

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of the Meeting of the Environmental Services Committee held in the Island Civic Centre, The Island, Lisburn, on Wednesday, 2 May 2018 at 5:30 pm**

**PRESENT:**

Alderman T Jeffers (Chairman)

The Right Worshipful the Mayor, Councillor T Morrow

Alderman J Tinsley

Councillors N Anderson, J Baird, O Gawith, A Givan, J Gray MBE, B Hanvey, B Mallon and T Mitchell

**OTHER MEMBERS:**

Alderman WJ Dillon

Councillor A Redpath

**IN ATTENDANCE**

Director of Environmental Services

Head of Service (Building Control)

Head of Service (Environmental Health)

Head of Service (Technical & Estates)

Acting Head of Service (Operational Services).

Member Services Officer

**Commencement of Meeting**

The Chairman, Alderman T Jeffers, welcomed everyone to the May meeting of the Environmental Services Committee.

The Chairman then proceeded to outline the evacuation procedures in the case of an emergency.

1. **Apologies**

Apologies for non-attendance were received on behalf of Alderman M Henderson MBE.

2. **Declarations of Interest**

The Chairman invited Members to declare any Conflicts of Interest they might have in relation to the business of the meeting and reminded them of the requirement to complete Declaration of Interest forms in this regard, which had been provided at the meeting. There were no Declarations of Interest

3. Minutes of the Environmental Services Committee Meeting held on 4 April 2018

It was proposed by Councillor A Givan, seconded by Councillor T Mitchell, and agreed that the minutes of the meeting of the Environmental Services Committee held on 4 April 2018, as adopted at the meeting of Council held on 24 April 2018, be confirmed and signed.

4. Confidential Business

It was agreed that the report and recommendations of the Director of Environmental Services be adopted, subject to any decisions recorded below.

The Chairman, Alderman T Jeffers, advised that the matters contained in the confidential report would be dealt with "In Committee" for the following reasons:

Item 4.1: Confidential for reason of information which is likely to reveal the identity of an individual

Item 4.2: Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information

Item 4.3: Confidential for reason of information relating to any individual; information which is likely to reveal the identity of an individual; and information in relation to which a claim to legal professional privilege could be maintained in legal proceedings

Item 4.4: Confidential due to information relating to the financial or business affairs of the organisation concerned [including the Council holding that information

Item 4.5: Confidential due to information in which a claim to legal professional privilege could be maintained in legal proceedings

Item 4.6: Confidential due to information relating to the financial or business affairs of the organisation concerned [including the Council holding that information

Item 4.7 Confidential due to information relating to the financial or business affairs of the organisation concerned [including the Council holding that information

Item 4.8 Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information

Item 4.9 Confidential due to information relating to the financial or business affairs of the organisation concerned [including the Council holding that information

Item 4.10 Confidential for reason of information which is likely to reveal the identity of an individual.

“In Committee”

It was proposed by Councillor B Mallon, seconded by Councillor J Gray, and agreed that the following matters be considered “in committee”, in the absence of members of the press and public.

4.1 Environmental Health Service Unit – Staff Matters

The Committee was provided with copy of a report on staff matters in the Environmental Health Service Unit together with a copy of a relevant minute from the Corporate Services Committee meeting in March.

It was proposed by Councillor N Anderson, seconded by Councillor T Mitchell, and agreed to recommend that Council approve in principle the report’s recommendation and that the matter be referred to Corporate Services for consideration and approval.

4.2 Preliminary Expenditure Application (PEA) for Planned Preventative Maintenance

The Committee was provided with copy PEAs in accordance with the requirements of the Council’s Accounting Manual, for:

1. Lightning Conductor and Chimneys
2. Intruder Alarms
3. Boilers and Associated Plant
4. Firefighting Equipment
5. Emergency Lighting
6. Legionella Prevention
7. CCTV Systems
8. Sewerage Pumps
9. Oil Interceptors
10. Building Energy Management
11. Thermostatic Mixing Valves (TMV’s)

It was proposed by Councillor B Hanvey, seconded by Councillor A Givan, and agreed to recommend that Council approve the preliminary expenditure applications for Planned Preventative Maintenance and that officers prepare the appropriate financial appraisals in accordance with the Council’s Accounting Manual.

Items for Noting

It was proposed by Councillor N Anderson, seconded by Councillor A Givan, and agreed that the following items (Items 4.3 to 4.10) be noted.

4.3 Planning Enforcement – Cases with Court Proceedings for May 2018

The Committee was provided with and noted copy of a table on enforcement cases with court proceedings for May 2018.

4.4 The Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 - Abandoned Vehicles

The Committee noted an update report in relation to the removal, disposal and sale of abandoned vehicles and was provided with copy details of vehicles sold for the period from 7 July 2017.

In response to Members' queries, the Head of Service (Environmental Health) clarified issues relating to management of abandoned vehicles.

4.5 Ongoing Legal Proceedings – Noise Complaint

The Committee received a verbal update on the ongoing legal proceedings in respect of a noise complaint and noted that a full report would be brought to the Committee at its meeting in June.

4.6 Update on Space Planning/Agile Working

The Committee noted an update report on space planning and agile working.

4.7 Tender for the Haulage and/or Treatment of Leachate from Moss Road Landfill and Cesspool Tank at Carryduff HRC

The Committee was provided with copy of the tender report and noted the award for the haulage and/or treatment of leachate from Moss Road landfill and cesspool tank at Carryduff HRC as recommended in the report.

In response to a query by Councillor J Baird, the Director of Environmental Services indicated that she would ask the Corporate Services Committee to consider whether potential economic benefit to the local community was a factor that could be included in the procurement process.

4.8 Drumlough and Moss Road Closure Plans - Update

The Committee was provided with copy of and noted an update report regarding Drumlough and Moss Road closure plans.

It was proposed by Councillor J Baird, seconded by Councillor O Gawith, and agreed to recommend that Council approve an invitation to RPS to present the plan to the June meeting of the Environmental Services Committee, which would be open to all Members to attend.

4.9 arc21 Joint Committee Meeting – Thursday 26 April 2018

The Committee was provided with copy and noted papers in relation to the arc21 Joint Committee meeting held on Thursday 26 April 2018 and the associated arc21 Members Bulletin.

The Head of Service (T&E) updated on an ongoing contract extension negotiation and the associated risk to Council.

In response to a query by Councillor B Mallon, the Director of Environmental Services advised that officers would review the report by Eunomia commissioned by the Noarc21 group and report back to the Committee at its meeting in June.

4.10 Rolling Year Absence Figures for Environmental Services Directorate

The Committee was provided with copy and noted information in relation to the absence figures for the Environmental Services Directorate.

Resumption of Normal Business

It was proposed by Councillor J Gray, seconded by the Right Worshipful the Mayor, Councillor T Morrow, and agreed to come out of committee and normal business was resumed.

5. Report from the Director of Environmental Services

Councillor N Anderson and Councillor B Mallon left the meeting at 6.03 pm)

Items for Noting

It was proposed by Councillor J Baird, seconded by Councillor J Gray, and agreed that the following items (Item 5.1 to Item 5.6) be noted

5.1 Environmental Services Trading Accounts – Period 12

The Committee was provided with copy and noted the Environmental Services Trading Accounts for Period 12.

(Councillor N Anderson and Councillor B Mallon returned to the meeting at 6.05 pm)

5.2 Environmental Services Directorate Risk Register

The Committee was provided with copy and noted the Environmental Services Directorate's Risk Register which had been reviewed and transferred into the new Corporate template.

### 5.3 Environmental Services Performance Reports

The Committee was provided with copy of the Performance Summary Report taken from the 'Performance Manager' System (Dashboard) and noted the performance of Key Performance Indicators (KPIs) relating specifically to the Environmental Services Directorate.

### 5.4 Invitation from Keep NI Beautiful: Beach and Marina Awards 2018 – Thursday 24 May 2018

The Committee was provided with copy of an invitation from Keep NI Beautiful for two officers to attend the Beach and Marina Awards 2018 on 24 May 2018.

It was proposed by Councillor J Baird, seconded by Councillor N Anderson, and agreed to recommend that the Chairman or his nominee attend the awards ceremony together with the Director of Environmental Services.

### 5.5 Interim Regional Local Government Waste Collaboration & Improvement Arrangements Progress Report and Regional Waste Management Needs - Priorities and Proposals for the Northern Ireland Region

The Committee was provided with copy of previous reports presented in September 2016 and November 2017 regarding the development of the draft regional waste management strategic action plan together with copy of an updated report and implementation plan that had now been forwarded to SOLACE for consideration.

The Committee noted the Regional Waste Management progress report and awaited further updates regarding the proposed 11 council collaborative governance arrangements.

### 5.6 Alpha Programme

The Committee was provided with copy and noted the latest Alpha newsletter highlighting projects funded through the Alpha Programme.

### 5.7 Report from Head of Service (Technical and Estates)

#### Items for Noting

It was proposed by Councillor N Anderson, seconded by Alderman J Tinsley, and agreed that the following items (Items 5.7.1 to 5.7.6) be noted.

#### 5.7.1 Contamination Policy and Preliminary Waste Compositional Analysis Results

The Committee was provided with copy of a report by RPS, working on behalf of WRAP, outlining draft findings of a two phase analysis of various waste streams arising from the Lisburn & Castlereagh City Council area.

5.7.1 Contamination Policy and Preliminary Waste Compositional Analysis Results (Contd)

Members were advised that a report detailing Northern Ireland wide results was being prepared and would be provided to a future meeting of the Committee.

The Committee was also provided with copy stickers including an information sticker indicating those items that should be placed in the dry recycling bin as well as a sticker for landfill bins advising that recyclable items should not be placed in these bins.

The Committee noted the update on the results of the Waste Compositional Analysis and the continued implementation of the Council Contamination policy.

5.7.2 Waste and Recycling Services Options Appraisal Outline Business Case

The Committee noted an update report on the Kerbside Options Appraisal Outline Business Case and Implementation Plan process.

5.7.3 DAERA Behavioural Change Fund 2018/19

The Committee noted the availability of funding from DAERA through its Behavioural Change Project Fund for Local Councils to help deliver communications activities aimed at “doing the right thing” and increasing recycling rates by local householders.

In response to a comment by Councillor N Anderson regarding the importance of educating children and young people, the Committee was advised that Heads of Service from both Environmental Services and Leisure and Community Wellbeing were investigating interactive educational projects for young people facilitated by the RADAR Education Centre at Holywood Exchange.

The Chairman asked officers to investigate the possibility of the Council working in partnership with a leading coffee supplier to introduce reusable coffee cups bearing promotional messages in respect of recycling. The Head of Service (Technical & Estates) advised on the difficulties around recycling and/or reusing coffee cups.

In response to a query by Councillor O Gawith, officers advised that staff at HRCs were regularly trained and updated in respect of the segregation of waste materials. It was noted that WRAP was currently undertaking a review of HRCs and a report on this would be brought to a future meeting of the Committee.

With regard to the DAERA funding, the Committee noted that Officers were currently formulating proposals that would build on enforcement of the Council’s contamination policy with the aim of encouraging householders to use kerbside recycling collections for dry recyclable and food waste.

5.7.4 Real Nappy Incentive Scheme

The Committee noted an update report on the real nappy incentive scheme and, in particular, the reduced budget for 2018/19 due to the relatively small number of participants.

5.7.5 International Compost Awareness Week 2018

The Committee noted activities and promotions being organised for International Compost Awareness Week 2018 which ran from 6-12 May.

5.7.6 Volunteer Litter Clean Ups

The Committee received an update report in respect of proposed support by the Council for individual volunteers or community groups in undertaking clean-ups in a safe manner and it was noted that this would include an information pack for such volunteers.

It was also noted that the Council was now a member of Keep NI Beautiful and would also promote community opportunities for litter picking within this framework,

5.8 Report by Head of Service (Environmental Health)

Items for Noting

It was proposed by Councillor N Anderson, seconded by Councillor T Mitchell, and agreed that the following items (Item 5.8.1 to Item 5.8.13) be noted

5.8.1 Consultations for Noting

The Committee was provided with copy of a report in relation to the submission of comments in respect of the consultation on the Guide to Safety at Sports Grounds 6<sup>th</sup> Edition.

The Committee noted that the consultation document was being reviewed by Environmental Health NI, and a further report outlining response comments would be brought to the Committee for consideration.

5.8.2 The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 – Road Closure

The Committee was provided with copy of the procedure and associated documentation in respect of The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 – Road Closure that had been previously considered by the Committee in January 2018 together with copy clarification with regard to Parades Commission 11-1 and the Road Closure Order.

The Committee received an update regarding applications and enquiries received. Councillor N Anderson suggested that the Department should be

5.8.2 The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 – Road Closure (Contd)

asked to ensure that advice to applicants was issued via social media as well as by newspaper advertisement.

The Committee noted that, although under the Scheme of Delegation, the Head of Service (Environmental Health) had the authority to issue a Closure, it was proposed that approval would be granted at Director level, with a retrospective report being tabled for Members' information.

5.8.3 Health and Safety Executive Northern Ireland Corporate Plan 2018-2023

The Committee was provided with copy of and noted HSENI's Corporate Plan for 2018-2023 together with copy report outlining how the Environmental Health Service Unit would assist in delivering HSENI's Plan.

5.8.4 Management and Coordination of Council Defibrillators

The Committee was advised regarding two options for the management and coordination of Council defibrillators and noted that a further report providing details of time and resources for both options and a preferred recommendation would be brought to a future meeting.

5.8.5 The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 – Article 3 Licensing of Places of Entertainment – Renewal of Licence

The Committee was provided with copy and noted a list of premises issued with an Entertainment Licence under The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 – Article 3 Licensing of Places of Entertainment between 1 January 2018 and 31 March 2018.

5.8.6 The Petroleum Consolidation (NI) Act 1929 – Petroleum Licences Issued

The Committee was provided with copy and noted a list of premises issued with a Petroleum Licence under the Petroleum Consolidation Act (Northern Ireland) 1929 between 1 January 2018 and 31 March 2018.

5.8.7 The Licensing (Northern Ireland) Order 1996 – Liquor Licence Applications

The Committee was provided with copy and noted a report in relation to liquor licensing consultations responded to by the Environmental Health Service Unit between 1 January 2018 and 31 March 2018.

5.8.8 Civil Marriage Ceremony and Civil Partnership Registration

The Committee was provided with copy and noted a report in relation to premises approved for the celebration of Civil Marriage Ceremony and Civil Partnership Registration between 1 January 2018 and 31 March 2018.

5.8.9 The Litter (Northern Ireland) Order 1994

5.8.9.1 Fixed Penalty Notices

The Committee noted a report in relation to Fixed Penalty Notices issued for littering and illegal dumping related offences during the period 1 January 2018 to 31 March 2018.

5.8.9.2 Prosecution Outcome

The Committee was provided with copy of and noted a report in relation to a recent prosecution progressed by the Environmental Health Service Unit in relation to an illegal dumping related offence.

5.8.10 The Dogs (Northern Ireland) Order 1983 – Dog Control

5.8.10.1 Issue of Fixed Penalty Notices

The Committee noted a report in relation to the instigation of legal proceedings for failure to pay Fixed Penalty Notices for dog related offences.

5.8.10.2 Issue of Dog Control Condition Notices

The Committee was provided with copy of and noted a report in relation to the issue of a Dog Control Condition Notice between 1 January 2018 and 31 March 2018.

5.8.10.3 Dog Control Initiatives

The Committee noted a report in relation to the dog control initiatives undertaken by Enforcement Officers from 1 January 2018 to 31 March 2018.

5.8.11 Emergency Planning – North West Flooding Review

The Committee was provided with copy of and noted a report in relation to the North West Flooding Review.

5.8.12 Health and Safety

5.8.12.1 The Safety Advisory Group Minutes

The Committee was provided with copy and noted minutes of the Safety Advisory Group meetings held on Wednesday 21 March 2018.

5.8.12.1 The Safety Advisory Group Minutes (Contd)

In response to a comment by Councillor N Anderson, the Head of Service (Environmental Health) outlined measures that had been introduced to ensure that community groups were not discouraged from organising community events by the level of bureaucracy involved in meeting health and safety requirements.

Additional Verbal Report

5.8.13 Dog Control Orders

The Head of Service (Environmental Health) advised that the consultation period for the Council's draft Dog Control Orders had expired on 20 April 2018 and he updated Members on responses received.

The Head of Service (Environmental Health) responded to Members' queries and comments regarding a range of dog control issues, and confirmed that an additional report would be tabled at a future meeting of the Committee.

(The Right Worshipful the Mayor, Councillor T Morrow, left the meeting at 6.42 pm and Alderman J Tinsley left the meeting at 6.44 pm)

5.9 Report by Acting Head of Service (Operational Services)

(Alderman WJ Dillon arrived at 6.48 pm)

Items for Noting

It was proposed by Councillor B Mallon, seconded by Councillor N Anderson, and agreed that the following items (Item 5.9.1 to 5.9.3) be noted.

5.9.1 Service Update – Refuse Collection

5.9.1.2 Refuse Collection Data

The Committee was provided with copy and noted refuse collection data together with graphs depicting the current trends in relation to residual, compost and mixed dry refuse collections.

5.9.2 Cleansing Services: Illegal Dumping Update

The Committee was provided with copy and noted illegal dumping statistics for March 2018.

5.9.3 Street Cleansing Operations – Chapter 8 Safety at Street Works and Road Works (Code of Practice)

The Committee was provided with copy and noted an update report regarding the Safety at Street Works and Road Works guidance based upon Chapter 8 Safety at Street Works and Road Works (Code of Practice).

Councillor A Redpath expressed concern regarding the impact this guidance had which had decreased the frequency of litter picking operations on roadside verges and the impact that this was having on the rural environment. He stated that operational resources had not been revised in the light of increased health and safety requirements and he asked that consideration be given to increasing resources to ensure maintenance of the service.

In response to a query by Councillor J Baird, the Director of Environmental Services updated on the arrangement between L&CCC and DfI for verge cutting and advised that this was extremely limited in the rural locations.

The Director of Environmental Services outlined options being investigated by officers for the future discharge of litter picking activities whereby these could be coordinated when grass cutting by the Council was taking place.

It was proposed by Councillor T Mitchell, seconded by Councillor J Baird, and agreed to recommend that officers report back to the Committee outlining options and associated costs with regard to future delivery of litter picking operations.

5.10 Report from Head of Service (Building Control)

Item for Decision

5.10.1 Street Naming off Culcavey Road, Hillsborough

The Committee was advised that Moff Properties Ltd had proposed the street name for a development of 10 dwellings off Culcavy Road, Hillsborough.

The Committee had been provided with a copy of the development layout.

It was proposed by Councillor B Mallon, seconded by Councillor J Gray, and agreed that the street name, Belgravia Court, be allocated to this proposed development of 10 dwellings off Culcavy Road, Hillsborough.

Items for Noting

It was proposed by Councillor J Gray, seconded Councillor A Givan, and agreed that the following items (Item 5.10.2 to Item 5.10.6) be noted

5.10.2 Building Control Applications – Full Plan Applications and Regularisation Certificates

The Committee noted the undernoted information in regard to the Full Plan Applications 'Approved' and Regularisation Certificates issued in the months of January to March 2018

<b>Month</b>	<b>Full Plan Approvals</b>	<b>Regularisation Certificates</b>
January 2018	95	49
February 2018	95	36
March 2018	97	24

5.10.3 Department of Finance – Completion Notice Ready Report to Land & Property Services

The Committee noted the undernoted information in regard to Completion Notice Ready Reports for the months of January to March 2018 returned to the Department of Finance, Land and Property Services.

<b>Month</b>	<b>Completion Notice Ready Numbers</b>
January 2018	45
February 2018	70
March 2018	51

5.10.4 Department for Communities (DfC) – Affordable Warmth Project

The Committee noted the undernoted information in relation to visits and referrals made in respect of the Affordable Warmth Project.

<b>Month</b>	<b>Home Visits Carried Out</b>	<b>Completed and Eligible Referrals to NIHE (after financial checks)</b>	<b>DfC requested Target</b>	<b>'Make the Call'</b>
October 2017	24	27	40	19
November 2017	35	20	40	11
December 2017	55	14	40	6
January 2018	113	31	30	13
February 2018	112	45	30	29
March 2018	89	40	30	25

5.10.5 Consultation on the Fire and Rescue Services (Northern Ireland) Order 2006 Amendment

The Committee was provided with copy of the Department of Health's consultation on The Fire and Rescue Services (Northern Ireland) Order 2006 Amendment.

The Committee noted that Building Control Services and Environmental Health would be consulting with their respective BCNI and EHNI groupings to provide a consolidated response on behalf of Council, a copy of which would be brought to the Committee's meeting in June 2018. Any Member wishing to comment on the consultation was asked to submit their comments to the Building Control Service before 11 May 2018.

5.10.6 Land and Property Services (LPS) Vacancy Inspections

The Committee noted information regarding the Council's participation in vacant commercial property inspections on behalf of Land & Property Services. In response to a query by Councillor N Anderson, officers clarified the role of the Council regarding vacant commercial premises.

(Councillor T Mitchell and Councillor A Redpath left the meeting at 7.00 pm)

6. Any Other Business

6.1 Use of Hire Vehicles by Council – Councillor J Baird

The Director of Environmental Services clarified regarding the occasional use of hire vehicles to maintain service delivery and undertook to investigate recent Council branding of hire vehicles.

(Councillor T Mitchell returned at 7.02 pm and Councillor A Redpath returned at 7.04 pm)

6.2 Relocation of Castlereagh Council Memorial Tablets – The Chairman, Alderman T Jeffers

The Chair tabled a letter from Westbourne Presbyterian Church regarding the memorial tables that had previously been on display at the former Castlereagh Council offices in Bradford Court.

The Chairman referred to the previous approval of Council given to transfer these to the Church. It was proposed by Councillor N Anderson, seconded by Councillor J Gray and agreed to recommend that the memorial tablets be relocated to Westbourne Presbyterian Church.

There being no further business, the meeting was terminated at 7.05 pm.

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Mayor/Chairman