



COLERAINE BOROUGH COUNCIL

You are hereby requested to attend a Meeting of Coleraine Borough Council to be held in the Council Chamber, Cloonavin on **TUESDAY** 24 September 2013 immediately following the Planning Committee Meeting.

R WILSON

Town Clerk and Chief Executive

Cloonavin
66 Portstewart Road
COLERAINE

A G E N D A

- 1 Apologies
- 2 Chair's Business
- 3 Declarations of Interest
- 4 Minutes (enclosed):
 - 4.1 Council Meeting – 27 August 2013

(Item 8) Statutory Transition Committee – Letter dated 14 September 2013 from the Minister of the Environment (enclosed)
- 5 Committee Reports (enclosed):
 - 5.1 Planning Committee – 27 August 2013
 - 5.2 Environmental Services Committee – 3 September 2013
 - 5.3 Leisure and Development Committee – 10 September 2013
 - 5.4 Corporate Affairs Committee – 17 September 2013
- 6 Correspondence (enclosed for information)
- 7 Documents for Sealing

To: Each Member of Council

19 September 2013

COLERAINE BOROUGH COUNCIL

COUNCIL MEETING 24 SEPTEMBER 2013

MINUTES BOOKLET

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Meeting	Council
Date and Time	27 August 2013 at 3.15pm
Location	Council Chamber, Cloonavin
Chair	The Mayor, Councillor D Harding
Present	The Deputy Mayor, Councillor M Fielding Aldermen M Bradley, W Creelman, M Hickey, N Hillis and J McClure Councillors C Alexander, C Archibald, D Barbour, Y Boyle, S Cole, P Fielding, B Fitzpatrick, R Holmes, W King, R Loftus, D McClarty and G McLaughlin
In Attendance	Town Clerk and Chief Executive, Corporate Director of Environmental Services, Corporate Director of Leisure and Development, Head of Development Services, Regeneration Manager and Administrative Assistant

1 APOLOGIES

Apologies were recorded for Councillors G Duddy, W McCandless and A McQuillan.

2 CHAIR'S BUSINESS

2.1 Welcome

The Mayor welcomed everyone to the Meeting and extended a special welcome to Councillor McClarty on his return after his recent illness.

2.2 Sympathy

The Mayor advised Members that he had sent a letter of sympathy to Councillor Duddy following the death of his father.

3 'IN COMMITTEE'

It was agreed that a number of items be considered 'In Committee' at the end of the Meeting.

4 MINUTES

The Minutes of the Council Meeting of 23 July 2013 were confirmed and signed.

4.1 Remuneration Panel

The Mayor commented on the successful event held at Flowerfield on 20 August 2013 when the Remuneration Panel met with Councillors within the cluster. Thanks were extended to all Members who had attended. Members were encouraged to submit responses to the Remuneration Panel.

4.2 Roadworks

Reference was made to the disruption in traffic through the major roadworks being carried out in the area, particularly on the Sandelford Bridge.

It was noted that a letter of response from the Roads Service had been included in correspondence. The Divisional Roads Manager had detailed the current work being carried out on the Bridge and the complexities of the improvements.

Following discussion it was agreed that representatives from Roads Service and the P.S.N.I. be invited to attend a future meeting of Council for dialogue on future plans.

5 COMMITTEE REPORT

The Chair, Alderman Creelman, moved the adoption of the Planning Committee Report; this was duly seconded by Alderman McClure.

6 LEISURE AND DEVELOPMENT SERVICES' REPORT

The Report of the Corporate Director of Leisure and Development was considered (previously supplied).

6.1 Coleraine Museum Accreditation Phase 3

Consideration was given to the Accreditation policies and policy statements required for Coleraine Museum Accreditation Phase 3 as detailed in the Report.

Agreed:

That Council approve the adoption of the following:

- Collections Development Policy
- Documentation Policy Statement
- Care and Conservation Policy Statement
- Learning and Access Policy

Councillor McClarty left the Meeting.

6.2 The Future of Vehicle Licensing Services in Northern Ireland Driver and Vehicle Licensing Agency (DVLA) Public Consultation

Councillor P Fielding joined the Meeting during discussion on this item.

The Head of Development Services outlined the present situation regarding the DVLA's proposal to centralise its services in Swansea resulting in the closure of offices around Great Britain and also in Northern Ireland. Coleraine, being the main Driver and Vehicle Agency (DVA) office, could lose approximately 235 jobs and the cumulative impact on the local economy would be severe.

A public consultation on the future of vehicle licensing in Northern Ireland had been launched by DVLA with a closing date for comments of 11 September 2013.

Agreed:

That Council respond to the DVLA consultation appealing that DVA services in Northern Ireland and Coleraine in particular are maintained.

The Head of Development Services would liaise with the DVA and submit a response on behalf of Council. The response would be circulated to Members.

6.3 For Information

Members noted information on the following topics, as detailed in the Report:

- Causeway Museum Service
- Northern Ireland International Airshow – The Corporate Director of Leisure and Development provided an update for members
- Portrush Regeneration Group

7 CHIEF EXECUTIVE'S REPORT

Consideration was given to the Report of the Chief Executive (previously supplied).

7.1 For Information

Members noted information on the following topics, as detailed in the Report:

- Finance
- Review of Public Administration
- Members' Services

Councillor McClarty left the Meeting.

8 NOTICE OF MOTION

The undernoted Motion had been submitted by Alderman Hillis, Councillors Barbour, Harding (Mayor), King and McCandless:

“In accordance with Coleraine Borough Council's Standing Orders 8 and 10, we the above named Members wish to give due notice that we wish to rescind the decision of Coleraine Borough Council on 23 July 2013 regarding the review of public administration in relation to the Statutory Transition Committee, specifically which method of nomination to use and to nominate accordingly.”

Alderman Hillis spoke on the Motion and sought Members' support. The Motion was seconded by Councillor Holmes.

On being put to the Meeting the Motion was carried, ten Members voting in favour and no one voting against.

The Chief Executive advised Members that, due to difficulties in a number of Statutory Transition Committees, the Minister may revisit certain aspects of the guidelines or legislation.

Following discussion it was proposed by Alderman Hillis and seconded by Councillor Holmes:

That Council select five Members on the d'Hondt basis of the current party strength and if the Minister required the d'Hondt basis of the 2011 Election then Council should revert to the original decision agreed on 23 July 2013.

As an amendment it was proposed by Councillor Fitzpatrick and seconded by Councillor Archibald:

That Council nominate individual Members.

At this stage of the Meeting it was agreed to have a five minute adjournment.

On the Meeting being resumed the amendment was lost, three Members voting in favour and six Members voting against.

The substantive motion was then put to the Meeting and it was carried, eight Members voting in favour and two Members voting against.

The Chief Executive advised he would be writing to the Minister regarding the change and the political parties involved were asked to submit names of Members as soon as possible.

The Mayor thanked Members for the exemplary way in which this matter had been dealt with.

9 CORRESPONDENCE

Consideration was given to the following correspondence (previously supplied).

- a) Letter dated June 2013 from the Social Security Agency re Important Welfare Reform Update
- b) Letter dated 16 July 2013 from Strabane District Council re the Impact of Removal of Lottery
- c) Letter of response dated 7 August 2013 from Roads Service re Timing of Network Terminals on Rural Businesses
- d) Letter dated 7 August 2013 from Mrs D F Murphy, Carrickfergus re Visit to Portrush
- e) Bulletin from the District Electoral Areas Commissioner re Public Inquiries in relation to the Provisional Recommendations for the District Electoral Areas in Northern Ireland

Councillor Fitzpatrick left the Meeting.

10 DOCUMENTS FOR SEALING

Resolved:

That the following documents be sealed:

- | | | |
|---|---------------------------------|---|
| 1 | Contract (in triplicate) | Council and Hawthorn Heights Ltd. – Village Renewal Environmental Improvements, Articlave |
| 2 | Contract (in duplicate) | Council and AMS Ltd. – Millburn Community Centre extension and alterations |
| 3 | Contract (in duplicate) | Council and Hawthorn Heights Ltd. – New Play Park, Ballysally |
| 4 | Contract (in duplicate) | Council and Fox Building & Engineering Ltd. – Millburn and Articlave Multi-use Games Area |
| 5 | Assignment (in duplicate) | Council to C & S Magee – Land at Rear of 8 Somerton Lodge, Coleraine |
| 6 | Transfer of Land (in duplicate) | Council to E & E Nellins – Land at 27 Ardbeg Drive, Coleraine |
| 7 | Contract (in duplicate) | Council and Lagan Construction Ltd. – Castlerock and White Rocks EI Scheme |
| | | Grant of Right of Burial – Deeds Register |

8	Cemetery Titles	Nos. 4035 – 4044 inclusive:
		Agherton 2
		Ballywillan 2
		Coleraine 3
		Kilrea -
		Portstewart 3

11 ANY OTHER BUSINESS

11.1 Paving Stones Tribute – First World War

Reference was made to the Paving Stones tribute for First World War Victoria Cross recipients. The Corporate Director of Leisure and Development was asked to investigate if there were any eligible recipients in the Borough.

11.2 Study Trip – Magilligan Prison

An update was requested on the proposed Study Trip to Magilligan Prison. The Chief Executive would investigate the matter.

11.3 Camper Van Facility - Portrush

The Corporate Director of Leisure and Development would provide an update on the current position regarding the camper van facility in Portrush.

11.4 Parking Spaces – Portrush

Reference was made to the shortage of parking spaces in and around Portrush.

The Chief Executive advised Members that the matter was currently being addressed.

Meeting	Planning Committee
Date and Time	27 August 2013 at 2.30pm
Location	Council Chamber, Cloonavin
Chair	Alderman W Creelman
Present	The Mayor, Councillor D Harding, The Deputy Mayor, Councillor M Fielding Aldermen M Bradley, M Hickey, N Hillis and J McClure Councillors C Alexander, C Archibald, D Barbour, Y Boyle, S Cole, B Fitzpatrick, R Holmes, W King, R Loftus, D McClarty and G McLaughlin
In attendance	Mr M Wilson, Planning Service, Principal Administrative Officer and Administrative Assistant

1 APOLOGIES

Apologies were recorded for Councillors G Duddy, P Fielding, W McCandless and A McQuillan.

2 CHAIR'S BUSINESS

The Chairman welcomed everyone to the Meeting and extended a special welcome to Councillor McClarty on his return after his recent illness.

Councillor McClarty said that he was delighted to be back and thanked everyone for the good wishes he had received over the past few months.

3 PLANNING APPLICATIONS

A list of eighteen applications was presented for consideration (previously supplied).

3.1 Applications Deferred from Previous Meeting

Application D1 C/2007/0172/F - Apartment development of 3 blocks (36 units). 2 blocks addressing Mountsandel Road. D1 and D2 (2.5 storeys to Mountsandel Road). 1 block addressing River Bann – D3 (4 storeys and carparking). Total no. of apartments 36. Access from Mountsandel Road. At 23 Mountsandel Road, Coleraine for Kennedy Group Properties.

The opinion of the Planning Service was to refuse. Agreed.

Application D2 C/2009/0561/F 48 room nursing and palliative care home and associated site works off Strand View Cottages, Castlerock for NI Healthcare.

The opinion of the Planning Service was to approve. Agreed.

Application D3 C/2012/0084/F Proposed replacement dwelling (change of house type from previously approved application C/2008/0277) at 58 Burnside Road, Portstewart for Mr and Mrs McPeak.

The opinion of the Planning Service was to approve. Agreed.

Application D4 C/2012/0269/F Replacement of existing vacant dwelling with proposed single dwelling house with attached garage at 41 Temple Road, Garvagh for Higgins Brothers.

The opinion of the Planning Service was to approve. Agreed.

Application D5 C/2012/0428/F Farm diversification to provide paintball game zones, associated parking and changing/storage facilities to replace existing fishing shelter 150m south east of 39 Ballylagan Road, Coleraine for Mr D Campbell.

The opinion of the Planning Service was to approve. It was proposed by Councillor McClarty and seconded by Councillor Fitzpatrick that the application be referred to the Minister of the Environment.

On being put to the meeting the proposal was carried, four members voting in favour and no one voting against.

Application D6 C/2013/0049/F Proposed internal re-configuration, ground floor extension and replacement of flat roof to pitched roof with additional accommodation within for Colin and Sheenagh Fletcher.

The opinion of the Planning Service was to approve. Agreed.

3.2 New Applications

Mr Wilson enlarged on the new applications listed on the planning schedule and the recommendations were accepted subject to the following:

Application C/2013/0071/F Two storey extension of building in the form of a ground floor and basement at 5 Gortnamoyagh Road, Garvagh for Mr and Mrs J B McNicholl.

The opinion of the Planning Service was to refuse.

Agreed on the proposal of Councillor Loftus and seconded by Alderman McClure that the application be deferred for one month to facilitate an office meeting on the grounds that all material planning considerations had not been assessed.

Application C/2013/0104/F Proposed change of use from two storey dwelling to restaurant with first floor extension at West Strand House, 2 Castle Erin Road, Portrush for Mr M Love.

The opinion of the Planning Service was to approve.

It was proposed by Alderman Hillis and seconded by The Mayor that the application be deferred for one month to facilitate an office meeting on the grounds that all material planning considerations had not been assessed.

It was further proposed by Councillor Alexander and seconded by Alderman Hickey that Council support the approval.

On being put to the meeting, the proposal for an office meeting was lost, five members voting in favour and eleven members voting against.

Agreed that the application be approved.

The Deputy Mayor, Councillor M Fielding, arrived at the meeting during discussion on this application.

Application C/2013/0136/F Proposed residential scheme comprising 7 no. apartments and associated car parking, site and access works (reduction in density from 12 no. apartments approved under C/2007/0956/F at Nos. 1, 2, 79a and 79b Causeway Street, Portrush for C and E Developments Ltd.

The opinion of the Planning Service was to approve.

Agreed on the proposal of Councillor Alexander and seconded by the Deputy Mayor that the application be deferred for one month to facilitate an office meeting on the grounds that all material planning considerations had not been assessed.

Alderman M Bradley arrived at the meeting during discussion on this application.

Application C/2013/0162/O Proposed dwelling and garage approximately 40m north east of 19 Mullan Road, Kilrea for Mr L Bradley.

The opinion of the Planning Service was to refuse.

Agreed on the proposal of Councillor Loftus and seconded by Alderman Hickey that the application be deferred for one month to facilitate an office meeting on the grounds that all material planning considerations had not been assessed.

Application C/2013/0193/O Site for farm dwelling approximately 300m north of 58 Green Road, Castlerock for Mr M Tanner.

The opinion of the Planning Service was to refuse.

Agreed on the proposal of Councillor King and seconded by Alderman Hillis that the application be deferred for one month to facilitate an office meeting on the grounds that all material planning considerations had not been assessed.

Application C/2013/0230/O Outline application for off site replacement of existing vacant dwelling under PPS 21 CTY3 at 12 Altikeeragh Lane, Castlerock for Mr J Clarke.

The opinion of the Planning Service was to refuse.

Agreed on the proposal of Councillor King and seconded by Councillor Fitzpatrick that the application be deferred for one month to facilitate an office meeting on the grounds that all material planning considerations had not been assessed.

4 OFFICE MEETINGS

It was noted that the Office Meetings would be held on Friday 20 September 2013.

5 CORRESPONDENCE

Planning (General Development) (Amendment No. 2) Order (Northern Ireland) 2013

Read letter from the Department of the Environment, Planning Policy Division, dated 19 August 2013 (previously supplied), informing members that the Statutory Rule entitled "The Planning (General Development) (Amendment No. 2) Order (Northern Ireland) 2013" (S.R. 2013 No. 210) would come into operation on 30 August 2013. Noted.

Meeting	Environmental Services Committee
Date and Time	3 September 2013 at 6.30pm
Location	Loughanhill Depot
Chair	Councillor C Archibald
Present	Alderman M Bradley Councillors S Cole, G Duddy, B Fitzpatrick, R Holmes, W King and R Loftus
In Attendance	Town Clerk and Chief Executive, Corporate Director of Environmental Services, Corporate Director of Leisure and Development, Head of Operations, Head of Estates and Facilities, Head of Health and Built Environment, Business Support and Administration Manager (ES), Business Support and Administration Manager (CE), Business Support Assistant (CE).

1 WELCOME

The Chairman welcomed everyone to the first Committee Meeting under the new Committee structure.

2 CHAIR'S BUSINESS

The Chief Executive explained the revised agenda layout and the rationale for the changes.

3 DECLARATION OF INTEREST

No declarations of interest were stated.

4 ELECTION OF VICE CHAIR

Recommended: On the proposal of Councillor Loftus and seconded by Councillor Fitzpatrick, that Councillor King be elected Vice Chair of the Environmental Services Committee for 2013 – 2014.

5 DATE AND TIME OF MEETINGS

Members' views were sought on suggested dates and times of Committee Meetings. (Timetable of Meetings 2013/2014 previously circulated).

Recommended: That the current schedule of dates and times for meetings be retained.

6 REQUEST FOR PRESENTATION – ALZHEIMER'S SOCIETY

The Chief Executive gave details on the current procedure for receiving presentations. It was noted that each presentation was treated on an individual basis and that there was no policy in place to govern such requests. Members' views were sought as to whether presentations should be heard at Council or Committee Meetings.

A proposal made by Councillor Fitzpatrick that presentations relating to Environmental Services Department should be presented at that Committee Meeting failed to find a seconder. Councillor Fitzpatrick withdrew his proposal.

Recommended: On the proposal of Alderman Bradley and seconded by Councillor Loftus that, given the Society's current work with Council to make Coleraine a dementia friendly Borough, the presentation by the Alzheimer's Society be presented at a Council meeting.

7 ENVIRONMENTAL SERVICES REPORT

The Corporate Director of Environmental Services welcomed everyone to the first Environmental Services Committee Meeting; he explained the new layout of the Report before it was considered (previously supplied).

7.1 Dereliction Intervention Funding

Council had previously submitted bids for 5 sites to the Department of the Environment (DoE) for: Garvagh Town; Bridge Street, Coleraine; Kerr Street, Portrush; Strand Hotel, Portstewart; and Causeway Street Apartments, Portrush. DoE had since clarified that intervention funding would not be made available for the Strand Hotel or Causeway Apartment sites, due to ongoing considerations and/or costs.

The Department had also confirmed that the derelict premises formerly trading as Brook's Wine Bar would also qualify for funding associated with the Revitalise Coleraine Scheme.

It was proposed that the current offer of £140,000 funding would be allocated as follows:

Bridge Street, Coleraine	£25,000
Park Street, Coleraine	£30,000
Kerr Street, Portrush	£25,000
Garvagh town	£60,000

A full discussion ensued during which a number of Members requested that the maximum possible funding be directed towards Garvagh. Officers confirmed that details of schemes would be brought back to the October meeting of Committee.

Recommended: That Council agree expenditure of £140,000 Dereliction Intervention Funding as presented, in principle.

7.2 Formal Adoption of Better Regulation Strategy

Members were advised that the aims of the Better Regulation Strategy were to reduce the regulatory burdens on businesses and in doing so to encourage and assist the competitiveness and growth of Northern Ireland businesses. Given Council's key role in enforcing regulations, Members were asked to consider formal adoption of the strategy, which could be achieved at no cost to Council.

Recommended: That Council formally adopts the Better Regulations Strategy and agrees that it be extended to all Northern Ireland Local Authorities.

7.3 Business Plans

Mr Aidan Mullan, Head of Operations; Ms Valerie Shields, Business Support and Administration Manager (ES); Mr John Richardson, Head of Estates and Facilities and Mrs Jackie Barr, Head of Health and Built Environment were introduced to the meeting.

The 4 Environmental Services' officers each made a short presentation to Committee on the business plans for their service areas. Members noted that the planning process for the 2014/2015 year would begin early in 2014 when they would have an opportunity to consider and comment at an early stage on draft plans.

Recommended: That Council support the Business Planning process and seek the production of draft plans for all services provided through the Environmental Services Department for Council's consideration in advance of the 2014/2015 year.

7.4 Road Races (NI) Amendments Bill

Members' views were sought on recent consultation results in relation to road closure flexibility around the North West 200 (NW 200) and how Council should respond to DRD Roads Service on the issue.

It was noted that the reputation and value of the NW 200 as an international event was significant both in local and regional terms and that the event stimulated spend across a variety of business sectors, generating a positive public relations image for the Borough on a world wide stage.

Major challenges, particularly in relation to the bad weather that forced the 2011 and 2013 races to be abandoned, had significantly impacted on the financial viability of the organising club, those attending the event/non event and the longer term appeal of the NW 200 as a spectator event.

Members noted the outcome of the local consultation on proposed amendments to the 1986 Order.

Recommended: That Council welcomes the provision identified from the local consultation process and the flexibility facilitated by the proposed Road Races (Amendment) Bill.

It was further recommended that Council does not support Sunday road closure as a contingency day.

7.5 Tenancy Deposit Scheme

The Corporate Director of Environmental Services enlarged on the introduction of this Scheme under the Tenancy Deposit Scheme Regulations (NI) 2012 and explained that, from 1 April 2013, any deposit for a private tenancy taken by a landlord or agent would be protected in an approved tenancy deposit scheme set up by the Department for Social Development (DSD).

It was noted that DSD had appointed 4 scheme administrators and that Council officers had the power to issue fixed penalties to landlords who had not complied with the requirements of the Scheme.

Recommended: That Council agree to the set up of a fixed penalty, to the amount of £500 per person or twice the deposit whatever is the greatest amount, for a landlord or agent holding a deposit which had not been secured or insured with one of the 4 approved scheme administrators.

9 FOR INFORMATION

9.1 Building Control Report

Information relating to the processing of Building Control and Property Certificate applications was noted.

9.2 Outcome of Legal Proceedings

9.3

Information relating to legal proceedings was noted as follows:

Details		Result
Defendant	Paul Johnston	Case Dismissed
Address	30 Thornlea Drive, Coleraine BT52 1X	
Offences	Discarding litter contrary to Article 3(1) of the Litter (NI) Order 1994	

Background	On 5 November 2012 the Enforcement Officer responded to complaint of waste being dumped at the rear of a property. A fixed penalty was issued to defendant which remained unpaid. The case was dismissed when Judge decided that there was not enough evidence to support the case.	
Defendant	Jessie Scott	Fine: £80
Address	74 Quickthorn Place, Coleraine BT52 2HA	Legal Costs: £75
Offences	Discarding litter contrary to Article 3(1) of the Litter (NI) Order 1994	Court Costs: £16

Background	On 8 February 2013 the Enforcement Officer responded to complaint of bags dumped in Hawthorn Place, Coleraine. A fixed penalty was issued to defendant which remained unpaid. A case was prepared for court and the defendant was convicted.	
Defendant	Kenneth Billard	Fine: £50
Address	11 Riverview Avenue, Coleraine BT51 3JA	Legal Costs: £75
Offences	Failing to respond to Article 20 Notice;	Court Costs: £38
Background	On 26 October 2012 the Enforcement Officer observed defendant discarding litter from his vehicle. An Article 20 notice was sent to defendant to request information and this was not returned. A case was prepared for court and the defendant was convicted.	
Defendant	Hayley Robinson	Fine: £Nil
Address	5 Mount Street, Coleraine BT52 1HG	Legal Costs: £270
Offences	Discarding litter contrary to Article 3(1) of the Litter (NI) Order 1994	Court Costs:
Background	The Enforcement Officer responded to complaints about litter dumped at Mountsandel Road. A fixed penalty was issued to the defendant which remained unpaid. A case was prepared for court and the defendant was convicted.	

10 CORRESPONDENCE

10.1 Timing of Network Infrastructure Works

Read letter dated 26 August 2013 from Department for Regional Development re works at Sandelford Bridge. Noted.

11 ANY OTHER BUSINESS

11.1 Railings at Portstewart Crescent

At a Member's request, the Chief Executive undertook to request Department of Environment Roads Service to provide rail barriers along the Portstewart Crescent from the Witches Hat to the beginning of the steps to the Convent walk.

11.2 Mullaghacall Lane, Portstewart – Ownership

At the request of a Member, the Head of Estate and Facilities undertook to investigate ownership of the laneway at Mallaghacall, between Mill Road and Sunset Park.

11.3 Bin Lorry Safety at Caravan Sites

A Member raised concerns regarding the dangers surrounding bin lorries reversing into caravan sites and the risk associated with small children.

The Corporate Director of Environmental Services advised that the Health and Safety Officer was currently investigating this matter.

11.4 Station Square, Portrush - Lighting

At the request of a Member, the Corporate Director of Leisure and Development undertook to investigate the functionality of the lighting system at Station Square.

Meeting	Leisure and Development Committee
Date and Time	10 September 2013 at 6.30pm
Location	Coleraine Leisure Centre
Chair	Councillor W McCandless
Present	Aldermen M Hickey, N Hillis and J McClure Councillors Y Boyle, P Fielding and A McQuillan
In Attendance	Town Clerk and Chief Executive, Corporate Director of Leisure and Development, Head of Development Services, Healthy Living and Sports Manager and Administrative Assistant

1 WELCOME

The Chair welcomed everyone to the first Committee Meeting under the new Committee structure.

2 APOLOGY

An apology was recorded for Councillor Barbour.

3 CHAIR'S BUSINESS

The Chief Executive explained the revised Agenda layout and the rationale for the changes.

4 DECLARATIONS OF INTEREST

No declarations of interest were stated.

5 ELECTION OF VICE CHAIR

Recommended: On the proposal of Councillor Boyle and seconded by Alderman McClure that Alderman Hickey be elected Vice Chair of the Leisure and Development Committee for 2013-2014.

6 DATE AND TIME OF MEETINGS

Members' views were sought on the suggested dates and times of Committee Meetings (Timetable of Meetings 2013/2014 previously circulated).

Recommended: That the current schedule of dates and times for meetings be retained.

7 REQUESTS FOR PRESENTATIONS

The Chief Executive gave details on the current procedure for receiving presentations. It was noted that each presentation was treated on an individual basis and that there was no policy in place to govern such requests. Members' views were sought as to whether the following presentations should be heard at Council or Committee Meetings.

7.1 Advice NI

Recommended: That the presentation from Advice NI be presented at a Meeting of the Leisure and Development Committee.

7.2 Translink

Recommended: That the presentation from Translink be presented at a Council Meeting.

8 LEISURE AND DEVELOPMENT SERVICES' REPORT

Consideration was given to the Leisure and Development Services' Report (previously supplied).

8.1 Leisure and Development – General Overview

The Corporate Director of Leisure and Development presented Members with a general overview of the organisational structure, financial resources, roles/responsibilities and current work priorities in the Leisure and Development Directorate.

8.2 Refurbishment of Harpur's Hill Community Centre

The Corporate Director of Leisure and Development advised members that the Harpur's Hill Community Centre was in a very poor state of repair and that consequently it was greatly underused. He stated that the Centre currently provided space for various groups and that refurbishment would generate greater usage of the building and increase the viability of the facility.

Members noted that Harpur's Hill was identified as an Area at Risk within the Department of Social Development's (DSD) programme and that refurbishment of the building was included in the Council's Capital Programme.

Capital costs were estimated at £400,000 with proposed funding sources as follows:

- £100,000 DSD
- £300,000 Council/other funding.

Recommended: That Council accepts the provisional offer of £100,000 from DSD for the refurbishment of Harpur's Hill Community Centre and agrees to match fund the project.

8.3 Replacement Crane for Coleraine Marina

Members were advised that in 2012 the Marina crane had been decommissioned having failed a structural inspection. The crane had been operated by the Marina Superintendent and was used to lift boats throughout the season.

A suitable second hand crane had been identified in Lyme, Manchester at a cost of £32,500.00 plus VAT.

Members considered the business case for replacing the crane and noted the impact of it not being replaced.

Recommended: That Council proceed with the purchase of the WISE 20T crane at a cost of £32,500.00 plus VAT.

8.4 Journey to Market

Members were advised that this project was designed by the officer team to prepare 30 local craft and food producers to bring their products to the public through the Causeway Speciality Market. An application for funding of the project to Invest Northern Ireland and the European Sustainable Competitiveness Programme 2007-2013 had been successful, with an offer of £108,471.00 secured (75%). The Programme would run until December 2015 and would consist of seminars, one to one mentoring, best practice visits and the creation of additional trading space through the provision of an enhanced customised stall area and refrigeration facilities.

Recommended: On the proposal of Alderman Hickey and seconded by Councillor P Fielding that Council accepts the Letter of Offer for £108,471.00 for the Journey to Market project and agrees match funding of £36,157 over three years.

8.5 'Bus Stop' Project

Councillor McQuillan joined the Meeting.

It was noted that the 'Bus Stop' project, designed by the officer team, aimed to promote self employment as an option to graduates and students at the University of Ulster, Coleraine and focused on key relevant sectors that reflected Coleraine's sales proposition. An application for funding to Invest Northern Ireland and the European Sustainable Competitiveness Programme 2007-2013 had been successful, with an offer of £81,372.00 secured (75%). The total project costs were £108,496.00 and the project would run until December 2015 seeking to develop and create a cluster of indigenous small businesses that operate in the 'big data' world.

Recommended: On the proposal of Councillor Boyle and seconded by Alderman Hickey that Council accepts the Letter of Offer for £81,372.00 for the 'Bus Stop' project and agrees match funding of £27,124.00 over three years.

8.6 Local Democracy Week 2013 – Use of Council Chamber

The Head of Development Services advised Members that Local Democracy Week 2013 would run from 14 – 20 October 2013. Activities were usually led locally by the Community Development Team of Council in partnership with the North East Education and Library Board (NEELB) Youth Service. The Youth Service Local Lead Officer, Mr Eugene Stewart, had put forward a new proposition this year which included a request for the members of NEELB Youth Council, supported by Youth Officers, to use the Council Chamber for an event to take place on the evening of 17 October 2013. The young people would participate in their own debates and all Members would be welcome to come along to the Public Gallery to listen and meet them for refreshments afterwards.

Recommended: That Council approve the use of the Chamber to host this event for Local Democracy Week 2013.

8.7 Remembering the Victims of the 1973 Coleraine Bomb

Following the 40th Anniversary of the Coleraine Bomb Memorial Service Council agreed that:

“The erection of a memorial for the victims of the 1973 bomb in Coleraine be discussed at a meeting of one of the new Committees when created in September”.

Discussion took place regarding the best way in which to proceed with the matter. Members acknowledged the sensitivity of this issue and that it needed to be considered carefully.

Recommendation: That the opinions of the families be sought and the findings be brought back to a future meeting of Committee.

9 FOR INFORMATION

9.1 Campervan Facility Update

Members noted that the campervan facility at Sandhill Drive was now fully operational and provided ten overnight parking bays with an additional two service bays for fresh water, grey waste and leisure battery charging. Whilst the facility had been open for use since June, the commission of the Aire's Unit and the pay and display machine had been delayed and were not operational until Thursday 15 August 2013 with stage one practical completion. The facility would be checked regularly and, during the start up period, any initial issues identified would be addressed.

9.2 Dunluce Centre

It was noted that the Dunluce Centre would close on 30 September 2013. Options in respect of this facility, the Metropole site and the Recreation Grounds at Portrush were being examined by V4 Services through a market testing process.

9.3 NI International Airshow

The 2013 NI International Airshow took place on Saturday 31 August and Sunday 1 September at West Bay, Portrush with an estimated 100,000 people attending the event.

It was noted that, following the announcement that Jeff Brownhut intended to retire, the officers would now review the purpose and nature of the event in order to develop the content and delivery for future years. A report would be brought back to Committee.

9.4 Causeway Museum Service

Members noted the following dates for their diaries:

- Official launch of Coleraine 400 Exhibition – 7.30pm 23 September 2013
- 'Heritage Practice in Contested Spaces' Seminar – 23/26 September 2013 in Roe Valley Arts & Cultural Centre
- North East PEACE III Cultural Fusions finale – 1.45pm – 6.30pm 26 September for River Bann boat trip. Spaces limited so please book in advance.

10 Any Other Business

10.1 Temporary Toilets – Portrush

Reference was made to the siting of the temporary toilets at Lansdowne, Portrush and the problems caused by the closure of the toilets at Dunluce Avenue.

Members' comments would be passed to the Corporate Director of Environmental Services.

10.2 Residential Home – Water Charges

A query was raised regarding a Residential Home being charged for water by Council.

The matter would be passed to the Corporate Director of Environmental Services for investigation.

10.3 Council Working Groups

Following a query regarding Council Working Groups the Chief Executive advised that a Report would be presented to the Corporate Affairs Committee on 17 September 2013.

Meeting	CORPORATE AFFAIRS COMMITTEE
Date and Time	17 September 2013 at 6.30pm
Location	Bann View Committee Room
Chair	Alderman M Bradley
Present	The Mayor, Councillor D Harding, The Deputy Mayor, Councillor M Fielding Aldermen M Hickey and J McClure Councillors C Alexander, G Duddy and D McClarty
In Attendance	Town Clerk and Chief Executive, Head of Central Services, Head of Finance, Business Support Assistant (CE).

1 WELCOME

The Chair welcomed everyone to the first Committee Meeting under the new Committee structure.

2 CHAIR'S BUSINESS

The Chief Executive explained the revised agenda layout and the rationale for the changes.

2.1 Sympathy

The Chair and Members extended condolences to the families who had lost loved ones in tragic circumstances at the weekend. Letters of condolence would be sent to the families.

2.2 Best wishes

The Chair and Members extended best wishes for a full recovery to the man who got into difficulties in the water at Portstewart Harbour on Saturday 14 September and a letter would be sent.

3 DECLARATION OF INTEREST

One declaration of interest was stated by the Chief Executive in relation to item 4.1.

4 ELECTION OF VICE CHAIR

Recommended: On the proposal of Councillor Duddy and seconded by Alderman McClure that Councillor McClarty be elected Vice Chair of the Corporate Affairs Committee for 2013 – 2014.

5 DATE AND TIME OF MEETINGS

Members' views were sought on suggested dates and times of Committee Meetings. (Timetable of Meetings 2013/2014 previously circulated). The Committee deferred agreeing a date and time for future meetings until the update of the governance arrangements had been completed.

6 CHIEF EXECUTIVE'S REPORT

The Chief Executive welcomed everyone to the first Meeting of the Corporate Affairs Committee; he explained the new layout of the Report before it was considered (previously supplied).

6.1 Council Working Groups and Representation on External Bodies

Members reviewed the existing internal and external working groups' structure and Committee representatives for 2013/14. Officers had previously assigned these groups to an appropriate Committee; ie. the Environmental Services, Leisure and Development or Corporate Affairs. Members' opinions were sought on the assimilation of the various Council working groups into the new Committee structure.

Recommended: Following discussion of those working groups assigned to Corporate Affairs, it was recommended that the following groupings should become redundant and should cease to exist and that their respective work should become the responsibility of the Corporate Affairs Committee:

- Equality Working Group
- Gender Action Working Group
- Governance Working Group
- Human Resources Group
- ICE Programme – Regional Governance Group
- Planning Working Group

It was further recommended that should any issues arise relating to any of the proposed ceased Committees, these could be addressed at a Sub Committee level.

6.2 Review of Governance Arrangements - Committee Structure

The Mayor joined the Meeting.

At the Governance Working Group Meeting in August Members reviewed their previous considerations of the new Committee structures. It was noted that the revised governance arrangements were in a 'pilot' period and that revisions could be recommended to Council at any time.

Recommended: That Council adopts the two Council meetings per month model for the remainder of the governance 'pilot' period.

Councillor McClarty left the Meeting.

7 FOR INFORMATION

7.1 Finance

7.1.1 Accounts

Members had previously received accounts for August 2013 for information.

7.1.2 Councillors Allowance

The Department of the Environment had agreed maximum rates of allowances payments to Councillors under the Local Government Regulations (Northern Ireland) 2012. A 1% increase had been agreed for both Councillors Allowance and Special Responsibility Allowance with effect 1 April 2013.

7.2 Review of Public Administration

7.2.1 Consultation on Procedures for the Recruitment and Selection of Clerk and Chief Executive in the 11 new Councils

The Chief Executive gave details relating to a consultation document issued by the Local Government Staff Commission to each of the 11 Statutory Transition Committees with regard to recruitment and selection of Clerk and Chief Executive position in the new Council. The Statutory Transition Committee was preparing a response to the consultation and results would be fed back to Committee in due course.

The Chief Executive, having declared an interest in this topic, took no part in the discussion.

7.2.2 Resignation of Councillor G McLaughlin

Members were advised that having served for over 20 years, Councillor G McLaughlin had submitted his resignation from Council with effect from 24 September 2013. The Electoral Officer had been notified and had confirmed that he had written to the Nominating Officer of the SDLP seeking the Party's nominee to fill the vacancy within a 30 day period.

Members would be kept informed on progressions for filling the vacancy.

7.2.3 Second Tranche Guidance Associated with Local Government (Statutory Transition Committees) Regulations (Northern Ireland) 2013

The Chief Executive provided information to Members on a second piece of guidance in respect of Local Government (Statutory Transition Committees) Regulations (Northern Ireland) 2013, that would aid Councils to establish and operate Statutory Transition Committees.

The guidance mainly focused on financial aspects of a Statutory Transition Committee (STC) and the budget for the STCs would be split evenly between the four merging Councils, it was noted that the budget for the Shadow Council would be allocated based on a proportionate method.

8 MEMBERS' SERVICES

8.1 Forecast of Key Council Events for Period mid September – 31 October 2013

Committee noted information on the Forecast of Key Council Events for period mid September – 31 October 2013 as contained in the report.

9 CORRESPONDENCE

9.1 Replacement of Housing Benefit for Rates

Read letter dated 22 July 2013 from the Department of Finance and Personnel regarding the outcome of the preliminary consultation and providing details of a second consultation paper. Noted.

9.2 Appointment of 1 District Councillor to the Northern Ireland Fire and Rescue Service Board

Read letter dated 10 September 2013 from the Department of Health, Social Services and Public Safety providing details of the post and how to apply. Noted.

9.3 Local Government Reform — Filling Posts in New Councils

Read letter dated 11 September 2013 from the Minister of the Environment re Local Government Reform, stating that the only vacancy to be filled by open competition would be that of Clerk and Chief Executive for the new Council. Noted.

9.4.1 Changing the Date of Local Elections

Read letter dated 16 September 2013 from the Northern Ireland Office to the Northern Ireland Local Government Association (NILGA). The date scheduled for the local election in Northern Ireland would be 22 May 2014. Noted.

A copy would be circulated to Members for information.

9.4.2 Establishment of DVA Working Group

Read email dated 16 September 2013. A Working Group had been organised and would meet in order to implement decisions relating to the possible DVA job losses. It was noted that the Working Group should ideally include representatives of each local Council in the Causeway Coast and Glens cluster with perhaps a Member and officer from each Council.

Recommended: That the Mayor and two senior officers represent Council at these meetings and in the event of the Mayor being unavailable, the Deputy Mayor would attend.

10 ANY OTHER BUSINESS

10.1 Circulation of Agendae and Attendance at Committee Meetings

On the request of a Member it was suggested that all Members should receive a copy of each Committee agenda regardless of whether they sit on that Committee or not. Members further discussed the possibility of attending a Committee meeting they did not represent.

Recommended: That each Member should receive a copy of all Committee agendae, for information and that only Committee Members can attend Committee Meetings.

10.2 Requests for Presentations

The Chief Executive gave details on the current procedure for receiving presentations. It was noted that each presentation was treated on a case by case basis and that there was no policy in place to govern such requests. However, guidance on the structure of presentations was issued to those organisations accepted to present to Council.

Members' views were sought as to whether the following presentation should be heard at a Council or Committee Meetings.

10.2.1 The Samaritans

A request had been received from Samaritans to present to Council. A discussion ensued on the topic.

Recommended: On the proposal of Councillor Alexander and seconded by Alderman Hickey that the presentation from Samaritans be presented at the next meeting of the Corporate Affairs Committee.