

## **ARDS AND NORTH DOWN BOROUGH COUNCIL**

29 November 2018

Dear Sir/Madam

You are hereby invited to attend a meeting of the Environment Committee of the Ards and North Down Borough Council which will be held in the **Council Chamber, 2 Church Street, Newtownards** on Wednesday 5 December 2018 commencing at **7.00pm**.

**Tea, coffee and sandwiches will be available from 6.00pm.**

Yours faithfully

Stephen Reid  
Chief Executive  
Ards and North Down Borough Council

### **A G E N D A**

1. Apologies
2. Declarations of Interest
3. Deputation
  - 3.1. NI Water – Pollution on Beaches
4. Environment Directorate Budgetary Control Report (Report attached)
5. Q2 Performance Reports (Reports attached)
  - 5.1 Waste and Cleansing Services
  - 5.2 Regulatory Services
6. Recycling Community Investment Fund (RCIF) 18/19 Balance Allocation Proposal – Update Report (Report attached)
7. Bangor Dog Exercise Area (Report attached)
8. Licensing and Regulatory Services Unit Update (Report attached)
9. Grant of Entertainment Licence (Report attached)
10. Street Naming (Report attached)

11. NI Local Authority Municipal Waste Management Statistics – April to June 2018  
(Report attached)

12. Groomsport War Memorial (Report attached)

13. Policy for the Provision and Maintenance of Play Areas (Report attached)

**\*\*\* IN CONFIDENCE \*\*\***

14. Single Tender Action Report - Supply of Specialist Dog Holding Kennels Unit  
(Report attached)

15. Business Case Report for Capital Expenditure – Purchase of a Replacement  
Roll-Packer at Balloo HRC (Report attached)

16. Extension of Waste Contracts (Report attached)

17. Update on ARC21 Matter (Verbal report)

18. Any Other Notified Business.

#### **MEMBERSHIP OF ENVIRONMENT COMMITTEE (16 Members)**

Alderman Henry	Councillor Edmund
Alderman Fletcher	Councillor Ferguson (Chairman)
Councillor Armstrong-Cotter (Vice Chairman)	Councillor Hunter
Councillor Boyle	Councillor McAlpine
Councillor Cathcart	Councillor Martin
Councillor Cummings	Councillor Woods
Councillor Douglas	Councillor Smart
Councillor Dunlop	Councillor Wilson

**ITEM 4****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Finance
Date of Report	21 November 2018
File Reference	FIN45/40012
Legislation	Section 5 Local Government Finance Act (NI) 2011
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Environment Directorate Budgetary Control Report – October 2018
Attachments	

This Environment Budgetary Control Report covers the 7-month period 1 April to 31 October 2018 and is set out on page 4. The net cost of services is showing an over spend of £182,471 (1.6%).

**Explanation of Variance**

In addition, a Budgetary Control Report by Income and Expenditure for the Directorate is, also, shown on page 4 which analyses the overall adverse variance (£182,471) by expenditure (£103,333 adverse) and income (£79,139 adverse).

**Environment**

**Expenditure - £103.3k (0.8%) worse than budget to date.** This adverse variance is mainly made up of the following: -

1. Waste and Cleansing Services - £3.8k favourable.
  - a. A combined summary of the main waste stream variances is set out in the table below.

Unclassified

	£'000	Commentary
Landfill	88.4	1,072 tonnes more than budget though this is partially offset by the gate fee being slightly less than budget (£0.75 per tonne less).
Brown/Green bin waste	(77.7)	1,492 tonnes less than budget but gate fee is slightly higher than budget (£0.62 per tonne more).
Blue bin waste	20.2	360 tonnes less than budget but average gate fee is higher than budget (£6.14 per tonne more).
HRC waste	(42.0)	Lower tonnage than budget
<b>Total</b>	<b>(11.1)</b>	

Overall, the main waste stream budgets are under budget by £11.1k.

- b. Payroll costs are £47.1k favourable to date. There are a significant number of posts being covered by agency staff.
- c. Spend on refuse bins is £29.6k over budget to date due to a higher demand from residents for green/brown bins.
- d. Maintenance on roll packers and cardboard balers is £4.9k over budget to date.
- e. There are small overspends to date on protective clothing (£3.7k), waste haulage costs (£1.9k) and hired services (£5.6k)

2. Assets and Property Services - £165.6k adverse. This is explained by: -

- a. Property Operations are £107.3k over budget to date. This is mainly due to: -
  - i. Contractor costs are £110.5k over budget to date. There has been more property maintenance work carried out to date to try to address a backlog of outstanding jobs.
- b. Technical Services are £73.1k under budget to date. This is mainly due to: -
  - i. Payroll costs are £11.4k favourable. Two Technical Officer posts have been filled from 1 October. A vacant Plant Operative post is to be recruited.
  - ii. Utility costs are £68.0k under budget to date.
  - iii. Contractor costs are £6.1k over budget to date. This covers areas such as statutory compliance work, refurbishments, playgrounds, statutory upgrades and energy saving initiatives.

Unclassified

- c. Fleet Management is **£138.6k** over budget to date. This is mainly due to: -
- i. Payroll costs are £17.8k. There is a vacant mechanic's post which is in the process of being filled.
  - ii. Vehicle maintenance, materials, consumables and tyres costs are **£86.1k** over budget to date.
  - iii. Vehicle fuel, lubricants and oil are **£46.6k** over budget to date. Higher than expected fuel prices have contributed to this adverse variance.
  - iv. Other vehicle costs are **£17.1k** over budget to date. Vehicle tracking system costs are higher than budget to date.
3. Regulatory Services - £57.8k favourable. This is explained by: -
- a. Payroll costs are £58.0k under budget year to date. There have been vacant posts in Building Control. Two have been filled with one still to be recruited. In addition, two vacant posts in Neighbourhood Environment Team are now being covered by agency.

**Income - £79.1k (3.1%) worse than budget to date.** This adverse variance comprises:

4. Waste & Cleansing Services - **£54.4k** adverse. This is mainly due to trade waste income (**£61.8k**) being worse than budget to date. Processes within this service are currently being reviewed with the aim of improving performance later in the year. Arc21 Bring Bank contract income is £10.3k better than budget to date.
5. Assets and Property Services - £12.2k favourable. Harbour income (£7.3k) and wind turbine income (£3.8k) are better than budget to date.
6. Regulatory Services income - **£36.9k** adverse. This is mainly due to Building Control income (**£26.3k**), car park income (**£8.8k**) and fixed penalty fine income (**£4.9k**) being behind budget to date with Property Certificate income being £5.2k better than budget.

Unclassified

<b>BUDGETARY CONTROL REPORT</b>						
<b>By Directorate and Service</b>						
<b>Period 7 - October 2018</b>						
Note	Year to Date Actual £	Year to Date Budget £	Variance £	Annual Budget £	Variance %	
<b>Environment</b>						
200 Environment HQ	84,792	85,500	(708)	147,900	0.8	
210 Waste and Cleansing Services	7,513,846	7,463,200	50,646	12,608,600	0.7	
220 Assets and Property Services	3,720,410	3,567,000	153,410	6,554,900	4.3	
230 Regulatory Services	81,623	102,500	(20,877)	344,400	20.4	
<b>Totals</b>	<b>11,400,671</b>	<b>11,218,200</b>	<b>182,471</b>	<b>19,655,800</b>	<b>1.6</b>	

<b>BUDGETARY CONTROL REPORT</b>						
<b>By Income and Expenditure</b>						
<b>Period 7 - October 2018</b>						
Note	Actual £	Expenditure Budget £	Variance	Actual	Income Budget	Variance £
<b>Environment</b>						
200 Environment HQ	84,792	85,500	(708)	-	-	-
210 Waste and Cleansing Services	8,506,628	8,510,400	(3,772)	(992,782)	(1,047,200)	54,418
220 Assets and Property Services	3,813,923	3,648,300	165,623	(93,513)	(81,300)	(12,213)
230 Regulatory Services	1,438,090	1,495,900	(57,810)	(1,356,467)	(1,393,400)	36,933
<b>Totals</b>	<b>13,843,433</b>	<b>13,740,100</b>	<b>103,333</b>	<b>(2,442,761)</b>	<b>(2,521,900)</b>	<b>79,139</b>

**RECOMMENDATION**

It is recommended that the Committee notes this report.

**ITEM 5.1.****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	5 December 2018.
Responsible Director	Director of Environment.
Responsible Head of Service	Head of Waste & Cleansing Services
Date of Report	21 November 2018
File Reference	43600
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: Not applicable
Subject	Waste and Cleansing Business Plan Quarterly Performance Report – Q2 (July – September 2018)
Attachments	

**Context**

Members will be aware that Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement Council approved the Performance Management Policy and Handbook. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (2015-2019 plan in operation)
- Performance Improvement Plan (PIP) – published annually (2018/19 plan published 30 June 2018)
- Service Plan – developed annually (approved April 2018)

The Corporate Plan 2015-19 sets out 17 objectives for the plan period based on themes of People, Place, Prosperity and Performance. The Council's 16 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

### **Reporting approach**

The Service Plans will be reported to relevant Committees on a quarterly basis as undernoted:

<b>Reference</b>	<b>Period</b>	<b>Reporting Month</b>
Quarter 1 (Q1)	April – June	September
Q2	July – September	December
Q3	October – December	March
Q4	January - March	June

The report for the second Quarter of 2018/19 is attached.

### ***Key points to note:***

- The majority of Pride in Performance conversations have now been carried out and this will be reflected in the Q3 Report.

### **Key achievements:**

- The glass recycling service is now exceeding the target set.
- The LEAMS Cleanliness Index score has increased to just below the Council target (80%). This was reflected in the recent Best Kept Awards successes for Bangor (Best Kept Large Town) and Holywood (Runner-Up in Best Kept Medium Town).

### **Emerging issues:**

- The staff attendance has improved as long-term sickness cases are progressed.
- Further increases in the Council recycling rate are likely to be more incremental due to predominance of existing arrangements being refined, rather than the introduction of completely new initiatives.

### **Action to be taken:**

- None

## **RECOMMENDATION**







It is recommended that the Council notes this report.



## Quarterly Performance Report - Waste and Cleansing Services

Generated on: 21 November 2018

Last Update Q2 2018/19

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	100.43%	100%
	% staff attendance	93.98%	95%
	% staff completing planned training	60%	50%
	% of household waste collected that is sent for recycling and composting	55.4%	60%
	Amount (tonnes) of biodegradable waste that is landfilled	9,280	10,126
	Local Environmental Audit and Measurement Score (LEAMS) (Street Cleansing)	79	80

Last Update H1 2018/19

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% staff reporting regular Pride in Performance Conversations	27%	80%
	Tonnage of glass sent for recycling	2,146	2,000

**ITEM 5.2.****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	5 <sup>th</sup> December 2018
Responsible Director	Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	19/11/2018.
File Reference	43600
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q2 Performance Report – Regulatory Services
Attachments	

**Context**

Members will be aware that Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement Council approved the Performance Management Policy and Handbook. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (2015-2019 plan in operation)
- Performance Improvement Plan (PIP) – published annually (2018/19 plan published 30 June 2018)
- Service Plan – developed annually (approved April 2018)

The Corporate Plan 2015-19 sets out 17 objectives for the plan period based on themes of People, Place, Prosperity and Performance. The Council's 16 Service

Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

### **Reporting approach**

The Service Plans will be reported to relevant Committees on a quarterly basis as undernoted:

<b>Reference</b>	<b>Period</b>	<b>Reporting Month</b>
Quarter 1 (Q1)	April – June	September
Q2	July – September	December
Q3	October – December	March
Q4	January - March	June

The report for the second Quarter of 2018/19 is attached.

### ***Key points to note:***

There is currently an underspend due to staff vacancies, however recruitment is ongoing.

### **Key achievements:**

Teams across Regulatory Services have shown great resolve and team work and continue to perform at a high level despite operating on a reduced complement of staff.

With business planning for 2019/20 in mind, 39 of 46 staff members across the department came together to collectively discuss and agree the development of a new service plan aimed at promoting improved outcomes.

Recent audits for Building Control and Live Here Love Here Small Grants Scheme resulted in satisfactory assurance outcomes.

A significant amount of positive PR has recently been generated for the Council through progress on a number of the projects developed through the Recycling Community Investment Fund, most notably the Seabin project which was recently widely covered in regional TV and radio news items. Good progress is being made on a number of other innovative projects, which will be reported to the Committee in due course.

### **Emerging issues:**

The department generates a significant amount of income by the nature of activities and services delivered. This income is currently lower than expected. Building Control have seen fewer applications for Commercial work which may be linked to uncertainty in relation to Brexit. Also, longer than initially anticipated lead time for finalisation and adoption of car park strategy has led to lower than expected car park

service revenue for the current budget year. This factor has also impacted upon achievement of our target for car turnover in car parks.

'Park Mobile' statistics are no longer recorded as TNI have not advertised the app. as required. A new online provider is currently being sought by DFI, who will then promote the app. in a bid to maximise uptake.

**Action to be taken:**

Work is currently ongoing through extensive internal and external consultation to develop a draft Regulatory Services Business Plan for 2019/20.







**RECOMMENDATION**

It is recommended that the Council notes this report.

## Quarterly Performance Report - Regulatory Services

Generated on: 19 November 2018

Last Update Q2 2018/19

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	90.5%	100%
	% Staff attendance	95.66%	95%
	% number of online dog licence applications processed	50%	52%
	Increase in revenue from users of Parkmobile		5.72%
	% Building Control applications being made online	34%	25%
	Local Environmental Audit and Measurement Score (LEAMS)	79	80

Last Update H1 2018/19

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% staff reporting regular Pride in Performance Conversations	100%	80%
	Increase number of cars using pay and display car parks	529,868.51	602,441

**ITEM 6****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	15 November 2018
File Reference	69001/92017
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Recycling Community Investment Fund 2018/19 - Spending Proposal Update
Attachments	

**1.0 Town Steering Groups/Villages Funding Project**

Reference is made to a report last month in which it was reported that £26.7K of the RCIF 18/19 budget which had not yet been allocated/committed. The report proposed that this could potentially be used to support the work of the 5 Town Steering Groups and the Ards Peninsula Villages Partnership (APVP). This recommendation was approved and it was agreed that officers would look at the detail of how this might be implemented. Following approval of this initiative in principle, it was agreed that officers should liaise with the Town Steering Groups to determine their interest, and it was noted that a mechanism of liaising with all the

villages of the Borough should be considered, including those not represented by APVP.

## 1.1 Consultation Response

The Chairmen of the Town Steering Groups for Newtownards, Bangor, Comber, Holywood, Donaghadee and Portaferry were contacted, as well as the County Down Rural Community Network (CDRCN). The CDRCN represents all of the villages across the Borough, including the APVP and its constituent villages; it was therefore considered appropriate to consult villages on this issue through the CDRCN. Consultees were appraised of the decision of the Council in principle and asked to confirm whether they felt that they could usefully utilise a modest allocation of funding from the Recycling Community Investment Fund in a manner which helps to promote the objectives of the RCIF, i.e.:

- *Spread the benefits of the financial recycling dividend and therefore the incentive to further engage in positive recycling behaviours, as widely and equitably as possible across the entire Borough.*
- *Promote and support community ownership of and responsibility for specific local areas and the Borough as a whole.*
- *Promote and support positive engagement in civic society.*
- *Promote and support the attractiveness of the Borough as a place in which to invest, work, visit and reside.*
- *Stimulate initiatives by communities to promote sustainability – economic, social and environmental well-being – of their own local areas and the Borough as a whole.*
- *Support the development of services provided to the community directly by Council, over and above those provided for within the scope of normal agreed Council budgets.*

Whilst responses from all parties have not yet been concluded, this proposal does indeed appear to have been received positively. Some responders have highlighted a potential issue with regard to the timing of any funding allocation, and suggested that this may more usefully be deployed in the new financial year.

## 1.2 Proposed Funding Allocation

Further to last month's report, ongoing review of progress across all RCIF funded projects for the current year has identified some likely financial underspend in some areas, a proportion of which could be used to further enhance the funding available for allocation to this initiative from £26.7 to £33K. This would allow for a proposed spread of the budget as follows:

Bangor	£5,000
Newtownards	£5,000
Holywood	£3,000
Comber	£2,000
Donaghadee	£2,000
Portaferry	£2,000

All 14 Villages (each)	£1,000 (Total £14,000)
<b>Grand Total</b>	<b>£33,000</b>

It is proposed that this would be allocated to the Town Steering Committees and the CDRCN (in the case of CDRCN, under service level agreement in a similar fashion to the arrangement Council operates with Keep Northern Ireland Beautiful in regard to the Live Here Love Here Small Grants Scheme). Discretion would be devolved to utilise the allocated in different ways according to local community priorities/preferences, with the overarching provisos that all funded projects/initiatives promote the above stated objectives of the RCIF and comply with Council financial regulations and audit requirements. It would also be a condition that local communities are made aware of the fact that all projects/initiatives funded by this initiative were only made possible as a consequence of sustained improvements to recycling engagement across the Borough.

In relation to the timing of the allocations at this stage in the financial year, it is also proposed that any unspent funds this year would be carried over and earmarked for reallocation to the relevant Steering Groups/CDRCN in the next financial year.

## **2.0 Project Village Facelift**

### **2.1 Background**

The recent progress review of this year's RCIF projects, has identified further potential underspend of an additional £23K. There are various factors contributing to this, including further financial efficiencies that have been achieved in the delivery of some projects (for example this year's CLEAR project, where a budget reduction of around £15K has been achieved). The 'review' process that has been deployed to track utilisation of the RCIF fund this year, has maximised the potential to achieve as much community benefit as possible from the overall fund.

Cross departmental discussions on the potential allocation of this remaining RCIF budget has highlighted an opportunity to assist in the regeneration of village centre streetscapes, which would complement the Vacant Commercial Property Improvement Scheme that is currently being implemented in the 5 towns (through the Regeneration and Development Committee). Unfortunately, the Borough's villages are not eligible under this DfC funded scheme and would therefore miss out on such enhancement of their built environment.

In October Council agreed to support the 'Vacant Commercial Property Improvement Scheme.' (VPIS) This scheme will see the council receive £60,000 from the Department for Communities match funded by 10 % (£6000) totalling £66,000. This money is to financially assist owners of vacant business properties to carry out decorative improvements to the exterior of their buildings.

The economic downturn has had a significant effect on the retail sector within Northern Ireland, especially due to store closures and decline in consumer confidence.



This VPIS aims to decrease the vacancy rates and further improve the appearance of the town centres, complementing the environmental improvement schemes and revitalisation schemes. Such a scheme would improve the fatigued buildings that currently exist within our main commercial cores.

The overall project is primarily about improving the existing appearance of the vacant business properties through physical interventions, this in turn will help promote the town centres, increase economic activity and encourage new investment.

Since 2013, the five town centres within the Borough (Bangor, Comber, Donaghadee, Holywood and Newtownards) have collectively received an investment of £21.8M via environmental improvement schemes and revitalisation schemes, funded by the Council and the Department for Communities.

## **2.2 Proposed Funding Allocation**

The Vacant Commercial Property Improvement Scheme is added welcomed investment for our 5 towns. However, dereliction is also a major concern for the villages in our Borough and action on the subject features prominently throughout the village plans. Furthermore, at a recent meeting of the Ards Peninsula Villages Partnership (APVP), one of the very clear concerns expressed by community representatives to Council officers and Members was the detrimental impact of derelict properties on the quality of village centre environments and the associated impact on social and economic well-being of village communities. A clear desire was expressed for a focus upon finding ways of addressing this issue.

Project 'Village Facelift' aims to complement VPIS and would see the extra £23K unutilised RCIF funds invested in the 16 villages across the Borough to tackle village centre dereliction, improve civic pride and help to enhance social and economic well-being of village communities. It is proposed that officers would work in partnership with the CDRCN for the delivery of this initiative, using the same service level agreement arrangements referred to earlier in this report. The project would involve identification of prominent derelict eyesores in the heart of village communities that are giving rise to most concern. Identified properties would be prioritised and receive cosmetic improvements to their frontage, designed to significantly enhance their aesthetic impact upon the village centre streetscape. Unlike the VPIS, Project Village Facelift would not be restricted to commercial properties; vacant/derelict residential properties would also potentially benefit if they were identified by local communities as being highest priority in terms of detrimental impact on the village centre streetscape.

Project 'Village Facelift' ties in very well with various objectives of the Recycling Community Investment Fund as outlined earlier in this report.

Again, it would be a condition that local village communities are made aware of the fact that the Project Village Facelift initiative was only made possible as a consequence of sustained improvements to recycling engagement across the Borough. Any building included in the scheme would be clearly identified as having benefitted from the RCIF.

Unclassified

In relation to the timing of the allocations at this stage in the financial year, it is also proposed that any unspent funds this year would be carried over and earmarked for reallocation to Project Village Facelift in the next financial year.

**Recommendation**

It is recommended that Council approves the proposals set out in this report.

**ITEM 7****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	16 November 2018
File Reference	92000
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below: If other, please add comment below:
Subject	Notice of Motion Report on Provision of a Dog Exercise Area in Bangor
Attachments	Appendix 1 - Proposed Location of Dog Exercise Area

At the meeting of the Environment Committee in October 2017 the following Notice of Motion proposed by Cllr Robinson was agreed:

“To continue on the success achieved with the dog park created at Londonderry Park, Newtownards, officers now investigate any opportunity to provide a similar dog park in Bangor, where there is considerable demand for such a facility”

As part of a report agreed at Council in February 2018 it was decided that officers further develop a plan to make part of the open space at Kingsland, Bangor into a dog exercise area. The proposed location is shown at Appendix 1.

The Council Maintenance Officer has now priced the provision of fencing and associated works at £9500 + vat. There is no budget to complete this within the current financial year, however if agreed to proceed with this it could be built into next year’s budget and the work carried out early in the new financial year.

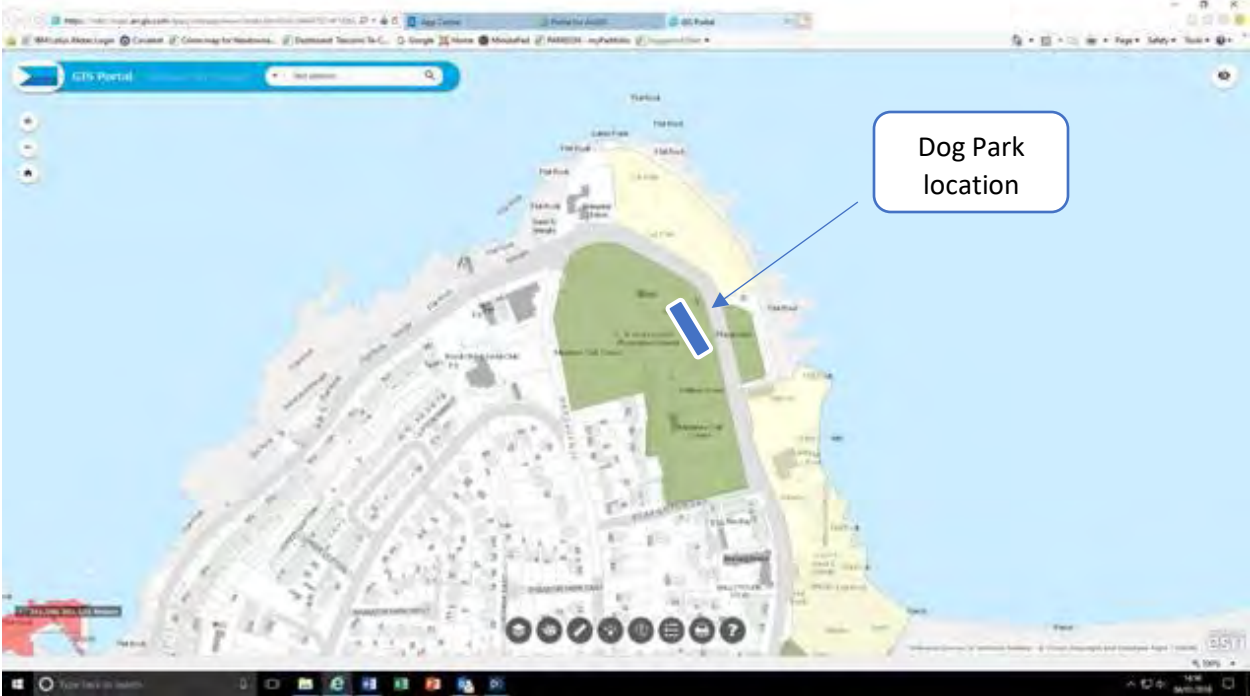
Unclassified

Members will be aware that this expenditure would only deliver what is likely to be a relatively short term facility, which will be impacted by the Bangor Waterfront Scheme.

### **RECOMMENDATION**

It is recommended that a dog exercise area at Kingsland be provided in the 2018/19 financial year, with provision made for associated costs during the estimates process for 2019/20.

Appendix 1



**ITEM 8****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	14 November 2018
File Reference	LR/GEN/90100
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Licensing and Regulatory Services Update
Attachments	Appendix : Car Parking Income Comparison

This report records the main activity in the Licensing and Regulatory Service Unit from the 1<sup>st</sup> April to 31<sup>st</sup> October 2018.

**1. Entertainment / Cinema Licensing**

The Service administers applications for the grant, renewal, transfer and variation of licences for places of entertainment and cinemas.

Number of entertainment licence applications received and processed: 136

***During Performance Inspections***

Licensing Officers have carried out a total of 156 'during performance' inspections to ensure compliance with the licence conditions and in particular fire safety provisions. These inspections are carried out at night time when the premises are fully operational.

**2. Street Trading Licences**

Six street trading applications were processed during this period.

### 3. Amusement permits

These are granted in respect of amusement centres providing gaming machines

In total **6** premises hold permits in the Borough, of which **4** renewed their permits during this period.

### 4. Marriage and Civil Partnership Place approvals

Place Approvals are issued for up to 3 years and approve specific places as being suitable to be used for civil marriages or civil partnership registrations.

Number of premises currently holding a 3-year approval: 22

Number of new permits granted in the report period: 5

### 5. Pavement Café Licensing

Pavement café licences were processed and approved for 14 premises.

It should be noted that whilst licence applications are being processed and officers are consulting with DFI Roads Service, DFI Roads has not formally agreed its guidance as there have been strong objections from IMTAC to the proposal to permit clear pavement widths of less than 2 metres. Considering this, only pavement cafe licence application proposals which leave at least 2m of free pavement are being granted at this time.

### 6. Town Centre CCTV

During the period of this report 37 incidents were recorded and reported to the PSNI by the CCTV operator including:

Offence Recorded	Bangor	Hollywood	Newtownards	Total
Assaults	12	1	6	19
Traffic accidents	8	0	3	11
Hate Crime	0	0	1	1
Theft	1	1	4	6

## **7. Off Street Car Parking**

The following information is provided regarding the car parks for April to October 2018.

Please see Appendix 1

### **RECOMMENDATION**

It is recommended that the report is noted.



## Appendix 1: Car Parking Income Comparison

	April to October 2018			April to October 2017		
PCN Fines Issued	Bangor	919	Total <b>2351</b>	Bangor	898	Total <b>1960</b>
	Holywood	440		Holywood	413	
	Newtownards	992		Newtownards	649	
Income from PCNs	£90,439			£74,435		
Income from Parking Tickets	Bangor	£184,829	Total <b>£548,470</b>	Bangor	£188,426	Total <b>£536,704</b>
	Holywood	£87,098		Holywood	£88,273	
	Newtownards	£276,543		Newtownards	£260,041	

**ITEM 9****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	14 November 2018
File Reference	LR 100/90101
Legislation	The Local Government (Miscellaneous Provisions) (NI) Order 1985
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Grant & Transfer of Entertainment Licences
Attachments	

The following application have been received for the grant of licence for the following premises:

**1. Primacy Bar, 105 Bloomfield Road South, Bangor**

**Applicant:** Bangor Retail Ltd, Warren Road, Donaghadee

**Day and hours of use:** Monday – Sunday during the hours licensed for the sale or consumption of alcohol under the Licensing (NI) Order 1996

**Type of Entertainment:**

- billiards, pool, snooker or any similar game

Unclassified

- darts
- dancing, singing or music or any other entertainment of a like kind
- equipment for playing snooker or similar games

This application has been publicly advertised and no objections have been received.

### **RECOMMENDATION**

That the application is granted.

**ITEM 10****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	14 November 2018
File Reference	FP/2018/1843/MAST and RDA 611/91200
Legislation	The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995.
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Proposed Street Naming – Orrmount Lane, Ballygowan
Attachments	

A small development comprising of 5 dwellings is currently under construction on lands adjacent to The Crescent, Ballygowan. The developer has suggested the name Orrmount Lane, due to the new development being situated opposite to a portion of land once known on the OS Map 1838-1862 as Orr Mount. This land and estate was leased by Alexander Orr in 1863 from William Mussenden, and is in keeping with the general neighbourhood.

**RECOMMENDATION**

It is recommended that the street name Orrmount Lane be adopted.

Further recommended that Council accept the general name and delegate acceptance of suffixes to the Building Control Department.

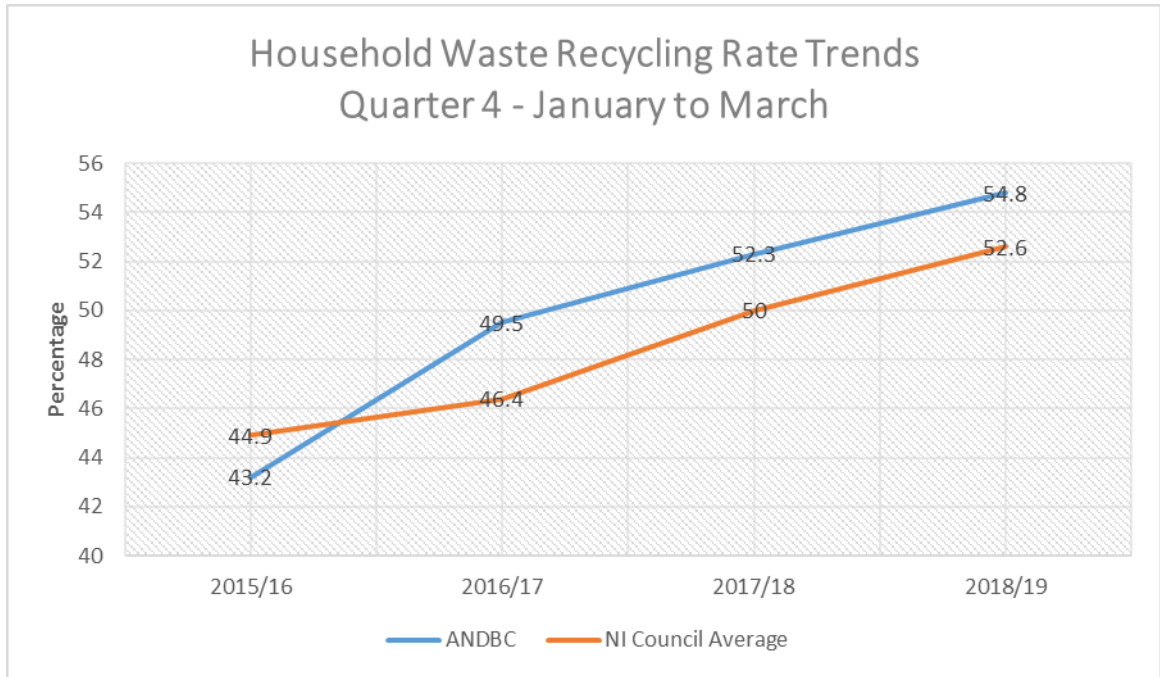
**ITEM 11****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	05 September 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	30 August 2018
File Reference	53042
Legislation	Waste and Contaminated Land (NI) Order 1997
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: Not relevant
Subject	Northern Ireland Local Authority Municipal Waste Management Statistics, April to June 2018
Attachments	None

The official waste management statistics for the first quarter of 2018/19 (April to June 2018) have recently been released by the Northern Ireland Environment Agency.

The significant headlines contained within this report show that:

- i. Our household waste recycling rate rose by a further 2.5% compared to Q1 last year, from 52.3% to 54.8%. Our Q1 household recycling rate is now **11.6%** higher than it was in our strategy baseline year of 2015/16, compared to a NI wide rise of just **7.7%** over the same period.



- ii. Our household waste recycling rate of 54.8% was **2.2% higher** than the NI average of 52.6%.
- iii. We moved from a ranking of 5<sup>th</sup> place to 6<sup>th</sup> place out of the 11 NI Councils for our household waste recycling rate.
- iv. Our household waste composting rate rose marginally by a further 0.6% - from 35% to 35.6%, whilst our household waste dry recycling rate rose more significantly by 1.8% - from 17.2% to 19%.
- v. Our household waste composting rate of 35.6% was 5.5% higher than the NI average of 30.1%.
- vi. Our household waste dry recycling rate (i.e. recycling of items other than organic food and garden waste) of 19% was 3.4% lower than the N.I. average of 22.4%.
- vii. Our kerbside recycling capture rate of 74.1% for household compostable waste materials was the **highest in NI** and still far in excess of the NI Council average of 62.7%.
- viii. We were still at the lower end of the performance table for 'dry' recycling rate, ranking 10<sup>th</sup> out of 11 Councils. This is significantly attributable to our relatively low rate of recycling at our HRCs.
- ix. We received **17%** more waste per capita at our HRCs compared to the average for other NI Councils, however this was a significant decrease from the **69.4%** excess waste handled at the sites over the same period in our base year of 2015/16. This is a reflection of the successful impact of the new access controls for vans and trailers entering HRCs.

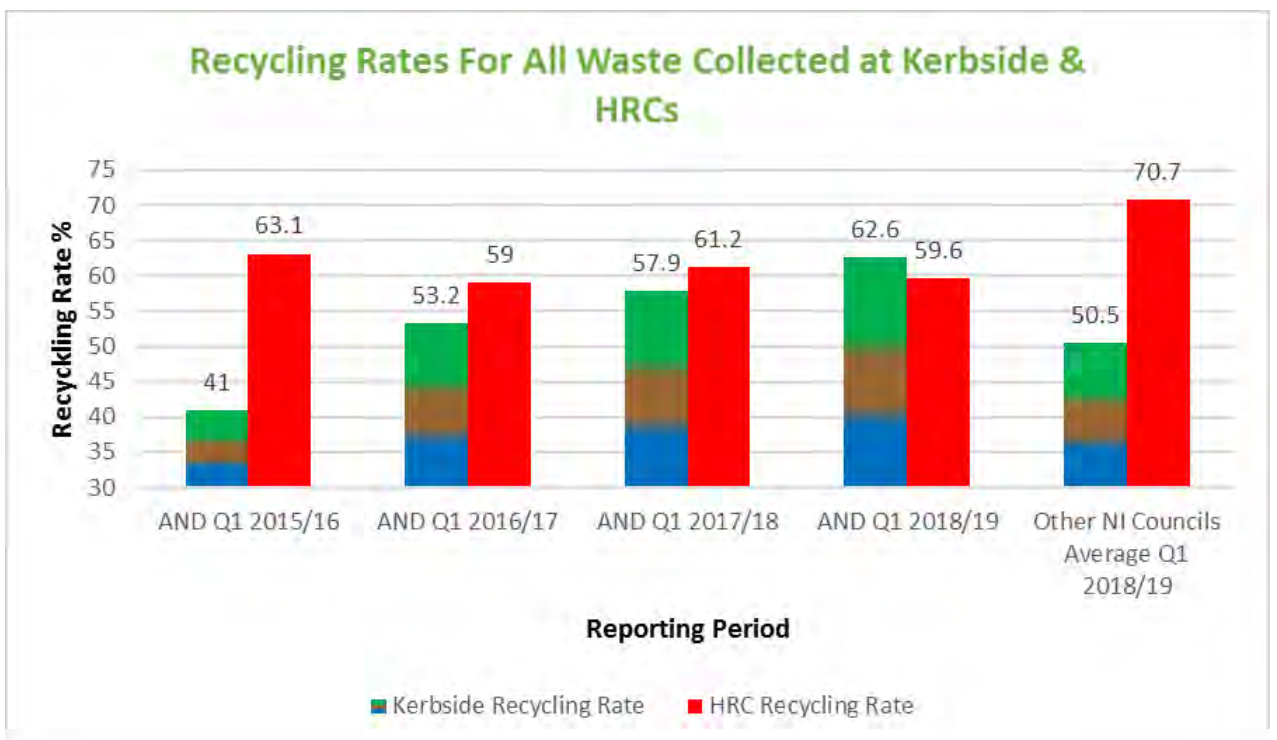
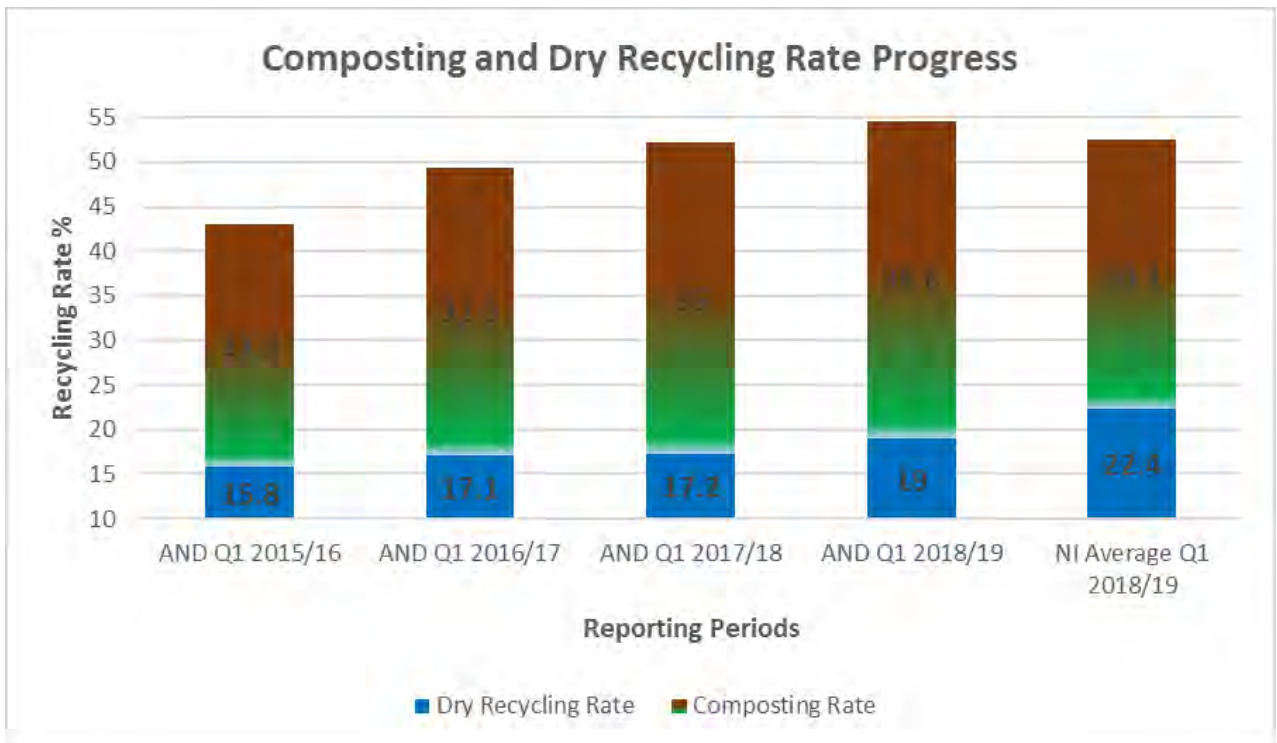
- x. Despite the significant fall in the overall amount of waste handled at our HRCs, the recycling rate at these sites remained significantly lower than the average for other Councils – 59.6%, compared to an average rate of 70.7% for other Councils. This reflects that fact that too many site users are still using HRCs to ‘dump’ rather than ‘recycle’; as agreed by Council in June, a package of measures is currently being implemented, aimed at significantly boosting HRC recycling performance. The effectiveness of these measures will be carefully monitored, with due consideration given to any other measures that may be needed to enhance the contribution of our HRCs to the Borough’s overall recycling performance.

This latest official Municipal Waste Management Statistics report provides continuing encouragement and further firm evidence of significant sustained success in the implementation of our Sustainable Waste Resource Management Strategy. Importantly, it also helps us to focus on issues of key significance for further recycling advancements. We are clearly still performing relatively poorly on ‘dry’ recycling, i.e. recycling of waste items that should be going into our blue bins and into relevant recycling containers at our HRCs.

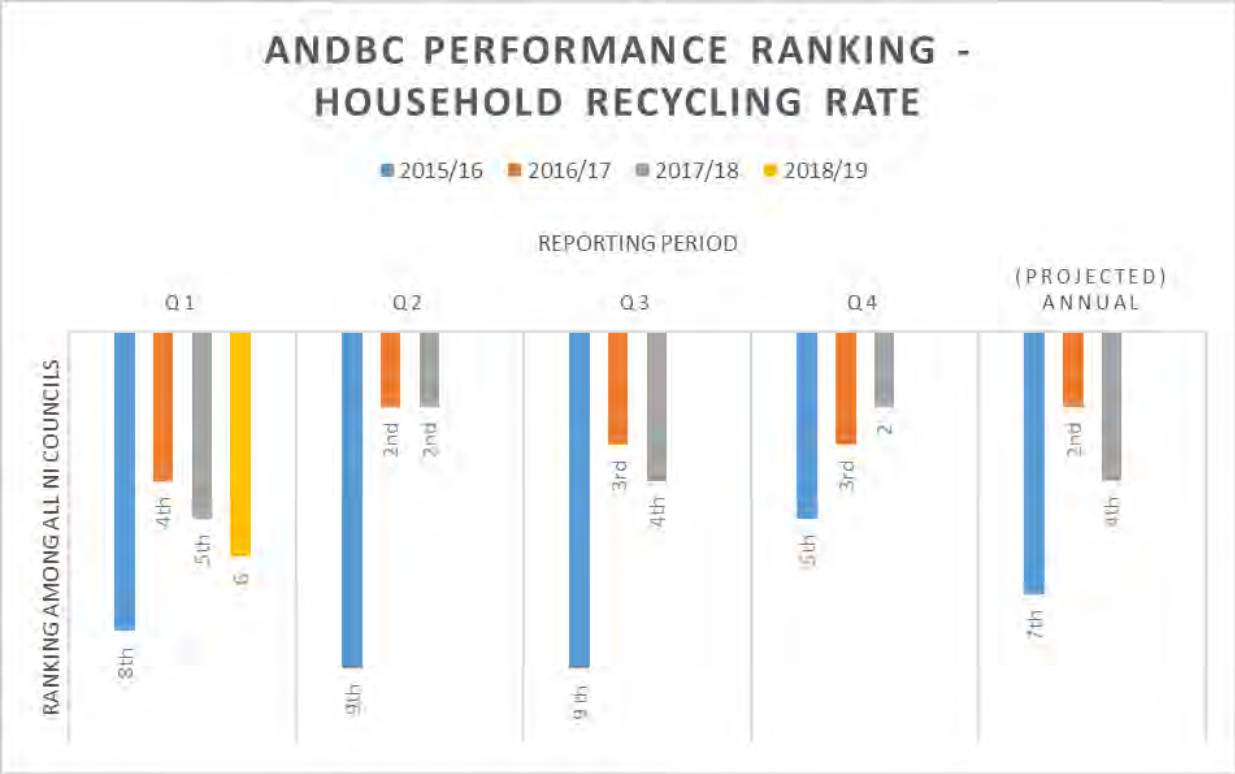
Areas of focus over the next few months in pursuit of further recycling gains, will include:

- Reform of our Trade Waste service model to promote recycling.
- Implementation of on-site measures to enhance recycling outcomes at HRCs.
- Promotion of greater/more universal use of the new glass recycling boxes.
- Further promotion of much more comprehensive use of the blue bin for the full range of dry recyclable waste items.
- Further promotion of food waste recycling in the green/brown bin.

Progress towards the key targets set out in our Strategy is summarised and illustrated in the following charts.







**RECOMMENDATION**

It is recommended that the above report be noted.

## ITEM 12

## Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	
Date of Report	15 November 2018
File Reference	65322
Legislation	N/A
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Groomsport War Memorial
Attachments	Appendix 1- Letter from Hon Secretary of Groomsport Remembrance Committee Appendix 2 - Correspondence from War Memorials Trust

In April 2018 it was reported to the Corporate Committee that correspondence had been received from Groomsport Remembrance Committee (GRC) advising the Council that the Committee had been disbanded with effect from 31 March 2018.

A letter from the Hon Secretary of the GRC was attached to the April 2018 Corporate Committee report (Appendix 1).

The subsequent arrangements surrounding the Remembrance Service remained a matter for the Corporate Committee.

However, the letter received from the Hon Secretary also contained reference to memorial restoration issues which are a matter for the Environment Committee. The letter stated *“The RBL and War Memorials Trust have confirmed their disgust with your Council’s decision as no-one especially in this Centenary of WW1 year, argues over the betterment of any War Memorial erected with dignity and respect by the PEOPLE”*

The War Memorials Trust were subsequently alerted to being quoted in this correspondence by a concerned member of the public and they have written to the Council declaring that no such statement was made by War Memorials Trust (Appendix 2).

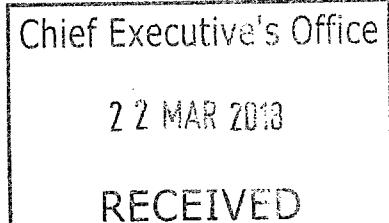
### **RECOMMENDATION**

It is recommended that Council notes the clarification received from the War Memorials Trust regarding the comments alleged to have been made by it, as communicated to the Council by the former Groomspout Remembrance Committee in its letter received on 22 March 2018.



## Groomsport Remembrance Committee

Mr Stephen Reid.  
Chief Executive  
Ards & North Down Borough Council  
The Town Hall  
Bangor BT20 4BT



Dear Mr Reid,

I am writing to you as the Hon Secretary of the Groomsport Remembrance Committee to inform you of our unanimous decision to disband the Committee. The Committee will cease to exist on the 28<sup>th</sup> March 2018. Therefore, we will no longer be in existence as a constituted group organising The Remembrance Service & Parade in Groomsport as in previous years.

As you are aware the Groomsport Remembrance Committee organises the annual Remembrance Service & Parade held on the 1<sup>st</sup> Sunday each November. As a result of our decision we would respectfully ask if the Council would now consider taking on the running of the annual Groomsport Remembrance Service & Parade as they do in Bangor and Holywood each year.

We would be very keen for the Remembrance Service & Parade to continue, but feel isolated due to the events that have occurred over the plans to restore the Groomsport War Memorial. We as a Committee & many others cannot allow the War Memorial to be used as a political football. We have with a tinge of sadness & indeed anger not taken this decision to disband lightly. Basically we cannot allow this to happen in the future! The RBL & War Memorials Trust have confirmed their disgust with your Council's decision as no-one especially in this Centenary of WW1 year, argues over the betterment of any War Memorial erected with dignity & respect by the PEOPLE.

I hope to hear from you on whether the Council would be willing to take this important event on for the future. We as in previous letters would take this opportunity to thank you and all the staff who have helped us with organising the Groomsport Remembrance Parade & Service over the years.

LEST WE FORGET

William A. Hay  
Hon Secretary

William A. Hay. 1 The Point Groomsport County Down BT196JN  
Mob: 07856734302 - Email hayo1024@gmail.com

**From:** Amy Reeves [<mailto:amy@warmemorials.org>]  
**Sent:** 07 September 2018 15:28  
**To:** Enquiries <[enquiries@ardsandnorthdown.gov.uk](mailto:enquiries@ardsandnorthdown.gov.uk)>  
**Subject:** Groomsport war memorial - WM5618

Our ref: WM5618

Dear Sir/madam,

I am writing to you from War Memorials Trust, the national charity dedicated to the protection and conservation of our war memorial heritage.

We were recently contacted by a concerned member of the public, who informed us of a letter addressed to the council from Groomsport Remembrance Committee earlier this year.

In this letter, War Memorials Trust was quoted as having "confirmed their disgust with your councils decision as no-one especially in this centenary of WW1 year, argues over the betterment of any war memorial erected with dignity & respect by the PEOPLE."

I would like to take this opportunity to inform the council that no such statement was made by War Memorials Trust. From photographs I can see of the memorial on War Memorials Online (<https://www.warmemorials.org.uk/memorial/155963/>) the memorial appears to be in fair to good condition, with the names legible and area cared for. I cannot add anything further as I have not seen the memorial myself and War Memorials Trust does not cover landscaping around memorials.

Please do not hesitate to get in touch for further clarification.

Best wishes,

Amy

Ms Amy Reeves  
Assistant Conservation Officer

Protecting and conserving war memorial heritage.  
Building a greater understanding of our war memorial heritage.

As the centenary of the 1918 Armistice approaches we need your help to protect and conserve the UK's war memorials. Donate today at [www.warmemorials.org/donate-online](http://www.warmemorials.org/donate-online)

**Follow us on twitter**

War Memorials Trust 14 Buckingham Palace Road London SW1W 0QP  
Telephone: direct dial: 020 7233 7356 charity 0300 123 0764  
Web: email: [amy@warmemorials.org](mailto:amy@warmemorials.org) or [info@warmemorials.org](mailto:info@warmemorials.org)  
[www.warmemorials.org](http://www.warmemorials.org) / [www.warmemorials.org.uk](http://www.warmemorials.org.uk) /  
[www.learnaboutwarmemorials.org](http://www.learnaboutwarmemorials.org)  
Registered Charity Number: 1062255

**ITEM 13****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	05 December 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets & Property Services
Date of Report	16 November 2018
File Reference	65061
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Policy for Provision and Maintenance of Play Areas
Attachments	Policy for the Provision and Maintenance of Play Areas

The strategy behind the provision of play areas sits with officers within Community & Wellbeing, whilst their ongoing operation and maintenance sits within the Environment Directorate, specifically Assets & Property Services.

Officers from both Directorates have prepared the attached policy (largely based on long-established practices) with the intention of providing a set of full and transparent parameters within which we provide and maintain our playgrounds.

Proposed additions to current practices include the new "Tier 0" play areas to encompass the new facility at Ards Blair Mayne Wellbeing and Leisure Complex and the proposed increased levels of inclusive equipment provided throughout our play areas.

**RECOMMENDATION**

It is recommended that the attached Policy for the Provision and Maintenance of Play Areas is adopted.

Unclassified

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## POLICY COVER SHEET

Policy Title	Policy for the Provision & Maintenance of Play Areas
Policy/File Reference	
Version	1
Policy Summary	The purpose of this policy is to ensure the Council has a consistent, fair and equitable approach to playground provision.
Responsible Officer(s)	Director of Environment
Date of Equality Screening	
Date of consultation with Consultative Panel	
Date of consultation with Unions	
Date of Council approval	
Implementation date	
Appendices attached	
Next review date	October 2021

### Revision History:

Version	Changes made by	Date	Reason for change
1	Policy established	October 2018	n/a



# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy for the Provision & Maintenance of Play Areas

**Introduction** The purpose of this policy is to ensure the Council has a consistent, fair and equitable approach to the provision and maintenance of play areas throughout the Borough.

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**Policy scope** This policy applies to all play areas across the borough and helps ensure that equitable resources are applied, commensurate to the established need.

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**Where will playgrounds be provided?** Play areas will be provided wherever there is an established need in the Borough. This need shall be evidenced through periodic studies detailing the demographics and other influences on demand such as tourism. The study will draw conclusions and recommendations based on a tiered system of play areas (see below) relative to the demographics and other influences, similar to those within the established Play England guidelines.

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**What size of playground is appropriate for a given location?** In order to help ensure a consistent, reasonable and affordable approach to the provision of play areas, they are categorized into one of four tiers.

*Tier 0. Flagship play area- One that will be an attraction in its own right and that children & their families will travel from outside of the Borough to access. These facilities are designed for users of all abilities, with a special focus on inclusivity. Construction cost of £200k-£250k.*

*Tier 1. Destination Play Area- A larger recreation space or facility within key tourism/commerce destinations. Children and families will travel from elsewhere in the borough to access. Construction cost £150-£175k*

*Tier 2. Local Facility- A larger space available at town centres / local community hubs and transit routes where children can travel within their local area to access. Construction cost £100-£120k*

*Tier 3. Doorstep Facility. A small space within sight of homes (housing estates or rural facilities) where children (especially young children) can play within view of known adults. Construction cost of £50-60k*

Play areas shall only be recategorized following a recommendation in the periodic demographics report, subsequently agreed by Council.

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# ARDS AND NORTH DOWN BOROUGH COUNCIL

MUGA's, skateparks and pump tracks are also provided only where there has been an established need for such provision; demonstrated through the periodic surveys and/or community consultation.

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**How will we ensure our playgrounds are safe?**

The purpose and target user group of play areas inherently create a requirement for an extremely robust and thorough maintenance regime.

Given these special circumstances there is a requirement to operate a more intensive maintenance plan than with the rest of the estate, as recommended in BS1176 and detailed below:

*Routine Inspection.* Carried out by our in-house team every 7-10 days. The main purpose of these inspections is to ensure the play area is safe to use. Evidence of anti-social behavior is monitored and repairs are made as necessary.

*Quarterly Inspections (Operational)* Carried out by one of our Technical officers. The purpose of this inspection is to carry out a more detailed inspection with a "fresh pair of eyes". Early signs of deterioration are noted and individual items of equipment may be highlighted for replacement.

*Annual Inspection* Carried out by an external contractor. This is a thorough inspection that independently risk assesses and assign quality scores to every item within each play area.

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**What are the levels of provision of "inclusive" equipment?**

Each playground will contain at least one item considered to be inclusive i.e. suitable for use by all, including those with disabilities.

Naturally, more modern playgrounds should contain more inclusive items than our older playgrounds. The older playgrounds will be refreshed with new equipment as per the process explained in the "improvement works" section below.

As part of this refresh, at least 30% of equipment within the refurbished play areas will be inclusive.

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**Why do we limit the amount of inclusive equipment?**

A key ingredient to enjoyable play and the development of children is exposure to measured risk, e.g. scaling a climbing wall or traversing a set of monkey bars.

Inclusive equipment, by its very nature can limit this exposure to risk and therefore be less enjoyable to children.

It is recognised that children; irrespective of their abilities can achieve a rewarding play experience in using this type of equipment, i.e. some children with disabilities can, under

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# ARDS AND NORTH DOWN BOROUGH COUNCIL

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supervision, use non-inclusive equipment and have an extremely rewarding play experience.

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**How will playground improvement works be prioritised?**

As noted above, all play areas are inspected annually by an independent, accredited inspector. The inspector will score each play area on the condition of equipment, the condition of the surfacing and the condition of ancillary items (fences, benches, bins etc.). In addition, each play area is awarded an “experiential score” based on the perceived play value that the play area offers. This score captures the less tangible ingredients of a successful play area such as its aesthetics, its opportunities for various types of movement, the risk/challenge offered and its ability to meet the needs of a variety of age ranges.

These scores, along with the age of the playground, are fed into a spreadsheet which applies weightings and gives an overall score as a percentage. Any play area scoring less than 60% will be earmarked for improvement.

Officers reinspect all play areas on a quarterly basis and adjust the scores based on any changes (due to deterioration or maintenance works carried out) during the intervening period of time.

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**How do we decide the scale and scope of the works to improve a play area's score?**

Officers will closely analyse the individual scores to establish why a playground scored poorly (i.e. below 60%) and take appropriate action to improve the score (subject to available budget).

This action will vary from one playground to another; for example, a playground with a poor condition score but a good experiential score will most likely just require the existing equipment to be refurbished. Conversely, a playground with a reasonable condition score may have a poor experiential score and could potentially only be improved by replacing the play area completely.

This process ensures that playgrounds are maintained in a fair and appropriate manner and to a high, yet affordable standard.

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