

ARDS AND NORTH DOWN BOROUGH COUNCIL

30 October 2024

Dear Sir/Madam

You are hereby invited to attend a hybrid meeting (in person and via Zoom) of the Environment Committee of Ards and North Down Borough Council in the Council Chamber, 2 Church Street, Newtownards on **Wednesday, 6 November 2024** commencing at **7.00pm**.

Yours faithfully

Susie McCullough
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Apologies
2. Declarations of Interest

Reports for Approval

3. Response to Notice of Motion – Donaghadee Harbour (Copy attached)
4. Cloth Nappy Library (Report attached)
5. Review of Vehicle Replacement Policy (Report attached)
6. Technical Budget – Estimates Process for 2025/26 (Report attached)

Items Delegated for Approval

7. Grant of an Entertainments Licence (Report attached)

Reports for Noting

8. Environment Directorate Budgetary Control Report – September 2024 (Copy attached)
9. Dangerous Dogs Legislation (Report attached)
10. Q4 Licensing Activity Report (Jan to Mar 2024) (Copy attached)
11. Q1 Licensing Activity Report (Apr to Jun 2024) (Copy attached)

12. Winter Coat Project 2024 (Report attached)

13. Notices of Motion

13.1 Notice of Motion from Alderman McIlveen and Councillor Douglas

That this Council notes the 70% recycling target set out in the Climate Change Act 2022 and that the current household recycling average is 50.7%.

Further notes the aims and intentions around the consultation on "Rethinking our resources: measures for climate action and a circular economy in NI" includes the reduction in grey bin capacity by either volume of bin or three weekly collections;

Further notes that nappy collection scheme was not referred to in Rethinking our resources: measures for climate action and a circular economy in NI" despite around 4% of residual waste being made up of disposable nappies and other absorbent hygiene products;

Further notes with concern the impact reduced grey bin capacity will have on those households disposing of nappies and/or other absorbent hygiene products as well as the amount of recyclable materials such products contain;

This Council writes to the Minister of Agriculture, Environment and Rural Affairs expressing its view that there is a need for a nappy collection scheme in Northern Ireland in order to meet recycling targets and to support households if grey bin capacity is reduced as a result of any future Departmental strategy and, further, that this Council would be happy to engage with the Department on how to best deliver such a scheme.

And that a copy of this motion is sent to other Councils in Northern Ireland to encourage them to write to the Minister on similar terms.

14. Any Other Notified Business

*****ITEMS 15-17 IN CONFIDENCE*****

Reports for Approval

15. Extension of Various Existing Tenders (Report attached)

16. Tender for the Treatment of Residual Waste - Delegated Authority to Approve Award (Report attached)

17. Response to Notice of Motion - Winter Gritting Arrangements (Report attached)

MEMBERSHIP OF ENVIRONMENT COMMITTEE (16 Members)

Alderman Armstrong-Cotter	Councillor Irwin
Councillor Blaney	Councillor Kerr
Councillor Boyle	Alderman McAlpine (Chair)
Alderman Cummings	Councillor McKee
Councillor Cathcart	Councillor McKimm
Councillor L Douglas	Councillor McLaren (Vice Chair)
Councillor Edmund	Councillor Morgan
Councillor Harbinson	Councillor Wray

Unclassified

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ITEM 3

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	21 October 2024
File Reference	65368
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	NOM Update Report Donaghadee Harbour
Attachments	None

Members will recall that a Notice of Motion report was brought to the September 2024 meeting of the Environment Committee around a proposal to further progress a study into the potential for enhancing the sea defences at Donaghadee Harbour and the town seafront.

The Council agreed that before committing any additional expenditure to further development of the feasibility study produced on the subject in 2020, officers should engage with relevant statutory consultees around the principles of sea defence measures initially suggested in that report. Officers have now commenced work to progress a 'PAD' (pre application discussion) process to elicit the views of those consultees.

The Council has since received confirmation from the Secretary of Levelling Up, Housing and Communities, that we have been allocated the funding required to undertake the 'Phase 1' further investigation work as set out in the September report to Committee, from the UK Shared Prosperity Fund. In light of this and given that the PAD process is liable to take some time, it is now proposed that the Council

Not Applicable

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proceeds with the Phase 1 further study work in relation to potential enhancements to the Donaghadee sea defences, in parallel with the PAD process.

RECOMMENDATION

It is recommended that the Council agrees to proceed with the 'Phase 1' further investigation work regarding potential Donaghadee sea defence enhancements, as identified in the report brought to the Council in September 2024.

Unclassified

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ITEM 4

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	16 October 2024
File Reference	69001
Legislation	Waste and Contaminated Land (NI) Order 1997
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Cloth Nappy Library
Attachments	

1.0 Background

There is a significant environmental impact and cost to the Council associated with disposable nappies. Landfilling disposable nappies costs Councils thousands of pounds a year.

According to the Waste and Resources Action Programme (WRAP), by the time one baby is potty trained a baby could use 4,000 to 6,000 disposable nappies. The UK disposes of around 3 billion disposable nappies each year, representing an estimated 2% to 3% of all household waste. It is estimated that by using reusable nappies, the average household waste of families with babies can be halved, avoiding an average 750kg per household per year.

Cloth nappies are an alternative to disposable nappies and the Council is keen to show its support to those that are prepared to use cloth nappies as an alternative to disposable nappies. Many Councils have adopted incentive schemes to support and

Not Applicable

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encourage those wanting to use cloth nappies and thereby assist in promoting this practice on a wider scale basis across the community.

2.0 Proposal

Officers are proposing to introduce a modest incentive scheme whereby cloth nappy 'trial kits' would be purchased and administered from The Library Group (a cloth nappy 'library'). The Library Group provides information and support to parents and carers wishing to use cloth nappies and slings with their children. These kits will allow up to 30 people/year to be loaned a nappy trial kit from The Library Group and this will in turn give insight into which cloth nappy style will suit the user before making their own personal financial commitment to buying cloth nappies for use as an alternative to disposable nappies.

The Library Group offers trial packs which are supplied on a two-week basis so parents can "try before they buy" and see what is on offer in terms of styles and materials. Trial kits are mailed out to participating families and The Library Group supply all instructions (both written and video) via email. The kit is then returned at the end of the trial period and sanitised before being loaned to the next family. The participants can watch the videos back at any time during the trial and if they have questions, they can contact The Library Group for further advice and information.

It is proposed that a budget of £1,080 would be allocated to this scheme, from within existing revenue budgets. The kits would only be available to loan to Ards and North Down residents. The administration of the kits would be the responsibility of The Library Group. Council Officers will be able to report on the uptake of the campaign annually.

The direct benefit to Council would be from avoided landfill costs, particularly should a user opt to use cloth nappies in the longer term. It is also proposed that the scheme would be promoted and publicised as an element of our overall sustainable waste resource management communications campaign, helping to build upon the initial direct benefit by promoting wider awareness and use of real nappies as an alternative to disposable nappies among families across the Borough.

RECOMMENDATION

It is recommended that the Council approve the above proposal.

Unclassified

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ITEM 5

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	18 October 2024
File Reference	79001
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Review of Vehicle Replacement Policy
Attachments	Appendix 1 - Revised Vehicle Replacement Policy

A recent audit of the Fleet Transport Service Unit highlighted a number of areas for improvement, specifically around the recording of procedures for the procurement, replacement and disposal of vehicles.

Officers have since updated the vehicle replacement policy to include a number of new documented procedures to address the auditor's recommendations and the revised policy is attached at Appendix 1.

RECOMMENDATION

It is recommended that the Council agrees the revised version of the vehicle replacement policy.

POLICY COVER SHEET

Policy Title	Vehicle Replacement Policy
Policy/File Reference	
Version	3
Policy Summary	This policy sets out the procedures covering the replacement of our vehicles allowing for better financial forecasting and control.
Responsible Officer(s)	Director of Environment
Date of Equality Screening	n/a
Date of consultation with Consultative Panel	n/a
Date of consultation with Unions	n/a
Date of Council approval	
Implementation date	November 2024
Appendices attached	0
Next review date	November 2027

Vehicle Replacement Policy

Introduction

This policy sets out the procedure for replacing vehicles; allowing for better financial forecasting and control. Failure to appropriately forecast and schedule the replacement of vehicles could result in a number of issues:

- Uneven spread of capital expenditure on new vehicles- putting strain on the capital purse.
- Increased maintenance costs.
- Service delivery implications from vehicles being unavailable due to increased vehicle down time.
- Increased and unsustainable workload for Garage workshop staff.
- Potential implications for the Council's Goods Vehicle Operator's license.
- Adverse environmental impact through the use of older, more polluting engines

Aims & Objectives

- To ensure a sustainable, reliable, roadworthy and fit for purpose fleet.
- To evenly distribute the capital expenditure on new vehicles to avoid "spikes" in capital demand.
- To centralise the purchasing of vehicles so as to ensure best corporate use and re-use of the fleet, wherever possible.

Relevant Legislative & Council Documents

- Goods Vehicle (Licensing of Operators) Act (NI) 2010.
- European Regulation (EC) No 595/2009 for emissions standards in HGVs
- ISO 14001 Environmental Management System
- Council Procurement Policy
- Medium-Term Financial Strategy and Plan
- Asset Management Policy
- Council's Roadmap to Sustainability

-
- Sustainability** The Transport Manager will ensure, so far as is reasonably practicable, that the fleet is procured, operated and maintained in a sustainable manner. This includes:
- Phase in vehicles that utilise renewable fuels such as battery electric and hydrogen, in line with our "Roadmap to Green Fleet" document.
 - Ensuring new diesel vehicles are specified to the latest Emissions standards (Currently EURO 6 for LGV and EURO VI for HGV)
 - Ensure only Ultra Low Sulphur Diesel (ULSD) is distributed from the fuel pumps at our Depots.
 - Energy saving innovations are explored at every opportunity- such as electric bin lifts for urban collection routes
 - Regularly review the size and vehicle types within the fleet in order to ensure it is as lean and as efficient as possible. This means rationalising and down-sizing vehicles wherever possible.
 - Fuel economy of similar vehicles is continually assessed and reasons for poor performance identified (maintenance issues, driving training etc.)
 - The Garage workshops form part of our ISO 140001 accreditation and will therefore be regularly audited for compliance with best practice in Environmental Management, Hazardous Waste Regulations etc.
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Methodology

There are many different techniques that can be used to calculate replacement cycles, with advantages and disadvantages associated with each. There also can be non-economic factors involved that may influence or even dictate replacement cycles, for example meeting air quality standards to reduce emissions or exchanging vehicles due to a change in operational service delivery requirements.

There are a number of factors that will determine the most efficient time to replace a vehicle; including:

- Depreciation
- Maintenance costs
- Age
- Mileage
- General condition

Whilst depreciation and age considerations are consistent across vehicles of the same type, other factors are variable and would involve an analysis of data in order to manage. The key to a successful policy will involve judgment, prediction, forecasts, and assumptions on one hand, and analysis of available empirical data on the other.

It is for this reason that Officers will use a 2 stage process in addressing the issue of vehicle replacement. The first stage involves automatically scheduling vehicles for replacement based solely on their age. Once the list is generated for vehicles scheduled for replacement based on age, the Transport Manager will implement stage 2 and analyse relevant information on each specific vehicle to build a picture of its overall condition and identify the possibility of extending its service life where possible.

Figure 1 shows how information can be correlated to identify the most appropriate and efficient replacement cycle. This graph shows the likely depreciation and repairs and maintenance costs associated with a 7.5T Lorry.

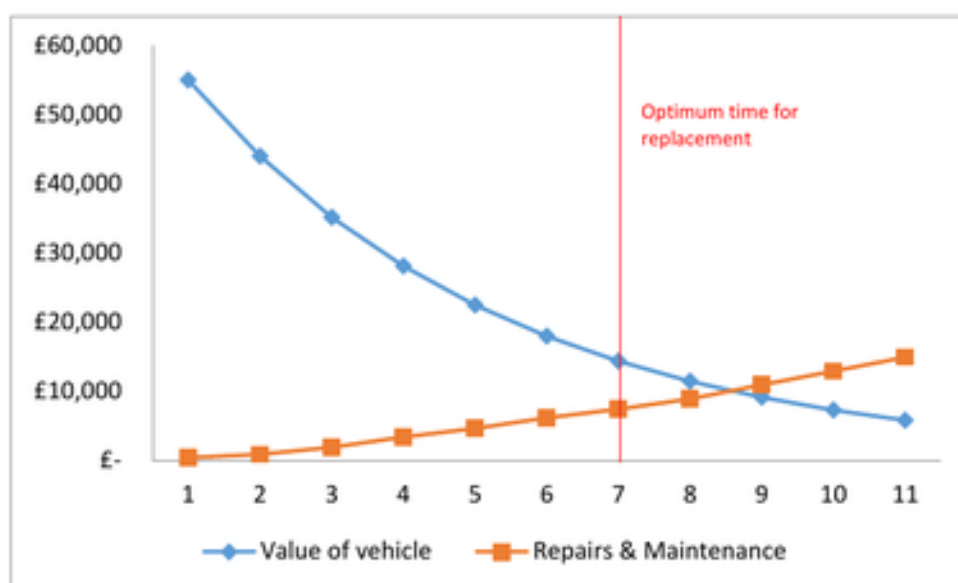


Fig. 1 Graph Showing Optimum Replacement Cycle based on indicative depreciation and R&M costs

Research shows that replacement cycles will vary depending on vehicle type. Finance use these estimated useful lives to calculate depreciation. By analysing the depreciation and estimated maintenance costs for each vehicle type, the following cycles have been derived:

Vehicle Category	Replacement Cycle
Precinct sweepers	4 years
Vehicles over 7500kg GVW to (including RCVs)	7 years
Vehicles under 7500 GVW	10 years

Once the vehicles are flagged up for replacement based on the above age parameters, the Transport Manager will analyse information on each vehicle's maintenance costs, mileage and general condition before making the decision to replace or continue it in service.

Preventative Maintenance

Having a well planned and executed preventive maintenance programme is essential for an economically operated and reliable fleet.

A preventive maintenance program will:

- Form an essential part of our requirements under the Goods Vehicle (Licensing of Operators) Act (NI) 2010.
- Reduce the overall cost of vehicle maintenance and repair.
- Improve the operational efficiency of the vehicle through less downtime from unplanned repairs.
- Enable vehicles to reach their economic service life.
- Maximise the residual or salvage value of the vehicle.

The Transport Manager has introduced a robust planned maintenance schedule, including routine intervals for servicing, safety checks and PSV preparation.

Financing

All new vehicle purchases will be funded from within the Council's Capital Programme. In order to assist financial planning and minimise the impact on District Rate increases it is necessary to set a recurring annual budget for vehicle replacement and avoid large spikes in expenditure from one year to the next. Whilst the impact on the District Rate should be minimised, the annual budget must be sufficient, so we do not fall behind on our vehicle replacements to the point where maintenance costs spiral, and operational delivery is affected.

Based on the current plan of replacements (see extract in appendix 1) using stage 1 of the methodology, the financial requirement is £2.35m per year over the next three years. This is currently deemed sufficient up to the next policy review date; but this may need to increase over time due to increasing and changing vehicle purchase costs and needs.

In the event of demand outstripping budget, the Transport Manager may need to retain vehicles in service beyond the optimum time for replacement and the Transport Manager must therefore have the ability to prioritise some replacements over others, in this eventuality.

Replacement ProcessAnnual Estimates

During the estimates process each year the Transport Manager will liaise with relevant Service Unit Managers and identify vehicles for replacement. At this time the Service Unit Manager will be asked to complete a Replacement Vehicle Request form as in Appendix 2, with assistance from the Transport Manager and Finance Team as required. The form has been developed to challenge all requests in order to ensure that vehicles are only replaced where a clear need can be demonstrated.

The form also covers disposal of the vehicle and explores the opportunity for redeployment elsewhere in Council, potentially saving other departments services from purchasing a new vehicle.

Once complete, the Transport Manager and Capital Accountant will review the proposed replacements with the Head of Assets and Property and Head of Finance at a meeting scheduled in advance of the capital budget submissions for the following year (usually November). Approved replacements will be authorised by the Heads of Service and forms will be retained on SharePoint.

If during the above process, any requirements for additional vehicles or significant enhancements to vehicle type are identified, these will require to be dealt with through the business case process for new expenditure.

Periodic Review

The Transport Manager and the Capital Accountant will update the schedule on a regular basis to reflect decisions taken, record activity on replacements, disposals and purchases, and discuss upcoming replacements and options for managing spikes in requirement. The schedule and any issues arising will be discussed at regular meetings to be held with the Head of Assets and Property and the Head of Finance.

Should circumstances require, replacements may be reviewed in year within the usual budgetary constraints, following the same process for approval.

Procurement

Procurement will be carried out in line with the Procurement handbook and the procedure outline in Appendix 5.

Asset Recording

Full procedures are outlined in Append 5, 6 and 7.

Appendix 1- Chart showing indicative distribution of Capital Spend on Vehicle Replacement

Vehicle Replacement Schedule										Last Updated		Future Years - Forecast Actuals										From FY ending		
										30/03/2024												2026		
Reg No.	Manufacturer	Model	Dept	Type	Year	Purchase Price	£			2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	1 year Forecast	7 year Forecast	10 year Forecast		
FSZ 7435	MACPAC	MACPAC 63 WASTE BODY ON DAF 7.5 T	Cleaning	MacPac	2022	99,475	7			-	-	-	121,900	-	-	-	-	-	-	-	-	121,900	121,900	
FSZ 5189	RENAULT	HOOKLOADER	Cleaning	Hookloadeer	2023	152,771	7			-	-	-	-	180,540	-	-	-	-	-	-	-	180,540	180,540	
FSZ 8795	VANHOALL	VIVARO	Cleaning	Medium Van	2023	20,891	10			-	-	-	-	-	-	-	19,000	-	-	-	-	-	19,000	
WG2 7164	SPLAUNT	V65 DUAL SWEEPER	Cleaning	Sweeper	2023	168,665	7			-	-	-	200,600	-	-	-	-	-	-	-	-	200,600	200,600	
Forklift 2	TOYOTA	BFG25	North Rd Depot	Forklift	2023	23,250	10			-	-	-	-	-	-	-	27,600	-	-	-	-	-	27,600	
ESZ 8784	RENAULT	MASTER		Medium Van	2023	33,950	10			-	-	-	-	-	-	-	39,000	-	-	-	-	-	39,000	
GSZ 7248	TOYOTA	HI-LUX	Works	Large Van	2024	22,196	10			-	-	-	-	-	-	-	-	30,000	-	-	-	-	30,000	
GSZ 7554	TOYOTA	HI-LUX	Parks	Large Van	2024	20,546	10			-	-	-	-	-	-	-	-	30,000	-	-	-	-	30,000	
GSZ 7213	TOYOTA	HI-LUX	Parks	Large Van	2024	22,266	10			-	-	-	-	-	-	-	-	30,000	-	-	-	-	30,000	
GSZ 9499	RENAULT	MASTER RTWD 3TS-L3HD		Medium Van	2024	26,000	10			-	-	-	-	-	-	-	-	39,000	-	-	-	-	39,000	
WG2 4778	DENNIS	26 TONNE TERBERG TOPLOADER RCV	Cleaning	RCV - Glass large	2024	247,200	7			-	-	-	247,200	-	-	-	-	-	-	-	-	247,200	247,200	
WG2 4779	DENNIS	26 TONNE TERBERG TOPLOADER RCV	Cleaning	RCV - Glass large	2024	247,200	7			-	-	-	247,200	-	-	-	-	-	-	-	-	247,200	247,200	
KGZ 8578	DENNIS	26 TONNE TERBERG TOPLOADER RCV	Cleaning	RCV - Glass large	2024	247,200	7			-	-	-	247,200	-	-	-	-	-	-	-	-	247,200	247,200	
KGZ 8579	DENNIS	26 TONNE TERBERG TOPLOADER RCV	Cleaning	RCV - Glass large	2024	247,200	7			-	-	-	247,200	-	-	-	-	-	-	-	-	247,200	247,200	
VGZ 2686	DENNIS	26 TONNE RCV	Cleaning	RCV	2024	270,000	7			-	-	-	270,000	-	-	-	-	-	-	-	-	270,000	270,000	
WGZ 4768	DENNIS	26 TONNE RCV	Cleaning	RCV	2024	270,000	7			-	-	-	270,000	-	-	-	-	-	-	-	-	270,000	270,000	
WGZ 4769	DENNIS	26 TONNE RCV	Cleaning	RCV	2024	270,000	7			-	-	-	270,000	-	-	-	-	-	-	-	-	270,000	270,000	
VGZ 2689	DENNIS	26 TONNE RCV	Cleaning	RCV	2024	270,000	7			-	-	-	270,000	-	-	-	-	-	-	-	-	270,000	270,000	
VGZ 2684	DENNIS	26 TONNE RCV	Cleaning	RCV	2024	270,000	7			-	-	-	270,000	-	-	-	-	-	-	-	-	270,000	270,000	
HSZ 5712	VOLVO	BIGBITE SKIP LORRY	Cleaning	Skip Lorry	2024	216,650	7			-	-	-	260,400	-	-	-	-	-	-	-	-	260,400	260,400	
BMZ 8126	TOYOTA	HI-LUX INVISIBLE	Fleet	Large Van	2024	36,014	10			-	-	-	-	-	-	-	41,200	-	-	-	-	-	41,200	
HSZ 5796	RENAULT	TRAFFIC		Medium Van	2024	27,650	10			-	-	-	-	-	-	-	43,680	-	-	-	-	-	43,680	
HSZ 5797	RENAULT	TRAFFIC		Medium Van	2024	27,650	10			-	-	-	-	-	-	-	43,580	-	-	-	-	-	43,580	
HSZ 5798	RENAULT	TRAFFIC		Medium Van	2024	28,700	10			-	-	-	-	-	-	-	46,800	-	-	-	-	-	46,800	
GSZ 9542	RENAULT	MASTER		Medium Van	2025	30,850	10			-	-	-	-	-	-	-	-	50,375	-	-	-	-	50,375	
HSZ 9995	DAF	MACPAC	Cleaning	MacPac	2025	116,950	7			-	-	-	-	-	140,400	-	-	-	-	-	-	-	140,400	
Add new										2,718,400	2,525,050	2,201,700	2,371,570	196,930	2,799,600	2,466,800	2,605,200	2,898,360	2,025,375	7,468,150	16,026,940	23,554,975		
FORCAST BUDGETS										2,950,000	2,950,000	2,950,000	2,950,000	2,950,000	2,950,000	2,950,000	2,950,000	2,950,000	2,950,000	3 yr Average	£ 2,486,717			

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Appendix 2 – Vehicle Replacement Request Ref:

Service Unit	
Service Unit Manager	

PART 1: THE EXISTING VEHICLE

Box 1 Vehicle	
Registration	
Fixed Asset ID	
Costing Ledger Code	
Vehicle Type	
Year Purchased	
Age	
Estimated Useful Life	
Reason replacement requested	Choose an item.
If 'Other' please state reason	

Box 2 Running cost history (£'000)											
	Yr 1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Total
Fuel											0
Tax											0
Testing											0
Repairs											0
Other											0
Total	0	0	0	0	0	0	0	0	0	0	0
Unscheduled Off Road Events											0
Mileage											

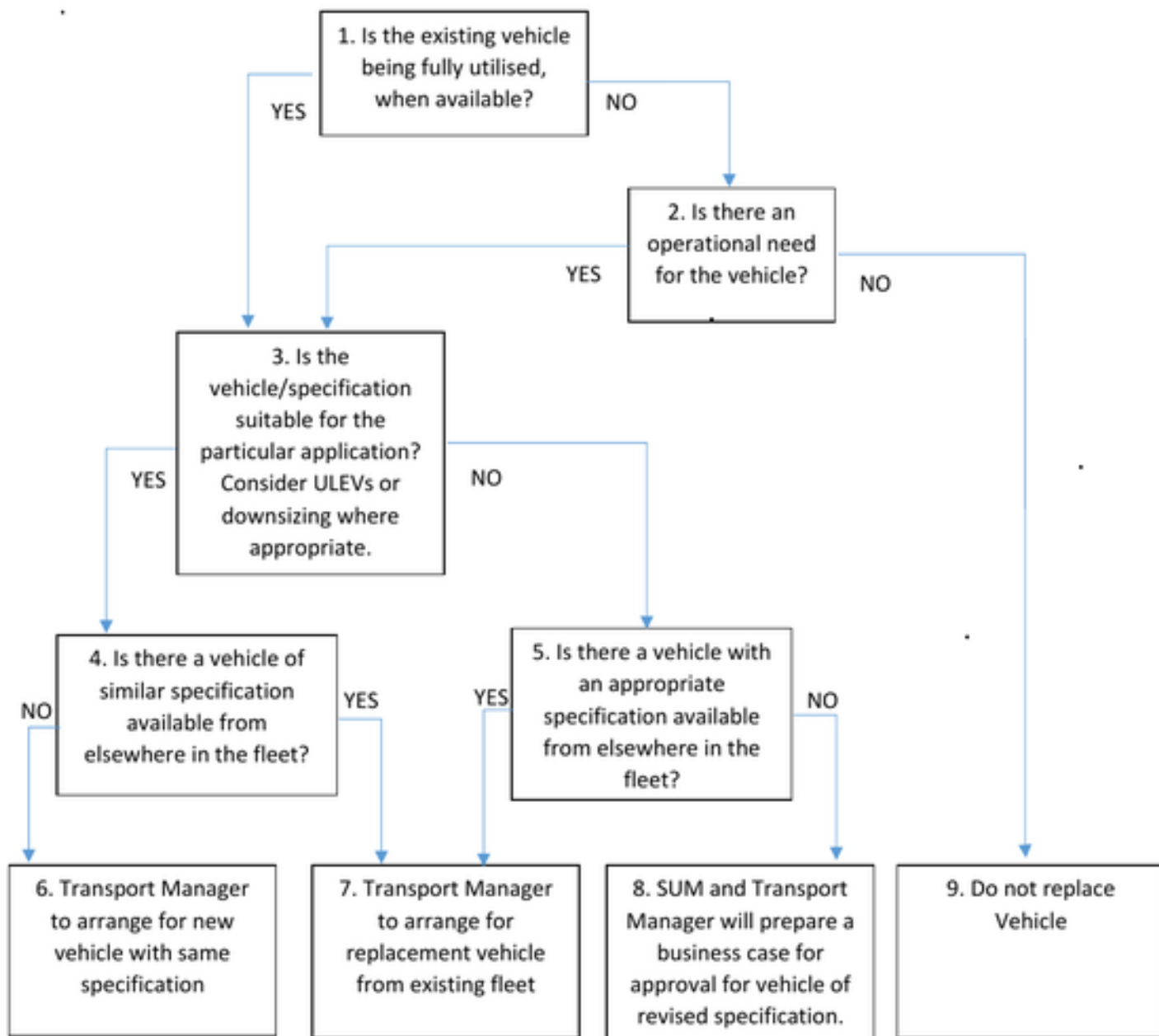
Box 3 Anticipated running costs for next year. (£'000)	
Fuel	
Tax	
Testing	
Repairs	
Other	
Total	0

Box 4 Decommissioning	
Please state what will happen to the vehicle	Choose an item.
Reason	

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PART 2: THE REPLACEMENT VEHICLE

Transport Manager to follow this process with the SUM requesting the vehicle (circle or shade the boxes selected during the process.:



Box 5 Rationale
Outline the rationale for the decision reached

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Box 6 Approvals (include copy of actual signature)	Signature	Date
Purchase Order Number		
Transport Manager		
Head of Assets and Property		
Head of Finance		

PDF to be saved on SharePoint

Appendix 3 - New Vehicle Notification (completed upon receipt of vehicle)

Make	
Model	
Type	
Registration No.	
Service Unit in which the vehicle is deployed:	
Date Vehicle received	
Cost	
Cost code	

Transport Manager Signature: _____ Date: _____

** Notify Finance and Risk Management**

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Appendix 4 - Fixed Asset Disposal/Transfer Form

Ards and North Down Borough Council
FIXED ASSET TRANSFER/DISPOSAL NOTIFICATION

Part 1: Asset details

Description of Asset			
Fixed Asset ID		Service Unit ID/Asset Tag	
Vehicle Registration (if applicable)		Serial Number	
General/Coosting Ledger Code		Condition of Asset	

Part 2: Notification of transfer or disposal

Transferred or Disposed Of?			
Reason for transfer or sale			

Part 3: Transfer Details

For transfers within Council only, please ensure the new responsible owner is provided with a copy of this form

New Service Unit		New Responsible Owner	
------------------	--	-----------------------	--

Part 4: Trade In details

Used to purchase?		From who?	
Replacement Approval Reference		Trade In value	
Cashbook Receipt Reference		Supplier and Invoice/Credit Reference	

Part 5: Sale details

Method of sale			Name of purchaser		
Cashbook Receipt			Receipt date		
Proceeds	Net €	VAT €	Gross €		
Sales Value			€	-	
Costs of Sale			€	-	
Sales Value net of costs	€	- €	- €	-	

Part 6: Scrap/Donation details

Provide all relevant details					
------------------------------	--	--	--	--	--

Form completed by

Signature (Responsible Owner)			Date		
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Finance Use

Asset 4000 updated by			Date		
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Appendix 5: Procedure for Procuring a New or Replacement Vehicle

When assessing a vehicle for procurement the following steps should be followed

Step No	Description	Responsibility
1	Ensure budget available and vehicle is listed on the "Vehicle Replacement Schedule" agreed by finance.	TM
2	Agree specification with relevant SUM	TM/SUM
3	Complete Appendix 2 from the Vehicle Replacement Policy to ascertain need/rationale	TM
4	Obtain quotations via frameworks	TM
5	Choose procurement method	TM
6	Raise PO. The purchase Order will include vehicle replacement request reference.	TM
7	Obtain purchase authorisation	HOS/Director/Committee as required

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Appendix 6: New vehicle procedure

	Task	Responsibility
1	Add vehicle to Insurance portal.	Admin staff
2	Inform finance using appendix 3: new vehicle notification form and request asset code.	Admin staff
3	Add vehicle details to fleet management system and include details of safety check interval (6weeks for vehicles over 7500kgs and 12 weeks for vehicles below 7500kgs), set service interval following manufacturers recommendation, set MOT expiry date, set Tachograph calibration date (where applicable), set LOLER test date (where applicable).	Admin staff with guidance from senior mechanic/TOS/TM
4	Raise job card for first use inspection.	Admin staff
5	Issue fuel fob.	TM/TOS
6	Ensure all signage including Council graphics and in cab warning stickers are issued along with a red folder, Nil defect report sheets, defect reporting pad, fire extinguisher and first aid kit are issued.	Admin/garage labourer

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Appendix 7: Procedure for Assessing Options for Vehicle Disposal

Step No	Description	Responsibility
1	Review maintenance costs of vehicle and any appropriate notes from mechanics	TM
2	Inspect vehicle	TM/TOS/ Snr mechanic
3	Review possibility of alternative use	TM/TOS
4	If no alternate use, decide upon recommended disposal method following this hierarchy: <ul style="list-style-type: none"> a. Trade in (the quickest and most straightforward disposal option but vehicles are not always accepted due to age/condition) b. Send to auction (Some vehicles can achieve a reasonable price, but we incur fees and vehicles do not always sell, meaning they need picked up or re-listed) c. Scrap (the lowest income generated but sometimes the only option for vehicles unsafe for the road) 	TM/HOS
5	Complete Appendix 2 from the Vehicle Replacement Policy, clearly documenting the rationale for the disposal option selected	TM
6	Using Appendix 2, Obtain signatures from Head of Assets & Property and Head of Finance, approving disposal of vehicle.	TM
6	Dispose of Vehicle	TM
6	Inform finance of disposal and complete Appendix 4 of the Vehicle Replacement Policy	Admin staff
7	Remove from schedule and fleet management software	Admin staff

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 8: Procedure for completing safety check forms

- Ensure that all sections are completed.
- Any sections that are not applicable, put a line through with N/A written.
- Where there is a box to add a date or signature, please ensure that this is completed and not left blank.
- Attach roller break test sheet to the safety sheet.
- Attach any other relevant information as required.

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 9: Procedure for Inventory management

Item	Description	Responsibility
1	Vehicle stores inventory is controlled by stores personnel ONLY. The store is kept locked when not in use and never left unsupervised.	Stores personnel/TM
2	A written ledger is kept in the store for all orders being issued. This ledger is used to keep track of stock in the event of stores personnel being on leave etc.	TOS/TM
3	Mechanic requests parts from store. Either issue the part from stock and order a replacement or order the non-stock part directly	Stores personnel
4	PO written, ensuring correct coding of vehicle, parts, carriage etc and signed off as appropriate.	Stores Personnel/TOS/TM
5	Orders placed with suppliers	Stores personnel
6	Add order to fleet management system	Stores personnel
7	When invoice arrives, it is added to payables spreadsheet, matched to the order and approved for payment each Monday.	Admin staff/TOS/TM
8	Issue stock and add to job card	Stores personnel
9	Any items to be returned will be documented by adjusting the records and approved by TM.	TM
10	Stocktake twice per year (minimum) and at request of TM and reconcile with Finance General ledger.	Stores personnel

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 10: Procedure for Vehicle maintenance Scheduling

1. When a new vehicle is received the manufacturers guidelines for servicing will be adopted.
2. The admin team will update the maintenance schedule and the fleet management software with the appropriate details. Details will include: service interval, safety check interval, MOT dates and where applicable tachograph calibration dates, LOLER test dates and any other relevant details.
3. The admin team will be responsible in conjunction with the senior mechanic for scheduling the work to the workshop.
4. The admin team will arrange for the vehicles to be presented when required.

Unclassified

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

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	06 October 2023
File Reference	
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Technical Budget - Estimates Process for 2025/26
Attachments	None

1.0 Strategic Context

The Council's agreed Maintenance Strategy incorporates a "needs based" budgeting model, rather than a more traditional "fixed amount" approach for its refurbishment programme.

Properties are condition scored (as a percentage) and a threshold for action is to be agreed by the Council, subject to budget considerations.

By making this budgetary decision at this stage, ahead of the rates setting process, Members are able to see the detail behind each option in order to inform the decision and give officers guidance on the amount to include in the next draft of the budget estimates for 2025/26. Members will of course have the ability to change any decision taken in relation to this report, as part of the overall final rates setting process.

Not Applicable

2.0 Area of Focus for 2025/26

In 2025/26 works will focus on Cemeteries, Community Centres and Car Parks.

Year 1	Year 2	Year 3
Cemeteries & assoc. buildings	Tourism Buildings	Administrative Buildings
Community Centres	Public Toilets	Leisure Centres
Car Parks	Waste Recycling Centres & Transfer Stations	Sports Pavilions

3.0 Notable Trends of Improving Condition Scores and Lower Costs

Historically our threshold for action has been between 75% and 80%, with costed options for revising this threshold up or down. In 2023/24 there were several large- scale operational projects required, and the threshold had to be lowered to 70% to meet budget demands. Conversely in 2024/25 there was a lower than usual requirement for operational works, enabling the budget to stretch to allow a higher-than-normal condition acceptability threshold.

Generally, there has been a trend of improving condition scores within the estate. Subsequently, the agreed threshold for action has had an upward trend whilst at the same time the revenue budget required for refurbishment projects has been reduced, as demonstrated by the table below.

	2018/19	2019/20	2020/21	2021/22	2022/23	23/24	24/25
Condition Related Works	£291,000	£169,000	£98,500	£48,000	£166,000	£50,000	£110,500
Operational Works	£20,000	£84,000	£154,000	£143,500	£20,000	£131,000	£77,000
Revenue Budget	£311,000	£253,034	£252,079	£191,500	£185,924	£181,000	£187,500
Acceptability threshold	70%	75%	75%	80%	85%	70%	92%

This clearly demonstrates that our planned proactive refurbishment programme is actively improving the condition of our estate on a reducing budget requirement, and in time will reduce our reactive maintenance burden as envisaged within our maintenance strategy.

As noted in the previous reports however, care should be taken not to deplete the revenue budget too much, as this naturally limits our ability to maintain our estate in good order and is liable to create a bigger impact on future maintenance budgets when it is reinstated.

Not Applicable

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4.0 Limitations of the Process

It should be noted that the surveys focus solely on condition i.e., how functional the various aspects of the building are. The surveys do not capture or reflect whether a building looks "dated", or its suitability with regard to its intended (potentially changed) purpose. These aspects are covered during our stakeholder conversations (see next section).

5.0 Cross-Departmental Working

Cognisance of wider strategies and plans for these assets is essential to meet the expectations of our internal customers and reduce the likelihood of spending significant sums of money on assets that may be disposed of or replaced in the foreseeable future. Therefore, discussions with relevant officers have taken place and the proposed works reflect any known plans for the assets concerned.

In particular, given future plans for Queens Hall, Newtownards, the refurbishment works have been limited to maintenance items only, rather than the more expensive facility improvements that would normally be included in our refurbishments.

In addition to the condition-based works, there are a number of project works that have either been requested by the Council, the facility manager or are otherwise required to maintain the safe and effective operation of the buildings. These "operational" works therefore need to be completed irrespective of the overall condition of the building and are quantified within the table in section 7.0.

6.0 Building Needs Outside of the Normal Programme

As noted above, our programme of surveys and refurbishments allows us to focus on different groups of buildings each year, with each building coming up for survey every 3 years. However, this year a number of more urgent matters have been raised that cannot wait until the next cycle. These items have therefore been included as operational requests, highlighted blue in the table in section 7 for budget allocation. The most expensive of these works repairs to cladding and roof at Balloo ERC. The first phase of works is recommended this coming year, with further works proposed for the year after.

Not Applicable

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7.0 Condition Scores and Costs

The condition scores and corresponding costs are shown on the table below:

Building name	Location	Condition Score 2024	% Score	Costs for Condition based works	Operational requests	Notes
Carrowdore Community Centre	Carrowdore	7.97	99.63		€ 10,000	Repainting exterior
Hamilton Road Community Hub	Bangor	7.92	99.00			
Ballyvester Cemetery	Donaghadee	7.92	99.00			
West Winds Community Centre	Newtownards	7.88	98.50			
Greyabbey (New) Cemetery	Greyabbey	7.88	98.50		€ 3,200	Path repairs
Priory Cemetery	Holywood	7.88	98.50			
Portaferry Market House	Portaferry	7.78	97.25		€ 10,670	Repaint exterior following public realm scheme
Kircubbin Cemetery	Kircubbin	7.78	97.25			
Green Road Community Centre	Conlig	7.77	97.13			
Whitechurch Cemetery	Whitechurch	7.77	97.13		€ 2,700	Repaint exterior
Donaghadee Community Centre	Donaghadee	7.75	96.88			
Clandeboyne Cemetery	Bangor	7.75	96.88			
Comber Adult Learning Centre	Comber	7.71	96.38			
Kirkistown Cemetery	Portavogie	7.71	96.38			
Kircubbin Community Centre	Kircubbin	7.69	96.13			
Bangor Cemetery House	Bangor	7.69	96.13			
Movilla Cemetery	Newtownards	7.69	96.13			
Skipperstone Community Centre	Bangor	7.68	96.00			
Glen Community Centre	Newtownards	7.68	96.00		€ 13,000	Accessibility works
Redburn Cemetery	Holywood	7.68	96.00			
Alderman George Green Community Centre	Bangor	7.68	96.00		€ 20,000	Kitchen & Toilets improvements
Comber Cemetery Old	Comber	7.68	96.00			
Groomsport Boathouse	Groomsport	7.65	95.63			
Clandeboyne Cemetery House	Bangor	7.65	95.63			
Bangor Cemetery	Bangor	7.65	95.63		€ 11,141	Path repairs
Loughview Cemetery Ballygowan Road, Comber	Comber	7.63	95.38			
Conlig Community Centre	Conlig	7.6	95.00			
Ballygowan Village Hall	Ballygowan	7.57	94.63			
Marquis Hall	Bangor	7.53	94.13			
Redburn Community Centre	Holywood	7.52	94.00			
Manor Court	Newtownards	7.48	93.50	€ 12,145		Internal & external painting, refinish floor, remove asbestos floor tiles, minor miscellaneous
Portavogie Community Centre	Portavogie	7.44	93.00	€ 4,120	€ 5,500	New doors to main hall and moved 100mm
Kilcooley Community Centre	Bangor	7.35	91.88	€ 13,505		Internal painting, repair water damage, new ironmongery, repalce damaged window, minor repair/remove canopy, improve toilets, minor miscellaneous works.
Queens Hall	Newtownards	7.29	91.13	€ 29,500		
Balloo ERC					€ 38,000	Cladding repairs.
Newtownards NRD					€ 11,000	Windows to be replaced and ventilation for offices
D'Dee Harbour Gates					€ 27,000	Listed status, hardwood gates to be replaced
<90%						
Contingency (15%)				€ -		
Total for threshold 90%				€ -	€ 152,211	€ 152,211
<92%						
Contingency (15%)				€ 43,005		
Contingency (15%)				€ 6,451		
Total for threshold 92%				€ 49,456	€ 152,211	€ 201,667
<94%						
Contingency (15%)				€ 59,270		
Contingency (15%)				€ 8,891		
Total for threshold 94%				€ 68,161	€ 152,211	€ 220,371

Not Applicable

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8.0 Options Available

Option 1

If Members opt to adopt a condition threshold for action of 90%, **no condition based works would take place and only the operational requests would be completed**. By consequence, **£152k** will be included in the 2025/26 estimates for refurbishments, resulting in a **28% reduction (£58k)** from the 2024/25 revenue allocation.

Option 2

Alternatively, Members have the option to implement a condition threshold for action of **92%**, meaning that, **in addition to the operational works, refurbishments will take place at Kilcooley Community Centre and Queens Hall, Newtownards**. By consequence, **£201.5k** will be included in the 2025/26 estimates for refurbishments, resulting in a **4% decrease (£8.5k)** over the 2024/25 revenue allocation.

Option 3

Alternatively, Members have the option to implement a threshold of **94%**, meaning that, **in addition to those refurbishments highlighted in option 2, refurbishments would also take place at Manor Court and Portavogie Community Centres**. By consequence, **£220k** will be included in the 2025/26 estimates for refurbishments, resulting in a **4.7% increase (£10k)** over the 2024/25 revenue allocation.

RECOMMENDATION

In order to replenish the depleted refurbishment budget from previous years and ease the potential for future increases it is recommended that the Council approves Option 3 above as its preferred option, subject to finalisation as part of the forthcoming 2025-26 budget estimates process.

Unclassified

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ITEM 7

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	22 October 2024
File Reference	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 of an Entertainments Licence
Attachments	None

An application has been received for the Grant of an Entertainments Licence as follows:

1. Ards Rugby Club, Hamilton Park, Newtownards

Applicant: Mr Alistair Wilson, 128 Movilla Road, Newtownards, Co Down

Days and Hours:

Monday to Sunday during the permitted hours when alcohol may be served on these premises under the Registration of Clubs (NI) Order 1996

Type of entertainment:

Dancing, singing or music or any other entertainment of a like kind.

This is a variation of the existing Entertainments Licence to include an enclosed decking area.

Not Applicable

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There have been no objections received from PSNI or NIFRS. Environmental Health had requested a Noise Management Plan which has been provided. They have no objection to the application provided the following Terms and Conditions are applied to the licence:

1. Ards Rugby Football Club shall comply with the Noise Management Plan submitted to Ards and North Down Borough Council's Environmental Health Service on 9 October 2024.

RECOMMENDATION

It is recommended that the Council grants a variation of the Entertainments Licence for Ards Rugby Football Club, with the above noise condition included and subject to satisfactory final inspection by Licensing and Regulatory Services.

Unclassified

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ITEM 8

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Finance
Date of Report	15 October 2024
File Reference	FIN45 / 40012
Legislation	Section 5 Local Government Finance Act (NI) 2011
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below:
Subject	Environment Directorate Budgetary Control Report - September 2024
Attachments	None

The Environment Directorate's Budgetary Control Report covers the 6-month period 1 April to 30 September 2024. The net cost of the Directorate is showing an underspend of £323k (2.3%) – box A on page 3.

Explanation of Variance

Environment's budget performance is further analysed on page 3 into three key areas:

Report	Type	Variance	Page
Report 2	Payroll Expenditure	£388k favourable	3
Report 3	Goods & Services Expenditure	£25k adverse	3
Report 4	Income	£40k adverse	3

Not Applicable

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Explanation of Variance

The Environment Directorate's overall variance can be summarised by the following table (variances over £25k): -

Type	Variance £'000	Comment
Payroll	(388)	<ul style="list-style-type: none"> Waste & Cleansing (£181k) – vacancies within Waste Collection which are being recruited. Assets & Property (£110k) – vacancies within Property Operations and Fleet Management. Regulatory Services (£97k) – vacancies within Building Control and Neighbourhood Environment Team.
Goods & Services		
Waste & Cleansing Services	(86)	<ul style="list-style-type: none"> Waste disposal costs (£141k) <ol style="list-style-type: none"> Landfill (£110k) Recycled Waste £15k HRC Waste (£79k) Waste Haulage £33k Borough Cleansing £28k. Range of running costs over budget to date. Waste Collection £15k. Range of running costs over budget to date.
Assets & Property	130	<ul style="list-style-type: none"> Statutory and Planned maintenance £175k – Aurora pool floor repairs large part of this. Energy costs (£163k) – mainly gas and vehicle fuel. Sewerage/ trade effluent charges £49k. Other expenditure £69k – Transport running costs
Income		
Waste & Cleansing	69	<ul style="list-style-type: none"> Trade waste income £85k. Special collections income £15k. Recycled waste income (£25k)
Assets & Property	(78)	<ul style="list-style-type: none"> Wind Turbine (£37k). Property Maintenance (£43k)
Regulatory Services	49	<ul style="list-style-type: none"> Building Control income (£48k). Car Park income £68k. Licensing income £16k.

Not Applicable

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REPORT 1 BUDGETARY CONTROL REPORT						
Period 6 - September 2024						
	Year to Date Actual	Year to Date Budget	Variance	Annual Budget	Variance	
	£	£	£	£	%	
Environment						
200 Environment HQ	104,340	105,200	(860)	211,700	(0.8)	
210 Waste and Cleansing Services	8,845,363	9,043,500	(198,137)	17,782,500	(2.2)	
220 Assets and Property Services	4,598,615	4,656,300	(57,685)	9,764,700	(1.2)	
230 Regulatory Services	187,437	253,600	(66,163)	571,900	(26.1)	
Total	13,735,756	14,058,600	A (322,844)	28,330,800	(2.3)	
REPORT 2 PAYROLL REPORT						
	£	£	£	£	%	
Environment - Payroll						
200 Environment HQ	87,104	87,300	(196)	174,300	(0.2)	
210 Waste and Cleansing Services	4,767,299	4,948,200	(180,901)	9,971,600	(3.7)	
220 Assets and Property Services	1,091,459	1,201,800	(110,341)	2,415,200	(9.2)	
230 Regulatory Services	1,048,896	1,145,400	(96,504)	2,292,500	(8.4)	
Total	6,994,758	7,382,700	B (387,942)	14,853,600	(5.3)	
REPORT 3 GOODS & SERVICES REPORT						
	£	£	£	£	%	
Environment - Goods & Services						
200 Environment HQ	17,236	17,900	(664)	37,400	(3.7)	
210 Waste and Cleansing Services	4,958,532	5,044,500	(85,968)	9,261,800	(1.7)	
220 Assets and Property Services	3,705,596	3,575,100	130,496	7,542,000	3.7	
230 Regulatory Services	286,772	305,300	(18,528)	582,400	(6.1)	
Total	8,968,135	8,942,800	C 25,335	17,423,600	0.3	
REPORT 4 INCOME REPORT						
	£	£	£	£	%	
Environment - Income						
200 Environment HQ	-	-	-	-		
210 Waste and Cleansing Services	(880,468)	(949,200)	68,732	(1,450,900)	7.2	
220 Assets and Property Services	(198,439)	(120,600)	(77,839)	(192,500)	(64.5)	
230 Regulatory Services	(1,148,231)	(1,197,100)	48,869	(2,303,000)	4.1	
Totals	(2,227,138)	(2,266,900)	D 39,762	(3,946,400)	1.8	

RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

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ITEM 9

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	22 October 2024
File Reference	
Legislation	The Dangerous Dogs (Northern Ireland) Order 1991 The Dangerous Dogs (Compensation and Exemption Schemes) Order (Northern Ireland) 2024
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Dangerous Dogs Legislation
Attachments	Appendix A - Information for XL Bully Dog Owners

Background

'The Dangerous Dogs (Designated Types) Order (Northern Ireland) 2024' designated a type of dog known as the XL Bully under the powers contained in the 1983 Dogs (NI) Order as a "dog bred for fighting". The effect of that designation took effect on 5 July 2024. It also set an appointed day, after which it will be illegal to possess an XL Bully type dog without a certificate of exemption. The appointed day is 31 December 2024.

The purpose of 'The Dangerous Dogs (Compensation and Exemption Schemes) Order (Northern Ireland) 2024' is to provide for compensation to be paid to XL Bully dog owners who do not wish to keep their dogs; an exemption scheme for those owners who do wish to keep their dogs long term and certain other matters relevant to the operation of these schemes.

Not Applicable

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Compensation Scheme

For compensation to be payable, owners/rehoming organisations must arrange for the XL Bully type dog to be euthanised prior to 31 December 2024. Claims for compensation must be submitted to the Department (DAERA) for processing by 28 February 2024 along with the required evidence. For XL Bully dog owners £100 compensation is payable in respect of the dog and £100 towards the veterinary fees for euthanising the dog. Rehoming organisations can claim £100 towards the veterinary fees for euthanasia.

Exemption Scheme

Keepers of XL Bully type dogs may apply to their district council for an exemption from the prohibition under Article 25A from 9 August 2024, if they wish to legally keep their dogs beyond 31 December 2024. Conditions for exemption include; keeping the dog at the same address at all times (except for 30 days a year to allow for holidays etc.), to notify the relevant district council of any permanent change of address, ensure requirements for insurance, neutering and microchipping are all met, that the dog is on a lead and muzzled in a public place and that the dog is kept in secure conditions.

Non-compliance with the full list of requirements will invalidate an exemption certificate, if issued, and the dog may be seized.

A regional press campaign was arranged to ensure a uniform message was being communicated across Northern Ireland and locally our Neighbourhood Environment Team has written and called with all known owners to offer support and assistance with the exemption scheme. Details are available on the Council web site and our Corporate Communications team has added additional posts on the subject to social media channels. DAERA has funded the training of one ANDBC Council officer, to date, in respect of the breed identification process.

Unexempted XL Bully Dogs remaining in the Borough after 31 December 2024 will be a prohibited breed and subject to seizure. There are significant concerns for health and safety should prohibited dogs be abandoned or require seizure. Resulting kennelling costs and legal fees for Council may be significant. Further consideration around providing support to euthanise prohibited dogs after 31 December 2024 may be beneficial as a potential alternative to lengthy court proceedings. Any suitable mitigating measures would be brought to Committee in due course.

RECOMMENDATION

It is recommended that the Council notes this report.

Not Applicable

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Appendix A

XL BULLY DOG OWNERS

The following information is provided to our licensed XL Bully owners in an attempt to assist you navigate the changes in Northern Ireland legislation.

New legal safeguards came into effect for XL Bully type dogs in Northern Ireland on 5th July 2024. From this date, owners are not allowed to breed, sell, exchange, gift or abandon an XL Bully type dog, and they must keep their dog muzzled and on a lead when in public places.

If you own an XL Bully, you are advised to read through the current guidance available on nidirect at <https://www.nidirect.gov.uk/articles/xl-bully-dogs>

While it is currently still legal to own an XL Bully in Northern Ireland, this will change on 31st December 2024, when beyond that date it will become an offence to own an XL Bully in the absence of an Exemption Certificate.

NEXT STEPS FOR XL BULLY DOG OWNERS

Making an Application for an XL Bully Exemption Certificate

The application process for XL Bully exemptions is now opened as at 9th August 2024 and closes on 31st December 2024. Owners of XL Bully dogs can apply by downloading an application form at

<https://www.ardsandnorthdown.gov.uk/XL-Bully-Dogs>

Once completed, this form should be returned either by email to net.admin@ardsandnorthdown.gov.uk or by post to Neighbourhood Environment, 2 Church Street, Newtownards, BT23 4AP.

To apply for an Exemption Certificate for your XL Bully dog you must:-

- Be the registered owner
- Have a valid dog licence
- Be 16 years or older
- Keep the dog at the same address as the certificate holder (you can keep the dog at a different address for a maximum of 30 days in any 12 month period)
- Get your dog microchipped by the time it is 8 weeks old
- Have your dog neutered by the time it is 18 months old
- Get third party public liability insurance for your dog
- Pay the application fee of £92.40

Please note that Exemption Certificates will only be issued once we are satisfied with the application and evidence provided, and if the fee of £92.40 has been paid before the deadline.

Not Applicable

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Getting your Dog Microchipped and Licensed

All XL Bully type dogs must be microchipped and licensed and applications for exemption will not be accepted in the absence of a current dog licence. If your XL Bully is not already licensed, please do so online at

<https://www.ardsandnorthdown.gov.uk/doglicences>

If your XL Bully dog is too young to be microchipped when you apply for an exemption, you will have until 31 March 2025 to send the microchip number to us. If your XL Bully dog cannot be microchipped for health reasons, an exemption can be made however you must get a certificate from your vet to confirm this.

You can find more information on microchipping your dog at:

<https://www.nidirect.gov.uk/articles/dog-licensing-and-microchipping>

Third Party Public Liability Insurance

You must have third party public liability insurance for your dog. The cover must begin no later than 1 January 2025. You may wish to consider signing up for The Dogs Trust Companion Club which includes insurance for XL Bully type dogs. The policy/membership must:

- be renewed annually for the life of the dog and proof given to your local council
- be in the same name as the person named on the Exemption Certificate

If you use a different insurance provider, you must check that the policy:

- covers the policyholder for death or bodily injury to any person caused by the exempted dog
- is suitable for a prohibited breed as defined under the Dangerous Dogs Act 1991

Neutering an XL Bully Dog

For your Exemption Certificate to remain valid, you must arrange to have your XL Bully dog neutered. Male dogs must be neutered through castration, and female dogs must be spayed.

For dogs 18 months or older on 31 December 2024, evidence of neutering having occurred must be given to the relevant local council by 30 June 2025.

For dogs younger than 18 months on 31 December 2024, evidence of neutering must be given to the relevant local council by 30 June 2025, or one month after the dog reaches 18 months of age, whichever is later.

If you are unsure whether your dog has been neutered, you should seek advice from your vet. You may have to pay a fee for this.

Not Applicable

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After you Apply for An Exemption

If you have an Exemption Certificate for your XL Bully, you must follow these rules for the life of the dog:

- keep the dog at the same address as the certificate holder – you can temporarily keep it at a different address for up to 30 days in a 12-month period
- tell your local council if you permanently change address – you do not need to tell if you temporarily keep the dog at another address for up to 30 days in a 12-month period
- tell your local council if the dog dies or is exported
- have third party public liability insurance for your dog – you can change insurance, but there can be no gap in cover and you must give proof of insurance to your local council annually
- keep the dog muzzled in public places – it's best to use a muzzle that lets the dog pant, breathe and drink easily
- keep the dog on a lead in public places – someone over 16 years old must securely hold the lead
- keep the dog in secure conditions so it cannot escape If the local council asks, you must also give:
 - access to the dog to read its microchip
 - proof of suitable third party liability insurance within five days of their request
 - the Exemption Certificate within five days of their request

If you do not follow these rules, your Exemption Certificate will not be valid, and your dog could be seized.

DAERA Compensation Scheme for Owners Who Do Not Wish to Keep their XL Bully Type Dog

If you currently own an XL Bully dog and choose not to adhere to new measures and no longer wish to keep your dog, arrangements may be made to surrender that dog, and for compensation to be paid.

For compensation to be payable, owners must arrange for the XL Bully type dog to be euthanised prior to 31 December 2024.

Please note that the compensation scheme is provided independently of the Councils exemption scheme, and any claims for compensation must be sent directly to the Department of Agriculture, Environment and Rural Affairs for processing by 28 February 2025 using the prescribed compensation claim form for XL Bully owners.

For XL Bully dog owners £100 compensation is payable in respect of the dog and £100 towards the veterinary fees for euthanising the dog. Rehoming organisations can claim £100 towards the veterinary fees for euthanising.

For further details on the compensation scheme, please see the following link <https://www.nidirect.gov.uk/articles/xl-bully-dogs>

Not Applicable

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Please do not hesitate to contact the Neighbourhood Environment team should you require any further information.

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Unclassified

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

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	06 November 2024
File Reference	LQR / 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 Service Activity Report Q4 Jan-March 2024
Attachments	None

1.0 Introduction

The information provided in this report covers, unless otherwise stated, the period from **1 January to 31 March 2024**. The aim of the report is to provide Members with details of some of the key activities of the Licensing Service.

2.0 Applications Received

The Service deals with a wide range of licensing functions which require the Officers to consult with the PSNI, NIFRS and a range of other Council Services in making their assessment of an application.

Not Applicable

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	Period of Report 1 January to 31 March 2024	Same quarter last year 1 January to 31 March 2023
Entertainments Licence	46	36
Cinema Licence	0	0
Amusement Permits	2	0
Marriage and Civil Partnership Place Approval	1	4
Pavement Café Licence	6	2
Street Trading Licence	3	4
Lottery Permits	8	2

Most of the licences issued are renewals and hence the workload is constant year on year. Renewing a licence still entails considerable work when assessing the application and consulting with the other bodies.

3.0 Regulatory Approvals

This is the number of licences, approvals and permits that have been processed and issued.

	Period of Report 1 January to 31 March 2024	Same quarter last year 1 January to 31 March 2023
Entertainment Licence	56	22
Cinema Licence	0	0
Amusement Permits	2	2
Marriage and Civil Partnership Place Approval	1	3
Pavement Café Licence	9	5
Street Trading Licence	1	2
Lottery Permits	12	10

4.0 Inspections

The Service carries out a range of inspections in connection with the grant and renewal of licences to establish if the premises are suitable. In some cases, Council officers inspect with the NIFRS.

Not Applicable

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During performance inspections are an important element in ensuring the licensees are abiding by their licence terms and conditions and that premises are safe for patrons.

	Period of Report 1 January to 31 March 2024	Same quarter last year 1 January to 31 March 2024
Initial/ renewal Entertainment Licence Inspections	34	29
During performance Inspections	0	0
Initial Inspections of Street Cafes	0	0
Initial Inspections of Places of Marriage and Civil part.	0	0

The Service has an annual planned programme of 'during performance inspections' which concentrates on the higher risk premises such as night clubs through the year.

5.0 High Hedges

High Hedge legislation requires complainants to attempt to resolve their complaint informally, prior to lodging a formal complaint with the fee of £360. This generates a large volume of informal queries for Officers in an advisory role, which are not reflected in these statistics.

	Period of Report 1 January to 31 March 2024	Same quarter last year 1 January to 31 March 2023
Formal Complaints	2	0

6.0 CCTV incidents

Period: 1 January to 31 March 2024

Date	Location	Incident	Action
04/01/24	Main Street Bangor	Cyclist Collides with Taxi	CCTV not requested by PSNI
20/01/24	High Street, Newtownards	Lady Falls and bangs head	Ambulance called CCTV provided

Not Applicable

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01/02/24	High Street, Bangor	Five Males fighting	CCTV not requested by PSNI
7/2/24	High Street Hollywood	Traffic	CCTV provided
9/2/24	High Street, Hollywood	Theft	CCTV requested and provided to PSNI
22/3/24	High Street, Ards	Traffic	CCTV requested and provided to PSNI

7.0 Off Street Car Parking

The Council currently operates 22 pay and display car parks in Bangor, Hollywood and Newtownards.

Table 1: Income from Ticket Sales

	Period of Report 1 January to 31 March 2024	Previous year 1 January to 31 March 2023
Income from ticket sales	£183,143	£191,937

Table 2: PCN's Issued

	Period of Report 1 January to 31 March 2024	Previous year 1 January to 31 March 2023
Total	1018	1025

RECOMMENDATION

It is recommended that the Council notes the report.

Unclassified

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

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	06 November 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	23 October 2024
File Reference	LQR / 90100
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Licensing Service Activity Report Q1 Apr-June 2024
Attachments	None

Introduction

The information provided in this report covers, unless otherwise stated, the period from **1 April 2024 – 30 June 2024**. The aim of the report is to provide Members with details of some of the key activities of the Licensing Service.

Applications Received

The Service deals with a wide range of licensing functions which require the Officers to consult with the PSNI, NIFRS and a range of other Council Services in making their assessment of an application.

Not Applicable

	Period of Report 1 April 2024 – 30 June 2024	Same quarter last year 1 April 2023 – 30 June 2023
Entertainments Licence	40	40
Cinema Licence	0	0
Amusement Permits	0	1
Marriage and Civil Partnership Place Approval	1	2
Pavement Café Licence	1	23
Street Trading Licence	1	0
Lottery Permits	2	0

Most of the licences issued are renewals and hence the workload is constant year on year. Renewing a licence still entails considerable work when assessing the application and consulting with the other bodies.

Regulatory Approvals

This is the number of licences, approvals and permits that have been processed and issued.

	Period of Report 1 April 2024 – 30 June 2024	Same quarter last year 1 April 2023 – 30 June 2023
Entertainment Licence	39	24
Cinema Licence	0	0
Amusement Permits	1	0
Marriage and Civil Partnership Place Approval	1	5
Pavement Café Licence	0	10
Street Trading Licence	4	2
Lottery Permits	3	0

Not Applicable

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Inspections

The Service carries out a range of inspections in connection with the grant and renewal of licences to establish if the premises are suitable. In some cases, Council officers inspect with the NIFRS.

During performance inspections are an important element in ensuring the licensees are abiding by their licence terms and conditions and that premises are safe for patrons.

	Period of Report 1 April 2024 – 30 June 2024	Same quarter last year 1 April 2023 – 30 June 2023
Initial/ renewal Entertainment Licence Inspections	13	24
During performance Inspections	87	52
Initial Inspections of Street Cafes	0	23
Initial Inspections of Places of Marriage and Civil part.	0	1

The Service has an annual planned programme of 'during performance inspections' which concentrates on the higher risk premises such as night clubs through the year.

High Hedges

High Hedge legislation requires complainants to attempt to resolve their complaint informally prior to lodging a formal complaint with the fee of £360. This generates a large volume of queries for Officers in an advisory role, which are not reflected in these statistics.

	Period of Report 1 April 2024 – 30 June 2024	Same quarter last year 1 April 2023 – 30 June 2023
Formal Complaints	1	1

Not Applicable

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CCTV incidents**Period: 1 April 2024 – 30 June 2024**

Date	Location	Incident	Action
04/01/24	Queens Parade Bangor	Man falls	Safe Zone informed and first aid administered
16/4/24	High Street, Newtownards	Theft	CCTV requested and provided to PSNI
7/5/24	Dufferin Avenue, Bangor	Traffic	CCTV requested and provided to PSNI
10/5/24	Bridge Street, Bangor	3 Males fighting	CCTV not requested by PSNI
26/5/24	High Street, Bangor	Group of males fighting	CCTV not requested by PSNI
2/6/24	High Street, Bangor	PSNI investigation	CCTV requested and provided to PSNI
8/6/24	Abbey Street, Bangor	Three females fighting	CCTV not requested by PSNI
14/6/24	High Street, Bangor	Two males fighting	CCTV not requested by PSNI
30/6/24	High Street, Bangor	Collision with CCTV post	CCTV provided

Off Street Car Parking

The Council currently operates 22 pay and display car parks in Bangor, Holywood and Newtownards.

Table 1: Income from Ticket Sales

	Period of Report 1 April 2024 – 30 June 2024	Previous year 1 April 2023 – 30 June 2023
Income from ticket sales	£204,355	£192,784

Not Applicable

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Table 2: PCN's Issued

There has been a decrease in the number of PCN's issued during this period compared to the same period last year. As Members will be aware, the enforcement contract changed in April 2024, which resulted in the recruitment of new staff who required training.

In addition, the condition of the car parks has been deteriorating impacting the number of enforceable tickets which can be issued by the traffic attendants. The current legislative issues, which have resulted in an inability to change the tariffs as agreed by the Council, has resulted in reduced income to carry out the necessary maintenance such as re-surfacing, line marking and tree/shrub maintenance.

	Period of Report 1 April 2024 – 30 June 2024	Previous year 1 April 2023 – 30 June 2023
Total	727	937

RECOMMENDATION

It is recommended that the Council notes the report.

Unclassified

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ITEM 12

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	15 October 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	15 October 2024
File Reference	69001
Legislation	Waste and Contaminated Land (NI) Order 1997
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below.
Subject	Winter Coat Project 2024
Attachments	None

Our Recycling Team has liaised with two local charities, Orchardville and ROC Northern Ireland, to deliver a winter coat reuse programme to the community.

Orchardville

Orchardville is a registered charity and social enterprise with 40+ years' experience dedicated to empowering individuals with learning disabilities or autism, to achieve their full potential. The charity believes that with the right support, any individual with a learning disability or autism can reach their full potential and achieve their employment aspirations.

Providing services in the Belfast, South Eastern and Western Health & Social Care Trust areas, Orchardville supports people with learning disability and/or autism aged 16-65 through a range of individualised services and programmes.

Not Applicable

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ROC Northern Ireland

Redeeming Our Communities (ROC) launched in Northern Ireland in May 2012. ROC's aim is 'empowering people of goodwill to work together for safer, stronger, kinder communities across Northern Ireland.' The charity seeks to do this through working in partnership, responding to need, and empowering and equipping.

ROC's Northern Ireland office is based in The Vine Centre in North Belfast. There are 10 multi-agency ROC Action Groups. These Action Groups were formed following ROC Conversations enabling the talk to move into action. Each group is locally led with representatives from churches, community and voluntary sector groups, schools and statutory agencies as well as residents, who are passionate about community transformation through partnership working.

Social enterprises form a key part of ROC's provision, allowing participants to experience work in a real business environment with on-site support from vocational mentors.

ROC/Orchardville/ANDBC Northern Ireland Winter Coat Project 2024

Why a Winter Coat Project?

In Northern Ireland, a warm coat is essential, yet the cost can be a significant burden on families already impacted by the ongoing cost of living crisis. Christians Against Poverty NI (CAPNI) noted in their 2022 'On the Edge' client report that '65% of their clients could not afford weather-appropriate clothing for themselves or their family.' In response, the ROC Winter Coat Project was initiated, with 14 groups across Northern Ireland distributing over 3,000 coats, along with new hats, scarves, and gloves. The initiative continued into 2023, with nine groups handing out an additional 2,000 coats in local communities.

What is the ROC Winter Coat Project?

The ROC Winter Coat Project is a pop-up event, spanning one or two days, where high-quality, gently used winter clothing such as coats, hats, scarves, and gloves that have been donated are distributed for free.

The project is also a positive environmental initiative aiming to decrease the volume of textiles discarded in landfill by promoting reuse. Most importantly, the ROC Winter Coat Project aims to offer practical support in a dignified and respectful way.

When/Where/How?

- The venue for the pop-up shop is Bangor Elim on 21 November 2024. Opening times: 1230 – 1830.

Our Recycling Team:

- Have collaborated with ROC and Orchardville to actively help manage, promote and support the Winter Coat Project.

Not Applicable

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- Have liaised with the Community Centre and Halls Team and organised the following times and venues for donation drop offs (grouped by town but not in date order),
 - Bangor - Hamilton Road Hub 31 October 1000-1630 and 2000-2130
 - Bangor - Hamilton Road Hub 11 November 0930 – 1630 and 1830 – 2130
 - Donaghadee Community Centre 29 October 1030-1600 and 1830-2030
 - Donaghadee Community Centre 7 November 1000-1600 and 1900-2130
 - Kircubbin Community Centre 30 October 1100-1200 and 1730-1830
 - Kircubbin Community centre 8 November 0830-1330 and 1830-2100
 - Portaferry Market house 30 October 1200-1600 and 1900-2100
 - Portaferry market house 6 November 1900-2130
 - Portavogie Community Centre 5 November 0900-1300 and 1700-2030
 - Portavogie Community Centre 12 November 0900-1300 and 1900-2100
 - Carrowdore Community Centre 23 October 0900-1630 and 1900-2100
 - Carrowdore Community Centre 2 November 1400-1700 and 1900-2130
 - Newtownards - Manor Court Community Centre 30 October 1000-1230 and 2000-2200
 - Newtownards - Glen Community Centre 8 November 0900-1500 and 1830-2000
 - Comber Adult Learning Centre 29 October 1400-1600 and 1730-2100
 - Comber Adult Learning centre 12 November 1000-1600 and 1730-2100
- Have worked alongside the Corporate Communications Team to promote this project, engaging with the public and Council staff via a range of channels such as,
 - Facebook (Council social media platforms)
 - Council intranet
 - Bin-ovation
 - Eco-schools' newsletter
- Will be responsible for the transportation of donated items from the drop off points to the sorting facility at Enterprise Road. These coats will then be checked that they meet the quality standards and separated into sizes etc by the volunteers at Orchardville.
- Will also support the event by attending and providing an information stall to engage with the public in relation to the three R's (reduce, reuse and recycle) within the Borough.

It is important to note that this is a project that harnesses the power of the community and creates positive community spirit – engaging businesses, community groups, churches and schools where possible.

Not Applicable

This is a great opportunity for the Council to add another dimension to its sustainable waste resource management programme, promoting the reuse of clothing (winter coats) in a way that also contributes significantly to social need in our Borough.

RECOMMENDATION

It is recommended that this report be noted.