

ENVIRONMENTAL SERVICES MEETING TUESDAY 1 NOVEMBER 2016

Table of Recommendations

| No | Item | Summary of Key Recommendations |
|-----------|---|--|
| 3 | Declarations of Interest | <i>None</i> |
| 4 | Fairtrade Borough Resolution | <i>Agreed that Members would demonstrate their support for Fairtrade by passing a resolution</i> |
| 5 | Stranocum Bus Shelter | <i>Approve with proviso that anti-social behaviour at the location would be monitored for 6 months and after review, option to remove the shelter would be considered</i> |
| 6 | Changes to Environmental Better Regulation Act (NI) 2016 Emergency Planning Arrangements | <i>Information</i> |
| 7 | Licensing Items Report | <i>Information</i> |
| 8 | Affordable Warmth Process | <i>Agreed that only urgent cases would be added to the holding list until all targeted addresses and all non-targeted urgent addresses have been visited and that this would be reviewed in January 2017</i> |
| 9 | Any Other Relevant Business 9.1 Carnealy Civic Amenity Site: Current position on proposed works due to Health and Safety issues. | <i>This will be brought back to Council. Site has been left in as safe a state as possible.</i> |

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| | <p>9.2 Christmas Lights at Drumceat Square, Limavady.</p> | <p><i>Minor improvements carried out in the area. This will be looked at for next year.</i></p> |
| | <p>9.3 Christmas parking in council offices car park, Limavady.</p> | <p><i>Car park will be open to public on Saturdays in run up to Christmas. Signage indicating not pay and display to be erected</i></p> |

Unconfirmed

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 1 NOVEMBER 2016 AT 7:00 PM**

- In the Chair** : Alderman King
- Members Present** : Aldermen Campbell and Cole
- Councillors – McLean, Duddy, Fielding, Baird, Holmes,
Hunter, Chivers, McCaul, McKillop, Loftus, Douglas,
Mulholland, Watton
- Officers Present** : A McPeake, Director of Environmental Services
B Edgar, Head of Health and Built Environment
G Doyle, Head of Estates
E McCaul, Committee and Member Services
- In Attendance** : Press (1no.)

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD
ON 4 OCTOBER 2016**

The Chair advised the Minutes of the meeting held 4 October 2016 were adopted at the 25 October 2016 Council meeting.

4. FAIRTRADE BOROUGH RESOLUTION

Members are asked to consider passing a resolution demonstrating Council's support for a campaign to achieve Fairtrade Borough Status.

Fairtrade is a global movement to guarantee a better deal, working conditions, environmental protection and fair terms of trade for disadvantaged producers in the developing world. Its primary objective is to tackle poverty.

Fairtrade tackles any use of child labour and/or human trafficking. Fairtrade certified producers invest in schools, transport, health care and sanitation.

Fairtrade has a strong presence in the UK and Ireland, represented by the Fairtrade Foundation and Fairtrade Ireland. Through the "Fairtrade Town" campaign, communities are awarded Fairtrade status when they meet set criteria.

In March 2013, Rathlin Island was awarded Fairtrade Island status.

In addition to Rathlin Island, the towns of Ballymoney, Coleraine, Limavady and Portstewart, all have a legacy of supporting Fairtrade.

Goals to be achieved for Fairtrade Borough status are:

- That local council passes a Fairtrade Resolution, agrees to serve Fairtrade products, explores and reviews internal public procurement to include Fairtrade.
- A range of Fairtrade products (at least two) must be readily available and served in a number of the area's shops and catering establishments.
- Local workplaces and community organisations, such as places of worship and schools, are encouraged to support Fairtrade and to use Fairtrade products.
- Use is made of the media and events to raise awareness of Fairtrade.
- A local Fairtrade steering group, representative of the community and Council, is convened to develop and support the Fairtrade campaign.

Fairtrade focuses on tropical products such as coffee and bananas. Council can therefore advocate the purchase of both local and Fairtrade produce.

It is anticipated that the campaign costs will be met from existing budgets. Purchase of Fairtrade products will meet relevant purchasing policies.

Proposed by Alderman Cole
Seconded by Councillor Baird and

AGREED – as recommended that - Members demonstrate their support for Fairtrade and pass the following resolution:

Council acknowledges the very real contribution that Fairtrade makes to sustainable development, tackling poverty and to improving the lives of people from some of the most disadvantaged farming communities in the developing world.

Welcoming the efforts of the UK Fairtrade Foundation, Fairtrade Ireland and the regional campaign to make Northern Ireland a Fairtrade devolved region, to raise awareness of the worldwide impact of unfair trade and the opportunities that Fairtrade provides to promote sustainable development, Council resolves to provide civic leadership and active support for a campaign to achieve Fairtrade Borough status for Causeway Coast and Glens Borough Council area.

Towards this objective we will:

- Seek to ensure that Fairtrade certified food and drink options are offered internally, in Council canteens, 100% Fairtrade coffee and tea is available for all internal meetings; and included in procurement guidelines with subsequent review;
- Work in partnership with the media, businesses and local communities to raise awareness of Fairtrade issues and the opportunities for supporting Fairtrade throughout the Borough;
- Use our influence to encourage the increased availability and use of Fairtrade products locally, including during Council organized events and festivals;
- Encourage the active involvement of communities from across the Borough in the local Fairtrade Steering Group and campaign for Fairtrade status, including representatives from local schools, churches, businesses and charities;
- Monitor progress towards Fairtrade Borough status through quarterly reports.

5. STRANOCUM BUS SHELTER

A request (Ballymoney legacy) was made by residents of Stranocum to have a bus shelter erected in the village to protect bus stop users from the weather, particularly a significant number of school children, as they waited for the bus.

Following consultations with TransportNI, PSNI and Translink, a site adjacent to the Council play area was identified as being the most suitable. Council officers were subsequently advised by the Community Association that residents adjacent to the proposed shelter location had been consulted and offered no objections. On this basis work commenced late last year to erect the shelter. However, a letter was then received from a resident objecting to the shelter at the proposed location. A meeting took place with the complainant and other neighbours to discuss the proposal. There have been further discussions with officers. The complainants allege that they and their neighbours had not been consulted and had they been they would have objected to the proposed location due to, in particular, concerns about possible anti-social behaviour. It should be noted that PSNI had no reservations about the proposed site and issues of anti-social behaviour.

Following the initial request a number of meetings with statutory bodies and interested parties were held in the village to identify a suitable site for the shelter. A number of locations were considered but for various reasons were discounted as not being suitable (eg. obstruction of sight lines, proximity to road junctions heavy goods traffic movements etc). The proposed location is on land owned by TransportNI and satisfied the various concerns of the statutory agencies in that it did not obstruct sight lines (TransportNI), was centrally located (Translink) and was deemed not to promote a gathering point for anti-social behaviour (PSNI). Planning permission is not required as it falls under Permitted Development criteria.

Although this is a 'legacy' request, the criteria for a shelter, as set out by Council in its new policy, is also being met. The proposed shelter would not have seating and be of minimal visual impact due to its 'clear' polycarbonate construction.

It is recommended – that Council approve the erection of the bus shelter at the location proposed.

Proposed by Councillor Baird
Seconded by Councillor Mulholland and

AGREED – that Council approve the erection of the bus shelter at the location proposed on the proviso that anti-social behavior at the location is monitored for 6 months and after review, option to remove the shelter would be considered.

The Chair put the proposal to the meeting, with 13 voting for and 2 abstentions. The Chair declared the motion carried.

6. CHANGES TO ENVIRONMENTAL BETTER REGULATION ACT (NI) 2016

The Committee received an information report to (a) advise members of regulatory changes under the Environmental Better Regulation Act (Northern Ireland) 2016, (b) the subsequent re-organisation of Government Departments under the Executive Departments Act (Northern Ireland) 2016 and (c) the appointment of a new Chief Inspector of Drinking Water.

The Environmental Better Regulation Act (Northern Ireland) 2016 amended the Water and Sewage Services (Northern Ireland) Order 2006 to transfer the regulation of the quality of public drinking water supplies from the Department of Regional Development (DRD) to the Department of Environment (DoE) from the 12 April 2016.

In May 2016 there was a re-organisation of Government Departments (Executive Departments Act (Northern Ireland) 2016) when the regulation of public drinking water supplies became the responsibility of the newly formed Department of Agriculture, Environment and Rural Affairs (DAERA). The Drinking Water Inspectorate (DWI) which regulates NI Water in respect of drinking water now carries out its functions within this new Department (DAERA). The regulation of private water supplies remains the responsibility of DWI.

The existing arrangements with local Councils' Environmental Health Departments to deliver the sampling and risk assessment functions for private water supplies on behalf of DWI is not affected by the restructuring of the Departments.

A new Chief Inspector of Drinking Water (Catriona Davis) will have responsibility for ensuring the provision of a safe, clean drinking water supply whether water is provided through the public supplier, NI Water or through persons responsible for private water supplies.

The Committee noted the information report.

7. LICENSING ITEMS

The Environmental Services Committee received a report outlining the following licensing items for information.

7.1 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985 - ENTERTAINMENT LICENCE

9 no. renewal applications for entertainment licences have been received, acknowledged and processed during the report period.

7.2 LICENSING (NORTHERN IRELAND) ORDER 1996 – LIQUOR LICENCE

5 no. applications for occasional licence has been received, acknowledged and processed during the report period.

4 no applications transfer of a licence have been received, acknowledged and responded to without objection during the report period.

2 no applications for a grant of a licence have been received, acknowledged and responded to without objection during the report period.

7.3 THE PRIVATE TENANCIES (NORTHERN IRELAND) ORDER 2005

6 no. Certificates of Fitness have been granted under Article 36(4) of the above legislation, the dwellings have been inspected and deemed to meet the fitness standard for human habitation as set out in Article 46 of the Housing (Northern Ireland) Order 1981.

7.4 PETROLEUM (REGULATIONS) ACTS (NI) 1929 AND 1937 PETROLEUM SPIRIT LICENCE

2 no. application for petroleum spirit licence have been received, acknowledged and processed during the report period.

7.5 BYE-LAW REGISTRATION CERTIFICATE ISSUED

An application for registration to carry out the practice of acupuncture had been received. At the time of inspection, the premises were found to be in compliance with the relevant bye-laws and registration certificates were issued.

7.6 THE BETTING, GAMING, LOTTERIES AND AMUSEMENT (NI) ORDER 1985 REGISTRATION OF A SOCIETY

1 no application for registration of a society has been received, acknowledged and processed during the report period.

The Committee noted the information report.

8. AFFORDABLE WARMTH PROCESS

In a recent report items members have been advised that there have been changes to the Affordable Warmth Scheme and that Council has now taken on

an 'Enhanced Role' that previously would have been completed by the Northern Ireland Housing Executive.

Taking on this additional role has meant that the time taken to complete an affordable warmth application has increased and this has been reflected in Council's referral target for the year. The budget Council receive from the Department of Communities to fund staff for the scheme has also been reduced for 2016/2017 by £45,750. A breakdown of referrals made this current financial year by District Electoral Area and ward may be found was circulated to the Committee. Copies of Ministers questions on Affordable Warmth for 7th & 14th October was also circulated. .

To offer further clarity on the current procedure, the brief is to be followed is:

- Clients/representative contacts the Affordable Warmth Office to express an interest in the scheme. Affordable Warmth staff will ask the client/representative a series of questions relating to clients income, tenure, health and house condition. From this short conversation we are able to determine if the client is eligible and what needs they have. This is important as it is our aim to visit those most in need first. If eligible, the client will be added to our holding list.
- Surveyors will make contact with targeted clients who have a high need or non-targeted clients who have an urgent need first. An urgent need is typically characterised as a boiler that is broken down. Surveyors will arrange an appointment with these clients to discuss what paperwork will be required for inspection at the time of the visit to act as proof of income, occupancy and ownership/tenancy. If the case involves a private rented tenant the surveyor will also contact the landlord to discuss providing documentation proving ownership of the property and completing consent forms. The surveyor will photograph each document and include that as evidence with the application.

The following documents are typical of what would be requested from a client:

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|--------------|--|
| Ownership | Mortgage Statement, Buildings Insurance or Mortgage Redemption Certificate. |
| Income | Payslips, Profit/Loss account. Letters detailing benefit entitlement or Occupational pension statements. |
| Proof of Age | Birth Certificate, Passport, Driving Licence, Electoral Identity Card or Bus Pass |
| Occupancy | Rates Bill or Recent Utility Bill |

Private rented clients will also need to provide a copy of their tenancy agreement with the Landlord.

Many of these clients are extremely vulnerable and so it is not uncommon for a surveyor to visit the property up to three times before an application is complete. In most cases this is because the householder has not been able to provide all the necessary paperwork e.g. current buildings insurance, current pension letter, tenancy agreement etc. Where possible, the surveyor will aid the client in requesting new documentation from various agencies at the time of the first visit.

- Surveyors will print out all documents and will check all necessary paperwork is present and then give each case to the coordinator.
- The Co-ordinator then checks each case and if satisfied all documentation is included, these will be hand delivered to the Ballymena Grants Office on a weekly basis.

NIHE have advised that the average waiting time for a client to receive an approval is 4-8 weeks. Urgent cases generally receive an approval within a week. The Grants Office has advised that they are awaiting the appointment of additional technical staff, this will enable NIHE to reduce waiting times.

Clients who express that their heating system is broken beyond repair must provide a letter from a heating engineer as confirmation.

There are a number of clients who have been on Council's holding list for a considerable period of time. In many cases these clients only require lower priority works e.g. replacement of window seals, replacement of a few single glazed windows etc. At present these clients are not deemed a priority.

Council currently have approximately 465 people who have expressed an interest and are on our holding list. From 1 May – 30 September Council have referred 200 cases to Northern Ireland Housing Executive. The Department of Communities have advised that we are to make 506 referrals for 2016/2017. This means that Council can only refer a further 306 cases until 31 March 2017. It is an unfortunate reality that all clients on our holding list will not be visited this financial year.

Councillor Mulholland thanked the Director of Environmental Services for the breakdown of deferrals made in the current financial year by District Electoral area and ward.

Proposed by Alderman Cole
Seconded by Councillor Baird and

AGREED – as recommended that - only urgent cases are added to the holding list until all targeted addresses and all non-targeted urgent addresses have been visited and that this be reviewed in January 2017.

Where possible other clients will be referred to Council's Energy Efficiency Advice Service where Northern Ireland Sustainable Energy Programme grants are available for owner occupiers and those that privately rent.

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

In accordance with Standing Order 12 (o), the following Elected Members gave notice of Items to be considered under Any Other Relevant Business:

Queries by Councillor Duddy and Officers response:

9.1 Carnealty Civic Amenity Site: Current position on proposed works due to Health and Safety Issues.

This will be brought back to Council either in December 2016 or January 2017. The site has been left in as safe a state as possible.

9.2 Christmas Lights at Drumceat Square, Limavady.

Minor improvements to be carried out in the area. This will be looked at for next year.

9.3 Christmas parking in Council Offices car park, Limavady.

Car park was not open to public last year. It will be open this year on Saturdays in run up to Christmas. Signage will be erected so public know that car parking is free and not pay and display.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.30 PM.

Chair