



**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 9 NOVEMBER 2021**

Table of Recommendations

| No | Item | Summary of key Recommendations |
|-----------|--|--|
| 1. | Apologies | Councillor Bateson |
| 2. | Declarations of Interest | None |
| 3. | Minutes of Environmental Services Committee meeting held Tuesday 12 th October 2021 | Confirmed |
| 4. | Petroleum Licensing Report | recommend that Council permit this activity as the premises comply with the conditions contained within Process Guidance note 1/14(13) Statutory Guidance of petrol into storage and motor vehicle refuelling, at service stations for unloading of petrol into storage and motor vehicle refuelling, at service stations |
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| 5. | Street Trading Applications | <i>recommend that the Council continue to require the production of an Access NI Criminal Check as a requirement for Street Trading Applications, Lammas Fair and Causeway Market trading including permanent and non-permanent trading</i> |
| 6. | Consultation on a Northern Ireland food Strategy Framework | <i>recommend that Council endorse and submit this response pending full Council approval due to submission time constraints</i> |
| 7. | Repairs to Ballycastle Depot Garage Floor | <i>recommend that the Environmental Services Committee recommends to Council that remedial work is carried out to the damaged section of floor at Ballycastle Depot garage workshop at an approximate cost of £15,000</i> |
| 8. | Entertainment Licence Renewals | <i>Information</i> |
| 9. | Petroleum Spirit Licence Renewals | <i>Information</i> |
| 10. | Street Trading Licence Renewals | <i>Information</i> |
| 11. | ES Business Plan 6 Month Update | <i>Information</i> |
| 12. | Castlerock Footbridge | <i>Information</i> |

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| 13. | Correspondence Report | |
| 13.1 | St Mary's Parish Church | Recommend that: Council agree request as per correspondence; Council fund the cost of erection |
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| 13.2 | DAERA Environmental Policy Division | Information |
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| 14. | Consultation Documents | None |
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| 15. | Conferences | None |
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| 16. | Matters for Reporting to Partnership Panel | None |
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| | 'In Committee' Items 17-20 inclusive) | |
| 17. | Purchase of Gritter | recommend option 3 that Council purchase tow behind gritter |
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| 18. | Convention Avenue Car Park, Portstewart – Lease | recommend option 2 that Council do not enter a new lease with the trustees of Portstewart Convention – saving Council £82,500 over the 5-year period. |
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| 19. | Procurement of 3 no 26 tonne GVW Refuse Collection Vehicles | recommend to Council permission to procure 3 no. refuse collection vehicles using the Crown Commercial Service (CCS) |
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| 20. | Period 6 ES Management Accounts | Information |
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| 21. | Any Other Relevant Business (notified in accordance with Standing Order 12 (O)) | |
| (i) | Signage at Diversity Park (Alderman Fielding) | Update provided by Director |

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| (ii) | Plasterboard Receptacle (Alderman Fielding) | <i>Update provided by Director and paper to be brought back at a future meeting for consideration</i> |
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UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS AND VIA VIDEO CONFERENCE, ON
TUESDAY 9 NOVEMBER AT 7:00 PM**

In the Chair: Councillor Wilson (C)

Members Present: Alderman Fielding (C), Robinson (C), Councillors Beattie (R), Chivers (R), Holmes (C), Hunter (R), McAuley (C), MA McKillop (R), McLean (C), McLaughlin (R) McQuillan (C), Wallace (C), McCaw (R), Dallat O'Driscoll (R)

Officers Present: A McPeake, Director of Environmental Services (C)
S McClements, Head of Health and Built Environment (R)
J Richardson, Head of Infrastructure & Capital Works (R)
A Mullan, Head of Operations (R)
T Vauls, Car Parks Manager (R)
I Owens, Committee & Member Services Officer (C)

In Attendance: A Lennox, ICT Mobile Operations Officer (C)
C Thompson, ICT Operations Officer (C)

Public (0 no.) (R)
Press (2 no) (R)

Key: (C) Attended in the Chamber
(R) Attended Remotely

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded; and with the remote meetings protocol.

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

SUBSTITUTIONS

The Chair advised that Councillor McCaw was substituting for Alderman Boyle and Councillor Dallat O'Driscoll was substituting for Councillor Beattie.

1. APOLOGIES

An apology was received from Councillor Bateson.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 12 OCTOBER 2021

Summary, previously circulated.

Proposed by Councillor Hunter
Seconded by Councillor McLean and

AGREED – to recommend that the Minutes of the Environmental Services Committee meeting held 12 October 2021 were confirmed as a correct record.

The Chair welcomed the newly appointed Head of Health and Built Environment to the meeting and wished her well in her new post.

4. PETROLEUM LICENSING REPORT

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

PETROLEUM (REGULATION) ACTS (NORTHERN IRELAND) 1929 AND 1937 TO KEEP PETROLEUM SPIRIT and/or PETROLEUM MIXTURES

GRANT OF INDUSTRIAL POLLUTION PREVENTION CONTROL PERMIT

The undernoted application has been received to unload petrol into storage tanks.

Application Ref: PPC/PET/21/03

Premises: Nicholl Fuel, Knock Road, Ballymoney BT53 6LX

Application: The applicant is applying for a permit to operate an installation unloading petrol into storage tanks and motor vehicle refuelling at the above premises.

Recommendation:

It is recommended to permit this activity as the premises comply with the Conditions contained within Process Guidance Note 1/14(13) Statutory Guidance for unloading of petrol into storage and motor vehicle refuelling, at service stations.

Proposed by Councillor MA McKillop
Seconded by Councillor Hunter and

AGREED to recommend that Council permit this activity as the premises comply with the conditions contained within Process Guidance note 1/14(13) Statutory Guidance for unloading of petrol into storage and motor vehicle refuelling, at service stations.

5. STREET TRADING APPLICATIONS

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

Purpose of Report

To improve the application process when considering Street Trading applications.

Background

The Street Trading (NI) Act 2001 regulates the activity of street trading through the granting or renewal of street trading licences. Section 6 of this Act requires Local Authorities to grant a street trading licence unless it has a mandatory reason or a discretionary reason not to do so.

The mandatory reasons for not granting a licence are:

- The applicant is not a named individual
- The applicant is underage
- Where trading in the proposed area would be contrary to other legislation
- Any application where the trading area is not a designated street for street trading
- Where the goods proposed for sale have been designated as prohibited by a resolution of the Council

The discretionary reasons for not granting a licence include a provision whereby an applicant for a licence is considered to be an unsuitable person to hold a licence because of misconduct or some other reason. It is important to note, however, that the misconduct or other reason must be related to trading activities, thus preventing a Council from refusing an application because of, for example, driving offences, parking misdemeanours, etc.

This means that an applicant can be refused a street trading licence if Council has sufficient evidence to demonstrate the applicant has relevant offences relating to street trading activities (such as street trading without a licence, trading in breach of existing licence conditions etc). It should be noted that even if an applicant does hold a relevant trading related conviction this does not automatically mean a refusal of a licence by Council. A licence can still be granted and all applications should be assessed on their own circumstances.

In order to ascertain if an applicant has relevant convictions for consideration Council has asked all applicants to provide an Access NI Criminal Convictions check.

The Licencing Section have consulted with Legal Services who has advised that such criminal record checks will not include any relevant convictions in relation to trading activities. Any such trading related criminal cases are instigated by Local Authorities and are not included in this particular criminal check. The offences contained in the Access NI checks are convictions where

cases have been instigated by the Public Prosecution Service and therefore will not include street trading offences.

Therefore the current arrangement of requiring an Access NI Criminal Check is of no value as it will not include relevant convictions which may be considered as part of a street trading application.

The Licencing Section has consulted with other Local Authorities in Northern Ireland and 2 of the 7 respondents do not require such Access NI Checks.

Access NI Checks are not required by Council for concessionary trading permits on Council lands.

The current arrangement of requiring an Access NI Check does not provide any relevant information for consideration of a street trading application and is an unnecessary burden on the administration of such applications and on applicants themselves.

Proposals

Therefore it is recommended Council cease requiring an Access NI Criminal Convictions check as a requirement for street trading applications.

Council will keep a database of relevant street trading convictions within the Borough and will check applications against this database and any relevant convictions will be considered under the discretionary grounds for refusal and an appropriate recommendation made to Council.

Recommendation

It is recommended that Environmental Services Committee recommends to Council to cease requiring the production of an Access NI Criminal Check as a requirement for any street trading applications.

The Director of Environmental Services confirmed at the request of Councillor Wallace that there was not a requirement for Access NI Criminal Checks to continue as it did not factor into the final decision to grant a licence and was not sought for Lammis Fair or Causeway Markets. The Director further confirmed that the applicant covered the cost of the Access NI application.

Councillor Wallace suggested it would be negligent of Council not to continue with Access NI checks for Street Trading Applications and Councillor McAuley agreed suggesting that it may be a deterrent should those with a conviction wish to apply.

Proposed by Councillor Wallace
Seconded by Councillor McAuley and

AGREED to recommend that the Council continue to require the production of an Access NI Criminal Check as a requirement for Street Trading Applications, Lammis Fair and Causeway Market trading including permanent and non-permanent trading.

6. CONSULTATION ON A NORTHERN IRELAND FOOD STRATEGY FRAMEWORK

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

Purpose of Report

The purpose of this report is to provide a Causeway Coast and Glens Borough Council response to the consultation.

Background

Food contributes to Northern Ireland's regional economic prosperity and can help to address many of its significant societal challenges. There is growing international acceptance of the interconnectedness between food, health and the environment. There is an expectation that a food system should ensure environmental, social and economic sustainability. There is also a growing interest in sustainable healthy diets.

The draft Northern Ireland Food Strategy Framework recognises the interconnectedness around food and proposes an innovative strategic food systems approach. It sets out a long term vision, high level principles and areas for strategic focus to optimise cross-departmental working on food matters in Northern Ireland to deliver on an outcome based Programme for Government and departmental objectives.

The Department of Agriculture, Environment and Rural Affairs (DAERA) has been leading on the development of this cross-departmental Framework with input from other Departments and a wide range of external stakeholders.

The Vision is a transformed food system that protects natural resources for future generations, is economically and environmentally sustainable and provides safe, nourishing, accessible food to people, who make informed healthy choices.

The proposed Framework highlights the following six strategic priorities to achieve the Vision:

- **Priority One:** Building connections between health /wellbeing and food
- **Priority Two:** Building Sustainable Economic Prosperity
- **Priority Three:** Building a Food Culture and Food Conscious Society
- **Priority Four:** Protecting and Enhancing our Natural Resources
- **Priority Five:** Building Healthy Lives through Food Education
- **Priority Six:** Building and maintaining appropriate Emergency Contingency plans across the supply chain.

This consultation welcomes views on the proposals for a cross-departmental Northern Ireland Food Strategy Framework. In particular, views are sought on the proposed vision, principles and goals of a Northern Ireland Food Strategy Framework.

Attached as Appendix 1 (previously circulated) is a suggested response to the consultation. The closing date for submission of responses is 19th November 2021.

The full consultation paper can be found at: <https://www.daera-ni.gov.uk/consultations/northern-ireland-food-strategy-framework>

Recommendation

It is recommended that Council endorse and submit this response pending full Council approval due to submission time constraints.

Proposed by Councillor McLean
Seconded by Councillor McAuley and

AGREED to recommend that Council endorse and submit this response pending full Council approval due to submission time constraints.

7. REPAIRS TO BALLYCASTLE DEPOT

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

Purpose of Report

The purpose of this report is to seek approval from members to repair the garage floor at Ballycastle Depot.

Background (to include any previous decisions of Council)

Further to an in-house inspection, structural issues presenting a health and safety risk were identified with a section of floor in the garage workshop at Ballycastle depot.

A non-destructive visual inspection and survey of the floor was conducted by an external civil and structural engineering consultant.

The survey of the garage floor identified cracking and differential settlement leading to steps in the joints. This has created an uneven work surface in a section of the garage floor.

The survey stated the section of garage floor requiring repair is currently a trip hazard, is at a slope and is too irregular for the use of vehicle lifting equipment.

Options

Do nothing. If no action is taken, the section of floor requiring repair will continue to deteriorate. Additionally, the scope of work that can be carried out within the garage workshop will be negatively impacted by the smaller area of floor space available.

Carry out remedial work to the damaged floor section of garage workshop floor to bring the whole space back into use and therefore facilitate the more

efficient repair and storage of vehicles and equipment at this location and enhance health and safety.

Recommendation(s)

It is recommended that the Environmental Services Committee recommends to Council that remedial work is carried out to the damaged section of floor at Ballycastle Depot garage workshop at an approximate cost of £15,000.

At the request of Councillor Wallace the Head of Operations confirmed that the general condition of the building is good, currently being utilised by Operations and Estates staff and that the works were essential due to the present condition of the floor. The Head of Operations further confirmed that at this stage he would be unable to give an assurance that no further works would be required at this location as a full condition survey would be required to determine this.

Councillor MA McKillop said that she was in support of the recommendation to ensure the health and safety of staff.

Councillor McQuillan asked the Director for an update on the estates strategy regarding depots and asked if consideration had been given to a smaller mobile workstation for clocking in/out as an alternative to continuation of the depot.

The Director of Environmental Services advised elected members that work was ongoing as part of the scoping exercise capturing data on users and vehicles but reminded members of the wide geographic area and the current provision and capacity at Moyle depot which is currently required.

At the request of Councillor McQuillan The Director of Environmental Services confirmed where the waste from each of the 4 legacy Council areas was tipped and agreed to provide an update by way of a scoping exercise in respect of depots.

Proposed by Councillor MA McKillop
Seconded by Councillor Holmes and

AGREED to recommend that the Environmental Services Committee recommends to Council that remedial work is carried out to the damaged section of floor at Ballycastle Depot garage workshop at an approximate cost of £15,000.

The Chair advised the following Items were presented as read for information.

8. ENTERTAINMENT LICENCE RENEWALS

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

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.

UNCONFIRMED

| <u>Unique Reference Number</u> | <u>Name of Premises</u> |
|---------------------------------------|---|
| EL262 | Lavin Orange Hall |
| EL003 | Aghadowey Presbyterian Church Hall |
| EL275 | Loughgiel Millennium Centre |
| EL058 | Kilrea Orange Hall |
| EL241 | Bush Tavern |
| EL271 | Bushvale Presbyterian Church Hall |
| EL011 | Ballysally Community Centre |
| EL066 | Millburn Community Centre |
| EL050 | Harpurs Hill Community Centre |
| EL077 | Portrush Town Hall |
| EL029 | Coleraine Town Hall |
| EL027 | Coleraine Bowling Club |
| EL030 | Coleraine West Community Centre |
| EL025 | Coleraine Leisure Centre |
| EL127 | Jim Watt Sports Centre |
| EL071 | Peter Thompson Hall |
| EL368 | Dungiven Sports Centre |
| EL332 | St. Peter's Hall |
| EL088 | Coleraine Royal British Legion Club |
| EL345 | Drummond Cricket Club |
| EL081 | Portstewart Football Club |
| EL080 | Portstewart Arms |
| EL284 | The Gawn Inn |
| EL008 | Bayview Hotel |
| EL327 | Roe Valley Leisure Centre |
| EL104 | St Mary's Star of the Sea Parish Centre |
| EL179 | Limepark Arts & Cottages |
| EL339 | Crossview Inn |
| EL044 | Garvagh Community Building |

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|-------|---------------------------------------|
| EL001 | 55 Degrees North |
| EL083 | Portstewart Royal British Legion Club |
| EL048 | Mary Pats Bar |
| EL146 | Ruby's |
| EL357 | The Angler's Rest |
| EL087 | Railway Arms |
| EL174 | Mary McBrides Ltd |
| EL113 | The Village Tavern |
| EL269 | Dervock Presbyterian Church Hall |
| EL264 | St Joseph's Parish Centre |
| EL037 | Dunluce Presbyterian Church Hall |
| EL213 | Royal British Legion Ballymoney Ltd |
| EL089 | Portrush Memorial Services Club |
| EL184 | The Glenshesk Bar |
| EL250 | The Scenic Inn |
| EL097 | Ramore Wine Bar |
| EL288 | Dunluce Parish Centre |
| EL057 | Kilrea Golf Club |
| EL191 | O'Connors Bar |
| EL078 | Portrush Yacht Club |
| EL024 | Coleraine Grammar School (Lodge Road) |
| EL139 | Patsy's Bar |
| EL098 | Rathmore Golf Club |
| EL314 | The Vale Centre |
| EL049 | Harbour Bar & Bistro |
| EL033 | Cromore Halt Inn Ltd |
| EL115 | Windyhall Community Centre |
| EL354 | Dromboughil Community Association |
| EL082 | Portstewart Golf Club |
| EL245 | Lissanoure Castle Ltd Public House |

| | |
|-------|--|
| EL246 | Lissanoure Castle Ltd Concourse Centre |
| EL369 | McMullan's Central Bar Ltd |
| EL211 | The Corner House Bar |
| EL380 | Old Church Centre |

9. PETROLEUM SPIRIT LICENCE RENEWALS

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

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> |
|--------------------|-----------------------------------|
| PL047 | Nicholl Fuel Oils Service Station |
| PL004 | Spar Castlerock Road |
| PL043 | Finvoy Filling Station |
| PL063 | Spar Castle Street |

10. STREET TRADING LICENCE RENEWALS

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

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> |
|--------------------------------|------------------|------------------------|---------------------------------------|-------------------------------------|
| MST 016 | Sean McGuigan | Mobile | Ice Cream, Confectionary and Minerals | Borough of Causeway Coast and Glens |
| MST 002 | Stephen Laverty | Mobile | Hot Food and Drinks | Borough of Causeway Coast and Glens |

11. ES BUSINESS PLAN 6 MONTH UPDATE

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

Purpose of Report

The purpose of this report is to present to Members the 2021/2022 Environmental Services Business Plans 6 month review for information.

Introduction

Council approved the ES Business Plans in April 2021. Progress on achieving the objectives can be viewed in each of the service area reports below. COVID-19 still causes some service delivery difficulties due to cost increases for additional collection costs and income reduction due to car parks in particular. The business plans represented a continuation of work from the 20/21 period, as well as, new targets for 21/22 for each of the service areas:

- Estates
- Health & Built Environment
- Infrastructure
- Operations

The plans for each of the aforementioned service area were developed based upon:

- The emerging actions from the Community Planning Process.
- The Council's exiting Corporate Plan.
- Endorsed service area strategies.
- Relevant Central government strategies and polices.
- Council decisions and direction from the 2020 / 21 period.

The Purpose Of The Plans

The purpose of the annual business plans is to:

- Give a clear sense of what the service is for and the challenges it faces.
- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

Financial Position at Period 6

Council approved the annual budget for Environmental Service and delegated authority to officers to utilise this budget in the provision of services to the rate payers. ES budget for 2021/22 is £24,503,517.26.

The Environmental Services position at month 6 shows a £264,452.93 positive variance. COVID-19 continues to have an impact on the budget. The main negative contributing factors are the car parking income streams and COVID-19 operational costs.

The main costs attributing to the ES P6 position are COVID 19 related and are summarised as follows.

Landfill tax paid to HMRC is over budget by £1,699k at the end of month 6. This is because we are disposing of more third party waste from Riverridge and other third party contractors at Craighulliar. However, this is compensated by the increase in Landfill Tax recouped from third parties which shows a favourable variance of £1,860k. Combining the two leaves a net positive variance of £161k. Given that overall tonnages are greater than estimated some consideration will need to be given to year end Landfill closure costs as we are filling the Landfill sites more rapidly than expected.

- COVID-19 Costs - £337k (Adverse) (Additional Waste Collection, Vehicle hire, HRC).
- Reduced Car Park Income - £180k.(Adverse)
- Harbour and Marina Income - £153 (Favourable)
- Waste Collection Costs - £165k (Adverse)
- Waste Contract Costs - £380k (Favourable)
- Employee Costs - £119k (Favourable)
- Premises Costs - £238k (Adverse)
- Transport Costs - £34k (favourable)

The impact of these costs have been mitigated by costs savings in all areas of ES. Central Government subvention has not been factored into these figures.

| Head of Service Description | Actual Net Spend 2022 | 2022 Budget YTD | 2022 Budget Variance | Sum of Annual Budget 2022 | % Budget Variance |
|--|-----------------------|----------------------|----------------------|---------------------------|-------------------|
| Estates | 1,804,445.79 | 1,917,824.88 | 113,379.09 | 3,634,788.30 | 5.91 |
| Health and Built Environment | 926,903.42 | 1,027,589.26 | 100,685.84 | 2,052,693.36 | 9.80 |
| Infrastructure | (235,103.67) | (396,416.71) | (161,313.04) | (801,443.25) | (40.69) |
| Operations | 8,923,559.64 | 9,451,810.30 | 528,250.66 | 18,895,384.97 | 5.59 |
| ES Business Support | 272,472.95 | 293,842.32 | 21,369.37 | 587,686.88 | 7.27 |
| Environmental Services Centrally Managed | 405,122.29 | 67,203.30 | (337,918.99) | 134,407.00 | (502.83) |
| | 12,097,400.42 | 12,361,853.35 | 264,452.93 | 24,503,517.26 | 2.14 |

Recommendation

The ES Committee is asked to note the ES business plans 6 month review for the 2021 / 22 period.

Councillor McAuley asked for the monthly reporting on WISE and the Director of Environmental Services advised that a workshop was scheduled before Christmas but agreed to table a report at the December Committee meeting.

Councillor McQuillan said he was concerned about the presence of WISE at supermarkets not under the remit of Council. The Director of Environmental Services explained that it served as a deterrent, increased awareness and would assist with changing the habits of some individuals. The Director further suggested that if elected members wished the Officers to focus on a particular area their recommendations were welcome.

At the request of Councillor McQuillan the Director of Environmental Services advised that he would bring statistics to next meeting showing the varying types of litter offences processed to date.

Councillor McLean asked for an update on Asset Realisation in terms of depots and the Director of Environmental Services advised that depots would be considered within asset realisation in due course.

12. CASTLEROCK FOOTBRIDGE

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

Purpose of Report

The purpose of this report is to update members on the status of Castlerock Footbridge.

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.

Update since last meeting

Mann Williams Consultants continue to liaise with Translink to confirm the loading capacity of the footbridge to determine if it meets the standards required of a bridge over a railway.

Council Officers continue to meet with Translink officials for regular updates. Latest meeting was 2nd November 2021

A site meeting was organised for Members to view the bridge on 5th November 2021.

Further verbal update will be provided at committee.

Recommendation

It is recommended that the Committee notes the above information.

13. CORRESPONDENCE

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

13.1 St Mary's Parish Church, (received 30th September 2021)

Summary

Copy correspondence regarding signage for Macosquin Village, attached at Appendix 1 (previously circulated), was received on 30th September 2021

The Director of Environmental Services said that the proposal went against the current Council policy for replacement gateway signage into towns and villages. He stated that he would bring a report to the December meeting on the outworkings suggested in the correspondence, including associated cost for Council to pay for erection.

Proposed by Councillor McQuillan
Seconded by Alderman Robinson and

AGREED to recommend that

Council agree request as per correspondence:- 'We would like to ask would it be possible to have a separate sign pointing into Macosquin with our St Mary's Parish Church printed on it ie Welcome To MACOSQUIN Founded by The Merchant Taylors' Company In 1622 during the Plantation of Ulster.;

Council fund the cost of erection.

13.2 DAERA Environmental Policy Division (received 27th October 2021)

Summary

Correspondence was received via email on 27th October 2021 regarding online workshops: Consultation for Single-Use Plastic Beverage Cups and Food Containers 24 November 2021. An invitation has been extended to

stakeholders for workshop to be held on 24 November 2021 from 10am until 12noon. The draft agenda is as follows:

| | |
|----------|--------------------------------|
| 10.00 am | Overview and aims |
| 10.10 am | SUP beverage cups |
| 10.20 am | Discussion |
| 11.00 am | Break |
| 11.05 am | SUP food containers |
| 11.15 am | Discussion |
| 11.55 am | Responding to the consultation |

Recommendation(s)

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

14. CONSULTATION DOCUMENTS

There were no consultation documents.

15. CONFERENCES

There were no conferences.

16. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor McQuillan
Seconded by Councillor Wallace and

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

* **Press/public were disconnected from the meeting at 7.55 pm.**

The Chair reminded Committee of its obligations and protocol whilst the *'In Committee'* session was being audio recorded.

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.

17. PURCHASE OF GRITTER

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

Purpose of Report

To request approval to purchase a 'tow behind' gritter to improve Council resources to clear ice/frost from both Civic car parks and public car parks.

Background

In the past Council have used small attachment gritters fixed to pick-up trucks to treat ice/frost in Council car parks (civic and leisure facilities). These were adequate for relatively small areas given their limited capacity.

Since 2015 Council have taken on responsibility (and liability) for maintaining a greater number of car parks with the adoption of town centre off street car parks.

Initially, DFI Roads Service entered into an informal agreement with Council to grit car parks at the same time as gritting the road network. However, this was on the basis that they had resources available and would not compromise efforts to keep roads clear of ice and snow. This has proved less than satisfactory as on a number of occasions car parks were not gritted resulting in unsafe conditions for users

Council also trialled using a private contractor but this did not provide value for money.

Last year Council purchased a gritter, which is larger than the type used with a pick-up truck, which provides greater coverage as it can carry larger quantities of grit. As it is towed, rather than fixed on, it also reduces the wear on the towing vehicle. It proved to be a success in the Ballymoney area coping with ice/frost in both Council and public car parks. It should be noted that last winter was relatively mild with no snow issues.

Whilst an improvement on the previous pick up gritter, it should be noted that it does not have the capacity to cover the same area in the same time as the large DFI road going gritters. These cost between £70,000 and £100,000 depending on size. With this in mind it is a useful back up when DFI cannot grit town centre car parks allowing us to respond quickly to icy conditions

Proposals

Purchase additional tow behind gritter to enhance in-house gritting capacity to reduce potential for slips, trips and falls in icy weather

Options (if appropriate)

1. Do nothing: leaves Council open to claims when car parks are icy

2. Purchase lorry mounted gritter: Expensive to purchase and maintain for limited use each year
3. Purchase tow behind gritter: This would enhance existing resource to deal with icy car park surfaces at an affordable cost. It would also reduce maintenance costs on existing pick up vehicles.

Recommendation(s)

It is recommended that the Environmental Services Committee recommends to Council the approval of Option 3.

Proposed by Councillor McLean
Seconded by Councillor McLaughlin and

AGREED to recommend option 3 that Council purchase tow behind gritter.

All members in attendance were in agreement.

18. CONVENTION AVENUE CAR PARK, PORTSTEWART - LEASE

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

Purpose of Report

To provide members with options in relation to the impending lease renewal of Convention Avenue car park Portstewart.

Background

When car parks were transferred to Council as part of local government reform on 1st April 2015 Council inherited the lease for Convention Avenue car park Portstewart. This was at a cost of £14,000 per year and was due to expire on 31st December 2016. At a meeting in February 2017 members of the Corporate Policy and Resources committee decided that Council enter into another lease at the cost of £15,500 per year. This lease will now expire on 31st December 2021.

This lease permits Council to operate Convention avenue car park as a free car park. Map of Convention Avenue car park – see *appendix 1* (previously circulated)

Council also remain responsible for any resurfacing, white lining, grass cutting and litter clean up and are liable for any personal injury claims.

Existing off street parking provision in Portstewart town centre.

- 12 x parking bays at The Diamond car park.
- 21 x parking bays at Lever Road car park.
- 54 x parking bays at Harbour Hill car park.

Convention Avenue car park currently has the following spaces:

- 95 x standard parking bays.
- 4 x disabled parking bays.
- 8 x coach parking bays.

All Council off street parking and DFI on street parking in Portstewart is free.

Charging was implemented in the neighbouring coastal town of Portrush in July 2019. Other towns across the Borough such as Coleraine, Ballymoney, Limavady and Ballycastle all have some form of charging in off street car parks.

On Street parking along the Promenade and Crescent area is time limited and enforced by DFI Traffic Attendants. If you overstay the permitted time you risk receiving a Penalty Charge Notice (PCN) and liable for a fine of £90.00 which will be reduced to £45.00 if you pay within 14 days.

Proposals

The trustees of Convention Avenue instructed Henry Taggart (RICS Registered Valuer O'Connor Kennedy Turtle) to provide a rental valuation of land. It was assessed at £150.00 per space per annum which equates to £16,200 and as such have asked on behalf of his clients for a renewal of £16,500 per annum for a 5 year lease – see appendix 2, previously circulated.

This equates to £82,500 over the 5 year period and is a 6.45 % rise in relation to the fee agreed in 2017.

Options

Option 1. Enter a 5-year lease with the trustees of Portstewart Convention at a cost of £16,500.00 per year and continue to provide free parking at a cost of £82,500.00 over the 5-year period.

Option 2. Do not enter a new lease with the trustees of Portstewart Convention – saving Council £82,500 over the 5-year period.

Note:- Based on a similar situation when Council terminated a previous lease, which was due for renewal - the owners/trustees leased the land to private service operators directly to continue to operate the land as a car park. Thus no car park service was with drawn.

Option 3. Enter into a new 5 year lease with the trustees of Portstewart Convention at a cost of £16,500 per year introduce charging via P&D machines at a similar tariff to car parks in Portrush.

For estimated set up costs and projected income - see appendix 3, previously circulated.

Recommendation

It is recommended that the Environmental Services Committee consider the three options and approve one option for officers to implement.

Proposed by Councillor Wallace
Seconded by Councillor McQuillan and

AGREED to recommend option 2 that Council do not enter a new lease with the trustees of Portstewart Convention – saving Council £82,500 over the 5-year period.

All members in attendance were in agreement.

19. **PROCUREMENT OF 3 NO 26 TONNE GVW REFUSE COLLECTION VEHICLES**

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

Purpose of Report

The purpose of this report is to seek approval from members to procure three 26 tonne GVW refuse collection vehicles.

Background (to include any previous decisions of Council)

Council operate a fleet of refuse collection vehicles to collect kerbside bins from household and commercial premises. There are 30 weekly collection schedules to collect domestic residual, domestic dry recyclables, domestic mixed organic waste (food & garden) and commercial waste from non-domestic premises.

Three of the existing refuse collection vehicle fleet require to be replaced. Registrations of vehicles earmarked for replacement are LNZ 3105, LNZ 3106 and LNZ 9820.

The three vehicles identified as needing to be replaced cannot be repaired. Chassis on each vehicle would require extensive work with no guarantee of viability.

It is essential that Council operates a fleet of vehicles that are efficient, cost effective and meet the most up-to-date environmental standards.

Inventory of council-owned refuse collection vehicles (26 tonne GVW) was previously circulated.

Options

Do nothing. If no vehicles are procured additional strain will be put on the existing fleet and increased downtime may be incurred.

Procure 3 no. refuse collection vehicles from Crown Commercial Service (CCS) Framework. Crown Commercial Service is the largest public

procurement organisation in the UK. Purchasing through Crown Commercial Service complies with procurement regulations.

It is expected that delivery of these vehicles could take up to 12 months. The expenditure will therefore be part of the capital expenditure programme for the financial year 2022/23.

Recommendation(s)

It is recommended that the Environmental Services Committee recommends to Council that permission be given to procure 3 no. refuse collection vehicles using the Crown Commercial Service (CCS) Framework.

At the request of Councillor McAuley the Director of Environmental Services confirmed that there were currently no vehicles on full time hire contracts and that hire vehicles are sources as required for breakdowns.

Proposed by Councillor McLaughlin
Seconded by Councillor MA McKillop and

AGREED to recommend to Council permission to procure 3 no. refuse collection vehicles using the Crown Commercial Service (CCS) Framework.

20. PERIOD 6 ES MANAGEMENT ACCOUNTS

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

Purpose of Report

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 6.

The Director of Environmental Services provided to clarity to elected members on Covid grants, recycling contract and car parking income figures contained within the report and advised that at the Finance Committee meeting on Thursday 11 November fuller reporting would be provided regards accounting for Environmental Services.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor McQuillan
Seconded by Councillor Wallace and

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

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

The following Items were submitted in accordance with Standing Order 12 (o).

(i) Signage at Diversity Park (Alderman Fielding)

What plans are there for new signs on the wall outside the Diversity Park at Agherton Road Portstewart to advise vehicles to use the car park at the rear of Flowerfield Centre.

The Director of Environmental Services said that plans were in place to fix appropriate permanent signage at this location.

(ii) Plasterboard Receptacle (Alderman Fielding)

Will Council consider providing a receptacle for plasterboard from domestic users at some Household recycling centres

Alderman Fielding pointed to the cost associated should ratepayers have to dispose of plasterboard outside of the recycling centres and asked for consideration to be given for Council to recycle this material.

The Director of Environmental Services agreed to bring an options report to committee on recycling of plasterboard.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.20 pm.

Chair