



**ENVIRONMENTAL SERVICES COMMITTEE MEETING  
TUESDAY 14 DECEMBER 2021**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>1.</b>	Apologies	<b><i>Alderman Robinson, Councillor Wallace</i></b>
<b>2.</b>	Declarations of Interest	<b><i>Councillors Hunter, MA McKillop, McLaughlin</i></b>
<b>3.</b>	Minutes of Environmental Services Committee meeting held Tuesday 9 November 2021	<b><i>Confirmed</i></b>
<b>4.</b>	Procurement of 1 no.16 tonne GVW Mechanical Road Sweeper	<b><i>To recommend that Council grants permission be given to purchase 1 no. 16 tonne GVW mechanical road sweeper from procurement framework agreement and complete a review to assess the need for smaller sweepers.</i></b>
<b>5.</b>	Reducing Single Use Plastic Usage	<b><i>To recommend that Council notes the request from KNIB/TPNI and agrees to commit to the Plastic Promise</i></b>
<b>6.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (O)) Ballintoy Harbour (Alderman Baird)	<b><i>Information</i></b>

7.	Ballintoy Harbour & Car Park	<b><i>To recommend that Council accept the elements of the recommendation regarding resurfacing the carpark, replacing the lighting and the designation of the carpark and engage with stakeholder prior to making a decision regarding the carpark charges and the park and ride option.</i></b>
8.	Litter Enforcement Statistics – WISE Contract	<b><i>Information</i></b>
9.	Amusement Permit Renewals	<b><i>Information</i></b>
10.	Cinema Licence Renewals	<b><i>Information</i></b>
11.	Entertainment Licence Renewals	<b><i>Information</i></b>
12.	Petroleum Spirit Licence Renewals	<b><i>Information</i></b>
13.	Castlerock Footbridge Update	<b><i>Information</i></b>
14.	Update – Car Park Permit Pilot Scheme	<b><i>To recommend that Council write to Mr Keys to ask when the findings of the residents parking scheme in Belfast are confirmed that they do consider looking at one in Causeway Coast in Glens Borough Council particularly this one which has already been passed by Council in 2017</i></b>
15.	Northern Ireland Local Authority Collected Municipal Waste	<b><i>Information</i></b>
16.	Correspondence Report	<b><i>None</i></b>
17.	Consultation Documents	<b><i>Received</i></b>

18.	Conferences	<b>None</b>
19.	Matters for Reporting to Partnership Panel	<b>None</b>
	<b>'In Committee' (Items 20-29 inclusive)</b>	
20.	Restructuring of Environmental Services Business Support and Request for Additional Resource	<b><i>That Council does not approve the proposal to amend the Environmental Services Business Support structure</i></b>
21.	Knock Road Depot Refurbishment	<b><i>To recommend that Council approve the refurbishment at Knock Road and accept the lowest tender of £565,362 (+ optimism bias £28,268) and award the contract to the lowest tenderer to complete this essential work.</i></b>
22.	Replacement of Fire Alarm Systems in Roe Valley and Flowerfield Arts Centres	<b><i>To recommend that Council purchase and installation of fire detection systems at Flowerfield and Roe Valley Arts Centres for the combined sum of £33,650 (+VAT)</i></b>

23.	Asset Realisation & Car Parks /Concessionary Trading New Concessionary Trading Points at various locations within the Borough of Causeway Coast & Glens	<p><b><i>To recommend that Council approve: An open public tendered auction to take place to gain best revenue receipt, 2 year period of contract – commencing 1<sup>st</sup> April 2022, expiring 31<sup>st</sup> March 2024, (which ties in with the previous Concessionary Trading Contracts). Carryout the enablement works to facilitate the new Concessionary Points except the one at Castlerock.</i></b></p>
24.	Asset Realisation - Declaration of surplus to requirements asset at lands adjoining the Ardreagh Road, Aghadowey, Coleraine, (61's NW of Aghadowey Presbyterian Church)	<p><b><i>To recommend that Council approve the said asset be declared surplus to requirements by Environmental Services Department, and that same is now taken forward by the Asset Realisation Division, to carry-out its relevant actions to achieve best capital receipt via the Land &amp; Property Sub-Committee to include progression of obtaining planning permission but not to clear the site or install fencing at this stage.</i></b></p>
25.	Asset Realisation - Declaration of an Asset surplus to requirements Land off Queens Street, Ballymoney, (located beside No.13 Queens Street, Ballymoney)	<p><b><i>To recommend that Council declare the asset surplus, to allow officers to engage the disposal process via the Land &amp; Property sub-Committee.</i></b></p>

<b>26.</b>	Asset Realisation - Declaration of Asset surplus to requirements Water Well, Associated Right of Way & Easement at lands off the Mullan Road, Ballymoney	<b><i>To recommend that Council declare the asset surplus, thereby allowing asset realisation to carry-out its relevant actions to achieve best capital receipt via the Land &amp; Property Sub-Committee.</i></b>
<b>27.</b>	Asset Realisation - Declaration of Asset surplus to requirements Agricultural lands previously utilised to access the redundant Armoy Amenity Site – located off the Carrowreagh Road, Armoy.	<b><i>To recommend that Council declare this asset surplus (2 plots which will be held under one disposal ‘LOT’), to allow progression to the Land and Property Sub Committee for asset realisation.</i></b>
<b>28.</b>	Period 7 ES Management Accounts	<b><i>Information</i></b>
<b>29.</b>	ES Zero Based Budgeting – Estimates 2022/23	<b><i>Information</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF  
THE ENVIRONMENTAL SERVICES COMMITTEE  
IN CIVIC HEADQUARTERS AND VIA VIDEO CONFERENCE, ON  
TUESDAY 14 DECEMBER AT 7:00 PM**

In the Chair: Councillor Wilson (C)

Members Present: Alderman Boyle (R), Fielding (C), Councillors Bateson (R), Beattie (R), Chivers (R), Holmes (C), Hunter (R), McAuley (C), MA McKillop (R), McLean (C), McLaughlin (R) McQuillan (C)

Officers Present: A McPeake, Director of Environmental Services (C)  
S McClements, Temporary Head of Health and Built Environment (R)  
J Richardson, Head of Capital Works, Energy and Infrastructure (R)  
A Mullan, Head of Operations (R)  
T Vauls, Carpark Manager (R)  
W Hall, Asset Realisation Officer (R)  
J Keen, Committee & Member Services Officer (C)

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

Press (2 no) (R)

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

The Director of Environmental Services undertook a roll call.

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

**1. APOLOGIES**

Apologies were received for Alderman Robinson and Councillor Wallace.

**2. DECLARATIONS OF INTEREST**

Declarations of Interest were received for:

Councillor Hunter – in Agenda Item 22, Asset Realisation & Car Parks /Concessionary Trading New Concessionary Trading Points at various locations within the Borough of Causeway Coast and Glens. Councillor Hunter did not participate in the Item.

Councillor McLaughlin – in Agenda Item 22, Asset Realisation & Car Parks /Concessionary Trading New Concessionary Trading Points at various

locations within the Borough of Causeway Coast and Glens. Councillor McLaughlin did not participate in the Item.

Councillor MA McKillop – in Agenda Item 22, Asset Realisation & Car Parks /Concessionary Trading New Concessionary Trading Points at various locations within the Borough of Causeway Coast and Glens. Councillor MA McKillop did not participate in the Item.

### **3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 9 NOVEMBER 2021**

Summary, previously circulated.

Proposed by Councillor Hunter  
Seconded by Councillor MA McKillop and

**AGREED** – to recommend that the Minutes of the Environmental Services Committee meeting held 9 November 2021 were confirmed as a correct record.

### **4. PROCUREMENT OF 1 NO.16 TONNE GVW MECHANICAL ROAD SWEEPER**

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

The purpose of this report is to seek approval from members to procure a 16 tonne GVW mechanical road sweeper.

#### Background

Council operates a fleet of mechanical road sweepers to remove litter and debris from towns, villages and housing developments within the Borough. The street cleansing service operates 7 days a week. One of the existing mechanical road sweeper fleet requires to be replaced. The vehicle earmarked for replacement has been in service since 2008. It is essential that Council operates a fleet of vehicles that are efficient, cost effective and meet the most up-to-date environmental standards.

#### Options

1. Do nothing. If no vehicle is procured additional strain will be put on the existing fleet and increased downtime may be incurred.
2. Purchase 1 no. mechanical sweeper from procurement framework agreement.
3. It is expected that delivery of vehicle could take up to 5 months. The expenditure will therefore be part of the capital expenditure programme for the financial year 2022/23.

**It is recommended** that the Environmental Services Committee recommends to Council that permission be given to purchase 1 no. 16 tonne GVW mechanical road sweeper from procurement framework agreement.

In response to questions the Director of Environmental Services provided an overview of the sweepers that are currently in operation across the Borough.

In response to the same questions the Head of Operations further advised that it was mainly larger sweepers that were in operation due to the rationalisation process and that the larger sweepers better serve the tourist areas. The Head of Operations advised that a review can be completed to assess the requirement of smaller sweepers.

Proposed by Councillor McAuley  
Seconded by Councillor McLean and

**AGREED** - To recommend that Council grants permission be given to purchase 1 no. 16 tonne GVW mechanical road sweeper from procurement framework agreement and complete a review to assess the need for smaller sweepers.

## **5. REDUCING SINGLE USE PLASTIC USAGE**

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

The purpose of this report is to advise members of an approach from Keep Northern Ireland Beautiful (KNIB) and Tackling Plastics NI (TPNI) who wish to engage with local authorities to reduce single use plastic usage and ultimately eliminate single-use plastic from their estates, properties and services altogether.

### Background

The UK Government 25 Year Environment Plan, supported by the Northern Ireland Civil Service, aims to remove all single-use plastic from central government estate offices. The initiative is supported by DAERA. A commitment and action by local authorities to reduce and remove single-use plastic would be consistent with public policy in the UK and Northern Ireland.

### Commitment

KNIB/TPNI is asking local authorities to commit to a Plastic Promise to reduce and eventually remove consumer single-use plastic from its offices and properties within a timeframe to be agreed.

The Plastic Promise is a commitment to reducing and removing single-use plastic across our estate, where possible.

To demonstrate commitment Council will:



- Address single-use plastics in our operations and services to reduce and remove consumer single-use plastic where viable and practical
- Work within our supply chains to reduce and remove single-use plastic
- Work with elected members, staff and our communities to change behaviour towards using single-use plastic

#### Current activity

As part of the LiveSmart initiative, Council promotes PlasticSmart which aims to reduce plastic use and increase recycling in Causeway Coast and Glens Borough with simple, practical actions. PlasticSmart aims to avoid single use plastic bags, straws and water bottles, disposable take-away coffee cups and wipes, plastic packaging and wrap. Examples of PlasticSmart in action includes work with schools and businesses to achieve PlasticSmart accreditation. Also, promotion of the 'H2O on the Go' an initiative to reduce the number of single-use plastic bottles. 'H2O on the Go' allows members of the public to walk into a participating business and request the refill of their water bottle.

**It is recommended** that the Environmental Services Committee notes the request from KNIB/TPNI and agrees to commit to the Plastic Promise.

Alderman Boyle stated it was good to enhance compliance and encourage others to reduce single plastic usage. She referred to a Council Meeting where polystyrene plates/cups were used and advised that the Mayor's Office responded to her request to say it has been noted for future events.

Proposed by Councillor McLean  
Seconded by Alderman Boyle and

**AGREED** – to recommend that Council notes the request from KNIB/TPNI and agrees to commit to the Plastic Promise

#### **6. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12(O))**

The Chair advised the report for Ballintoy Harbour & Car Park would be considered in conjunction with the item of Any Other Business received from Alderman Baird.

#### **Ballintoy Harbour (Alderman Baird)**

*'Through Planning Committee I understand Council plan to install a large number of lights at Ballintoy Harbour. Given this is a very special venue which has operated with the current lighting (7) for many many years has the Council considered 1. The need for such expenditure - what will the scheme cost? And 2 that this will interrupt the scenery of the night sky where so many people gather to witness the Northern Lights and take photographs.'*

Alderman Baird spoke to present the item of Any Other Relevant Business.

In response to Alderman Baird's query the Director of Environmental Services advised the lighting would be replaced like for like, the planning application for extra lighting was in the case of further lighting required in the future.

## **7. BALLINTOY HARBOUR & CAR PARK**

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

### Purpose of Report

To request permission to designate the Harbour Road car park as a 'private land' car park (similar to East Strand car park) with enforcement patrols to monitor inappropriate parking and if required issue Parking Charge Notices (PCN's) if required as a deterrent. The popularity of site has risen significantly over the past few years which has significant footfall and traffic. This has additionally attracted many leisure pursuits' providers given the footfall and the natural beauty and attributes of the immediate area. The designation to a private lands car park shall contribute to the alleviation of this problem as trailers and other inappropriate parking to cater for these activities can be better controlled via enforcement.

To ensure that enforcement is achievable it is also necessary to request permission to resurface a section of Harbour Road car park Ballintoy and to ensure parking bays/disabled bays and the trader bay are clearly marked out to eliminate enforcement challenges. Signage would be placed at strategic points on entry and within the car park with terms and conditions (subject to proposals outlined below). This will allow random patrols of the car park by our service provider. Any vehicle failing to comply may be issued with a Parking Charge Notice (PCN). The penalty being consistent with all other car parks £90.00 fine, reduced by 50% if paid within 14 days. Note this permission would allow officers proceed to stage 2 of the procurement gateway to grant permission to specify and tender the works identified within the report. Stage 3 would be brought back to Members for consideration at a later date (tender report and final investment decision)

To consider approval to proceed to stage 2 of the procurement gateway for the replacement of 7 No harbour lights and columns in Ballintoy to ensure the safe operation of the facility for both boat users and visitors.

### Background Resurfacing

Harbour Road car park Ballintoy (in appendix 1 circulated) is a highly occupied car park with parking space at a premium. Vehicles regularly park all day with very little turnover of space. When the car park is at full occupancy vehicle drivers start parking in areas not marked out for vehicles, such as the middle of the car park, the area outside the Kiln, the toilet block and perimeter wall, this is

further exacerbated with larger vehicles associated with water sports activity providers (in appendix 2 circulated).

Council cleansing operatives have also reported difficulty accessing the area to clean toilets and empty bins.

The area in front of the Harbour slipway has on occasions also been used for inappropriate parking. This is a serious concern as this area must be kept free in the event of emergency services requiring access.

The parking area facing the sea and the small parking area facing the Harbour has been identified as an area where vehicle drivers regularly do not park wholly within the markings of a bay. The reason for this is the surface is loose stone and the bays separated with brick pavers to identify a parking bay. When a driver parks inappropriately outside of a bay this has a domino effect and adds to the congestion of the car park.

The surface area covered by loose stone also develops into potholes due to vehicles turning and quickly becomes a trip hazard.

A section of the car park towards the Harbour is now scheduled by Historic Environment Division (HED). Therefore, a Scheduled Monument Consent form was submitted requesting approval to carry out the planned works. We also met with representatives of the HED on site to discuss the planned works and these have now been granted approval to proceed.

#### Lighting

Inspection of the 7 existing harbour lights and columns has indicated that the useful life span of the lighting columns has been reached and as such, the integrity has been compromised – resulting in both a H&S and economic maintenance concern.

#### Proposal

##### Resurfacing

Re-surface the car park above and designate Harbour Road car park Ballintoy as a 'private land' car park and introduce enforcement patrols to monitor inappropriate parking and resurface the (855 m<sup>2</sup>) area (shown in appendix 3) and supply additional drainage.

To complete works up to stage 3 will cost £46,445.00

#### Lighting.

Replace the existing 7no. lighting columns and luminaires within the harbour area. Cost £33,308.00

Cost estimate for lighting replacement and resurfacing (including project preliminaries @ 12% of cost - £89,323.36

Contingency @ 10% of cost - £8,932.34.

Professional fees/additional surveys - £12,575.57

Total Cost £110,831.27

Appendices 3 and 4 (circulated) outlined plans in relation to resurfacing and drainage works and in relation to replacement lighting installation. Appendix 5 previously circulated provided an itemised breakdown of cost estimate.

#### Introduction of Car Parking Charges

The introduction of car parking charges would ease congestion and encourage a more frequent turnover of car parking spaces. The charging would also assist with the enforcement patrol cost.

Appendix 6 (circulated) provides a financial analysis of this introduction

**It is recommended** that members approve progression to stage 2 of the procurement gateway and grant permission for officers to carry out a detailed design, prepare tender documents and publicly advertise the works outlined in the proposal.

**Note;** a tender report would be brought back to Members for consideration at a later date for final investment decision.

**It is also recommended** that members grant permission to classify the car park as a private lands car park in order to benefit from the above works and to alleviate congestion.

**It is further recommended** that members approve the introduction of charging within the car park to further reduce congestion as a result of increasing the turnover of car parking spaces.

In addition, officers will assess the feasibility of a park and ride option to service the Ballintoy harbour car park & harbour area from the vicinity of the Ballintoy village area. Note this will be dependent upon the willingness of private landowners to work in partnership with Council. An update will be brought back to members for consideration.

In response to questions, the Director of Environmental Services clarified that classifying the carpark as a private land's car park was the legal process Council need to go through in order to allow Council to gain control over parking and allow enforcement measures to be taken.

Proposed by Councillor McQuillan  
Seconded by Councillor McLean

- To recommend that Council approve progression to stage 2 of the procurement gateway and grant permission for officers to carry out a detailed design, prepare tender documents and publicly advertise the works outlined in the proposal.
- grant permission to classify the car park as a private lands car park in order to benefit from the above works and to alleviate congestion.
- approve the introduction of charging within the car park to further reduce congestion as a result of increasing the turnover of car parking spaces.

Councillor Bateson stated Councillor C McShane had asked him to raise some questions. He advised Councillor C McShane was not opposed to the report but had some reservations. Councillor Bateson asked if the multi agency meeting Councillor C McShane had asked for had happened as she had stated concern moving the problem elsewhere, that there should be a multi agency approach especially to the park and ride option.

The Director of Environmental Services advised that introducing the charges in the car park would not make a difference to parking on the Harbour Road, the Park and Ride was an important option to consider. It was also stated that media attention has highlighted unsafe parking along the Harbour Road, PSNI have issued tickets due to the obstruction caused. The Director of Environmental Services will discuss the option of double yellow lines with the Department of Infrastructure. He clarified a multi agency meeting had not been held to date, he had discussions with a private landowner in 2019 regarding operating a Park and Ride as a business but this did not come to fruition. The Director of Environmental Services further advised that the Council could assist with identifying individuals who might wish to establish a park and ride business.

#### Amendment

Proposed by Councillor Bateson

Seconded by Councillor MA McKillop

- To recommend that Council accept the elements of the recommendation regarding resurfacing the carpark, replacing the lighting and the designation of the carpark and engage with stakeholders prior to making a decision regarding the carpark charges and the park and ride option.

Further discussion occurred regarding whether the amendment was covered in the proposal in relation to the second paragraph on 4.3 in the report. In order to provide clarity Councillor Bateson confirmed he was content with the car park resurfacing, the lighting being replaced and the designation of the car park proceeding, however, wished to hold a meeting with relevant stakeholders prior to making a decision regarding car parking charges and park and ride.

Councillor McLaughlin noted he supported Councillor Bateson's amendment and that responsibility for enforcing double yellow lines was with traffic wardens and not PSNI.

The Chair put the Amendment to the vote.

7 Members voted for; 6 members voted against; 0 Members abstained

The Chair declared the amendment carried

\* **Alderman Boyle left the meeting at 7:53 pm.**

## **8. LITTER ENFORCEMENT STATISTICS – WISE CONTRACT**

Report, previously circulated, presented as read.

The purpose of this report is to update members as to the introduction of the private contractors first 4 months operations.

### Background

Further to report item ES210810 Item 22, members will be aware that this service commenced 2nd August 2021. Statistical information for the period 2nd August 2021 to 30st November 2021 of operation are provided in the tables previously circulated.

The Litter Composition Report 2019/20 compiled by Keep Northern Ireland Beautiful produced a graphic previously circulated which highlights the categories of littered items and the amount of litter that could be on our streets at any one time.

A table was circulated to present information in relation to fixed penalty notices issued by town/area for August – November 2021.

Officers continue to be deployed across the Borough, 7 days per week to detect offences with the aim of reducing the amount of litter across the Borough.

It is the intention to provide regular performance updates on a quarterly basis. Members are reminded that should they wish to accompany any of the officers on patrol to observe first-hand how they engage with the public, that may be arranged.

All those that have been given a FPN have the right of representation directly to the company to challenge the issue. Details are provided on the FPN and on the Councils website. <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/environment-health-and-well-being/environmental-health/litter-enforcement>

For those who do not have internet access an address for written representations can be provided.

Council officers will continue to work with WISE officers targeting litter hotspots and promoting anti-litter initiatives such as the Butt Ballot boxes, use of litter bins, and the Green Dog Walker scheme.

**It is recommended** that the Environmental Service Committee recommends to Council to note the above.

In response to questions, the Director of Environmental Services advised there was a meeting proposed with WISE on 6 January 2022 and this could be brought forward to before Christmas if members wished. Councillor McAuley stated this was not fitting, in the week just before Christmas. He stated that Councillors wishes were being ignored as it had been requested that meetings were to be held more regularly, and online meetings were acceptable with face to face meetings occurring on a quarterly basis.

Discussion occurred on how cigarette butts appeared to remain the main focus when issuing fixed penalty notices. Members discussed that other types of litter also needed to be addressed.

The Director of Environmental Services responded to questions to advise that Members could inform Council Officers of where hotspots are and there has been a reduction in cigarette butt fines since month one of the contract. It was further advised by the Director of Environmental Services that a report could be brought to the next Committee meeting providing detail of the number of fines issued by Council litter enforcement wardens.

The Temporary Head of Health and Built Environment responded to highlight the effect of cigarette butts on marine life and advised the number of fines being issued was reducing which could be a result of the message getting out. Car parks had considerable footfall and private car parks accessible to the public are also covered in the legalisation.

Alderman Fielding requested more detail regarding the hotspots in Portrush.

## **9. AMUSEMENT PERMIT RENEWALS**

Report, previously circulated, was presented as read.

### **THE Betting, Gaming, Lotteries and Amusements (NI) Order 1985**

#### **RENEWAL OF AN AMUSEMENT PERMIT**

The undernoted applications for renewal of an amusement permit have been received and processed during the report period.

Licence No:	Name of Premises
AP006	Oasis Gaming Centre
AP015	Kiddieland Amusements
AP008	Funland
AP005	Station Arcade
AP010	The Jet Centre
AP016	The Horseshoe Amusement
AP018	Regal Bingo

## **10. CINEMA LICENCE RENEWALS**

Report, previously circulated, presented as read.

### **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985**

## **CINEMAS (NORTHERN IRELAND) ORDER 1991**

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

Unique Reference Number:	Name of Premises
CL001	Movie House Coleraine
CL003	Bushmills Inn Hotel

### **11. ENTERTAINMENT LICENCE RENEWALS**

Report, previously circulated, was presented as read.

## **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985**

### **ENTERTAINMENT LICENCES**

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



Unique Reference Number	Name of Premises
EL310	Blazzin Saddles (Bob's Bar)
EL056	Kilrea GAC Community Hall
EL065	Me and Mrs Jones
EL020	Castlerock Golf Club
EL067	Montra Club
EL212	Cloughmills Memorial Orange Hall
EL028	Coleraine Rugby, Football and Cricket Club
EL398	Friends of Glenariffe – Glenariffe Community & Recreation Centre
EL255	Trinity Presbyterian Church Hall
EL301	Kilmore Country House
EL152	Marquee at Kilmore Country House
EL148	Portstewart Presbyterian Church Hall
EL240	The Robinson Hall
EL019	The Bridge Bar
EL268	Roseyards Presbyterian Church Hall
EL018	Captains Bar
EL055	Kilrea Town Hall
EL177	The Lurig Inn
EL197	Rooks Nest
EL367	The Depot
EL092	Royal Court Hotel
EL356	St Finlough's Parochial Centre
EL378	Bushmills Community Centre
EL052	Inn On The Coast
EL204	Smugglers Inn
EL064	Mary Craig's Bar
EL254	The Village Inn
EL207	Garryduff Presbyterian Church Hall
EL399	Cultúrlann Léim An Mhadiadh
EL349	Roe Park Resort (Hotel)
EL348	Coach House Brasserie
EL366	The Ponderosa Bar & Restaurant
EL381	Roe Valley Arts & Cultural Centre

## 12. PETROLEUM SPIRIT LICENCE RENEWALS

Report, previously circulated, presented as read.

### PETROLEUM (REGULATION) ACTS 1929 AND 1937

#### PETROLEUM SPIRIT LICENCES

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

Licence No:	Name of Premises
PL007	Exorna Filling Station
PL064	Culbertsons Food Stores Ltd
PL060	W H Nutt & Son

### 13. CASTLEROCK FOOTBRIDGE

The Director of Environmental Services provided a verbal update regarding the structural analysis of the footbridge advising a more detailed report would be presented at the next Environmental Services Committee meeting. The Director of Environmental Services advised that meetings with Translink were continuing.

### 14. UPDATE – CAR PARK PERMIT PILOT SCHEME

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

The purpose of this report is to provide members with an update in relation to the car park permit pilot scheme.

#### Background

A car park permit pilot scheme was implemented in July 2020 for residents adjacent to Townhead Street car park Ballymoney and East Strand car park Portrush. This was in relation to charging commencing in both car parks and concerns over residents not being able to park their vehicles at their properties. Officers were asked to provide a thorough consultation process in respect of this scheme and brought a paper to the August 2021 ES Committee meeting and provided cost estimates associated with the consultation. The decision of this meeting was to recommend that Council continue with the current scheme for a further 3 months and lobby Department for Infrastructure on the subject. Council officers contacted the Office of Department for Infrastructure Minister Nicola Mallon MLA on the subject of residents parking.

Appendix 1 – Reply to Council Infrastructure Department (circulated).

#### Update

The reply received states that the review of residents' parking schemes is now complete and Department for Infrastructure plan to make the report public in due course. The report will set out lessons learnt from the scheme in Belfast and the other schemes that did not make it to implementation and will be used to establish the policy for such schemes going forward. Department for Infrastructure Network Development Manager Alan Keys has stated in his reply, "We will consider all requests for residents' parking schemes in Causeway Coast and Glens in light of the findings."

Residents parking schemes remain the sole responsibility of Department for Infrastructure Roads and as such Officers will communicate with those who currently avail of a permit as part of the pilot scheme in early January 2022 and serve one months' notice that the permit is being withdrawn.

Discussion occurred around the need for a residents parking scheme in for residents living in streets in Portrush where there is no off-street parking. Consideration was given to the night-time economy, when these houses were built compared to now i.e. more cars per family and how inadequate public transport is an issue.

Proposed by Alderman Fielding  
Seconded by Councillor McLean and

**AGREED** – to recommend that Council write to Mr Keys to ask when the findings of the residents parking scheme in Belfast are confirmed that they do consider looking at one in Causeway Coast in Glens Borough Council particularly the one which has already been passed by Council in 2017.

## **15. NORTHERN IRELAND LOCAL AUTHORITY COLLECTED MUNICIPAL WASTE MANAGEMENT STATISTICS ANNUAL REPORT 2020/21**

Report, previously circulated, presented as read.

The purpose of this report is to advise Members on the publication of the Northern Ireland Local Authority Collected Municipal Waste Management Statistics Annual Report on 25<sup>th</sup> November 2021 by the Department of Agriculture, Environment and Rural Affairs (DAERA) for the April 2020 to March 2021 reporting period.

### Background

DAERA produce an annual publication which reports finalised and validated information on the key measurements of local authority collected municipal and household waste for councils and waste management groups in Northern Ireland. It is the first annual report to cover the period when measures were introduced in response to the Covid-19 pandemic.

### Information

Finalised and validated statistics for council recycling performance in 2020-21 as follows. Household waste sent for preparing for reuse, dry recycling and composting was 53.9%. The Northern Ireland average was 50.9%. Council ranked 4<sup>th</sup> out of the 11 local authorities for this NI key performance indicator. In the corresponding period 2019-20, household waste sent for preparing for reuse, dry recycling and composting was 53.8%. The household waste recycling rate consists of household waste composting rate of 27.3% (NI average 26.9%), household waste dry recycling rate of 26.3% (NI average 23.7%) and household waste reuse rate of 0.3% (NI average 0.2%).

The household waste recycling rate achieved by council meets the Northern Ireland Waste Management Strategy target to recycle 50% of household waste by 2020. Local authority collected (LAC) municipal waste sent to landfill was 49.0%. Northern Ireland average was 53.8%. Waste from households (WfH) preparing for reuse, recycling and composting rate was 49.5%. Northern Ireland average was 49.1%. The WfH recycling rate is a statistical measure to

provide a harmonised UK indicator with a comparable calculation in England, Scotland, Wales and Northern Ireland.

**It is recommended** that the Environmental Services Committee note the information on the Northern Ireland Local Authority Collected Municipal Waste Management Statistics for 2020-21 issued by DAERA.

## **16. CORRESPONDENCE REPORT**

There were no correspondence documents.

## **17. CONSULTATION DOCUMENTS**

Consultation report, previously circulate, presented as read.

Department for the Economy (correspondence dated 7th December 2021)

### **COMBINED HEAT AND POWER: PATHWAY TO DECARBONISATION CALL FOR EVIDENCE**

The Department for Business, Energy & Industrial Strategy (BEIS) is seeking input, via a Call for Evidence, to inform the future reform and development of combined heat and power (CHP) policy. It is important that views are captured from stakeholders in Northern Ireland to better inform policy development. There are already a number of local CHP schemes registered within the Combined Heat and Power Quality Assurance Programme (CHPQA) but there may be opportunities for additional registrations for larger energy users, as part of a future pathway to decarbonisation.

The consultation closes at 11:45pm on 20th December 2021 and is available at: Combined heat and power: pathway to decarbonisation call for evidence - GOV.UK ([www.gov.uk](http://www.gov.uk))

CHPQA which is a voluntary initiative by the UK Government to monitor, assess and improve the performance of the UK CHP Schemes provides certification for good quality CHP. Further details can be found at: Combined Heat and Power Quality Assurance Programme - GOV.UK ([www.gov.uk](http://www.gov.uk))

The Programme ensures, through an annual assessment process, that all CHP plants participating meet a required level of energy efficiency.

BEIS is committed to increasing the UK's CHP capacity because of the considerable environmental, economic and social benefits it can bring as well as its contribution to security of supply.

The Department for the Economy anticipates that as NI further develops its approach to renewables that CHP technology can, in appropriate settings, reduce energy use.

Please find link of Privacy notice outlining how personal data will be handled in relation to the Energy Strategy stakeholder list. Privacy Notice - Energy Strategy stakeholders list | Department for the Economy (economy-ni.gov.uk)

## **18. CONFERENCES**

There were no conferences to report.

## **19. MATTERS FOR REPORTING TO PARTNERSHIP PANEL**

There were no matters for reporting to the Partnership Panel.

Councillor Bateson requested a recess.

### **\* The Chair declared a recess at 8:19pm**

The meeting reconvened at 8:21pm.

### **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor McQuillan

Seconded by Councillor McLean and

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

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

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

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

## **20. RESTRUCTURING OF ENVIRONMENTAL SERVICES BUSINESS SUPPORT AND REQUEST FOR ADDITIONAL RESOURCE**

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

The purpose of this report is to seek approval to authorise recruitment of an additional Business Support Officer for Environmental Services to provide additional resource at supervisory level and ensure more efficient service delivery.

It is proposed that each Business Support Officer would be supervising either Building Control and Infrastructure or Environmental Health and Estates.

Table, circulated, illustrated the increase in workload across the Directorate broken down by the 2 proposed new Business Support Officer remits.

The advantages of introducing a second supervisor were highlighted.

The proposed new Structure was provided in Appendix 2 of the report.

**It is recommended** that the Environmental Services Committee approves the proposal to amend the Environmental Services Business Support structure.

Proposed by Councillor McLaughlin  
Seconded by Councillor Hunter

- That Council approves the proposal to amend the Environmental Services Business Support structure.

Discussion occurred surrounding the financing of the post, how managerial and supervisory roles seem to get more support than those on the ground and it will affect the rate setting process.

In response to questions raised, the Director of Environmental Services advised the post would be financed in next year's budget provision and is already built into the rate setting process. The Director of Environmental Services further highlighted the additional workload for business support and the importance of the role of the additional business support officer.

The Chair put the motion to the vote  
6 Members voted for; 6 Members voted against; 0 Members abstained  
The Chair used his casting vote and declared the motion lost

## **21. KNOCK ROAD DEPOT REFURBISHMENT**

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

The purpose of the report is to update Members on the current status of project delivery and request that Council accept the lowest tender for the delivery of the essential works to the Knock Road Depot.

### Proposal

The existing facilities are no longer fit for purpose. They do not comply with Health, Safety and Welfare requirements. There is a lack of office and training space, lack of female and disabled facilities, inadequate heating, canteen, changing and showering facilities. As the depot is the focus of both Estates and Waste operations. This proposal addresses all these concerns.

**It is recommended** that Council consider the above and accept the lowest tender of £565,362 (+ optimism bias £28,268) and award the contract to the lowest tenderer to complete this essential work.

Committee Members spoke in support of the work being completed.

Proposed by Councillor McLean  
Seconded by Councillor McAuley and

**AGREED** – to recommend that Council above and accept the lowest tender of £565,362 (+ optimism bias £28,268) and award the contract to the lowest tenderer to complete this essential work.

The Chair put the motion to the vote.  
12 Members vote for; 0 Members voted against; 0 Members abstained.  
The Chair declared the motion carried.

## **22. REPLACEMENT OF FIRE ALARM SYSTEMS IN ROE VALLEY AND FLOWERFIELD ARTS CENTRES**

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

The purpose of this report is to request approval for upgrade of fire alarm systems in Flowerfield and Roe Valley Art Centres.

The proposal is to replace the fire alarms in each location with ‘open protocol’ systems to comply with the provisions for adequate fire detection. Funding can come from the 2021/22 Lifecycle budget.

### Options

Do nothing- this will result in the inevitable failure of the two systems as sourcing replacement components becomes impossible.

Replace both alarm systems with modern ‘open protocol’ systems which will provide the required fire detection cover.

**It is recommended** that the Environmental Services Committee recommends to Council the purchase and installation of fire detection systems at Flowerfield and Roe Valley Arts Centres for the combined sum of £33,650 (+VAT)

In response to questions, the Director of Environmental Services confirmed that if the unforeseen costs do not occur, the funds allocated for this will not be spent and the proposed open system will be easier maintained than the current system in place.

Proposed by Councillor McAuley  
Seconded by Councillor Beattie and

**AGREED** – to recommend to Council the purchase and installation of fire detection systems at Flowerfield and Roe Valley Arts Centres for the combined sum of £33,650 (+VAT)

**23. ASSET REALISATION & CAR PARKS /CONCESSIONARY TRADING  
NEW CONCESSIONARY TRADING POINTS AT VARIOUS LOCATIONS  
WITHIN THE BOROUGH OF CAUSEWAY COAST & GLENS**

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

The purposes of this Report Item is for Members to consider the procurement and installation of Concessionary Trading points at various sites within the Borough.

Proposal & Analysis

A speculative study has been carried out by respective Asset Realisation & Car Park/Concessionary trading divisions, which has resulted in the below listed sites being considered for progression; -

Whiterocks, Portrush  
Lansdowne Car Park, Portrush  
Christie Park, Coleraine  
Atlantic Circle, Portstewart\*  
Castlerock Promenade  
Garvagh Forest\*

Appendix A (circulated) provides a summarised Architectural Speculative Study concerning each site.

**It is recommended** that Elected Members approve the following to be undertaken -

- An open public tendered auction to take place to gain best revenue receipt.
- 2 year period of contract – commencing 1<sup>st</sup> April 2022, expiring 31<sup>st</sup> March 2024, (which ties in with the previous Concessionary Trading Contracts).
- Carryout the enablement works to facilitate the new Concessionary Points.

A subsequent update report shall be brought to Members as to the outcome of the tendered public auction process.

Councillor McQuillan expressed concern regarding the new concessionary trading point at Castlerock using 2 car parking spaces.

Proposed by Councillor McQuillan  
Seconded by Councillor Holmes and

**AGREED** - To recommend that Council approve:

- An open public tendered auction to take place to gain best revenue receipt.



- 2 year period of contract – commencing 1<sup>st</sup> April 2022, expiring 31<sup>st</sup> March 2024, (which ties i with the previous Concessionary Trading Contracts).
- Carryout the enablement works to facilitate the new Concessionary Points except Castlerock Promenade.

In response to questions, the Director of Environmental Services advised the concessionary trading point at Garvagh Forest would be auctioned subject to planning approval, as this was yet to be granted. The Director of Environmental Services confirmed the auctions would take place at the end of February or beginning of March 2022.

Councillor Bateson spoke on behalf of Councillor C McShane regarding the concessionary trading point at the White Rocks.

In response to questions regarding declaring an interest, the Chair advised that each member needs to decide if they should declare an interest and urged members to do this, if required, before the vote.

Councillors Hunter, McLaughlin and MA McKillop declared an interest at this point and did not vote on this item.

The Chair put the proposal to the vote.

9 Members voted for; 0 Members voted against; 0 Members abstained.

The Chair declared the motion carried.

In response to a question, the Director of Environmental Services advised other options will be considered for the location of the concessionary trading point in Castlerock.

**24. ASSET REALISATION - DECLARATION OF SURPLUS TO REQUIREMENTS ASSET AT LANDS ADJOINING THE ARDREAGH ROAD, AGHADOWEY, COLERAINE, (61'S NW OF AGHADOWEY PRESBYTERIAN CHURCH)**

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

The purpose of this report item is to inform Members that Environmental Services Department do not require a portion of land located adjoining the Ardreagh Road, Aghadowey, Coleraine, (61'ms NW of Aghadowey Presbyterian Church), and as such, wish to declare same surplus.

Proposal

It is an important aspect that in given situations such as this, where legal boundaries are not physically established and the site over-grown, that we clear the site to ensure potential bidders can view the site as a whole, and that legal boundaries are established to define same, via stock proof fencing.

Given this information, it is proposed that the actions therein are carried out to ensure added benefit prior to effective disposal.

**It is recommended** that Elected Members of this Committee approve that the said asset be declared surplus to requirements by Environmental Services Department, and that same is now taken forward by the Asset Realisation Division, to carry-out its relevant actions to achieve best capital receipt via the Land & Property Sub-Committee.

Such works as outlined under the proposal are to be undertaken to leave the site, 'disposal and legal boundary ready', to assist with securing best capital receipt.

Appendix A (circulated) provided further information regarding the site.

In response to questions, the Director of Environmental Services advised the purpose of the report was to establish the land as surplus to Environmental Services. It was further advised the asset owner and the Land and Property Sub Committee would progress the matter further including giving consideration on the potential of selling with planning permission.

Proposed by Councillor Holmes  
Seconded by Councillor McQuillan and

**AGREED** - To recommend that Council approve the said asset be declared surplus to requirements by Environmental Services Department, and that same is now taken forward by the Asset Realisation Division, to carry-out its relevant actions to achieve best capital receipt via the Land & Property Sub-Committee to include progression of obtaining planning permission but not to clear the site or install fencing at this stage.

**25. ASSET REALISATION - DECLARATION OF AN ASSET SURPLUS TO REQUIREMENTS LAND OFF QUEENS STREET, BALLYMONEY, (LOCATED BESIDE NO.13 QUEENS STREET, BALLYMONEY)**

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

The purpose of this report item is to inform Members that Environmental Services Department do not require a strip of land off Queens Street, Ballymoney, (located beside No.13), and as such, wish to declare same surplus.

**It is recommended** Members declare the asset surplus, to allow officers to engage the disposal process via the Land & Property sub-Committee.

In response to questions the Director of Environmental Services confirmed that the land is required to be put forward for disposal if it is not being used by Council and that the financial costs of disposal are minimal.

Proposed by Councillor McAuley  
Seconded by Councillor Mc Lean and

**AGREED** – to recommend to Council to declare the asset surplus, to allow officers to engage the disposal process via the Land & Property sub-Committee.

**26. ASSET REALISATION - DECLARATION OF ASSET SURPLUS TO REQUIREMENTS WATER WELL, ASSOCIATED RIGHT OF WAY & EASEMENT AT LANDS OFF THE MULLAN ROAD, BALLYMONEY**

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

The purpose of this report item is to inform Members that the Environmental Services department do not require a water well, associated right of way and easement at lands off the Mullan Road, Rasharkin, (310metres SW of 125 Mullan Road, Rasharkin), and as such, request that this asset be declared surplus.

**It is recommended** that Members of this Committee declare the asset surplus, thereby allowing asset realisation to carry-out its relevant actions to achieve best capital receipt via the Land & Property Sub-Committee.

Appendix A (circulated) provided further information regarding the site.

Proposed by Councillor McAuley  
Seconded by Councillor McLean and

**AGREED** – to recommend that Council declare the asset surplus, thereby allowing asset realisation to carry-out its relevant actions to achieve best capital receipt via the Land & Property Sub-Committee.

**27. ASSET REALISATION - DECLARATION OF ASSET SURPLUS TO REQUIREMENTS AGRICULTURAL LANDS PREVIOUSLY UTILISED TO ACCESS THE REDUNDANT ARMOY AMENITY SITE – LOCATED OFF THE CARROWREAGH ROAD, ARMOY**

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

The purpose of this report item is to inform Members that Environmental Services Department do not require agricultural lands which was once used to access the dis-used amenity site at Armoyn, located off the Carrowreagh Road, and as such, wish to declare same surplus.

**It is recommended** that Members declare this asset surplus (2 plots which will be held under one disposal 'LOT'), to allow progression to the Land and Property Sub Committee for asset realisation.

Appendix A (circulated) provided further information regarding the site.

Proposed by Councillor MA McKillop  
Seconded by Councillor Hunter and

**AGREED** – to recommend that Council declare this asset surplus (2 plots which will be held under one disposal 'LOT'), to allow progression to the Land and Property Sub Committee for asset realisation.

## **28. PERIOD 7 ES MANAGEMENT ACCOUNTS**

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

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 7.

## **29. ES ZERO BASED BUDGETING – ESTIMATES 2022/23**

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

The purpose of this report to provide Members with initial information on the Environmental Services Zero Based Budgeting Position for Estimates 2022/23.

The Director of Environmental Services presented details of the Zero-Based Budgeting movements. Tables were presented showing the variance from 21/22 budget based on assumptions for increases to salaries and wages, energy and material, as well as loss of income predictions due to COVID-19. A paper will be brought back to consider options for savings and additional income generation

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

Proposed by Councillor McLean  
Seconded by Councillor McQuillan and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9:33pm.

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Chair