

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the Meeting of the Environmental Services Committee held in the Island Civic Centre, The Island, Lisburn, on Wednesday, 3 October 2018 at 5:30 pm

PRESENT:

Councillor J Gray MBE (Chairman)

The Right Worshipful the Mayor, Councillor U Mackin

The Deputy Mayor, Councillor A Grehan

Aldermen T Jeffers, SP Porter and J Tinsley

Councillors J Baird, B Bloomfield MBE, O Gawith, A Givan, B Hanvey, H Legge, A McIntyre, T Mitchell and R Walker

IN ATTENDANCE

Director of Environmental Services

Head of Service (Building Control)

Head of Service (Technical & Estates)

Head of Service (Waste Management and Operations)

Head of Service (Marketing and Communications) (AG)

Senior Graphic Designer

Environmental Health Manager (SC)

Environmental Health Manager (RL)

Member Services Officer

Commencement of Meeting

The Chairman, Councillor J Gray, welcomed everyone to the October 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 Councillor B Mallon

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. The following Declarations of Interest were received:

- Councillor H Legge declared an interest in Item 4.1.2 Affordable Warmth Scheme – Committee Briefing and in Item 5.6.4 Department for Communities – Affordable Warmth Scheme on the basis that she was a member of the Board of NIHE.

3. Minutes of the Environmental Services Committee Meeting held on 5 September 2018

It was proposed by Alderman J Tinsley, seconded by Councillor A Givan, and agreed that the minutes of the meeting of the Environmental Services Committee held on 5 September 2018, as adopted at the meeting of Council held on 25 September 2018, be confirmed and signed.

“In Committee”

It was proposed by Alderman T Jeffers, seconded by Councillor T Mitchell, and agreed that the following matters be considered “in committee”, in the absence of members of the press and public.

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, Councillor J Gray, advised that the matters contained in the confidential report would be dealt with “In Committee” for the following reasons:

Item 4.1: Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information

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

Item 4.11 Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)

Item 4.12 Confidential for reason of information which is likely to reveal the identity of an individual.

4.1 Staff Matters – Partnership Liaison Officer

The Committee was provided with copy of funding models for the post of Partnership Liaison Officer.

It was proposed by Councillor B Hanvey, seconded by Councillor B Bloomfield, and agreed to recommend that Council approve

- The increased contribution towards the provision of service supplied by the Partnership Liaison Officer.
- The commencement of the recruitment process to fill the Partnership Liaison Officer post and the continued hosting of the Partnership Liaison Officer post for a two-year period, during which time this service would be reviewed.

4.2 Affordable Warmth Scheme – Committee Briefing

The Committee noted information on the Affordable Warmth Scheme and it was proposed by Councillor A Givan, seconded by Councillor T Mitchell, and agreed to recommend that Council write to the Department for Communities seeking clarification on a number of issues as outlined in the officer's report.

Items for Noting

It was proposed by Councillor J Baird, seconded by Councillor A Givan, and agreed that the following items (Items 4.3 to 4.12) be noted.

4.3 Planning Enforcement – Cases with Court Proceedings for October 2018

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

4.4 Review of Animal Welfare Service

The Committee was provided with copy of the Animal Welfare Service Strategic Action Plan and Operational Action Plan and noted an update report in relation to the Animal Welfare Service Review.

4.5 Ongoing Legal Proceedings – Noise Complaint

The Committee was provided with copy and noted an update report on the ongoing legal proceedings relating to a noise complaint. The Environmental Health Manager (SC) also provided a verbal update on recent developments.

4.6 arc21 Joint Committee Meeting – Thursday 27 September 2018

The Committee was provided with copy and noted the papers in relation to the arc21 Joint Committee meeting held on Thursday 27 September 2018 and the associated arc21 Members Bulletin.

4.7 Emergency Planning Major Incident Contingency

The Committee noted information regarding emergency planning and major incident contingency planning.

4.8 Leasing of Bradford Court, Relocation of Staff to Lagan Valley Island and Arrangements for Agile Working

The Committee was provided with copy and noted a report that had been tabled at a special meeting of the Corporate Services Committee in relation to leasing of Bradford Court, relocation of staff to Lagan Valley Island and arrangements for agile working.

4.9 WEEE and Batteries

The Committee noted a report on contractual arrangements for the collection and treatment of display units from designated Council sites and that all categories of WEEE and Batteries in arc21 were being collected and treated under contractual arrangements with synchronised expiry dates.

4.10 Household Recycling Centre (HRC) Sites – Trade Waste Update

The Committee was provided with and noted copy of the Northern Ireland Ombudsman's findings in relation to the acceptance of and associated charges for commercial waste at HRCs together with copy of a relevant case study and copy of a briefing paper in respect of a meeting with the DAERA Minister on 19 September 2016.

The Head of Service (Waste Management and Operations) responded to Members' queries on issues relating to the management of commercial waste within the Council area.

4.11 The Safety Advisory Group Minutes

The Committee was provided with copy and noted the Minutes of the Safety Advisory Group meetings held on 15 August 2018.

4.12 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 T Mitchell, seconded by Councillor A Gavin, and agreed to come out of committee and normal business was resumed.

5. Report from the Director of Environmental Services

Items for Noting

It was proposed by Councillor B Bloomfield, seconded by Councillor R Walker, and agreed that the following items (Item 5.1 to Item 5.2) be noted

5.1 Environmental Services Trading Accounts – Period 5

The Committee was provided with copies and noted the Environmental Services Trading Accounts for Period 5.

5.2 Environmental Services Performance Reports

The Committee was provided with copy and noted the Environmental Services Annual Departmental Plan 2018/19.

5.3 Report from Head of Service (Technical and Estates)

Item for Decision

5.3.1 Council Area Boundary and Village Signage Rebranding

(Alderman SP Porter and Councillor A McIntyre arrived at 5.50 pm)

The Committee was provided with copy of an updated report on the provision of boundary and village signage that included revised versions of signs and full sized mock ups of the signs were displayed at the meeting.

Members considered 3 options for the boundary signage and, following a vote being taken on the various options, it was then proposed by Councillor O Gawith,

seconded by Councillor A Givan, and agreed to recommend that Council approve Option 2 as the preferred design for the boundary signage.

Members considered the proposed listing of village sign locations and it was suggested that village names plates should be provided at settlements that were growing in size such as Magheraconluce, Kesh Bridge and St James. Village signs were also requested at Newtownbreda and on the Ballyregan Road at Dundonald. It was suggested that, in the case of new housing developments, the developers should be asked to ensure that verges at the entrance were wide enough to accommodate signage.

It was proposed by Councillor O Gawith, seconded by Alderman T Jeffers and agreed to recommend that Council approve the following:

- The protocol providing guidance for the selection of locations for village nameplates
- The proposed listing of preferred sign locations as detailed in the report and with the inclusion of the locations referred to by Members
- That the boundary and village signage as outlined above be progressed and erected

Items for Noting

It was proposed by Alderman SP Porter, seconded by Councillor T Mitchell, and agreed that the following items (Item 5.3.2 to Item 5.3.3) be noted

5.3.2 War Memorial Spruce-Up - Update

The Committee noted an update on the War Memorial spruce-up work being carried out throughout the Council area.

In response to a concern by Councillor R Walker regarding uneven ground around the Lisburn war memorial, the Head of Service (Technical and Estates) advised that the paving setts around the memorial had recently been regouted and he undertook to check the area to ensure that it was now safe and stable.

5.3.3 Estate Strategy, Energy Reduction and Building Condition - Update

The Committee noted an update on the progress of the Estate Strategy, Energy Efficiency and Building Condition requirements.

(The Head of Service (Marketing and Communications) and the Senior Graphic Designer left the meeting at 6.10 pm)

5.4 Report by Head of Service (Environmental Health) (Presented in his absence by the Environmental Health Manager (SC))

Items for Decision

5.4.1 Consultations for Decision

The Committee was provided with copy and it was proposed by Councillor A McIntyre, seconded by Councillor A Givan, and agreed to recommend that Council approve the report and responses to the Consultations on the Proposed Amendments to the Statutory Food Law Code of Practice (Northern Ireland) and the Proposed Approach to Retained EU Law for Food and Feed Safety and Hygiene.

5.4.2 Christmas Off-Street Parking Arrangements

It was proposed by Councillor R Walker, seconded by Councillor A Givan, and agreed to recommend that Council approve free of charge off street car parking as part of the Christmas campaign, subject to this being an integral element of the overall Christmas campaign for 2018 as approved by the Development Committee

(The Deputy Mayor, Councillor A Grehan, arrived at 6.12 pm and Alderman SP Porter left at 6.16 pm)

5.4.3 The Food Safety (Northern Ireland) Order 1991 – Public Analyst Appointment

It was proposed by Councillor B Hanvey, seconded by Alderman T Jeffers, and agreed to recommend that Council approve the report detailing persons to be appointed as Public Analysts to the Council under Article 27 (1) of The Food Safety (Northern Ireland) Order 1991.

Items for Noting

It was proposed by Councillor B Bloomfield, seconded by Councillor J Baird, and agreed that the following items (Item 5.4.4 to Item 5.4.7) be noted

5.4.4 Consultation for Noting

The Committee was provided with copy and noted a report in relation to the Consultation on the Drinking Water Inspectorate – Drinking Water Quality Report for 2017.

5.4.5 Safeguarding Policy and Procedure Review

The Committee was provided with copy and noted the Lisburn & Castlereagh City Council Child and Adult Safeguarding Policy and associated Procedures that had been reviewed and updated by the Safeguarding Working Group.

5.4.6 Test Purchase Exercise for Sunbeds

The Committee noted a report in relation to the test purchase exercise for sunbeds, carried out on Wednesday 22 August 2018, in which 12 premises across the Council area were surveyed and all were found to comply with the regulations.

5.4.7 Flooding – Scheme of Emergency Financial Provision: New Method of Activation

The Committee noted a report in relation to the new activation method for the Scheme for Emergency Financial Assistance (SEFA) in relation to future flooding incidents.

5.5 Report by Head of Service (Waste Management & Operational Services)

Items for Noting

It was proposed by Councillor B Bloomfield, seconded by Councillor R Walker, and agreed that the following items (Item 5.5.1 to 5.5.2) be noted.

5.5.1 Service Update – Refuse Collection

5.5.1.1 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.

The Head of Service (Waste Management & Operational Services) responded to Members' queries and comments on accessibility issues for refuse collection vehicles. The Chairman, Councillor J Gray, commended the refuse collection team for successfully collecting over 99% of all bins despite access and other difficulties.

(Alderman SP Porter returned to the meeting at 6.27 pm)

In response to a query by Alderman T Jeffers, the Head of Service (Waste Management and Operational Services) updated Members on issues relating to fleet in-cab intelligence devices. He advised that full implementation of route optimisation measures would await the outcome of the review of the recycling service that was currently taking place.

5.5.2 Cleansing Services: Illegal Dumping Update

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

Additional Item

5.5.3 Family Recycling Initiative and DAERA Behavioural Change Fund 2018/19

Alderman T Jeffers referred to a new family recycling initiative whereby families were encouraged to introduce 3 new recycling activities such as buying unpackaged food products and he suggested that a similar initiative could be promoted within the Council area.

(Councillor J Baird left at 5.33 pm)

The Head of Service (Waste Management & Operational Services) advised the Committee that DAERA had confirmed that the Council's application to the Behavioural Change Fund had been successful and a grant of £60,000 was being made available for communications activities aimed at increasing recycling rates.

(The Right Worshipful the Mayor, Councillor U Mackin left the meeting briefly at 6.35 pm and returned at 6.36 pm; the Deputy Mayor, Councillor A Grehan, left the meeting at 6.35 pm)

It was proposed by Alderman T Jeffers, seconded by Councillor A Givan and agreed to recommend that Council investigate the possibility of introducing a family recycling initiative as outlined above.

5.6 Report from Head of Service (Building Control)

Items for Noting

It was proposed by Councillor T Mitchell, seconded by Councillor J Baird, and agreed that the following items (Item 5.6.1 to Item 5.6.4) be noted

5.6.1 Commercial Vacancy Inspections in Partnership with Land & Property Services Ltd

The Committee was provided with copy and noted the Data Sharing Agreement between the Council and Land & Property Services.

5.6.2 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 June to August 2018

Month	Full Plan Approvals	Regularisation Certificates
June 2018	61	27
July 2018	95	41
August 2018	113	44

5.6.3 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 June to August 2018 returned to the Department of Finance, Land and Property Services.

Month	Completion Notice Ready Numbers
June 2018	60
July 2018	77
August 2018	75

5.6.4 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.

Month	Home Visits Carried Out	Completed and Eligible Referrals to NIHE (after financial checks)	DfC requested Target	'Make the Call'
April 2018	79	27	25	11
May 2018	74	20	25	19
June 2018	59	20	17	11
July 2018	61	28	30	2
August 2018	64	25	30	9

The Head of Service (Building Control) updated the Committee on referral targets and project funding for the current financial year.

6. Any Other Business

6.1 Fly-tipping Prosecution – Director of Environmental Services

The Director of Environmental Services reported on the successful outcome of a recent prosecution for a fly tipping incident that had been caught on the Council's CCTV system. She advised that this was a significant test case for all Councils in Northern Ireland.

"In Committee"

It was proposed by Alderman SP Porter, seconded by Councillor H Legge, and agreed that the following matters be considered "in committee", in the absence of members of the press and public.

(The Head of Service (Building Control), Head of Service (Technical and Estates), Head of Service (Waste Management and Operations) and the Environmental Health Managers left the meeting at 6.39 pm)

6.2 Staffing Matters: Operational Services and Environmental Health – Director of Environmental Services

The Committee noted a verbal update by the Director of Environmental Services on a number of current staffing matters in the Operational Services and Environmental Health units.

At the request of Members, the Director undertook to email staff and Members on appropriate contact details for the Environmental Health section.

In response to a query by Councillor J Baird, the Director of Environmental Services detailed the Council's procedures for dealing with long term sickness absences.

Resumption of Normal Business

It was proposed by Councillor O Gawith, seconded by Councillor T Mitchell, and agreed to come out of committee and normal business was resumed.

(Councillor R Walker and Councillor T Mitchell left the meeting at 6.52 pm)

6.3 Road Safety Issues at Station Road, Moira – Councillor O Gawith

Councillor O Gawith referred to road safety issues at Station Road, Moira, where large numbers of cars parked on the pavement were causing an obstruction and he enquired whether influence could be brought to bear on DfI Roads Service to address the matter.

The Director of Environment Services advised that Roads Service would be presenting its Autumn report to Council in the near future and the issue could be raised at that stage. She indicated that she would ask Member Services officers to undertake the co-ordination of road safety issues of concern across Council departments for forwarding to the DfI Road Service.

There being no further business, the meeting was terminated at 6.58 pm.

Mayor/Chairman