

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of the Meeting of the Environmental Services Committee held in the Island Civic Centre, The Island, Lisburn, on Wednesday, 7 February 2018 at 5:30 pm**

**PRESENT:**

Alderman T Jeffers (Chairman)

The Right Worshipful the Mayor, Councillor T Morrow

Aldermen SP Porter and J Tinsley

Councillors N Anderson, J Baird, O Gawith, A Givan, J Gray MBE, B Hanvey, H Legge, A McIntyre, T Mitchell and L Poots

**IN ATTENDANCE:**

Alderman W.J. Dillon (from 6.41 pm)

The Director of Environmental Services  
Head of Service (Environmental Health)  
Acting Head of Service (Operational Services).  
Head of Service (Building Control)  
Head of Service (Technical and Estates)  
Member Services Officer

**Commencement of Meeting**

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

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

(Councillor N Anderson and Councillor J Baird arrived at the meeting at 5.32 pm)

1. **Apologies**

Apologies for non-attendance were received on behalf of Alderman M Henderson and 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 Declaration of Interest was made during the course of the meeting:

- Councillor H Legge declared an interest in Item 5.2.3, Department for Communities (DfC) – Affordable Warmth Scheme, on the basis that she was a Member of the NI Housing Executive

3. Minutes

3.1 Minutes of the Environmental Services Committee Meeting held on 10 January 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 10 January 2018, as adopted at the meeting of Council held on 23 January 2018, be confirmed and signed.

3.2 Minutes of the Special Environmental Services Committee Meeting held on 17 January 2018

It was proposed by Alderman J Tinsley, seconded by Councillor A Givan, and agreed that the minutes of the special meeting of the Environmental Services Committee held on 17 January 2018, as adopted at the meeting of Council held on 23 January 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 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 due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information

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

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

Item 4.13: Confidential due to information relating to the financial or business affairs of the organisation concerned [including the Council holding that information]

Item 4.14: Confidential due to information relating to the financial or business affairs of the organisation concerned [including the Council holding that information]

Item 4.15: Confidential due to information relating to the financial or business affairs of the organisation concerned [including the Council holding that information]

Item 4.16: Confidential due to information which is likely to reveal the identity of an individual

“In Committee”

It was proposed by Councillor N Anderson, seconded by Councillor O Gawith, and agreed that the following matters be considered “in committee”, in the absence of members of the press and public.

Items for Decision

4.1 Out of Hours Shared Service for Food Control and Infectious Disease Investigations

It was proposed by Councillor J Baird, seconded by Councillor B Hanvey, and agreed to recommend that Council approve the report in relation to the increase in the weekly payment to officers providing an out-of-hours service for food control and infectious disease.

4.2 Progression of Agile Working

The Committee was provided with copy of a financial appraisal for the progression of the procurement of 2<sup>nd</sup> generation tablets as a replacement to existing desktop PCs. The Head of Service (Environmental Health) responded to Members’ queries regarding agile working arrangements.

It was proposed by Councillor O Gawith, seconded by Alderman J Tinsley, and agreed to recommend that Council approve the financial appraisal for the procurement of 2<sup>nd</sup> generation tablets as a replacement to existing desktop PCs and also approve the continued engagement of consultants to carry out preliminary site visits to inform the scope of a refined design of LVI taking account of customer service and agile working needs.

4.3 Financial Appraisal – Replacement of 2 No 15 Tonne Road Sweeper Vehicles

It was proposed by Alderman J Tinsley, seconded by Councillor J Gray, and agreed to recommend that Council approve the financial appraisal for the replacement of 2 no. 15 tonne road sweeper vehicles, copy of which had been provided to the Committee.

4.4 Financial Appraisal – Provision of Vehicle Washing Services

It was proposed by Councillor A McIntyre, seconded by Councillor B Hanvey, and agreed to recommend that Council approve the financial appraisal for the provision of vehicle washing services, copy of which had been provided to the Committee.

In response to a query by Councillor Hanvey, the Director of Environmental Services advised that officers would review the Department’s capital investment plan for the next financial year to explore the feasibility of procuring a second FIDO machine to more adequately cover fouling hotspots within the Council area.

4.5 Financial Appraisal for the Hire of Chemical Toilets

It was proposed by Councillor A Givan, seconded by Councillor N Anderson, and agreed to recommend that Council approve the financial appraisal for the hire of chemical toilets for events taking place within the Council area, copy of which had been provided to the Committee.

(Councillor H Legge arrived at the meeting at 5.49 pm)

4.6 Financial Appraisal for the Hire of Crowd Control Barriers

It was proposed by Councillor N Anderson, seconded by Councillor A Givan, and agreed to recommend that Council approve the financial appraisal for the hire of crowd control barriers for events taking place within the Council area, copy of which had been provided to the Committee.

4.7 Financial Appraisal for the Purchase of General Hardware Materials

It was proposed by Councillor J Baird, seconded by Alderman J Tinsley, and agreed to recommend that Council approve the financial appraisal for the purchase of general hardware materials to facilitate maintenance works within the Council area, copy of which had been provided to the Committee.

Items for Noting

It was proposed by Councillor O Gawith, seconded by Councillor T Mitchell, and agreed that the following items (Items 4.8 to 4.16) be noted.

4.8 Planning Enforcement – Cases with Court Proceedings for February 2018

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

4.9 Animal Welfare Service

The Committee was provided with copy of regional animal welfare statistics and noted an update on the animal welfare service.

Following discussion, it was proposed by Councillor J Baird, seconded by Councillor J Gray, and agreed to recommend that Council write to DAERA requesting that urgent consideration be given to the level of funding and other measures to ensure the sustainability of the animal welfare service and the safety of those working within the service.

(The Right Worshipful the Mayor, Councillor T Morrow, and Alderman J Tinsley left the meeting at 6.02 pm)

#### 4.10 Extreme Weather Conditions

The Committee noted an update in respect of extreme weather arrangements.

The Director of Environmental Services advised that she would be meeting with the Director of Leisure and Community Wellbeing to progress the finalisation of the Dfl gritting agreement and to further consider local needs outside of the agreement and she would report back to the Committee in this regard.

#### 4.11 Tender for Out of Hours Dog Warden Service

The Committee noted the award of the tender for the out of hours dog warden service.

#### 4.12 Closure Plans for Drumlough and Moss Road Closed Landfill Sites – Update

The Committee noted an update on the Drumlough and Moss Road former landfill site closure plans.

#### 4.13 Crematorium Update and Future Cemetery Provision

The Committee was updated on the previous correspondence from Antrim and Newtownabbey Borough Council in relation to a collaborative approach to crematorium service delivery and was advised that a report on the matter would be considered by the Council's Development Committee

The Committee noted the update regarding options for future cemetery provision for the Council area.

(Alderman SP Porter left the meeting at 6.14 pm)

#### 4.14 Update on Non-Compliance with Environmental Health Statute re: Fly-Tipping Assisted by Overt CCTV Surveillance Cameras

The Committee was provided with copy and noted a report in relation to how fly-tipping issues were being addressed by the Environmental Health Service Unit

#### 4.15 arc21 Joint Committee Meeting – Friday 26 January 2018

The Committee was provided with copy and noted papers relating to the arc21 Joint Committee meeting held on Friday 26 January 2018 and the associated arc21 Members Bulletin. Members also noted an update on the current status of the planning process in connection with Residual Waste Treatment Project and in particular the forthcoming Judicial Review.

#### 4.16 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 Baird, seconded by Councillor A Givan, and agreed to come out of committee and normal business was resumed.

5. Report from the Director of Environmental Services5.1 Environmental Services Trading Accounts – Period 9

The Committee was provided with copy and noted the Environmental Services Trading Accounts for Period 9.

5.2 Report from Head of Service (Building Control)Items for Noting

It was proposed by Councillor A Givan, seconded by Councillor A McIntyre, and agreed that the following items (Item 5.2.1 to Item 5.2.3) be noted

5.2.1 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 October, November and December 2017.

<b>Month</b>	<b>Full Plan Approvals</b>	<b>Regularisation Certificates</b>
October 2017	110	35
November 2017	114	26
December 2017	75	23

5.2.2 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 October to December 2017 returned to the Department of Finance, Land and Property Services.

<b>Month</b>	<b>Completion Notice Ready Numbers</b>
October 2017	134
November 2017	127
December 2017	49

5.2.3 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>
April 2017	108	25	25	19
May 2017	202	25	25	19
June 2017	117	25	25	22
July 2017	87	40	40	21
August 2017	52	32	40	8
September 2017	58	13	40	13
October 2017	24	27	40	19
November 2017	35	20	40	11
December 2017	55	14	40	6

The Committee was provided with copy and noted correspondence forwarded to the Department for Communities in relation to ongoing issues restricting the Council's ability in meeting the requested DfC referral numbers.

5.3 Report from Head of Service (Technical and Estates)Item for Decision5.3.1 arc21 Conference 2018

The Committee was provided with copy of an invitation from arc21 to attend the "Advancing a Municipal Waste Service" Morning Conference to be held in the Belfast Metropolitan College, Titanic Campus on Friday 2 March 2018.

It was proposed by Councillor J Baird, seconded by Councillor N Anderson, and agreed to recommend that Council approve the attendance of any interested Member at the above conference and that Members be asked to notify Member Services if they wished to attend.

Items for Noting

It was proposed by Councillor J Gray, seconded by Councillor J Baird, and agreed that the following items (Item 5.3.2 to 5.3.3 be noted.

5.3.2 Environmental Youthspeak 2018

The Committee noted an update report on arrangements being put in place by the Council's Waste Management Section to hold the annual Environmental Youthspeak event in March 2018.

5.3.2 Environmental Youthspeak 2018 (Contd)

In response to a query by Councillor J Baird, officers undertook to explore potential funding options for future Youthspeak events.

5.3.3 NI Science Festival

The Committee noted a report outlining arrangements being put in place by the Council's Waste Management Section for the annual NI Science Festival to be held on 15-25 February 2018.

5.4 Report by Head of Service (Environmental Health)

Item for Decision

5.4.1 Consultations for Approval

The Committee was provided with copy of the following consultations along with the proposed comments to be submitted on behalf of the Council:

- Consultation – Safeguarding Board for Northern Ireland (SBNI) - Draft Strategic Plan 2018-2022, response date 6 March 2018
- Consultation - Promoting Human Organ Donation and Transplantation in Northern Ireland, response date 5 March 2018.
- Consultation – Adopting the Sports Grounds Safety Authority (SGSA) 'Guide to Safety at Sports Grounds', response date 14 February 2018

It was proposed by Councillor B Hanvey, seconded by Councillor T Mitchell, and agreed to recommend that Council approve the report and responses to the consultations on the Safeguarding Board for Northern Ireland (SBNI) - Draft Strategic Plan 2018-2022, Promoting Human Organ Donation and Transplantation in Northern Ireland and Department for Communities Adopting the Sports Grounds Safety Authority (SGSA) 'Guide to Safety at Sports Grounds'.

5.4.2 Health and Wellbeing

5.4.2.1 Home Safety Handyman Scheme

It was proposed by Councillor N Anderson, seconded by Councillor B Hanvey, and agreed to recommend that Council approve the report, copy of which had been provided to the Committee, in relation to the provision of the Handyman Scheme as part of home safety visits carried out within the Belfast Trust area.

In response to a query by the Chairman, Alderman T Jeffers, the Head of Service (Environmental Health) advised that he would investigate the possibility of collaboration with the Trust to raise awareness of male wellbeing including prostate cancer.

Items for Noting

It was proposed by Councillor O Gawith, seconded by Councillor N Anderson, and agreed that the following items (Item 5.4.3 to 5.4.7) be noted.

5.4.3 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 October 2017 and 31 December 2017.

5.4.4 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 October 2017 and 31 December 2017.

5.4.5 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 October 2017 and 31 December 2017.

5.4.6 The Litter (Northern Ireland) Order 1994

5.4.6.1 Fixed Penalty Notices

The Committee noted a report in relation to Fixed Penalty Notices issued during the period 1 October 2017 to 31 December 2017 for littering and illegal dumping related offences.

5.4.6.2 Prosecution Outcomes

The Committee was provided with copy and noted a report outlining recent prosecutions progressed by the Environmental Health Service Unit in relation to litter and illegal dumping related offences.

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

5.4.7.1 Issue of Fixed Penalty Notices

The Committee noted a report in relation to the issue of Fixed Penalty Notices between 1 October 2017 and 31 December 2017 and the instigation of legal proceedings for failure to pay Fixed Penalty Notices for dog related offences.

5.4.7.2 Issue of Dog Control Condition Notices

The Committee was provided with copy and noted a report in relation to the issue of Dog Control Condition Notices between 1 October 2017 and 31 December 2017.

5.4.7.3 Prosecution Outcomes

The Committee was provided with copy and noted a report in relation to the outcomes of recent prosecutions progressed by the Environmental Health Service Unit in relation to dog related offences.

5.4.7.4 Dog Control Initiatives

The Committee noted a report in relation to the dog control initiatives undertaken by Enforcement Officers from 1 October 2017 to 31 December 2017.

5.5 Report by Acting Head of Service (Operational Services)

Items for Noting

It was proposed by Councillor J Gray, seconded by Councillor A Givan, and agreed that the following items (Item 5.5.1 to 5.5.3) be noted.

5.5.1 Service Update – Refuse Collection

5.5.1.1 Adverse Weather Update

The Committee noted an update report on the impact of the adverse weather that had occurred in December 2017 on cleansing services.

The Chair, Alderman T Jeffers, thanked the Council's staff for their work in continuing to provide services during periods of adverse weather conditions.

5.5.1.2 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.

5.5.2 Operational Waste Communications

The Committee noted an update report in respect of communications during interruption to planned waste operations

5.5.3 Cleansing Services: Illegal Dumping Update

The Committee was provided with copy and noted illegal dumping statistics for December 2017.

6. Any Other Business

6.1 Attendance at NAC Environment Conference, Leeds, 19-21 January 2018 – Alderman T Jeffers

The Chairman, Alderman T Jeffers, referred to his recent attendance at the NAC Environment Conference in Leeds and in particular to a presentation outlining a range of environmental and waste management initiatives implemented by Durham County Council that included a refuse information app, measures to reduce air pollution and in-cab devices for refuse vehicles.

The Director of Environmental Services outlined similar approaches within L&CCC and the status of these respective work streams. She also reported on ongoing work with the Council's MCU on communication strategies that included promotion of the 'Binformation app' and the use of other social media such as Facebook and twitter.

6.2 Presentation on Regional Emergency Planning – Director of Environmental Services

The Committee was advised that a presentation on regional emergency planning would be delivered at the Committee's meeting in March. It was suggested that all Elected Members should be invited to attend the meeting and that, to facilitate this, the venue be moved to the Council Chamber.

(Alderman WJ Dillon arrived at the meeting at 6.41 pm)

6.3 Potential Penalties for Failing to meet Statutory Recycling Targets – Head of Service (Technical & Estates)

Following a question at the Special Environmental Services Committee Meeting held on 17 January 2018 which queried what the potential fine might be should the statutory recycling targets not be met, the Head of Service (Technical & Estates) advised that there was no clear guidance at present identifying what the penalty might be. It was further explained that it was a national recycling target and, should the nation as a whole fail to meet the target, there was a potential that an individual Council or Councils could be liable should any particular Council have failed to meet the target itself.

6.4 Start Times for Waste Collection Service – Head of Service (Technical & Estates)

The Head of Service (Technical & Estates) advised that the current Council policy provided for a start time for the waste collection service from 7.00 am but also allowed for an earlier start time where operational requirements dictated and that there were occasions when the service would be required to commence at 6.00 am. Members were further advised that literature being issued to ratepayers would reflect this variance where and when necessary

In Committee

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

The Committee was advised that the following items would be considered ‘in committee’ for the following reasons:

Item 6.5 Confidential due to information which is likely to reveal the identity of an individual

Item 6.6 Confidential due to information in which a claim to legal professional privilege could be maintained in legal proceedings.

(The Head of Service (Environmental Health), the Head of Service (Technical & Estates), the Head of Service (Building Control) and the Acting Head of Service (Operational Services) left the meeting at 6.46 pm)

6.5 Staffing Matters

The Committee noted an update from the Director of Environmental Services regarding proposed changes to the Environmental Services departmental structure which had been approved by the Efficiency Review Steering Group and that the revised structure would proceed for approval at the forthcoming meeting of the Corporate Services Committee.

(Councillor A McIntyre left the meeting at 6.56 pm)

6.6 Legal Proceedings Update –Complaint Received

The Committee noted an update from the Director of Environmental Services in relation to a complaint received following which a review of the process to date was being undertaken and a report would be brought back to Committee.

There being no further business, the meeting was terminated at 6.59 pm.

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Mayor/Chairman