



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** 17 December 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 – 26 November 2013
- 5 Committee Reports (enclosed):
 - 5.1 Planning Committee – 26 November 2013
 - (Item 7 ii)** Consultation Response re Mineral Development Act (NI) 1969 – Applications from Lonmin (NI) Ltd for mineral prospecting rights (Report enclosed)
 - 5.2 Environmental Services Committee – 3 December 2013
 - (Item 5.4.2)** Consultation Response re Draft Guidance on the Selection and Designation of Marine Conservation Zones in the Northern Ireland Inshore Region (Report enclosed)
 - 5.3 Corporate Affairs Committee – 4 December 2013
 - (Item 6.4)** Domain Address for Website (Report enclosed)
- 6 Leisure and Development Services Report (enclosed)
 - (Item 7)*** Journey to Market **(In Committee)**
 - (Item 8)*** COLLAGE **(In Committee)**
 - (Item 9)*** Tender Report for Appointment of Contractor of Phase 1 Rugby Avenue **(In Committee)**

(Item 10)* For information: East Strand Portrush Environmental Improvement Scheme and subsequent reinstatement works (legal) **(In Committee)**

- 7 Correspondence (enclosed)
- 8 Documents for Sealing
- 9 Any other business

* **Recommended for consideration "In Committee".**

To: Each Member of Council

12 December 2013

Meeting	Council
Date and Time	26 November 2013 at 7.25pm
Location	Council Chamber, Cloonavin
Chair	The Mayor, Councillor D Harding
Present	Deputy Mayor, Councillor M Fielding Aldermen M Bradley (Items 1 – 7), W Creelman, M Hickey, N Hillis and J McClure Councillors C Alexander, C Archibald, S Cole, B Fitzpatrick, R Holmes (Items 1 – 10.1.2), W King, R Loftus, W McCandless, A McQuillan and S Quigley
In Attendance	Town Clerk and Chief Executive, Corporate Director of Environmental Services, Corporate Director of Leisure and Development, Head Of Central Services, Head of Finance, Operations Manager and Clerical Officer Ms D Mackle, Divisional Roads Manager and Mr A Montgomery, Section Engineer, DRD Roads Service and Constable C O'Neill, Traffic Management Branch, PSNI (Items 1 – 3)

1 APOLOGIES

Apologies were recorded for Councillors Barbour, Boyle, Duddy, P Fielding and McClarty

2 CHAIR'S BUSINESS

2.1 Welcome

The Mayor welcomed everyone to the meeting, especially the representatives from Roads Service and PSNI.

2.2 Best Wishes

The Mayor informed members that he had been in contact with Councillor McClarty and had conveyed Council's best wishes for his speedy recovery.

2.3 Incidents within the Community

The Mayor condemned the recent attacks that had occurred within the Borough and encouraged anyone with information to contact the PSNI.

2.4 Philippines Disaster Appeal

The Mayor had met with Filipino nurses to discuss aid for this Appeal and advised that 88 boxes of aid had, to date, been sent from the Coleraine area having been co-ordinated through St Malachy's and that he had agreed to support a charity concert in aid of the Appeal.

3 ROADS SERVICE NORTHERN DIVISION – INTERIM REPORT 2013/2014

Ms D Mackle, Mr A Montgomery and Constable C O'Neill briefed members on the road works which had taken place on the Sandelford Bridge during the 2013 summer months and issues which would be given consideration for future schemes including:

- Safety of the travelling public and workers;
- Impact of the road works;
- The timing of the road works;
- Consultation with the PSNI.

Ms Mackle and Constable O'Neill then answered members' questions. At this point Constable O'Neill withdrew from the meeting.

Ms Mackle and Mr Montgomery went on to summarise the Interim Report for 2013/14 which included:

- The new boundary for the Northern Division, due to change in April 2014, which would include Carrickfergus and Newtownabbey but would no longer include Londonderry;
- Winter Service;
- Progress on road and footway resurfacing;
- Progress on Traffic Schemes;
- Works required for the Giro D'Italia.

The representatives answered members' various questions, following which they withdrew from the meeting.

The meeting adjourned for a short break.

4 'IN COMMITTEE'

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

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 MINUTES

The Minutes of the Council meeting of 22 October 2013 were confirmed and signed.

7 COMMITTEE REPORTS

7.1 Planning Committee

In the absence of the Chair, Councillor Archibald moved the adoption of the Planning Committee Report; this was duly seconded by Councillor Fitzpatrick and agreed.

7.2 Environmental Services Committee

The Chair, Councillor Archibald, moved the adoption of the Environmental Services Committee Report; this was duly seconded by Councillor Loftus.

The Corporate Director of Environmental Services gave a brief summary of the topics contained in the Committee Report and answered questions on various issues.

7.2.1 Proposed Dog Control Orders

The recommendation of the Environmental Services Committee on the proposed Dog Control Orders was discussed.

Agreed: That Council ratify Committee's recommendation on Dog Control Orders.

7.2.2 Sustainable Development Statutory Duty

The recommendation of the Environmental Services Committee on Sustainable Development Statutory Duty was discussed.

Agreed: That a draft report be sent to the Office of the First Minister and Deputy First Minister to demonstrate that Council was making an appropriate contribution to the delivery of the strategic objectives under the Northern Ireland (Miscellaneous Provisions) Act 2006 Section 25 Sustainable Development.

The report was agreed subject to the amendment.

Alderman Bradley left the meeting.

8 CORRESPONDENCE

8.1 Letter from Fermanagh District Council regarding free car parking at all hospitals

Read letter advising that Fermanagh District Council had agreed to request Minister Poots to make free car parking available at all hospitals and seeking Council's support.

Agreed: Following discussion, with 9 votes in favour and 1 against, that a letter of support be sent to Fermanagh District Council.

8.2 For Information

Members noted information on the following topics (previously supplied):

- i Forecast of Events;
- ii Documents for Tabling;
- iii Consultation Documents.

9 DOCUMENTS FOR SEALING

Resolved:

That the following documents be sealed:

- | | | |
|---|----------------------|---|
| 1 | Lease (in duplicate) | Council to Portrush Yacht Club – Outdoor storage space at former boatshed, Portrush |
| 2 | Lease (in duplicate) | Council to Martin & Hamilton Ltd – Outdoor Storage space at Market Yard, New Market Street, Coleraine |
| 3 | Cemetery Titles | Grant of Right of Burial – Deeds Register Nos. 4062 – 4071 inclusive |

Agherton	3
Ballywillan	0
Coleraine	3
Kilrea	0
Portstewart	4

Meeting	Planning Committee
Date and Time	26 November 2013 at 6.30pm
Location	Council Chamber, Cloonavin
Chair	Alderman W Creelman
Present	The Mayor, Councillor D Harding and The Deputy Mayor, Councillor M Fielding Aldermen M Bradley, M Hickey, N Hillis, J McClure Councillors C Alexander, C Archibald, B Fitzpatrick, R Holmes, W King, R Loftus, W McCandless, A McQuillan and S Quigley
In attendance	Mr S Mathers, Planning Service, Principal Administrative Officer, and Clerical Officer

1 APOLOGIES

Apologies were recorded for Councillors Barbour, Boyle, Duddy, Fielding and McClarty.

2 CHAIR'S BUSINESS

The Chair welcomed everyone to the Meeting and especially Mr Mathers, who was standing in for Mr Wilson.

3 DECLARATIONS OF INTEREST

Councillor Holmes declared an interest in item 7.2 on the agenda.

4 PLANNING CONSULTATION

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

4.1 Applications Deferred from Previous Meeting

Application D1 C/2011/0311/F Construction of 47 no dwellings consisting of 11 no detached and 36 no semi-detached dwellings with alterations to connecting roads at Strandview Avenue, Strandview Drive with associated car parking and landscape open spaces at lands to the rear of 15 Strandview Avenue, Portstewart for B and G Mullan.

The opinion of the Planning Service was to approve.

Letters of objection were circulated from:

- K H O'Neill dated 23 June 2013;
- Residents of Strandview Drive, Portstewart dated 29 October 2013;
- email from Edwin Fleming dated 24 November 2013.

Agreed: On the proposal of Councillor Fitzpatrick, seconded by Councillor Alexander and unanimously agreed that the application be referred to the Minister.

Application D2 C/2011/0351/F Proposed A27-225kw wind turbine with a reduced 30 metres hub height 270m north west of 17 Lismoyle Road, Kilrea for Mrs M Mullan.

The opinion of the Planning Service was to refuse.

Councillor McQuillan requested that the application be held until January 2014 to allow submission of a noise report. Mr Mathers stated that due to extensions already granted to the applicant, the Department would only hold the application for two weeks.

Agreed: That the applicant be given two weeks to submit the noise report, after which a decision would issue.

Application D3 C/2013/0071/F Proposed extension to dwelling to provide ancillary accommodation at 5 Gortnamoyagh Road, Garvagh for Mr and Mrs J B McNicholl.

The opinion of the Planning Service was to approve.

Agreed: That the application be approved.

Application D4 C/2013/0075/O Proposed site for 2 storey infill/rounding off dwelling adjacent to (eastern side) no 14 Gortycavan Road, Coleraine for Mr and Mrs J W Steen.

Mr Mathers advised that the application had been withdrawn.

4.2 New Applications

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

Application C/2011/0341/F Proposed erection of agricultural anaerobic digestion facility and feedstock storage area (SILOS) with a combined heat and power plant unit (CHP) a gas flare stack, boundary fence, staff car park and associated works to access road (amended access details) at lands adjacent to 15 Drumslade Road, Coleraine for M Taylor.

The opinion of the Planning Service was to approve.

Agreed: On the proposal of the Deputy Mayor and seconded by Alderman Bradley 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 agreed that a Roads Service representative attend the meeting. Councillor Alexander requested Planning Service to clarify an issue in respect of land ownership.

Application C/2013/0189/F Proposed 250kw wind turbine with hub height of 30m and rotor diameter of 27m, 420m south west of 10 Magherabuoy Road, Portrush for Mr J Taylor.

The opinion of the Planning Service was to refuse.

Agreed: That the application be deferred for two months to facilitate the submission of a noise report.

Application C/2013/0268/F Replacement of 2 no velux rooflights with 3 no dormer windows to side of existing single storey dwelling at 3 Swilly Drive, Portstewart for Mr and Mrs Stuart.

The opinion of the Planning Service was to refuse.

Agreed: On the proposal of Councillor King and seconded by Councillor McQuillan 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/2013/0330/F 2 storey rear extension to dwelling and 1.5 storey detached garage (amended plans received 24 October 2013) at 10 Hazelbank Road, Coleraine for Mr S McElhatton.
The opinion of the Planning Service was to refuse.

Agreed: On the proposal of Alderman Bradley 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.

Application C/2013/0339/O Proposed dwelling on the farm 250m north east of 16 Churchtown Road, Garvagh for Ms C Mullan.

The opinion of the Planning Service was to refuse.

Agreed: On the proposal of Councillor McQuillan and seconded by Councillor Loftus 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.

5 OFFICE MEETINGS

It was noted that the Office Meetings would be held on Friday 13 December 2013.

6 NORTHERN IRELAND ENVIRONMENT AGENCY – ADVANCED LISTINGS

Consideration was given to the report on the NIEA's proposed listings (previously supplied).

Agreed: That Council respond to the NIEA as follows:

- There should be no further listing of the B1 status of the Northern Constitution office;
- Council objects to the Department's proposal to list the Warehouse, Mill Street, Coleraine on the grounds that the building has no significant historic value;
- Council has no objection to the proposed listing of the Northern Constitution at 18 Railway Road, Coleraine;
- Council has no objection to the proposed listing of Garvagh High School.

7 CORRESPONDENCE

- i Appeal Against Enforcement Notice – Alleged unauthorised conversion of former nursing home to 12 individual apartments, land at 62-64 Eglinton Street, Portrush.

It was noted that an appeal had been received in respect of this Enforcement Notice.

Agreed: On the proposal of Councillor Alexander, seconded by Alderman Hickey and that Council support the Planning Department's Enforcement Notice.

- ii Mineral Development Act (NI) 1969 – Applications from Lonmin (NI) Ltd for mineral prospecting rights.

Consideration was given to letter dated 14 November 2013 from the Department of Enterprise, Trade and Investment that requested Council's views on the above applications.

Agreed: To request an extension of time to respond on the matter and that more information be sought for consideration at the next Leisure and Development Committee meeting.

Councillor Cole joined the meeting.

8 ANY OTHER BUSINESS

8.1 Letter from Department of the Environment re Mr M Scullion, 6 Craig Vara Terrace, Portrush

The Principal Administrative Officer advised members that a non-determination appeal under Article 33 of the Planning (NI) Order 1991 had been submitted and that jurisdiction for this matter had now passed to the Planning Appeals Commission (PAC).

The topic was discussed fully.

Agreed: On the proposal of Councillor Alexander, seconded by The Mayor that all relevant information on this subject be forwarded to the Planning Appeals Commission in support of a refusal.

Council support the Department's draft reasons for refusal and that Council's file on the planning history of the application be forwarded to the PAC in support of a refusal.

Meeting	Environmental Services Committee
Date and Time	3 December 2013 at 6.30pm
Location	Bann View Committee Room, Cloonavin
Chair	Councillor C Archibald
Present	Alderman M Bradley Councillors S Cole, G Duddy, R Holmes, W King and R Loftus
In Attendance	Town Clerk and Chief Executive, Corporate Director of Environmental Services, Acting Senior Building Control Officer and Administrative Assistant

1 APOLOGY

An apology was recorded for Councillor Fitzpatrick.

2 CHAIR'S BUSINESS

There was no Chair's business.

3 DECLARTIONS OF INTEREST

No declarations of interest were stated.

4 REQUESTS FOR PRESENTATIONS

There were no requests for presentations.

5 ENVIRONMENTAL SERVICES REPORT

Consideration was given to the Report of the Corporate Director of Environmental Services (previously supplied).

5.1 Building Control

The Corporate Director of Environmental Services introduced Mr Martin McCook, Acting Senior Building Control Officer, who was in attendance and would provide a presentation on the work of the Building Control Section at the end of the Meeting.

5.2 Landfill Community Fund Prioritisation and Allocation

The Corporate Director of Environmental Services advised Members that the Landfill Communities Fund required operators of landfill sites to pay 6 per cent of the Landfill Tax to organisations which were registered Environmental Bodies or Distributing Environmental Bodies. This money could be used to fund community and environmental projects that complied with the objects contained in the Landfill Tax Regulations and improve the lives of communities living near landfill sites.

In Northern Ireland the Ulster Wildlife Trust was a Distributing Environmental Body and administered the Fund for several local Councils and private Landfill Operators.

The application process and guidelines fell into five areas and Council had made considerable use of the guidelines under 'Object D' relating to Public Amenity. The Corporate Director of Environmental Services outlined some of the stipulations in this section and the project site required to be within ten miles of a landfill site. Three areas within Council Estates were tabled for consideration as follows:

i) **Improvements of Current Portfolio of Play Areas**

During 2013/2014 four parks had been substantially improved at a cost of £110,000 mainly provided through the Landfill Community Fund as follows:

Dunluce	completed
Ramore Head	completed
Mettigan, Garvagh	in progress
Castlerock	in progress

Many other sites across the Borough were in need of either additional equipment or existing equipment upgraded. The proposal for 2014/2015 was to invest in a wider range of parks on the basis of targeted improvements rather than total replacement of perhaps two parks.

ii) **Portstewart Crescent**

The boating and paddling pools at Portstewart Crescent required repair works to the internal finishes and associated tiling and mosaics and it was proposed to apply for funding from the Landfill Community Fund to assist with these works.

iii) **Fencing to Sports Facilities**

Some play parks and sports facilities across the Borough had been provided with fencing to provide access control including dog control. It was proposed to progressively ensure that all play parks and appropriate playing fields/facilities were adequately fenced.

With regard to fencing to sports facilities, Councillor Loftus requested that the Kilrea football pitch be considered and Alderman Bradley also referred to the pitches at Clyde Park, Garvagh and Windyhall, Coleraine.

Recommended: That Council accept the three proposals outlined above as suitable project headings for application to the Landfill Community Fund for 2014/2015.

5.3 Residual Interim Contract

The Corporate Director of Environmental Services advised Members that Council had obligations under the Northern Ireland Landfill Allowance Scheme (NILAS) to minimise the amount of biodegradable municipal waste that is sent to landfill. The North West Region Waste Management Group (NWRWVG) procured services to enable member Councils to meet these obligations. Council had commenced a six month contract with River Ridge Recycling in November 2012 for the haulage, treatment and disposal of residual municipal waste.

Due to delay on the implementation of the Waste Infrastructure Project the existing contract had been extended for a further six months with optional monthly extensions thereafter up to November 2014 (2 years after contract commencement). Following further uncertainty with regard to the Waste Infrastructure Project, Council could, in agreement with River Ridge Recycling, continue to use the residual contract and work collaboratively with other NWRWVG member Councils to find the most economical, environmental and practicable solution to ensure compliance with NILAS obligations.

Council would liaise with other Councils within the Causeway Cluster and the wider North West Group to minimise the amount of tonnage required to be sent to the contract and with agreement would continue to borrow allowances from those Councils that had a surplus.

Recommended: That Council utilise the available contract extension period up to November 2014 with River Ridge Recycling and liaise with other Councils to minimise, where possible, tonnage sent by Council.

5.4 Department of Environment Northern Ireland Consultations

5.4.1 Noise Policy Statement for Northern Ireland

The Corporate Director of Environmental Services advised Members that the Department of the Environment for Northern Ireland had issued a Draft Noise Policy Statement for consultation. The aim of the Statement was to provide clarity and direction on acceptable noise levels and associated legal sanctions across society.

A consultation response was being considered by the NI Pollution Group which would address both the legal and technical issues raised.

Recommended: That Council support the NI Pollution Group response.

5.4.2 Guidance on the Selection and Designation of Marine Conservation Zones

The Corporate Director of Environmental Services advised Members that The Marine Act (NI) 2013 gave the Department of the Environment new powers to better protect and manage the marine environment around Northern Ireland. Marine Conservation Zones were a form of designation to protect marine biodiversity and the Guidance explained how the Department would do this in an effort to create a network of well managed areas within the Northern Ireland in-shore region.

Given the importance of the marine environment to this Council officers were currently considering all aspects of this consultation in order to prepare a response on behalf of Council.

Recommended: That Council receive a draft consultation response at the Council Meeting on 17 December 2013 in order to meet the January 2014 closing date.

It was also requested that Mr Jim Allen, Enforcement Officer, be in attendance to answer Members' questions.

6 FOR INFORMATION

6.1 North West Region Waste Management Group Minutes (NWRWMG)

Minutes of the NWRWMG meeting held on 3 July 2013 and 4 September 2013 were noted.

6.2 Consumer Protection Act 1987 The Cigarette Lighter Refill (Safety) Regulations 1999

Lighter Refill Test Purchase Exercise November 2013

It was noted that Council continued to participate in awareness raising initiatives regarding the health issues associated with solvent abuse and the sale of cigarette lighter refills containing butane to persons under 18 years of age was still of concern. This prohibition was controlled by the above legislation and the Environmental Services Department continued to make use of Test Purchase exercises to assess the level of compliance by retailers.

Following an exercise conducted in November 2013 on 18 premises none were found to have sold Lighter Refill Gas to the Test Purchaser who was underage.

6.3 Warm Home Packs

It was noted that Council would be creating 'Keep Warm Packs' to help vulnerable people across the Borough keep warm during the winter weather. The Public Health Agency would provide funding to support the scheme with a total of £7,000 being provided for the Coleraine area. Council would be working with a number of local support agencies and community groups to help distribute the Packs.

6.4 Building Control Report

Information relating to the processing of Building Control and Property Certificate applications during the period 25 October 2013 – 21 November 2013 was noted.

6.4.1 Presentation

The Acting Senior Building Control Officer presented an overview of the work of the Building Control service provided, including the following:

Primary/Key Service Activities

- Building Regulations and Property Certificates
- Land and Property services/Pointer work
- Energy Performance of Buildings Enforcement
- Dilapidated and ruinous buildings and vacant sites

The Acting Senior Building Control Officer answered various Members' questions.

Reference was made to the various staffing issues within the Section and Councillor Holmes voiced his concern regarding agency staff being employed long term. The Corporate Director of Environmental Services advised that agency workers had been used during some of the staffing issues and it was now intended to proceed to fill the posts.

Members thanked the Acting Senior Building Control Officer for his excellent presentation.

7 CORRESPONDENCE

The Corporate Director of Environmental Services reported that letters had been received from NIPSA and The Consumer Council regarding the Department of Enterprise, Trade and Investment's consultation 'Future Consumer Representation Arrangements in Northern Ireland'. The consultation would close on 17 January 2014 and members views were sought.

Recommended: That Council refrain from making a response.

8 FOOTPATHS - GARVAGH

Councillor Cole referred to the problem of grass growing on some of the footpaths in Garvagh.

The Corporate Director of Environmental Services advised that this would be a matter for Roads Service.

9 LANSDOWNE SHELTER - PORTRUSH

Following a query from Councillor Duddy the Corporate Director of Environmental Services advised Members that submission of the planning application with regard to Lansdowne Shelter was being held until after Council had received a presentation from Coleraine and Portrush Yacht Clubs.

Meeting	CORPORATE AFFAIRS COMMITTEE
Date and Time	04 December 2013 at 6.40pm
Location	Bann View Committee Room
Chair	Alderman M Bradley
Present	Councillors C Alexander, G Duddy and S Quigley
In Attendance	Town Clerk and Chief Executive, Head of Central Services, Head of Finance, Principal Administrative Officer, PR Manager (Items 4- 6), Business Support and Administration Manager (CE)
Apologies	The Deputy Mayor and Alderman McClure

1 WELCOME

The Chair welcomed everyone to the Meeting and apologised for the late start.

2 CHAIR'S BUSINESS

2.1 Best Wishes

The Chair asked that a letter be sent to Councillor McClarty expressing Council's best wishes for the future.

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4 PRESENTATION: SAMARITANS

Mr Brendan Magee, Director of Samaritans in Coleraine and Mr Alan Miller, Director of Outreach, were welcomed to the Meeting.

Mr Magee outlined the work of the Samaritans in seeking to alleviate emotional distress and reduce the incidence of suicidal feelings and suicidal behaviour. This was achieved by being available 24 hours a day to provide emotional support – by phone, email or face-to-face; reaching out to high risk groups and communities; working in partnership with other organisations and agencies; and influencing public policy and raising awareness.

Mr Miller gave an overview of outreach work carried out by the Samaritans which included engagement with schools through the DEAL scheme (developing emotional awareness and learning for schools) with universities, community groups and local organisations through talks and presentations, and training healthcare staff.

Members noted that operational branch costs for the Samaritans were around £30,000 per annum and that all income was achieved through fundraising, donations, legacies and contributions.

Members commended the representatives on the work of the Samaritans in the area and agreed to look at what could be done to provide temporary signposting to the organisation via the Council website.

5 REQUESTS FOR PRESENTATIONS

There were no requests for presentations.

6 CHIEF EXECUTIVE'S REPORT

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

6.1 Approval for the Mayor to Visit Zomba, Malawi

The Mayor had been invited by the Zomba Action Project (ZAP) to participate in a visit to Zomba, Malawi in an official capacity, to renew the link with Zomba City Assembly and see the work of the charity in the region, the last official visit having taken place in 2009.

The total cost of the trip was likely to be in the region of £1,500 – £1,600 and approximately £1,000 was available from funding previously provided by the Commonwealth Scholarship Fund for hosting activities undertaken by Council.

Recommended: On the proposal of Councillor Duddy, seconded by Councillor Alexander and with unanimous support, that Council sponsor funding for the Mayor to undertake an official visit to Zomba in April 2014.

6.2 Finance

Committee noted information on the following topics:

6.2.1 Accounts

Members expressed concern that accounts for October/November 2013 had only been received that day due to the timing of the meeting. This would be considered in February/March 2014 as part of the review of the Committee Structure.

6.2.2 Dependants' Carers' Allowance

The Department of the Environment had issued new maximum rates for this allowance, effective from 1 October 2014 (Circular previously supplied). No Councillors currently submitted claims for this allowance.

6.2.3 Budgetary Performance/Budgetary Pressures

The Head of Finance reported that performance was in line with budget as at Period 6 and outlined current and upcoming budgetary pressures viz:

- Rising waste management costs – increased costs to Council of approximately £300,000.
- Increasing energy and utility costs.
- Income – expected reduction due to reduced use of landfill facility by external bodies and reductions in gate price.
- Rates.
- Local Government Reform – Council's contributions to budgets for the Statutory Transition Committee and Shadow Council were expected to result in an additional cost to Council of £360,00 - £450,000 in the next year. It was noted that no official method of allocation had yet been identified for the Shadow Council budget.
- Payroll – increased costs due to possible changes to The Local Government Pension Scheme (NI) and an anticipated pay award of 1%.

- Capital Expenditure – Committee noted that Council had levered 46% of money required for expenditure on the Capital Programme approved by the Statutory Transition Committee.

6.2.4 Annual Report and Accounts

Council's Annual Report and Accounts had now been signed off by the Local Government Auditor; the official letter was expected within the next few weeks.

6.3 Peer Review of Improvement Collaboration and Efficiency (ICE) Programme

The Chief Executive gave an overview of this Programme and drew Members' attention to the independent review report of Martin Hortin, MAH Associates (previously supplied) which was accepted by NILGA at its meeting on 23 September 2013.

Members noted that more information on this issue would be forthcoming over the next months.

6.4 Review of Public Administration

The Chief Executive updated Committee on developments with the following items:

6.4.1 Local Government Bill

This Bill was currently at committee stage and would remain so until February 2014. A copy of the Bill had previously been supplied to Committee and copies of responses by NILGA and SOLACE were noted (previously supplied).

6.4.2 Departmental Guidance Notes

The following guidance notes had been issued by the Department (previously supplied):

- Circular LG 29/2013 Statutory Transition Committee – Departmental Direction – Revised Guidance on Expenditure Controls;
- 5th tranche Guidance – Community Planning Foundation Programme.

6.4.3 Review of the Local Government Staff Commission

The Minister had concluded his review and was of the view that the LGSC should cease to exist in 2017. Subject to Executive approval a clause to this effect would be inserted into the Local Government Bill.

6.4.4 Local Government Elections

Members noted that the Local Elections (Northern Ireland) Order 2013 and the European Parliamentary Elections (Northern Ireland) (Amendment) had been laid before Parliament and that, subject to Parliamentary approval, the following arrangements would apply:

- The date for the Local Government Election would be 22 May 2014.
- Provision for co-options would be extended until 1 January 2015.
- Statutory Transition Committees (STCs), in consultation with the Electoral Commission, would appoint the Deputy Returning Officer for the 2014 election.
- The Chief Electoral Officer would receive an advance of election expenses from STCs before the election with the new councils paying the balance afterwards.

A copy of the final laid version and explanatory notes was available to Members upon request.

6.4.5 Minutes

STC Minutes of 26 September 2013 were supplied for information. Minutes of the Regional Transition Committee meeting of 25 September 2013 were available on the DOE website.

6.5 Somme Pilgrimage

One place would be reserved on this Pilgrimage for the 2014/15 Mayor.

6.6 Public Relations Update

The Chair welcomed Ms Tara Cunningham, PR Manager, who was in attendance to update Members on recent PR activity and forthcoming opportunities.

The PR Manager outlined the PR rationale to promote Council's service delivery, including new services, providing value for money to the ratepayer whilst counteracting any negativity towards Council. She then presented a breakdown of PR value for Council which had been leveraged through key clients and activities and gave an overview of work which had taken place over the year and upcoming events.

In response to Members' various questions, the following information was supplied by officers:

- The annual PR budget was circa £82,000 of which only £9,000 was discretionary budget for PR promotions.
- In relation to advertising costs generated by Leisure and Development activities, a tender had recently been carried out for an advertising agency. Also, legislation required that both public notices and jobs above a certain level had to be regionally advertised.
- Efforts had been made to reduce advertising costs and the possibility of such work being carried out in-house could be reviewed.

A breakdown of advertising agency costs was requested by Councillor Duddy and the Chief Executive advised that the Corporate Director of Leisure and Development would also attend future discussion on this issue.

Members extended congratulations to the PR Team on the work carried out to date.

7 Any Other Business

7.1 Coleraine Leisure Centre – Temporary Workers

Councillor Duddy asked for information on why temporary workers at Coleraine Leisure Centre had received notice that they had to sign up with a recruitment agency; how many temporary workers were employed at the Centre; and if the need for staff would warrant permanent employees.

The Chief Executive would ask the Corporate Director of Leisure and Development to respond directly to Councillor Duddy.

7.2 Toilets at Berne Road, Portstewart

In response to a request for feedback on this issue from Councillor Alexander, the Chief Executive advised that the Corporate Director of Environmental Services intended to improve the physical aspect of the site in the short term. It was noted that the value of the site had fallen significantly since the valuation carried out in 2007/08.

A brief report on the issue would be brought to the next meeting of Committee. An update of development would be emailed to Councillor Alexander in the interim.