
23.	Tender for the Collection/Receipt and Reprocessing of Wood from Household Recycling Centres	<i>To recommend that Council award of contract for the collection/receipt and reprocessing of wood from household recycling centres to Brickkiln Skip Hire Ltd in accordance with the council's specification and contract conditions.</i>
24.	Car Park Permit Consultation and Update	<i>To recommend that Council agree to continue with the current scheme for 3 months and lobby Dfl. Review the situation in 3 months.</i>
25.	ES Finance P2 Management Accounts	<i>Information</i>
26.	ES Finance P3 Management Accounts	<i>Information</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS AND VIA VIDEO CONFERENCE, ON
TUESDAY 10 AUGUST AT 7:00 PM**

- In the Chair:** Councillor Wilson (C)
- Members Present:** Alderman Boyle (C); Finlay (C), Fielding (C), Robinson (C), Councillors Beattie (R), Bateson (R), Chivers (R), Holmes (R), Hunter (R), McAuley (C), McLaughlin (R), MA McKillop (R), McLean (C), McQuillan (C)
- Non-Committee Members Present:** Alderman Knight McQuillan (R)
Alderman Hillis (R)
- Officers Present:** A McPeake, Director of Environmental Services (R)
B Edgar, Head of Health and Built Environment (R)
A Mullan, Head of Operations (R)
P O'Brien, Funding Unit Manager (R)
J Keen, Committee and Member Services Officer (C)
- In Attendance:** J Morrison, Section Engineer, Causeway Coast and Glens West, DfI Roads (R)
G Quinn, Network Maintenance Manager, DfI Roads (R)
- A Lennox, ICT Mobile Operations Officer (C)
C Thompson, ICT Operations Officer (C)
- Press (2 no) (R)
- Key:** (C) Attended in the Chamber
(R) Attended Remotely

The Chair read the remote meetings protocol at the beginning of the meeting:

Welcome to the Environmental Services Committee meeting held on Tuesday 10 August 2021

All those in attendance should be aware that the meeting will be audio recorded.

This includes when the meeting is in committee. The public session of the audio recording will be published on Council's website within 2 days of the meeting.

Elected Members are reminded that they are personally responsible for any comments that they make at the meeting.

Members of the press and public will be required to leave when the meeting goes into committee.

If anyone loses connection please call the number which was sent to you by Democratic Services. The number can be found in the email with the meeting link sent yesterday 9 August 2021.

Members please use the chat facility if you wish to speak. For those in the Chamber, please wait until your microphone is switched on before speaking.

I would also remind all in attendance that the taking of photographs of proceedings or the recording of proceedings, other than by authorised officers, is prohibited.

SUBSTITUTION

The Chair advised that Alderman Finlay was substituting for Councillor Wallace.

ORDER OF BUSINESS

The Chair confirmed he would take Agenda Item Any Other Relevant Business as Item 5.

The Director of Environmental Services undertook a roll call of committee members present.

1. APOLOGIES

There were no apologies recorded.

2. DECLARATIONS OF INTEREST

Alderman Fielding declared an interest in Agenda Item 10 LiveSmart Community Environmental Grant Programme (2021-22). Alderman Fielding left The Chamber and did not participate in the Item.

Councillor MA McKillop declared an interest in Agenda Item 10 LiveSmart Community Environmental Grant Programme (2021-22). Councillor MA McKillop did not participate in the Item.

3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD TUESDAY 8 JUNE 2021

Summary, previously circulated.

The Minutes of the Environmental Services Committee meeting held Tuesday 8 June 2021 were confirmed as a correct record.

4. PRESENTATION FROM DfI REPRESENTATIVE

The Chair introduced the Section Engineer for Causeway Coast and Glens West, and the Network Maintenance Manager, and advised Dfl were invited to attend the meeting due to the number of complaints Elected Members had received regarding grass cutting, gully emptying and flooding concerns. The Section Engineer for Causeway Coast and Glens, West provided a brief update on the situation within Dfl and welcomed questions from Committee Members.

Committee Members were advised Dfl have been working within a variety of limitations including budget restrictions, staffing, mechanical issues and COVID pressures. External contractors had been employed to help ease the backlog of maintenance work and it is estimated that the next few weeks would complete the work. The dangers of emerging at road ends particularly in rural areas due to the state of the grass verges was highlighted by Members. The Section Engineer for Causeway Coast and Glens West advised Dfl are working to the best of their ability within their limitations.

5. (a) ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))

5.1 Life Rings, River Bann (Councillor Holmes)

What action has or can be taken with the PSNI to deter and/or catch those responsible for removing the life lines along the River Bann in Coleraine?

The Director of Environmental Services advised there has been significant social media coverage. The Director proposed that this issue be forwarded to PCSP to ask them for advice on how to proceed.

5.2 Notification of change in bin collection day (Alderman Fielding)

In future in advance of a public holiday, will Council directly inform those householders affected by a change in their normal bin collection day.

Alderman Fielding highlighted that not everyone has access to the council website/social media or newspapers and requested that stickers be placed on bins in advance of any changes to bin collection days. The Director of Environmental Services stated he appreciated there was negative feedback over the change in bin days over the Public Holidays in July and advised that in future there would be stickers on bins to advise people if there was a change to their normal collection day.

5.3 Grass cutting Portstewart Town Hall (Alderman Fielding)

Can the grass be cut at Portstewart Town Hall?

The Director of Environmental Services advised of the barriers around Portstewart Town Hall, due the dangerous condition of the façade. The Director of Environmental Services advised he would explore ways which the area could be tidied up while ensuring the safety of Council staff.

5.4 Council Policy on new Signage (Councillor MA McKillop)

What's council policy on new signage for towns and village now that we have a new corporate image?

Councillor MA McKillop highlighted the AORB in relation to her request regarding the use of jet ski's at harbours had not been included on the Agenda. The Director of Environmental Services apologised and advised he would make comment when it is raised at the Leisure and Development Committee.

The Director of Environmental Services advised signage in towns and villages would be replaced as and when required, for example, when broken or missing. The Director of Environmental Services advised he would get back to Councillor McKillop regarding the signage in Armoy, when this will be installed.

5.5 Surface dirt on town centre paved areas (Alderman Hillis)

There have been numerous complaints about the surface dirt on many of our town centre paved areas possibly due to the prolonged dry spell this summer. Has Environmental Services plans to solve this problem?

The Director of Environmental Services advised there were issues with this type of paving across the Borough. The Department for Communities (DfC) had provided funding for equipment to power washing the pavement. It is expected the equipment will be purchased and ready to use by October. The funding is for one piece of equipment and is a one off purchase cost.

5.6 Garvagh War Memorial (Alderman Knight-McQuillan)

In March of this year I had been informed that works on Garvagh War Memorial was more or less imminent and just awaiting sign of by funders. There has been no obvious signs of commencement to date. Please provide an update on the commencement of works for Garvagh War Memorial including a time line and expected completion date."

The Director of Environmental Services advised the work on Garvagh War Memorial began on Monday 9 August 2021, and completion date is set for 22 October 2021.

5.7 Tabs maintenance system (Councillor Holmes)

Could we get an update on the tabs maintenance system?

How many items are on it?

What is the average close out period?

What are the longest outstanding items?

How is work allocated?

The Director of Environmental Services advised items of maintenance were prioritised and there would be an information item presented at the next Environmental Services Committee meeting to provide more detail.

The Chair advised the following Items would be considered '*In Committee*'.

MOTION TO PROCEED '*IN COMMITTEE*'

Proposed by Councillor MA McKillop
Seconded by Alderman Boyle and

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

* **Press and public were disconnected from the meeting at 8:17pm**

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

5 (b) ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O)) '*IN COMMITTEE*'

5.8 Manor Golf Club Kilrea (Councillor McQuillan)

Can the director give an update on the problem at The Manor Golf club Kilrea which the golf balls are going into private property and causing major damage?

Councillor McQuillan highlighted how this problem was ongoing affecting local residents and businesses.

The Head of Health and Built Environment advised of Councils action taken to date.

5.9 Tacco van, Metropole (Alderman Hillis)

May I have an update about the Tacco Van which has been trading without a trading licence at the Metropole most of the summer?

The Head of Health and Built Environment advised of Councils enforcement action taken to date.

MOTION TO PROCEED '*IN PUBLIC*'

Proposed by Councillor MA McKillop
Seconded by Councillor McLaughlin and

AGREED – to recommend that Council move '*In Public*'.

6. ENTERTAINMENT LICENSING REPORT

Report, previously circulated, presented as read.

GRANT OF INDOOR ENTERTAINMENTS LICENCE

Licence No: EL408
Premises: Stendhal Family Big Top
Application: Grant of Occasional Indoor Entertainments Licence
12th/13th/14th August 2021
Representations: None received
PSNI and NIFRS: No objections PSNI
No objections from NIFRS

Recommendation

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

GRANT OF INDOOR ENTERTAINMENTS LICENCE

Licence No: EL406
Premises: Murphys Bar Main Street Dungiven
Application: Grant of Annual Indoor Entertainments Licence
Representations: None received
PSNI and NIFRS: No objections PSNI
Northern Ireland Fire and Rescue Service had the following comments to make in relation to the application:
1) The floor plans show both escape routes from the public bar have inward opening doors and this is not appropriate for an occupancy of 100 persons.
2) The single door leading to the rear escape from the public bar should be a minimum of 750mm or 900mm where wheelchair users are likely to use it.

The applicant has been advised to resolve these issues before an entertainments licence would be issued.

It is recommended to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department and NIFRS.

GRANT OF OUTDOOR ENTERTAINMENTS LICENCE

Licence No: EL407

Premises: Bobs Bar Blazin Saddles

Application: Grant of Occasional Outdoor Entertainments Licence (14 days unspecified)

Representations None received
:

PSNI and NIFRS: No objections PSNI or NIFRS

It is recommended that the premises be granted Approval for an Occasional Outdoor Entertainment Licence subject to compliance with any recommendations of the Councils licensing section including noise conditions for outdoor events as detailed below:

1. The control limits set at the mixer positions shall be adequate to ensure that the Music Noise Level (MNL) shall not exceed 65 dB(A) over a 15 minute period at noise sensitive premises between the hours of 09:00 and 23:00.
2. Between the hours of 23:00 and 01:00 the control limits set at the mixer positions shall be adequate to ensure that the Music Noise Level (MNL) shall not exceed the background noise level by more than 10dB(A) over a 15 minute period at the nearest noise sensitive receptors.
3. The licensee must have a procedure in place for the receipt of complaints regarding noise and must take appropriate action to resolve such complaints expediently.
4. All staff must be aware of the noise limits set and must ensure that any instructions regarding noise are implemented.

GRANT OF OUTDOOR ENTERTAINMENTS LICENCE

Licence No: EL409

Premises: The Salty Sea Sisters, Explore Fairhead, 28 Fairhead Road, Ballycastle

Application: Grant of Occasional Indoor Entertainments Licence 11th September 2021

Representations Consultation period finishes 7th September 2021
:

It is recommended that committee give Delegated Authority to the Head of Health & Built Environment, to grant an entertainment licence after the consultation period has ended. The grant of the entertainments licence will be subject to

- all necessary documentation being received,
- compliance with any recommendations of the Councils licensing department and
- no objections from the public, NIFRS or PSNI

The recommendations were considered collectively.

Proposed by Alderman Boyle
Seconded by Councillor MA McKillop and

AGREED

- to recommend that Council Grant an Entertainment Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the special conditions.

- to recommend that Council Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department and NIFRS.

- to recommend to Council that the premises be granted Approval for an Occasional Outdoor Entertainment Licence subject to compliance with any recommendations of the Councils licensing section including noise conditions for outdoor events as detailed below:
 1. The control limits set at the mixer positions shall be adequate to ensure that the Music Noise Level (MNL) shall not exceed 65 dB(A) over a 15 minute period at noise sensitive premises between the hours of 09:00 and 23:00.
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 3. The licensee must have a procedure in place for the receipt of complaints regarding noise and must take appropriate action to resolve such complaints expediently.
 4. All staff must be aware of the noise limits set and must ensure that any instructions regarding noise are implemented.

- to recommend to Council to give Delegated Authority to the Head of Health & Built Environment, to grant an entertainment licence after the consultation period has ended. The grant of the entertainments licence will be subject to
 - all necessary documentation being received,
 - compliance with any recommendations of the Councils licensing department and
 - no objections from the public, NIFRS or PSNI

7. MEMORANDUM OF UNDERSTANDING (MOU) REGARDING THE ENFORCEMENT OF REGULATORY CHECKS ON POULTRYMEAT, BEEF AND VEAL AND EGGS BY THE NI DISTRICT COUNCILS ON BEHALF OF THE DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS

Report, previously circulated, presented by the Head of Health and Built Environment.

The purpose of this report is to consider and agree a Memorandum of Understanding (MoU) regarding the enforcement of regulatory checks on poultrymeat, beef and veal and eggs by Councils Food Team on behalf of the Department of Agriculture, Environment and Rural Affairs (DAERA).

Background

Marketing and identification of agricultural or food products, including livestock, is devolved under Schedule 3 of the Northern Ireland Act 1998. DAERA is the NI Competent Authority for adherence to EU regulatory requirements for poultrymeat, beef, veal, and eggs.

The implementing domestic legislation is:

- Beef & Veal Labelling Regulations (Northern Ireland) 2010 (SR 2010 No 55) (providing for enactment of the relevant EU/retained EU regulations), as amended;
- Eggs and Chicks Regulations (Northern Ireland) 2010 (SR 2010 No 125) (providing for enactment of the relevant EU/retained EU regulations), as amended;
- Poultrymeat Regulations (Northern Ireland) 2011(SR 2011 No 315) (providing for enactment of the relevant EU/retained EU regulations), as amended.
- Beef & Veal Labelling Regulations (Northern Ireland) 2010 (SR 2010 No 55) (providing for enactment of the relevant EU/retained EU regulations), as amended;
- Eggs and Chicks Regulations (Northern Ireland) 2010 (SR 2010 No 125) (providing for enactment of the relevant EU/retained EU regulations), as amended;
- Poultrymeat Regulations (Northern Ireland) 2011(SR 2011 No 315) (providing for enactment of the relevant EU/retained EU regulations), as amended.

DAERA is the competent authority for these agricultural commodities. However, through the domestic legislation listed above, the execution and enforcement of

these powers in Northern Ireland is currently undertaken by both DAERA and the 11 Councils.

The responsibility for inspection of establishments operating in these sectors is based on their function.

DAERA largely inspects meat processing plants such as slaughter houses and cutting plants, and in some cases primary producers (for poultrymeat). Regarding eggs, DAERA conduct inspections on producers and packing centres.

Councils largely inspect cold stores, warehouse/distribution centres and local shops, such as butchers, which may be cutting and selling meat.

There are occasions where DAERA and the District Councils may collaborate and conduct an inspection in partnership.

The purpose of this MoU is to:

- Supplement the provisions of the regulations;
- Clarify the enforcement responsibilities for poultrymeat, beef, veal, and eggs together in one document;
- Formalise governance arrangements;
- Provide a formal data sharing agreement.

The MOU may be found at Appendix1 (circulated) to this report.

It is recommended that the Committee recommends to Council the signing of the above Memorandum of Understanding. It is further recommended that authority be given to the Director of Environmental Services to sign on behalf of Council.

In response to questions the Head of Built Environment advised the enforcement of regulatory checks completed by the Enforcement Officers was not a new process, the Memorandum of Understanding formalises the agreement. There is no payment received from DAERA.

Proposed by Councillor Hunter
Seconded by Alderman Fielding and

AGREED – to recommend that Council sign the above Memorandum of Understanding. It is further recommended that authority be given to the Director of Environmental Services to sign on behalf of Council.

8. AFFORDABLE WARMTH SERVICE LEVEL AGREEMENT 2021-2022

Report, previously circulated, presented by the Head of Health and Built Environment.

The purpose of this report is to update members in respect of correspondence received from the Department for Communities (DfC) and the issue of a Service Level Agreement (SLA) for the current financial year.

Background

DfC has issued correspondence to all Councils on the 25th June 2021 (see Appendix 1 to this report) (circulated) requesting agreement to an interim SLA up to 31st March 2022. (See Appendix 2) (circulated).

Members may recall from previous reports that the number of referrals was reduced last year to 32, ES21012 refers. The number of referrals has been subsequently reduced again to 30 per month +/-3.

The current payment per referral remains and will cover the costs of the existing staff for the remainder of this financial year provided there is no further in year reductions.

A request has been made to accept, sign and return by 17th September 2021.

Members will also be aware that scheme eligibility has changed from 1st July 2021, and officers have undergone training facilitated by NIHE/DfC to ensure that applications received from this date onwards are considered under the new criteria. <https://www.nihe.gov.uk/Housing-Help/Affordable-Warmth-Boiler-Replacement/Affordable-Warmth-Scheme>

Officers will continue to engage and work in partnership with DfC and NIHE to agree a revised SLA for 2022-2023 to ensure stability in the delivery of this programme and that minimises any financial risk to Council.

It is recommended that Council accept the Service Level Agreement offered for the financial year 2021-2022 and that approval be given to the Head of Health & Built Environment to sign and return the document to the DfC.

Committee Members welcomed the scheme and the changes in eligibility that allow a wider demographic to apply for the scheme.

Proposed by Councillor Wilson
Seconded by Alderman Robinson and

AGREED – to recommend that Council accept the Service Level Agreement offered for the financial year 2021-2022 and that approval be given to the Head of Health and Built Environment to sign and return the document to the DfC.

9. FUNDING OFFER FROM DEPARTMENT OF BUSINESS ENERGY & INDUSTRIAL STRATEGY (BEIS), OFFICE FOR PRODUCT SAFETY AND STANDARDS (OPSS) PRODUCT SAFETY PROGRAMME 2021-2022 (11 NI COUNCILS

Report, previously circulated, presented by the Head of Health and Built Environment.

The purpose of this report is to seek approval to accept an offer of grant monies from the Department of Business Energy and Industrial Strategy (BEIS), Office for Product Safety and Standards (OPSS) and to administer the funding to the remaining 10 NI Councils for the current financial year.

Background

Correspondence has been received from BEIS/OPSS on the 30th June 2021 offering grant monies to continue support a Product safety programme specifically around consumer goods. Members may recall that grant funding of approximately £55K was received for this purpose during 2020-2021. A copy of the grant offer is attached as Appendix 1 (circulated) to this report.

Council has been offered the funding on behalf of all 11 NI Councils (£605,00.00) and for which administrative costs have been included. (£10,500.00)

The purpose of the grant programme is to support the 11 Councils in Northern Ireland to build capacity and capability for product safety market surveillance. This is part of a UK wide approach to ensure only safe and compliant, non-food, consumer goods enter the UK market and to meet the provisions of the EU Withdrawal Agreement and Northern Ireland Protocol (NIP). The funded activities of the grant are outlined in Annex 2(a) (circulated) pages 28-31.

The award was made following the submission of an application and workplan by EHNI (Consumer Protection subgroup) which is contained in Annex 2(b) pages 32-36 of the letter of offer.

The grant offer includes a timetable for claim submission and to ensure that all data is provided by Councils to meet these strict requirements, an SLA has been prepared to clarify roles and responsibilities of the administrator (ourselves) and the other 10 Councils. Ports and Border authorities have additional individual responsibilities. A copy of the SLA is provided at Appendix 2 to this report and details the maximum claims payable to each Council.

All funding will be paid quarterly in arrears to the value of the approved claim and only after monies have been released by OPSS to ourselves as administrators.

It is recommended that the Environmental Services Committee recommends to Council the acceptance of this offer and authorises Head of Health and Built Environment sign and return the grant acceptance form and additional documentation.

It is further recommended that the Service Level Agreement be issued to the other 10 NI Councils for completion and return for the effective administration of the grant funding.

Proposed by Councillor McLaughlin
Seconded by Councillor Chivers and

AGREED - to recommend that Council approve that the Service Level Agreement be issued to the other 10 NI Councils for completion and return for the effective administration of the grant funding;
- to recommend to Council that the Service Level Agreement be issued to the other 10 NI Councils for completion and return for the effective administration of the grant funding.

The Chair put the motion to the Committee to vote.
9 Members voted for; 6 members voted against; 0 Members abstained
The Chair declared the motion carried.

10. LOCAL AIR QUALITY MANAGEMENT - LETTER OF OFFER ENVIRONMENT FUND 2019-2023

Report, previously circulated, presented by the Head of Health and Built Environment.

The purpose of this report is to seek approval to accept an offer of grant monies from DAERA to continue an Air Quality Monitoring Programme within the Borough for the current financial year

Background

Correspondence has been received from DAERA on the 29th July 2021 offering grant monies to continue support an Air Quality monitoring programme within the Borough. A copy of the grant offer is attached as Appendix 1 to this report.

A breakdown of the award is included in the correspondence and includes the operation and maintenance of continuous sampling monitor, the purchase of passive diffusion tubes and an element of staff costs.

Council has received similar funding for this purpose in previous years.

It is recommended that the Environmental Services Committee recommends to Council the acceptance of this offer and authorises Head of Health and Built Environment sign and return the grant acceptance form.

In response to questions about air quality monitoring in other areas, specifically Ballykelly, the Head of Health and Built Environment confirmed there had been enquiries in other areas of the Borough and that Ballykelly was one of them. There was an updated screening assessment carried out on an annual basis. The Head of Health and Built Environment advised he will review Ballykelly and other areas where there is a high level of traffic build up. A detailed report of updated data would be brought to the next committee meeting.

Proposed by Councillor Beattie
Seconded by Councillor Chivers and

AGREED – to recommend that Council accept this offer and authorise the Head of Health and Built Environment sign and return the grant acceptance form.

11. LIVESMART COMMUNITY ENVIRONMENTAL GRANT PROGRAMME (2021-22) – APPLICANTS

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

The purpose of this report is to present the findings of the assessment process for the LiveSmart Community Environmental Grant Programme 2021/22. Recommendations for the allocation of funding to eligible applicants are included in this report.

Background

At the meeting on 10th November 2020 the Environmental Services Committee agreed that a report be brought back to council on the development and implementation of a Community Environmental Grant Programme for the 2021-22 period based on the following recommendations:

- Applications will focus on waste reduction/reuse, energy saving and sustainability.
- Grant applications will be directly linked to the LiveSmart themes.
- The Environmental Resource Officer Team will provide support to applicants.
- Council's Funding Unit will be responsible for management and administration of the grant programme via Council's online funding hub.
- Total grant funding pot of £10,500 available.
- Maximum grant of £500 available per application.
- Organisations can apply for one grant per year.

A report was presented to the Environmental Services Committee on 8th December 2020.

Council ratified the decision to implement a Community Environmental Grant Programme on 5th January 2021.

An Overview of the Fund

The purpose of the LiveSmart Community Environmental Grant Programme is to provide small grants up to a maximum of £500 to local community and voluntary organisations. The grants are to give financial assistance to allow groups and organisations to:

- (1) improve the general cleanliness in their local area, particularly in respect of litter
- (2) promote recycling, reuse and waste reduction
- (3) look at ways of reducing carbon footprint by taking simple, practical actions such as planting

There are several specific objectives which applicants must address. An application can address more than one objective but only one is necessary.

- **RecycleSmart:** aims to reduce waste by educating, engaging and inspiring us all to buy less, reuse more, recycle and compost.
- **LitterSmart:** aims to reduce litter through education, encouraging responsible disposal and supporting local people to carry out litter lifts.
- **ClimateSmart:** aims to reduce our carbon footprint by increasing our knowledge of sustainability and empowering change with simple, practical actions such as planting vegetables, fruit, native shrubs and pollinator plants.

Example projects might include: -

- Community litter collection and prevention
- Fruit and vegetable planting
- Gardening projects e.g. planting of pollinator plants
- Native shrub planting
- Recycling, reuse and waste prevention projects

Levels of grant award.

- Applicants can apply for 100% of project costs up to a maximum of £500
- Organisations can only apply for one grant per year
- In the event of the fund being oversubscribed only the highest scoring projects will receive an award

Assessment & Scoring Criteria used for assessment:

Criteria	Score out of a possible 5	Weighting	Possible Score
1. Good project description; range of activities, quality of project; fit with the fund objectives.		X4	20
2. How well the need has been demonstrated		X2	10
3. How well the project includes participation from the wider community and involves a range of people		X2	10
4. Area deprivation score		X1	5
5. How well the project is promoted & publicised.		X1	5
			50

2021/22 Application Process

The grant programme closed for applications on Friday 18th June 2021 @ 12:00 noon. It received 33 applications.

A stage 1 eligibility check was carried out by the Funding Unit. All applications made it through to scoring.

On Tuesday 20th July 2021 all 33 of the eligible LiveSmart were assessed by a panel consisting of officers from the Environmental Resource Officer team.

The Scoring Panel met on the Tuesday 20th July 2021 and each submission was assessed against the criteria within the scoring matrix which was weighted accordingly. The minimum threshold pass rate was applied at 65% as per Council policy.

Summary of Applications

A summary of the applications received with scoring is detailed in Annex A.

The total amount of grants requested through eligible and qualifying applications was £16,277.74.

For the period 2021/22 the allocated budget for the LiveSmart Grant is £10,500 as referenced in Environment Services Committee report dated 8th December 2020.

As detailed in Annex A –

- 10 applications failed to meet the minimum threshold of 65% and are therefore ineligible for grant aid.
- 23 applications passed the minimum threshold rate of 65% requiring grant assistance to the value of £10,438.59.

Recommendation

Elected Members are asked to approve the allocation of the LiveSmart Grant Programme Funding to applicants as detailed in Annex A with the reductions outlined. Award of funding is subject to criteria specified in section 1.5 of Grant Programme Guidance Notes being met.

Members of the Committee welcomed the introduction of this scheme and requested that feedback be provided to those who were unsuccessful.

Proposed by Councillor McLean
Seconded by Councillor McQuillan and

AGREED – to recommend that Council approve the allocation of the LiveSmart Grant Programme Funding to applicants as detailed in Annex A (circulated) with the reductions outlined. Award of funding is subject to criteria specified in section 1.5 of Grant Programme Guidance Notes being met.

12. ENTERTAINMENT LICENCE RENEWALS

Report, previously circulated, presented as read.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985

ENTERTAINMENT LICENCES

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

<u>Unique Reference Number</u>	<u>Name of Premises</u>
EL335	Harkins Bar
EL318	Chasers
EL364	Stendhal Festival (Ballymully Cottage Farm)

13. PETROLEUM SPIRIT LICENCE RENEWALS

Report, previously circulated, presented as read.

PETROLEUM (REGULATION) ACTS 1929 AND 1937

PETROLEUM SPIRIT LICENCES

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

<u>Licence No:</u>	<u>Name of Premises</u>
PL051	Costcutter
PL035	Milltown Service Station
PL067	Kenny's Spar
PL061	Greenbank Filling Station
PL006	Larkhill Service Station
PL065	Ulster Gliding Club Ltd.
PL003	Bush Filling Station
PL054	Bradley's Filling Station
PL066	Sola Express

14. STREET TRADING LICENCE RENEWALS

Report, previously circulated, presented as read.

STREET TRADING (NI) ACT 2001

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

<u>Unique Reference Number</u>	<u>Applicant</u>	<u>Type of Licence</u>	<u>Commodity</u>	<u>Location</u>
SST 003	Ruth Pollock	Stationary	Ice Cream, Confectionery and Cold Drinks.	The Promenade, Castlerock.
MST 006	Tracy Clifford	Mobile	Ice Cream, Desserts, Confectionary, Crisps and Drinks.	Borough of Causeway Coast and Glens.
MST 005	Jonathan O'Kane	Mobile	Ice cream, ice lollies, confectionery and drinks	Borough of Causeway Coast and Glens.
MST 003	Keith Douthart	Mobile	Ice Cream and Confectionary.	Borough of Causeway Coast and Glens.
MST 009	Harry Douthart	Mobile	Ice Cream, Confectionary and minerals.	Borough of Causeway Coast and Glens.
MST 013	Andrew King	Mobile	Ice cream and confectionery	Borough of Causeway Coast and Glens.
SST 007	Robert James Laverty	Stationary	Hot Food.	One Pitch Ref: No 5 In Car Park At Harpurs Hill Shops, Coleraine.
MST 012	Robert King	Mobile	Ice cream and confectionery	Borough of Causeway Coast and Glens.
MST 014	Lee Gibson	Mobile	Ice cream and confectionery	Borough of Causeway Coast and Glens.
SST 001	Ivan Dobbin	Stationary	Hot Food, and drinks	Car Park at Shops, Daneshill Road, Ballysally, Coleraine
MST 017	Colin Kenney	Mobile	Ice cream and confectionery	Borough of Causeway Coast and Glens.
SST 019	Deborah Brown	Stationary	Hot food, tea and coffee	Newbridge lay-by on North East side of A26 (Two mile bridge)

15. THE NOISE APP

Report, previously circulated, presented as read.

The purpose of this report is to advise members of an enhancement to Council's noise complaint investigation service by subscription to the Noise App platform.

Background

The Environmental Health Department investigate noises complaints under the Clean Neighbourhoods and Environment Act (NI) 2011 and can take action against persons creating a noise nuisance disturbing their neighbours.

Although a noise nuisance must be assessed and witnessed by an Environmental Health Officer in person, at the initial stages of investigation the complainant is required to provide some evidence of the extent of the noise disturbance they are suffering from. This is gathered through keeping a paper record of the noise disturbances over two or three weeks and noise monitoring equipment can also be installed for a short period by arrangement. Both these steps in the procedure assist Council Environmental Health Officers to assess the evidence and determine if there is a likelihood that a noise nuisance exists and the need for monitoring visits to be arranged.

Although this procedure is effective, the necessity to keep a noise diary over a period means it can be a few weeks before the Environmental Health Officer will have an opportunity to review the records of noise disturbance and arrange monitoring. The Department has one piece of noise monitoring equipment that can be installed in a member of the public's home and depending on demand there may be a waiting time before this can be deployed.

To streamline the noise complaint procedure Council has recently subscribed to the Noise App for a trial period of 12 months. The Noise App records audio on a Smart Phone for up to 30 seconds at a time up to 30 times per day providing real time audio information on an ongoing noise complaint. It is free to download and enables a person disturbed by noise to record the incident on their smart phone and submit it directly to Councils Environmental Health team.

The noise reports are sent to the Councils own secure Noise App web portal where the investigating officer can immediately listen back to the recording submitted. The Noise App can also be used by an Environmental Health Officer out on site to submit their own noise reports when carrying out a noise monitoring visit.

The Noise App was launched in 2015 and 325 Councils and Housing Associations in the UK currently use it. In Northern Ireland, Causeway Coast and Glens Borough Council are the seventh local authority to subscribe and make the App available to its citizens.

Benefits

Council availed of a free 6 week trial of the Noise App in early 2021 and it received positive feedback. It is designed to be a triage tool to make it easier for the investigating officer to manage reports of noise nuisance and to monitor noise remotely, as it affects other people.

It eliminates the need for the complainant to keep a written record of the noise and return log sheets by post. It also reduces the need to deploy noise recording equipment in a person's home and any subsequent delay should there be high demand. The app captures audio, GPS data, time stamps and source information about each report enabling officers to focus on those cases most likely to be a noise nuisance.

Use of the Noise App by the complainant is optional and those who do not wish to use the App or who do not own a smart phone can continue to keep and submit written noise records and have noise recording equipment deployed in their home.

Further information on the Noise App may be found in Appendix 1 of this report as well as on the Council Website.

It is recommended that the report be noted.

16. PPC PERMIT

Report, previously circulated, presented as read.

GRANT OF PPC PERMIT

Premises: Spar Mountsandel, Sandel Local Centre, Knocklynn Road, Coleraine

Application: An application has been received for a vapour recovery permit to operate an installation unloading petrol into stationary storage tanks (Stage 1) and motor vehicle refuelling activities (Stage 2), at the above service station.

The above service station has provided evidence to Council, confirming that the total quantity of petrol unloaded into the storage tanks is greater than 500m³, in any 12 month period. In addition, the premises have recently undergone a major refurbishment. This means that a stage 1 & 2 PPC permit is required

An inspection has been carried out and the premises complies with the vapour recovery measures required for a PPC Permit.

The permit has been granted under delegated authority

17. CASTLEROCK FOOTBRIDGE

Report, previously circulated, presented as read.

The purpose of this report is to update members on the status of the proposed repairs to Castlerock Footbridge further to the report item brought to committee in 2017.

Background

In 1996 Coleraine Borough Council entered into a 10,000 year lease with NI Transport Holding Co. (NITHC) for the upkeep of the footbridge at Castlerock Railway Station. In 2017 Council approved the contract for the removal and assessment of the bridge with a view to ascertaining can it be restored and at what cost. Note NIEA has been actively involved in this decision process.

In the 2018 NIEA had their consultant assess and confirm that the bridge was capable of being restored and put back in place. Since then the NIEA consultant has worked with Council and our structural engineer to develop a programme of repairs which satisfy both NIEA and Translink.

Unfortunately the Covid outbreak has meant that over a year has been lost on this project as consultants furloughed staff and site visits were not possible. However, a repair strategy has now been developed and a report has been sent to Translink for their input and approval. As the bridge is going over a live railway line Council cannot proceed until Translink are satisfied with the assessment and repair details. NIEA will also need to approve the proposed work.

Tendering, repair and reinstallation should take approximately 4 to 5 months from when we get approval from both Translink and NIEA.

It is recommended that the Committee notes the above information

In response to questions, the Director of Environmental Services advised the footbridge is currently in storage until work has been completed. The timescale for completion of works is in the hands of Translink. An analysis has been presented to Translink who are taking a cautious approach and are verifying the analysis, the process is taking longer than expected, he advised it was possible that Translink would not agree with the analysis.

18. CORRESPONDENCE REPORT

Report, previously circulated, presented as read.

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

The following correspondence has been received:

18.1 Environment, Marine & Fisheries Group, Environmental Policy Division, DAERA (dated 28th June 2021)

Summary

Correspondence dated 28th June 2021 has been received from DAERA inviting stakeholders to submit a response to a Call for Evidence on the Plan to Eliminate Plastic Pollution in Northern Ireland.

The Call is now open and responses will be accepted until 5pm on 1 October 2021.

18.2 Institute of Licensing / Night Time Industries Association (NTIA) (dated 8th July 2021)

Summary

Correspondence dated 8th July 2021 has been received from Institute of Licensing / NTIA. The Institute of Licensing and NTIA are writing to make the Chairman of the Licensing Committee aware of the issues facing hospitality businesses and ask that these are taken into account in making case by case licensing decisions.

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

19. CONSULTATIONS

Report, previously circulate, presented as read.

DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS
(correspondence dated 17th June 2021)

Consultation on the Introduction of Additional Animal Welfare Protections for Service Animals in Northern Ireland (Finn's Law)

Council is invited to respond to a consultation on proposals for the introduction of Finn's Law to Northern Ireland. Finn's Law is the name given to additional animal welfare protections for service animals in Northern Ireland, which are injured while on active duty.

Full details of the background, and the proposals, are provided in the consultation document, which is available on the Departmental website at: <https://www.daera-ni.gov.uk/consultations>.

The closing date for responses is 11 August 2021.

20. CONFERENCES

There were no conferences to inform members of.

21. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters to report to the partnership panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor McQuillan
Seconded by Alderman Robinson and

AGREED – to recommend that Council move ‘*In Committee*’.

* **Press and public were disconnected from the meeting at 9:13pm**

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

The Chair read the following statement:

Members, I would remind you that this session is being audio recorded in line with Council’s guidance. You are reminded that there should be no other persons present who are not entitled to be - either hearing or seeing consideration of such items, and/or recording the proceedings. Failure to comply could be in breach of Code of Conduct responsibilities. You are reminded that you are personally responsible for any comments that you make.

22. SERVICE LEVEL AGREEMENT WITH PRIVATE CONTRACTOR (WISE) TO COMPLEMENT LITTER ENFORCEMENT

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

The purpose of this report is to advise members of the introduction of this service which complements the existing in-house resource and to approve the service level agreement.

It is recommended that the introduction of this new service is noted and that the Director of Environmental Services be authorised to sign the Service Level Agreement on behalf of Council for this pilot period.

Committee raised concerns on the operation and process of the litter enforcement officers regarding any appeals process, hours of work, location and dog fouling; whilst considering the service provided was good and had further potential.

The Director of Environmental Services and Head of Health and Built Environment responded to questions relating to the concerns raised.

During discussion, it was proposed by Councillor McAuley and seconded by Alderman Finlay that Council include an appeals process in the Service Level Agreement with the private contractor. Councillor McAuley, with the consent of his seconder, withdrew his proposal on the understanding the company could be contacted with their details provided on the fixed penalty notices and that fixed penalties could be withdrawn, if deemed appropriate.

Alderman Robinson raised concerns about the focus being on cigarette butts. The Director of Environmental Services advised that cigarette butts are a very difficult piece of litter to clean up, however he took the view point other areas also need to be addressed. Alderman Robinson requested it be recorded that he was not minimising cigarette butts, but wanted other litter concerns to be addressed as well. The Director of Environmental Services indicated that this had been noted.

Proposed by Councillor Hunter
Seconded by Councillor MA McKillop and

AGREED – to recommend to Council that the introduction of this new service is noted and that the Director of Environmental Services be authorised to sign the Service Level Agreement on behalf of Council for this pilot period.

23. TENDER FOR THE COLLECTION/RECEIPT AND REPROCESSING OF WOOD FROM HOUSEHOLD RECYCLING CENTRES (REPORT ATTACHED)

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

The purpose of this report is to seek approval from members to award the tender for the collection/receipt and reprocessing of wood from household recycling centres.

It is recommended that the Environmental Services Committee recommends to Council the award of contract for the collection/receipt and reprocessing of wood from household recycling centres to Brickkiln Skip Hire Ltd in accordance with the council's specification and contract conditions.

In response to questions the Director of Environmental Services advised there was a cost to Council for the removal of the wood as it is taken away and treated by a licenced firm.

Proposed by Councillor McQuillan
Seconded by Alderman Boyle and

AGREED – to recommend that Council award of contract for the collection/receipt and reprocessing of wood from household recycling centres to Brickkiln Skip Hire Ltd in accordance with the council's specification and contract conditions.

24. CAR PARK PERMIT CONSULTATION AND UPDATE

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

To request permission to go out to public tender to assess, research and report on the necessary requirements to deliver an equitable Borough wide parking permit scheme and medical appointment free parking scheme at a cost of circa £45,000.

Options

Option 1.

Given the scale and scope to research Borough wide need and the estimated budget threshold – Members grant officers permission to go out to public tender to secure the resource and report back tender submissions. (Estimated at circa 40- 45K)

Note 1: In addition, an equality screening would also need to be undertaken in order to fully assess any potential equality impacts of a potential scheme.

Note 2: The staff costs to administer a Borough wide parking scheme is estimated at potentially circa £25,000 per annum. (For both schemes - medical centres and residents permits).

Note 3: The cost of parking revenue lost as a result of a permit scheme would be researched and presented with the above completed research.

Option 2.

To withdraw the existing pilot schemes and lobby Dfl for a residents parking scheme to be introduced in these areas.

Option 3.

Continue to operate the location specific pilot schemes as is.

However, the scheme is not Borough wide. Head of Policy and Community Planning has stated “Equality screening would need to be undertaken in order to fully assess any potential equality impacts of the scheme.

The Council solicitor’s opinion was also presented to Members.

It is recommended that the members of the Environmental Services Committee consider all options and direct officers to action the appropriate option.

Discussion occurred regarding the options presented in the report and how best to move forward with the parking permits for residents. Members were aware there has been a low uptake of residents using parking permits.

Proposed by Councillor McAuley
Seconded by Councillor McQuillan

- To recommend that Council continue with the current scheme for 3 months and lobby Dfl. That Council review the situation in 3 months’ time.

Amendment

Proposed by Alderman Boyle

Seconded by Councillor Beattie

- To recommend that Council accept option 1 in the report - Given the scale and scope to research Borough wide need and the estimated budget threshold – Members grant officers permission to go out to public tender to secure the resource and report back tender submissions. (Estimated at circa 40- 45K).

The Chair put the Amendment to the Committee to vote.

2 Members voted for; 12 members voted against; 1 Member abstained
The Chair declared the Amendment lost.

The Chair put the motion to the Committee to vote.

12 Members voted for; 2 members voted against; 1 Member abstained.
The Chair declared the motion carried.

25. ES FINANCE P2 MANAGEMENT ACCOUNTS

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

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 2.

26. ES FINANCE P3 MANAGEMENT ACCOUNTS

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

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 3.

MOTION TO PROCEED ‘*IN PUBLIC*’

Proposed by Councillor McLean
Seconded by Councillor Beattie and

AGREED – to recommend that Council move ‘*In Public*’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 10:25pm.

Chair