

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 1 AUGUST 2017**

Table of Recommendations

No	Item	Summary of Key Recommendations
1	Apologies	<i>Councillor McCaul</i>
2	Declarations of Interest	<i>Councillor Mulholland – Item 12 Councillor Stevenson Item 19</i>
3	Minutes of Environmental Services Committee Meeting held on 6 June 2017	<i>Approve</i>
4	Licencing Items	<i>Approve Items 4.1-4.7inclusive</i>
5	Investigation into the Prevalence and People’s Experience of “Food Poverty” within Causeway Coast and Glens Catchments	<i>Approve Research document to be circulated to Members</i>
6	Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 Prohibition or Restriction of Use of Public Roads; Special Events	<i>Approve Members to be notified in advance of any prohibition or restriction</i>
7	Service Level Agreement with Northern Ireland Housing Executive	<i>Approve</i>
8	Update to Scheme of Authorisation and Delegation of Powers	<i>Approve</i>
9	Licensing Items Report	<i>For Information</i>

10	Energy Detectives	<i>For Information</i>
11	Streetwise Event	<i>For Information</i>
12	Underage Sales Test Purchase Exercise	<i>For Information Premises which receive written warnings for non- compliance to be automatically selected for testing the following year.</i>
13	Drinking Water Quality Report for Northern Ireland 2016	<i>For Information</i>
14	Affordable Warmth Scheme update	<i>For Information</i>
15	Matters for Reporting to Partnership Panel (Local Government side)	<i>None</i>
16	Correspondence	<i>None</i>
21	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	
	21.1 Update on the Riverside Park, Ballymoney Stage 2 project and concerns re its current appearance.	<i>Site visit to be arranged List of capital projects to be regularly circulated to Members</i>
	21.2 Update on the capping of Crosstagherty landfill site, Ballymoney.	<i>Information</i>
	21.3 Update on reviewing car park charging during the holiday period in Portrush.	<i>Information</i>
17	Fuel Poverty Stamps	<i>Approve LCDI to be invited to present to Council</i>
18	Staffing Requirements for Capital Works Delivery Unit	<i>Approve</i>

19	Provision of Services for the Treatment of Bio-waste	<i>Approve</i>
20	Upgrade to Car Parks Phase 2	<i>Approve</i>

UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 1 AUGUST 2017 AT 7:00 PM**

In the Chair: Councillor McLean

Members Present: Aldermen: Campbell and Cole
Councillors: Baird, Callan, Chivers, Douglas,
Holmes, Hunter, Loftus, MA McKillop, Mulholland,
Watton, Wilson and Stevenson

Officers Present: A McPeake, Director of Environmental Services
B Edgar, Head of Health and Built Environment
J Richardson, Head of Capital Works, Energy and
Infrastructure
D Allen, Committee and Member Services Officer

In Attendance: Press (2 No)

NOMINATIONS

Councillor Baird replaced Alderman King and Alderman Cole replaced Councillor Fielding for the transaction of business for the evening.

1. APOLOGIES

Apologies were recorded for Councillor McCaul.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for Councillor Mulholland Item 12 – Under Age Sales Test Purchase Exercise and Councillor Stevenson Item 19 - Provision of Services for the Treatment of Bio-waste.

Councillor Callan joined the meeting at 7.05pm.

3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 6 JUNE 2017

The Chair advised that the minutes of the above meeting were approved at the Council Meeting on 27 June 2017.

4. LICENSING ITEMS

The Head of Health and Built Environment presented the report.

4.1 Local Government (Miscellaneous Provisions) (NI) Order 1985 Grant of Annual Indoor Entertainments Licence

Premises:	Talk O The Town
Application:	Grant of Annual Indoor Entertainments Licence for Talk O The Town, 15-17 Church Street, Kilrea, BT51 5QU. Days and times on which it is applied to provide entertainment: Monday – Sunday 11:30hrs to 01:00hrs

It is recommended to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

- (i) No representations from members of the public
- (ii) No objections from PSNI or NIFRS

4.2 Local Government (Miscellaneous Provisions) (NI) Order 1985 Grant of Annual Indoor Entertainments Licence

Premises:	The Glen Bar
Application:	Grant of Annual Indoor Entertainments Licence for The Glen Bar, 24 Glenbush Road, Armoy, BT53 8YG. Days and times on which it is applied to provide entertainment: Monday – Friday 11:30hrs to 23:30hrs Saturday – 11:30hrs to 01:00hrs Sunday – 12:00hrs to 23:30hrs

It is recommended to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

- (i) Submit a copy of the Alarm System for the business

**4.3 Local Government (Miscellaneous Provisions) (NI) Order 1985
Grant of Annual Indoor Entertainments Licence**

Premises:	55 Degrees North
Application:	Grant of Variation of Annual Indoor Entertainment Licence for 55 Degrees North, 1 Causeway Street, BT56 8AB Days and times on which it is applied to provide entertainment: Monday – Sunday 11:30hrs to 01:00hrs

It is recommended to Grant the Variation of an Annual Indoor Entertainment Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

- (i) No representations from members of the public
- (ii) No objections from PSNI or NIFRS

**4.4 Local Government (Miscellaneous Provisions) (NI) Order 1985
Grant of Annual Indoor Entertainments Licence**

Premises:	Wendys Pub
Application:	Grant of Annual Indoor Entertainments Licence for Wendys Pub, 33 Main Street, Garvagh Days and times on which it is applied to provide entertainment: Monday – Saturday 11:30hrs – 01:00hrs Sunday 12:30hrs - Midnight

It is recommended to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

- (i) No representations from members of the public
- (ii) No objections from PSNI or NIFRS

4.5 Local Government (Miscellaneous Provisions) (NI) Order 1985 Grant of Annual Indoor Entertainments Licence

Premises:	The Central
Application:	Grant of Annual Indoor Entertainments Licence for The Central, 58 Main Street, Garvagh. Days and times on which it is applied to provide entertainment: Monday – Saturday 11:30hrs – 01:00hrs Sunday 12:30hrs - Midnight

It is recommended to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

- (i) No representations from members of the public
- (ii) No objections from PSNI or NIFRS

4.6 Grant of Circus Entertainments Licence

Premises:	Circus Vegas
Application:	Grant of an Annual Circus Entertainments Licence for Circus Vegas, 192 Coleraine Road, Portstewart, BT55 7PL. Days and times on which it is applied to provide entertainment: 4 th August to 13 th August 2017 11am to 10pm

It is recommended to Grant an Annual Circus Entertainments Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

- (i) No representations from members of the public
- (ii) No objections from PSNI or NIFRS

**4.7 Local Government (Miscellaneous Provisions) (NI) Order 1985
Grant of Annual Indoor Entertainments Licence**

Premises:	Harry's Shack
Application:	Grant of Annual Indoor Entertainments Licence for Harry's Shack, 118 Strand road, Portstewart, BT55 7PG. Days and times on which it is applied to provide entertainment: Monday – Saturday 11:30hrs – 01:00hrs Sunday 12:30hrs - Midnight

It is recommended to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing section inclusive of the following special conditions.

- (i) No representations from members of the public
- (ii) No objections from PSNI or NIFRS

Proposed by Councillor MA McKillop
Seconded by Councillor Stevenson and

AGREED – to recommend that Council approve recommendations therein at Items 4.1 - 4.7 inclusive.

5. INVESTIGATION INTO THE PREVALENCE AND PEOPLE'S EXPERIENCE OF "FOOD POVERTY" WITHIN CAUSEWAY COAST AND GLENS CATCHMENTS

Report circulated.

Council have been working in conjunction with the Ulster University to undertake Borough wide research to investigate the prevalence and people's experience of food poverty in our area.

This research was recently shorted listed in the Knowledge Exchange category of the Ulster University Impact Excellence Awards.

The Awards Ceremony took place on Thursday 11th May 2017 in Belfast Harbour Commissioner's Office. The research did not win the category but being shortlisted was a great achievement, and in recognition of this Council was awarded a framed certificate.

The working relationship between Ulster University and Council staff continues to strengthen and Council hopes to work on the area of food poverty together again in the future.

It is recommended that a letter of gratitude is sent to Dr Sinead Furey and her research team who work diligently with Council officers to tackle food poverty in this Borough.

Members commended all those people involved in all voluntary work. Members also requested that a copy of the research document be forwarded to them.

Proposed by Councillor Stevenson
Seconded by Councillor Baird and

AGREED - to recommend that a letter of gratitude is sent to Dr Sinead Furey and her research team who work diligently with Council officers to tackle food poverty in this Borough.

It was also agreed that the research document be circulated to Members.

6. ROADS (MISCELLANEOUS PROVISIONS) ACT (NORTHERN IRELAND) 2010 PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS; SPECIAL EVENTS

Report circulated.

The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 (the Roads Act) gives the Council the power to temporarily prohibit or restrict the use of public roads, to facilitate the holding of a special event.

The Department for Infrastructure has determined that from 4 September 2017, any person wishing to close a public road for a special event will be required to apply to the Council and, after public notification and consultation with various statutory bodies including the PSNI and NIFRS and after receiving the consent of the Department, the Council will determine if a Road Closure Order is to be made.

At a recent meeting with Northern Ireland Screen, it became clear that if all Road Closure Order applications had to be determined by the Committee, including those where there is no objection, this could have an impact on filming taking place in in the Borough.

Northern Ireland Screen are concerned that Council's estimated turnaround time from application to determination could be 3 months or more if all applications are to be considered by Committee.

It is estimated that if delegated authority is granted to issue Orders where no objection is received an application could be determined within approximately 35 days; taking account of a statutory 21 days within which representations may be made.

To deal with applications in a timely fashion it is suggested that the Scheme of Delegation is amended such that the exercise of the following functions, in line with relevant Council policies, is delegated to the Chief Executive and the Director of Environmental Services:

Exercising all powers in relation to the making of an Order restricting or prohibiting temporarily the use of a public road in connection with special events, excluding provisions relating to:

- Applications for an Order where adverse representations are received
- The recovery of costs incurred by the Council as a consequence of making an Order
- Such other matters as the Director deems appropriate.

The ultimate responsibility for the administration of the making of an Order restricting or prohibiting temporarily the use of a public road in connection with special events will remain with the Council.

There will be direct financial costs attached to the administration of the new legislation. A SOLACE working group are considering an appropriate fee to be levied for such applications and a further report with recommendation will be brought to committee when available.

Council have not had the opportunity to factor the role and costs of administering this legislation into our budget for the financial year 2017–2018.

It is recommended that the Scheme of Officer authorisation with respect to delegated authority is amended to reflect the above.

The Head of Health and Built Environment clarified that enforcement and cost of enforcement was the responsibility of the PSNI.

Councillor Baird raised concerns in relation to applications received by the film industry at short notice; the Head of Health and Built Environment clarified that this was likely to be due to the film industries being commissioned at short notice.

Members requested that they be notified well in advance of any temporary prohibition or restriction of the use of public roads to facilitate the holding of a special event.

In response to queries from Members in relation to fees to be determined, the Head of Health and Built Environment confirmed that Council were to meet with SOLACE Working Group on Wednesday 9 August and the structure would be presented to the Committee in September.

Councillor MA McKillop raised concerns in relation to the fees applying to small Community Groups.

AGREED - to recommend to Council that the Scheme of Officer authorisation with respect to delegated authority is amended to reflect the above.

It was also agreed that Members would be notified in advance of any temporary prohibition or restriction of the use of public roads, to facilitate the holding of a special event.

7. SERVICE LEVEL AGREEMENT WITH NORTHERN IRELAND HOUSING EXECUTIVE

Report and Appendix circulated.

Environmental Health Officers within local Councils may be requested by the Northern Ireland Housing Executive (NIHE) to undertake specific inspections to assist in the NIHE's response to their statutory housing functions. Requests for service are initiated by the NIHE and are responded to by local Councils utilising suitably trained and competent staff with a report provided to the NIHE.

Council will receive a fixed payment and travel expenses for this request.

Prior to the reorganisation of local Government in April 2015, NIHE had a Service Level Agreement (SLA) within the former Group Environmental Health Service on behalf of the legacy Councils.

Following reorganisation, it is necessary to update these arrangements. A copy of the SLA may be found at Appendix I (previously circulated). This agreement supersedes and replaces the previous Service Level Agreement between Northern and Western Group Environmental Health Committees and the NIHE.

It is recommended that the Service Level Agreement be signed on behalf of Causeway Coast and Glens Borough Council by the Head of Health and Built Environment and returned to the Northern Ireland Housing Executive.

In response to Councillor Watton's concern in relation to landlords gaining access to properties, the Head of Health and Built Environment confirmed that Council could serve notice on landlords to carry out repairs and in the event that access is denied by the occupant, landlords would be advised to acquire legal representation.

AGREED - to recommend that the Service Level Agreement be signed on behalf of Causeway Coast and Glens Borough Council by the Head of Health and Built Environment and returned to the Northern Ireland Housing Executive.

8. UPDATE TO SCHEME OF AUTHORISATION AND DELEGATION OF POWERS

Report circulated.

Further to previous reports to Shadow Council, SC 150326 item 5.2, Organisational Development Committee, OD 150312 item 5.5, and ES 150804 item 12 that a scheme of officer authorisation and delegated authority was approved. It is necessary to amend the scheme to enable the rescinding of officer authorisations where staff have left the organisation and to update the approved list as a result of new legislation detailed below.

1. Tobacco Retailers Act (Northern Ireland) 2014 and Regulations made there under
2. The Road Traffic Regulation (Northern Ireland) Order 1997 as amended by Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 (Article 8 schedule 3A)
3. Consumer Rights Act 2015
4. The Criminal Justice and Police Act 2001

The Consumer Rights Act 2015 consolidates the investigatory powers of consumer law which regulates a diverse range of business sectors and enables local authority product safety enforcers to more effectively and efficiently work across local authority boundaries.

The investigatory powers have been consolidated, modernised and radically simplified to improve their transparency and accessibility for businesses and enforcers. In addition, stronger safeguards have been added to powers of entry in accordance with the Protection of Freedoms

Act 2012. The powers and safeguards strike a balance between enabling effective and proportionate investigation of breaches of consumer law whilst protecting civil liberties and not disproportionately burdening compliant businesses.

It is recommended that the above legislation be included in the approved scheme of delegation at section 2 of Appendix 1 of the scheme.

It is further recommended that at Paragraph 2.1.1 of the approved scheme, the following wording be inserted after the word staff "*and the rescinding of such authorisation as necessary*".

Proposed by Councillor Loftus
Seconded by Alderman Campbell and

AGREED - to recommend that Council approve the above legislation to be included in the approved scheme of delegation at section 2 of Appendix 1 of the scheme and that at Paragraph 2.1.1 of the approved scheme, the following wording be inserted after the word staff "*and the rescinding of such authorisation as necessary*".

9. LICENSING ITEMS REPORT

Information report circulated.

9.1 Local Government (Miscellaneous Provisions) (NI) Order 1985 Entertainment Licences

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

9.2 Petroleum (Regulation) Acts (NI) 1929 and 1937 Petroleum Spirit Licence

1 application for a Petroleum Spirit Licence had been received, acknowledged and processed during the report period.

9.3 Betting, Gaming, Lotteries and Amusements (NI) Order 1985 (Registration of a Society)

1 application for Registration of a Society had been received, acknowledged and processed during the report period.

9.4 Licencing (Northern Ireland) Order 1996 Liquor Licence

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

The information report was noted.

10. ENERGY DETECTIVES

Information report circulated.

Energy Detectives Initiative was developed for use in primary schools, providing the basis for practical learning around energy use in the home with the help of an energy monitor. Pupils that take part would become members of an Energy Detectives team, taking part in fun activities that help them and their parents/siblings to identify the Energy Gobblers in their homes. Therefore discovering where energy is being wasted. Furthermore, the delivery of the initiative by Energy Efficiency Advisers means that the participating homes will have further access to Causeway Coast and Glens advice and support services.

4 Schools took part, one from each of our legacy areas. A total of 82 pupils became energy detectives for a week. The feedback from both parents and teachers was very positive and all schools would like to be considered to be part of this initiative again. (A further 5 different schools were booked in to take part in the initiative at the beginning of 2017/18, a total of 240 pupils.)

The information report was noted.

11. STREETWISE EVENT

Information report circulated.

During May and June of this year officers from the Health and Built Environment section of Causeway Coast and Glens Borough Council organised Streetwise events in partnership with a range of other agencies.

Over the 9 day period 988 primary school children from 45 schools across the Borough attended events in Limavady, Coleraine, Ballymoney and Ballycastle to be educated on the dangers that they may face in everyday life. Teaching was carried out in an interactive manner with opportunities for the children to have hands on experience of what to do in case of emergency.

The programme aims to educate pupils to become more aware of their personal safety, home safety to avoid becoming victims of crime and to foster responsible citizenship and foster better relations with statutory agencies. Other scenarios include recycling, protecting the environment, electrical safety, bike/fire and bus safety, including information on beach safety to name but a few.

Numerous agencies give up their valuable time and resource to help us educate these pupils and equipment with life skills as they prepare for secondary education.

Council would like to extend thanks to all involved as it would be impossible to organise and host this invaluable initiative without their continued commitment.

The information report was noted.

12. UNDERAGE SALES TEST PURCHASE EXERCISE

Information report circulated.

District Councils in Northern Ireland have a statutory duty to enforce the legislation relating to the sale of certain age-restricted products such as cigarettes, tobacco products and volatile substances such as butane cigarette lighter refill products.

To raise awareness of The Children and Young Persons (Protection from Tobacco) (NI) Order 1991 and Children & Young Persons (Sale of Tobacco) Regulations (NI) 2008, The Cigarette Lighter Refill (Safety) Regulations 1999 and The Tobacco Advertising and Promotion (Display) Regulations (NI) 2012 and assess compliance by commercial premises, a number of test purchase exercises were conducted in March 2017 across the Ballymoney, Limavady and Moyle legacy Council areas.

All test purchase exercises are carried out in accordance with Local Government Regulation (formerly LACORS) "Code of Best Practice" on test purchasing as endorsed by the Home Office. The test purchase involved sending a young person under 18 years of age into retail premises to ask for cigarettes or a cigarette lighter refill canister containing butane.

As per Council procedure at the time, all retailers selling relevant products were written to prior to the test exercise taking place reminding them of their legal responsibilities with guidance on how to prevent the underage display/sale of age restricted goods. Within the letter the retailer was also informed that a test purchase exercise was to be carried

out and an indication given of the month(s) when it will take place. Note that further to a Council decision on 28th February 2017, retailers will no longer be given prior notification of an upcoming test purchase.

Over 3 dates in March 2017 a total of 36 premises were visited with 35 tested for tobacco sales and 1 for cigarette lighter refills sales. 31 premises refused sales to the child for cigarettes and 1 refused sales of butane cigarette lighter refill to the child.

This represents an 88.57 % compliance rate by the retailers tested in relation to the selling of tobacco and a 100% compliance rate in relation to the selling of butane cigarette lighter refills to an underage person. Similar exercises have been conducted across the legacy council areas in the past with varying degrees of success but it is reassuring to note the high compliance rate on this occasion.

For the 4 illegal sales of cigarettes made to a child in all cases written warnings in line with Councils Enforcement Policy were issued to both the proprietors and the sales assistant that made the sale.

Discussion ensued on retailers found not to have complied with the required legislation.

Proposed by Councillor Holmes
Seconded by Councillor Hunter and

AGREED: to recommend that any premises to receive a written warning for non-compliance of legislation, be automatically selected to be tested the following year.

13. DRINKING WATER QUALITY REPORT FOR NORTHERN IRELAND 2016

Information report circulated.

Council recently received an Annual Report on Water Quality for the Borough of Causeway Coast and Glens for the year 2016.

For monitoring purposes NI Water's supply area is divided into water supply zones. These are areas serving not more than 100,000 people, each of which are normally supplied from a single water supply source or combination of sources. There are areas where owing to topography and dispersal of population, it is not practicable to provide a mains water supply. Currently over 99.9% of Northern Ireland's population receive public water supplies.

Following discussions with the Drinking Water Inspectorate, water supply zones with fewer than 40 properties within the council area have not been used to calculate the individual council compliance. The information is based on samples taken randomly from customer taps in each water supply zone and from planned samples at authorised supply points. Due to the nature of random sampling, there may be fluctuations in water quality across the water supply zones.

Zone Code	Zone Name	Zone Code	Zone Name
ZN0101	Ballinrees Coleraine	ZN0601	Ballinrees Limavady
ZN0202	Altnahinch Bushmills	ZN0603	Carmoney Eglinton
ZN0204	Rathlin Island	ZN0604	Caugh Hill Dungiven
ZN0302	Dungonnell Glarryford	ZN0607	Corrody Derry
ZN0501	Moyola Magherafelt		

NI Water has identified the need to deliver a significant volume of water mains rehabilitation and other works across its ageing network. The works are necessary to ensure the efficient and cost effective operation of its water supply system in the immediate future and longer term as well as ensuring adequate levels of water quality and customer supply. To achieve this goal, NI Water has implemented a Water mains Rehabilitation Framework, within which it undertakes work on a Northern Ireland wide basis as identified by the zonal study programme of work.

% Compliance at Customer Tap (including Supply Points)

	Target	2013	2014	2015	2016
Overall Northern Ireland					
Compliance	99.7%	99.7%	99.8%	99.7%	99.8%
Causeway Coast and Glens					
Compliance	99.7%	99.8%	99.8%	99.7%	99.8%

The Drinking Water Quality Report for Northern Ireland 2016 also details Capital Work Programmes affecting the Council area which directly related to water quality during the reporting period.

The information report was noted.

14. AFFORDABLE WARMTH SCHEME - UPDATE

Information report circulated.

After a meeting of Senior Officers and the Department of Communities the Department clarified the budget position and referral total for 2017/2018.

The Department have advised that for this financial year each Council is to submit a maximum of 405 referrals to the Northern Ireland Housing Executive. The Department have indicated that for each referral submitted they have agreed a unit cost of £181 with the total funding received by Councils this financial year being £73,305. In 2016/2017 Councils were funded £107,250 to complete 506 referrals, averaging at £211.96 per referral.

In real terms, this has meant a significant reduction of staff available for Affordable Warmth and has resulted in relying on the good nature of staff from other teams to ensure these targets are met. Senior officers have expressed their concern regarding the level of funding with the Department and will update Members when more information becomes available.

A welcome change has been that Councils are now permitted to relax the 20% rule for 2017/18 and may make additional referrals over and above the 20% from non-targeted addresses currently sitting on waiting lists. Any new requests from non-targeted properties may only be referred if they are deemed to be a priority case.

Council officers will continue to liaise with our partners to ensure that Constituents within our Borough receive the energy efficiency measures they require to live warmer, healthier lives.

In response to Councillor Baird's queries the Head of Health and Built Environment clarified the following:

- i) £181 is the fee which the Department for Communities (DfC) has agreed to pay to Council in 2017/2018 for each referral to the Housing Executive, this was reduced from £211 in 2016/2017. This reduction has had a dramatic effect on staffing from 3 staff to 1.5 staff and Council has had to rely on staff from other teams to ensure targets are met.
- ii) The 20% rule refers to those applications Council is able to refer outside targeted lists provided by DfC. Council is now able to process more referrals outside those targeted list available.
- iii) Priority cases are those households deemed to have no heating at all, broken beyond repair, or those households with members of family suffering with serious health issues.

Members voiced their concerns that the reduced budget would have a huge effect on the most vulnerable people in the Borough. They also

raised concerns that the reduction in staff would make it difficult for targets to be met.

Members commended all Council staff who worked on the Affordable Warmth Scheme.

The information report was noted.

15. MATTERS FOR REPORTING TO PARTNERSHIP PANEL (LOCAL GOVERNMENT SIDE)

There were no matters to report.

16. CORRESPONDENCE

There was no correspondence.

AGREED – to Change the Order of Business – Item 21 to be taken before Item 17.

21. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (o))

In accordance with Standing Orders 12(o) Councillor Stevenson requested:

21.1 An update on Riverside Park, Ballymoney Stage 2 project and to raise concerns re its current appearance.

Councillor Stevenson provided Members with a brief background on the project, requested confirmation as to what stage the project had reached and raised concerns on the overgrown appearance of the area.

Discussion took place on the current appearance of the park and Members felt that the area was unkempt, with high growing nettles, and grass at the river edge too high obscuring the edges of the riverbank making it an unsafe area, especially for children.

Members fully supported the Don't Mow Let it Grow Scheme and preservation of the bees and butterflies, but felt that it was not appropriate in this location as it created a health and safety issue.

Members felt that a site visit was needed for Members and Ballymoney DEA's to have the opportunity to view the area and that

Rachel Bain, Biodiversity Officer should be present to offer advice going forward.

Councillor Callan suggested that Members be regularly provided with a list of all Capital Projects to enable them to monitor all projects.

The Director of Environmental Services informed Members that the Don't Mow Let it Grow scheme was originally designed to enhance Riverside Park and bring out the biodiversity element. He remarked that this was originally in the top 10 on the priority list but due to lack of resources little work had been done over the past year; some discussions had taken place and envisaged that a feasibility study would commence shortly, depending on resources.

Proposed by Councillor Wilson
Seconded by Councillor Stevenson and

AGREED: to recommend that a site visit be arranged for Elected Members, Ballymoney DEA's and Rachel Bain, Biodiversity Officer in order to formulate a plan going forward for 2018.

It was also agreed that a list of all ongoing Capital Projects to be regularly circulated to all Councillors and DEA's.

21.2 An update on the capping of Crosstagherty Landfill Site, Ballymoney.

The Director of Environmental Services confirmed that the closure plan relating to Crosstagherty Landfill Site, Ballymoney had been approved by the Environment Agency. Although capping material was continuing to be stock piled, more was needed.

Once this has been completed, it is envisaged a tender process would be put in place prior to Christmas 2017 with a view to work commencing Spring 2018.

21.3 An update on reviewing car park charging during the holiday period in Portrush.

It was confirmed that work was ongoing with Transport NI.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Hunter
Seconded by Alderman Campbell and

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

Press left the meeting at 8.20pm.

17. FUEL POVERTY STAMPS

Confidential report circulated.

At a meeting of the Environmental Services Committee Meeting in December 2016, Council recommended that the scheme be converged into one scheme and be put out to tender for full administration of the scheme.

The tender, for the provision of an administrator to manage and provide a fuel stamp savings scheme throughout the Borough of Causeway Coast and Glens, was published locally and Council received one bid which met all the selection criteria of the tender document. Should the bid be accepted it is envisaged that the new scheme will be rebranded and launched in October 2017.

It is recommended that the bid received from Limavady Community Development Initiative (LCDI), be accepted by Causeway Coast and Glens Borough Council to fully administer the fuel stamp scheme on its behalf for a three year period commencing in October 2017.

Councillor Baird raised concerns in relation to those people living in rural areas and who do not have access to the internet.

In response to Members' queries the Head of Health and Built Environment confirmed that outlets currently selling fuel stamps i.e. post offices and supermarkets Council has engaged with during the previous scheme, would continue to do so.

He also clarified that there would be a transition period where the scheme would be monitored quarterly and reviewed annually, and the provider of the scheme would be responsible for ensuring the scheme was publicised.

Councillor Callan suggested that Limavady Community Development Initiative (LCDI) be invited to present to Council on how they will manage and administer the fuel stamp scheme.

In response to a Member's query the Head of Health and Built Environment clarified that should St Vincent de Paul wish to run a similar scheme in the Borough this would be run in parallel, and saving stamps issued by St Vincent de Paul would have to be redeemed through St Vincent de Paul.

Proposed by Councillor Loftus
Seconded by Councillor Baird and

AGREED – to recommend that the bid received from Limavady Community Development Initiative (LCDI) be accepted by Causeway Coast and Glens Borough Council to fully administer the fuel stamp scheme on its behalf for a three year period commencing in October 2017.

It was also agreed that Limavady Community Development Initiative (LCDI) be invited to present to Council on how they plan to manage and administer the fuel stamp scheme.

18. STAFFING REQUIREMENTS FOR CAPITAL WORKS DELIVERY UNIT

Confidential report circulated.

The Capital Works Delivery Unit is a key service area within Council which provides highly skilled personnel to provide innovative and cost effective solutions in order to deliver the Capital Programme to established high standards of cost, time, quality and risk.

Due to the current and previous workload associated with delivering the Capital Programme, it was necessary to employ an additional (fourth) Capital Projects Officer from the Recruitment Agency in September 2016.

Based on the report, the current structure comprising three Capital Projects Officers is insufficient to meet Council's continued annual investment in the Capital Programme.

It is recommended that Council consider and approve the provision of an additional Capital Projects Officer to supplement the existing team which will be taken to Corporate Policy & Resources Committee for consideration.

Discussion took place on RPA, the number of existing staff within the Capital Works Delivery Unit and the reasoning behind the request for an additional Capital Project Officer, comparison of similar staff within other Councils, requirement to take the decision to the Corporate Policy and Resources Committee Meeting for consideration and the standard protocol for advertising vacant positions.

Proposed by Councillor Cole
Seconded by Councillor Mulholland and

AGREED - to recommend that Council consider and approve the provision of an additional Capital Projects Officer to supplement the existing team which will be taken to Corporate Policy & Resources Committee for consideration.

Alderman Campbell wished it to be recorded that he did not support the recommendation that the decision be taken to the Corporate Policy and Resources Committee Meeting in August for consideration, before being presented at the Council Meeting for ratification.

19. PROVISION OF SERVICES FOR THE TREATMENT OF BIO-WASTE

Confidential report and Appendix circulated.

The purpose of the procurement was to ensure that suitably qualified providers were invited to tender for the provision of services for the treatment of bio-waste for an initial contract period of 2 years, (may be extended by a further 1 year at the sole discretion of the Council). The contracting authority is Causeway Coast and Glens Borough Council.

Invitation to tender was issued by North West Region Waste Management Group (NWRWGM) on behalf of its constituent councils.

One tender response was received and was evaluated in accordance with the evaluation methodology as detailed in the invitation to tender, issued by NWRWGM. Submission was compliant and received from Natural World Products.

NWRWGM tender evaluation report, dated June 2017, is included in appendix II (previously circulated).

The Joint Committee of NWRWGM has recommended that Council consider the selection of Natural World Products in respect of the above tender.

It is recommended that Council approves the recommendation made by the Joint Committee of NWRWMG and award the tender to Natural World Products.

AGREED – to recommend that Council approves the recommendation made by the Joint Committee of NWRWMG and award the tender to Natural World Products.

20. UPGRADE TO CARPARKS PHASE 2

Confidential report and Appendix circulated.

In March 2016, Members were informed of a planned maintenance programme to address the results of a condition report on car parks. Subsequent to this, The Mall and Abbey Street Carparks (Coleraine) had remedial works carried out under Phase 1 of this Programme.

In April 2017 Members approved the progression of Phase 2 to Stage 2 of the Capital Programme Management System (Detailed Design & Procurement) which had identified both Railway Road and Long Commons Carparks (Coleraine) as priorities.

The outline design proposals prepared at Stage 1 have now been developed to provide comprehensive detailed designs and specifications to allow procurement of the works. Works generally consist of drainage improvements, kerb modifications, scarifying, resurfacing and relining.

It was identified during this process that the budget costs for Railway Road & Long Commons car parks would be below the £150,000 contained within the Capital Programme. Following discussions with Estates a section of Ballintoy Carpark was identified as requiring remedial works and therefore was subsequently included as an option within the tender documentation.

The high use of these car parks and their importance to traders has also been considered by implementing a sequential phased approach to the works to cause the minimum amount of inconvenience possible.

Expressions of interest were publicly advertised for receipt of Tender Documents. Eleven requests were received and six tender submissions were submitted before the closing date.

Details of the tender evaluations are contained in the confidential Tender Report, Appendix III (previously circulated).

Subject to approval, works are scheduled to commence September for a period of 6 weeks.

It is recommended that Members approve progression of this project to Stage 3 of the Capital Programme Management System and the appointment of FP McCann Limited to carry out the work subject to granting of Planning Consent.

The Director of Environmental Services confirmed that work on the upgrade to the car parks Phase II was expected to take place in the off-peak season.

Proposed by Councillor Stevenson
Seconded by Councillor Baird and

AGREED - to recommend that Council approve progression of this project to Stage 3 of the Capital Programme Management System and the appointment of FP McCann Limited to carry out the works subject to granting of Planning Consent.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Hunter
Seconded by Councillor Watton 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 **9.30pm**.

Chair