



**ENVIRONMENTAL SERVICES COMMITTEE MEETING  
TUESDAY 6 MARCH 2018**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
<b>1</b>	Apologies	<b><i>Councillors Hunter and McCaul</i></b>
<b>2</b>	Declarations of Interest	<b><i>Alderman Campbell – Restructuring of Operations Management Structure</i></b>
<b>3</b>	Minutes of Environmental Services Committee Meeting held on 6 February 2018	<b><i>Approve</i></b>
<b>4</b>	Licencing Items for Decision	<b><i>Approve Items 4.1-4.2 inclusive</i></b>
<b>5</b>	Affordable Warmth Scheme - Update	<b><i>Approve</i></b>
<b>6</b>	CC&G Energy Management Strategy	<b><i>Approve</i></b>
<b>7</b>	Commercial Waste Charges 2018-19	<b><i>Approve +5% Option</i></b>
<b>8</b>	Harbour & Marina Charging Appraisal 2018-19	<b><i>Approve Option C and a Marine Strategy to be devised</i></b>
<b>9</b>	Licensing Report for Information	<b><i>For Information</i></b>
<b>10</b>	Carbon Monoxide Does Not Have to be a Hidden Killer	<b><i>For Information</i></b>

<b>11</b>	Fuel Stamps Saving Scheme	<b><i>For Information</i></b>
<b>12</b>	Capital Projects Delivery Update	<b><i>For Information</i></b>
<b>13</b>	Matters for Reporting to Partnership Panel (Local Government side)	<b><i>None</i></b>
<b>14</b>	Correspondence	<b><i>None</i></b>
<b>15</b>	Restructuring of Operations Management Structure	<b><i>Approve and consider other elements of Environmental Structure</i></b>
<b>16</b>	Building Control Dangerous Structures Notice	<b><i>For Information</i></b>
<b>17</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	<b><i>None</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
ENVIRONMENTAL SERVICES COMMITTEE  
IN CIVIC HEADQUARTERS, COLERAINE ON  
TUESDAY 6 MARCH 2018 AT 7:00 PM**

**In the Chair:** Councillor McLean

**Members Present:** Aldermen: Campbell, Hillis and King  
Councillors: Callan, Chivers, Douglas, Fielding,  
Holmes, Loftus, MA McKillop, Mulholland,  
Stevenson, Watton and Wilson

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

**In Attendance:** Councillor Clarke  
Press (2 No)

## **SUBSTITUTION**

Alderman Hillis replaced Councillor Hunter for the transaction of business for the evening.

### **1. APOLOGIES**

Apologies were recorded for Councillors Hunter and McCaul.

### **2. DECLARATIONS OF INTEREST**

A Declaration of Interest was recorded for Alderman Campbell relating to the Restructuring of Operations Management Structure.

### **3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 6 FEBRUARY 2018**

The Chair advised that the minutes of the above meeting were approved at the Council Meeting on 27 February 2018.

#### 4. LICENSING ITEMS

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

<b>Premises:</b>	Ballybogeey Community Centre, 8a Wheatfield Park, Ballybogeey
<b>Application:</b>	Grant of Annual Entertainments Licence for Ballybogeey Community Centre  Days and times on which it is applied to provide entertainment:  Monday – Sunday 10:00hrs – midnight

**It is recommended** to Grant an Annual 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 The Local Government Miscellaneous Provisions (NI) Order 1985 – Article 13 & 14 Practice of Acupuncture/Business of Cosmetic Piercing/tattooing/Semi-Permanent Skin Colouring/Electrolysis

<b>Premises:</b>	Clinic 15, 15 Bishops Road, Limavady
<b>Application:</b>	Registration of premises to carry on the Business of Semi-Permanent Skin Colouring

**It is recommended** that the premises be registered to carry on the Business of Semi-Permanent Skin- Colouring

**AGREED** – to recommend that Council approve recommendations therein at Items 4.1 - 4.2 inclusive.

#### 5. AFFORDABLE WARMTH SCHEME UPDATE

Report circulated.

The Affordable Warmth Scheme is a targeted scheme whereby a host of addresses were given to Council from a research team within Ulster

University as the most likely areas suffering from extreme fuel poverty. On that basis, Council has undertaken numerous assessments with interested persons from these addresses and have been able to send these to the Northern Ireland Housing Executive for a technical inspection and grant approval.

The Department of Communities (DfC) have in recent months asked the Ulster University research team to undertake additional research and provide each Council within Northern Ireland additional targeted areas.

DfC is currently not in a position to confirm the funding to be allocated for this service in 2018-2019 nor the number of referrals to be made. Consequently continued delivery beyond 31st March would place Council at risk. Both the Department and NIHE (the other service delivery partner) are planning for the incoming year on the basis of funding being released.

**It is recommended** that the 50 areas with the highest eligibility scores as determined by the University of Ulster research are selected as these are the households most likely in need of assistance from the next phase of the scheme.

It is further **recommended** that Council accept this risk for the period 1st April to 30th June to the value £18,500.00 based on the previous year's level of funding.

In a reply to a query raised by Councillor Stevenson the Head of Health and Built Environment clarified that the proposed £18,500 for the risk to Council for the first quarter would not apply when funding was confirmed. He also confirmed that the research report from the University of Ulster was available for Members to view.

The Head of Health and Built Environment clarified that applications were assessed on ability to pay and should an application not be successful there would be no right of appeal. The applicants would, however be referred to other schemes where they might be eligible. He also informed Members that the Housing Executive should already have the heating systems in their properties improved so therefore these had been removed from consideration.

Proposed by Councillor Stevenson  
Seconded by Councillor Loftus and

**AGREED** - to recommend that the 50 areas with the highest eligibility scores as determined by the University of Ulster research are selected

as these are the households most likely in need of assistance from the next phase of the scheme.

It is further **AGREED** to recommend that Council accept this risk for the period 1st April to 30th June to the value £18,500.00 based on the previous year's level of funding.

## 6. CC&G ENERGY MANAGEMENT STRATEGY

Report circulated.

The Strategy includes strategic objectives, awareness and an action plan to sign-post the most advantageous projects and energy efficiency activities from both a carbon reduction and costs reduction perspective.

To illustrate the need for the strategy, figures (1-4) and diagrams (previously circulated) highlight the scale of current consumptions with associated costs and carbon emissions.

Annual Council Energy Related Figures	
Total Energy Consumption, MWh	35,413
Energy Cost, £'s	2,307,655
Carbon Dioxide Emissions, Tonnes	9,262
Renewable Energy Generation, MWh*	98

\*includes Solar PV, Solar Thermal and Ground Sourced Heat Pump Energy Generation

**Figure 1:** Annual Cost of Energy Consumption by Type and % of Total Cost

**Figure 2:** Annual Consumption, MWh, By Type and % of Total Use

**Figure 3:** Annual Consumption of Energy by each Council Department

**Figure 4:** Financial impact of penalty driven legislation

Council have already approved renewable and energy efficient schemes in the period 2015-17, namely Solar PV installations and introducing LED lighting to many facilities across the Borough.

Each one of these provides small real savings for Council by not having to purchase additional energy and therefore reduces the potential for CCL tax or reducing the risk of other penalty driven legislation with reduced energy cost. Having established the statistical information of where and how Council consumes energy the EMS signposts an action plan;

- Promote awareness
- to reduce energy consumption
- to reduce carbon emissions
- highlight the improvements in efficiency

Note all investment decisions will be brought to Council on an individual basis with the associated business cases for individual project approval.

**It is recommended** that Council endorse the attached EMS to allow commencement of a formalised energy management regime.

The Head of Capital Works, Energy and Infrastructure presented Members with a short presentation on the need for an EMS for Causeway Coast and Glens Borough Council 2015-2025. Upon a query from Councillor Holmes the officer confirmed that Item 15 and 16 of the Action Plan would require to go through the planning process.

Points discussed included tendering process, Government targets, investment and payback.

In response to Councillor Callan's enquiry the officer confirmed that there was a dedicated Energy Officer to look at all the energy issues across the Borough.

Proposed by Councillor Holmes  
Seconded by Councillor Stevenson and

**AGREED** - to recommend that Council endorse the attached EMS to allow commencement of a formalised energy management regime.

**AGREED** - that Commercial Waste Charges 2018-2019 and Harbour & Marina Charging Appraisal 2018-19 (both previously listed as IN COMMITTEE items) be discussed OUT OF COMMITTEE and taken after Agenda Item 6 - CC&G Energy Management Strategy.

## **7. COMMERCIAL WASTE CHARGES 2018-19**

Report circulated.

Commercial waste charges are reviewed annually. The review takes into account anticipated changes to the cost base of providing the commercial waste collection service in the charging period and also the need for service savings and/or increased revenue generation.

Commercial waste charges for 2017-18 are shown in Appendix 1 (previously circulated).

The following options are proposed for commercial waste charging for the period April 2018 to March 2019:-

- +0% (no change)
- +3% (RPI inflationary increase)
- +5% (saving to service delivery costs as agreed at Rates Estimate)
- +7.5%

Income from commercial collections is circa £450k per annum. The estimated additional income generated from each option would be as follows:-

+3%	£13,500
+5%	£22,500
+7.5%	£33,750

**It is recommended** that Council considers the options for potential changes to commercial waste charging in 2018-19 and approves a preferred option.

The Director of Environmental Services informed Members that Council collected 2950 tonnes of Commercial Waste annually at a cost of £306K which was disposed of at a cost of £324K; therefore Council was delivering this service at a loss. He clarified that commercial waste was collected separately, on a weekly basis, to avoid any cross contamination with recyclables.

Proposed by Councillor Holmes  
Seconded by Councillor Stevenson

- to recommend that Council approves an increase of 5% (saving to service delivery costs as agreed at Rates Estimate) to commercial waste charging in 2018-19.

In reply to a query from Councillor Mulholland as to whether the increase would apply to Sports Clubs the Director of Environmental Services confirmed that this would include all Sports Clubs and Church Halls but places of worship would be exempt.

Councillor Mulholland expressed his concern that the increase in charges would impact on Community Groups.

Proposed by Councillor Mulholland  
Seconded by Councillor Chivers

**Amendment** - to recommend that Council approves an increase of 0% (no change) to commercial waste charging in 2018-19.

In response to a query from Councillor Loftus the Director of Environmental Services confirmed that Council were considering options for a review of the commercial collection service and would bring back a second report with more detail for consideration.

Councillor Loftus stated that she was not in favour of supporting any increase in commercial waste charges at this time.

A recorded vote was requested by Councillor Chivers.

The Chair put the **Amendment** to the Committee to vote, 5 Members voted for, 10 Members voted against and 0 Members abstained.

The Chair declared the motion **lost**.

For : Councillors; Chivers, Loftus, MA McKillop, K Mulholland  
(5) and Watton

Against: Aldermen; Campbell, Hillis and King  
(10) Councillors; Callan, Douglas, Fielding, Holmes, McLean, Stevenson and Wilson

Abstentions: None

The Chair put the substantive motion to the Committee to vote, 10 Members voted for, 5 Members voted against and 0 Members abstained.

The Chair declared the motion **carried**.

For: Aldermen; Campbell, Hillis and King  
(10) Councillors; Callan, Douglas, Fielding, Holmes, McLean, Stevenson and Wilson

Against: Councillors; Chivers, Loftus, MA McKillop, K Mulholland  
(5) and Watton

Abstentions: None

**AGREED** - to recommend that Council approves an increase of 5% (saving to service delivery costs as agreed at Rates Estimate) to commercial waste charging in 2018-19.

## 8. HARBOUR AND MARINA CHARGING APPRAISAL 2018-19

Report and appendices circulated.

Members received a report highlighting charging inconsistencies with various harbour customers which was a result of convergence of legacy Councils in 2015. Charging options have been suggested for Members to consider to ensure fairness and equality across the Borough.

Due to concerns and complaints regarding inconsistent charging regimes across the Borough, officers have assessed current charging (Appendix 1, previously circulated). Officers have received requests to consider that commercial boats (charter and work) avail of a similar discount to fishing boats.

Consultation has taken place offering all 230 berth holders across the Borough an opportunity to put forward their comments on the proposed charges and express any concerns. Consultation meetings were arranged at Cloonavin, Portnagree House and Rathlin Island both on a group and individual basis, where officers listened to and recorded berth holders comments. These comments are included in Appendix 3 (previously circulated).

Following the various comments and issues raised during the consultation, it is recommended that (in the short term) all Rathlin Island rates remain at the current level, in harmony with Council's involvement with "Rathlin Island Action Plan" (a document produced by the Department of Infrastructure) to encourage economic development and business sustainability. Having consulted with Islanders and a representative of Rathlin Development Community Association (RDCA) it is essential that further collaboration and integration is necessary with the RDCA and the Department of Infrastructure to establish the appropriate economic pricing structure on the Island.

<b>Charging Options 2018 -19</b>				
<b>Craft Type</b>	<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>
<b>Fishing</b>	As proposed (i.e. discount removed)	Continue with existing discount (circa 50%)	Continue with existing discount (circa 50%)	Continue with existing discount (circa 50%)
<b>Leisure</b>	As proposed	As proposed	As proposed	As proposed

<b>Commercial (inclusive of charter &amp; work boats)</b>	As proposed	As proposed	Freeze 2017-18 rates until further research is carried out to establish socio-economic need for discount and / or greater incentives.  It is recommended that subsidy and incentives be assessed in conjunction with L&D (inclusive of Tourism) and commercial boat owners to establish the associated outline business case (OBC). The OBC would be brought to council at a later date.	Initiate a new discount category for charter and work boats. To mirror in line with fishing boats.  It is recommended that research and a business case is carried out in advance of this option (as per option C).
<b>£ Financial Impact</b>	+ £11,643.67	+ £8,482.00	+ £7,105.45	<b>- £3,518.00</b>

**It is recommended** that Members approve the appropriate charging option to be implemented from April 2018.

The Head of Capital Projects, Energy and Infrastructure took Members through each of the proposed options as outlined above.

Proposed by Councillor Stevenson  
Seconded by Councillor Fielding

- to recommend that Council approves Option C to be implemented from April 2018 and that a Marine Strategy be devised.

Councillor Fielding raised concerns in relation to the whole life costings for Magilligan. The Head of Capital Projects, Energy and Infrastructure informed Members that these costs were for detailed survey works and subsequently works carried out to the slipway. The Director of Environmental Services clarified that the costs in relation to lifecycle costings were an average yearly cost based on a 32yr period.

Councillor Mulholland raised concerns on the number of issues raised in the consultation period and stated that he was unable to make a decision until all these had been answered and communicated to the relevant people.

The Director of Environmental Services confirmed that there were still elements to be addressed but most queries had been dealt with and that operational and maintenance issues had been identified and would be addressed by the Harbour Master.

Proposed by Councillor Mulholland  
Seconded by Councillor Chivers

**Amendment** - to recommend that Council defer any changes in Harbour and Marina charges until a full Harbour Strategy is devised and brought back to Council.

Alderman Hillis requested that assurance be given that should Option C be agreed by Council that no user would be severely penalised. The Director of Environmental Services confirmed that the largest increase would be in Ballycastle at 8.7%.

Councillor MA McKillop raised concern over the low number of users who attended the consultation meetings. The Head of Capital Project, Energy and Infrastructure clarified that all harbour users were contacted by letter on a one to one basis.

A recorded vote was requested by Councillor Mulholland.

The Chair put the **Amendment** to the Committee to vote, 2 Members voted for, 13 Members voted against and 0 Members abstained.

The Chair declared the motion **lost**.

For : Councillors; Chivers and K Mulholland  
(2)

Against: Aldermen; Campbell, Hillis and King  
(13) Councillors; Callan, Douglas, Fielding, Holmes, Loftus, MA McKillop, McLean, Stevenson, Watton and Wilson

Abstentions: None

The Chair put the substantive motion to the Committee to vote, 10 Members voted for, 2 Members voted against and 3 Members abstained.

The Chair declared the motion **carried**.

For : Aldermen; Campbell, Hillis and King  
(10) Councillors; Callan, Douglas, Fielding, Holmes, McLean, Stevenson and Watton

Against: Councillors; Chivers and K Mulholland  
(2)

Abstentions: Councillors; Loftus, MA McKillop and Wilson  
(3)

**AGREED** - to recommend that Council approves Option C to be implemented from April 2018 and that a Marine Strategy be devised.

## **9. LICENSING ITEMS REPORT**

Information report circulated.

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

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

### **9.2 The Betting, Gaming, Lotteries and Amusements (NI) Order 1985 Registration of a Society**

4 applications for society lottery registrations had been received, acknowledged and processed during the report period.

### **9.3 Licensing (Northern Ireland) Order 1996 Liquor Licence**

8 applications for grant, renewal, transfer or grant of an occasional Intoxicating Liquor Licence had been received and acknowledged to Court Service during the report period.

### **9.4 The Local Government Miscellaneous Provisions (NI) Order 1985 – Article 13 & 14 Practice of Acupuncture/Business of Cosmetic Piercing/tattooing/Semi-Permanent Skin Colouring/Electrolysis**

3 applications for registrations have been received, acknowledged and processed during the report period.

### **9.5 Poisons Regulations (Northern Ireland) 1983 Registration of Persons Entitled to sell Non-Medicinal Poisons Included in part II of the Poisons List**

32 applications for registrations of persons entitled to sell non-medicinal poisons have been received, acknowledged and processed during the report period.

## **9.6 Petroleum (Regulation) Acts (NI) 1929 and 1937 Petroleum Spirit Licence**

1 application for renewal of petroleum spirit licences has been received, acknowledged and processed during the report period.

The information report was noted.

## **10. CARBON MONOXIDE DOES NOT HAVE TO BE THE HIDDEN KILLER**

Information report circulated.

Causeway Coast and Glens Borough Council issue advice urging people that their coal, wood, fossil fuel and oil burning appliances such as boilers, heaters and cookers should be checked by an appropriately registered engineer.

Get chimneys inspected annually and swept, if required, by a registered technician.

As CO is a colourless, odourless and tasteless gas, it is difficult to detect. At high levels, CO poisoning can cause sudden collapse, loss of consciousness and death. Other symptoms include headaches, drowsiness, dizziness, chest pains, nausea and vomiting.

Check for warning signs if the appliances are not working correctly – for example, lazy yellow or orange flames instead of crisp blue ones, black marks on or around the appliance or too much condensation in the room.

Householders are strongly recommended to fit an audible CO alarm which meets European Standards, EN 50291 in their homes. These units can be purchased from most DIY retailers. However, the installation of an alarm should not replace regular servicing of all fossil fuel gas or wood burning appliances by a registered engineer.

Members requested that the officer who responded to a complaint of a smell in a private rental property in Coleraine, be commended for his quick thinking that undoubtedly saved the lives of the occupants.

In response to a query raised by Councillor Mulholland the Head of Health and Built Environment confirmed that Council carry out free carbon monoxide checks and supply monoxide detectors free of charge to members of the public, where appropriate. Councillor Mulholland stressed that it was important that members of the public were made aware of this service.

The information report was noted.

## **11. FUEL STAMP SAVINGS SCHEME**

Information report circulated.

Causeway Coast and Glens Borough sought tenders for the full administration of the fuel stamps scheme on our behalf. Limavady Community Development Initiative (LCDI) was the successful bidder and has commenced the administration of the new scheme on 1<sup>st</sup> February 2018 following the rebranding and re-launch of the scheme by the Mayor, Councillor Joan Baird on 31<sup>st</sup> January 2018.

Causeway Coast and Glens Borough Council wish to thank St Vincent de Paul St Johns Conference for their commitment and dedication delivering this initiative on behalf of Council up to the point of the new contract becoming operative.

The Head of Heath and Built Environment informed Members that it was the responsibility of LCDI to advertise which outlets stamps were available at. However Council had asked that all previous outlets continue to provide these stamps.

The information report was noted.

## **12. CAPITAL PROJECTS DELIVERY UPDATE**

Information report and appendix circulated.

Members were provided with a quarterly update in relation to the current status of the delivery of Capital Projects in accordance with the Capital Programme Management System.

Officers answered Members queries in relation to Market Yard funding application, priority projects, delivery of car parking, Knock Road Depot, Riverside Park, Joey Dunlop Centre and Portstewart Town Hall.

The information report was noted.

## **13. MATTERS FOR REPORTING TO PARTNERSHIP PANEL (LOCAL GOVERNMENT SIDE)**

There were no matters to report.

## 14. CORRESPONDENCE

There was no correspondence.

### MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Wilson

Seconded by Councillor MA McKillop and

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

- \* Press left the meeting at 9.37pm.
- \* Alderman Hillis and Councillor Wilson left the meeting at 9.37pm.

## 15. RESTRUCTURING OF OPERATIONS MANAGEMENT STRUCTURE

Confidential report circulated.

- \* Alderman Campbell declared an interest and left the meeting at 9.43pm during consideration of this item.

At the inception of Council in April 2015, an Operations management structure was adopted which included three Area Managers to deliver cleansing, civic amenity site, public conveniences and refuse collection services. The Area Managers cover the former Ballymoney and Moyle districts (Area Manager East), Coleraine district (Area Manager Central) and Limavady district (Area Manager West). The existing Operations organisational structure is detailed in the report.

Further to a strategic review of service delivery a restructuring of Operations Management has been proposed, as detailed in the report. Should the proposed new organisational structure for Operations be adopted by Council, it is intended same will be effective from 1<sup>st</sup> October 2018.

**It is recommended** that approval be given to progress the proposal to amend the Operations organisational structure to the Corporate Policy and Resources Committee.

It was proposed by Councillor Watton to recommend that approval be given to progress the proposal to amend the Operations organisational structure to the Corporate Policy and Resources Committee. There was no seconder for this proposal.

Councillor Loftus enquired as to whether Council had any plans to review the other elements of the Environmental structure, and if so, then consideration for approval of the Operations Management Structure should take place in conjunction with this. The Director of Environmental Services informed Members that there could be a further review in the following six months.

Proposed by Councillor Loftus  
Seconded by Councillor K Mulholland and

- to recommend that approval be given to progress the proposal to amend the Operations organisational structure to the Corporate Policy and Resources Committee and to include consideration of other elements of the Environmental Services Structure in conjunction with this.

The Chair put the motion to the Committee to vote. 7 Members voted for, 0 Members voted against and 1 Member abstained. The Chair declared the motion **carried**.

- \* Alderman Campbell re-joined the meeting at 9.52pm.
- \* Alderman Hillis returned to the meeting at 9.53pm.

## **16. BUILDING CONTROL DANGEROUS STRUCTURES NOTICE**

Confidential information report circulated.

Further to the service of a Dangerous Structures Notice under section 39 of the Town Improvement (Ireland) Act 1854, the owner has failed to comply with the terms of same which necessitated the replacement of severely corroded structural steel beams and a supporting column. The Department has taken legal advice and negotiated a settlement to which all parties have agreed to. A specification of works has been prepared, tendered and contractors are about to commence the necessary works in default. This will incur cost to the value as detailed in the report. A charge will be placed on the property to ensure that these costs are recoverable.

The information report was noted.

- \* Councillor Holmes left the meeting at 9.55pm.

### **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Stevenson  
Seconded by Councillor Callan and

**AGREED** – that the Committee proceed to conduct the following business ‘In Public’.

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

There was no other relevant business.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **9.58pm**.

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Chair