

ARDS AND NORTH DOWN BOROUGH COUNCIL

27 April 2022

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 virtually on Zoom on **Wednesday, 11 May 2022** commencing at **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. Chewing Gum Task Force Fund (Report attached)
4. Consultation on the reforms of the packaging Waste Recycling Note (PRN) and Packaging Waste Export Recycling Note (PERN) System and Operator Approval (Copy attached)
5. Amendments to Property Maintenance Strategy (Report attached)
6. Grant of Entertainment Licences (Report attached)
7. Grant of Outdoor Entertainment Licence (Report attached)
8. Licensing Q3 Activity Report (October to December 2021) (Report attached)
9. Any Other Notified Business

*****IN CONFIDENCE*****

10. Framework for the Provision of Electric and Gas Supplies for Ards and North Down Council Properties (Report attached)
11. Extension of Tenders (Report to follow)
12. Arc21 Haulage Tender Report (Report attached)

MEMBERSHIP OF ENVIRONMENT COMMITTEE (16 Members)

Alderman Carson	Councillor Douglas
Alderman M Smith (Vice-Chair)	Councillor Edmund
Alderman Wilson	Councillor Greer
Councillor Armstrong-Cotter	Councillor Kendall
Councillor Boyle	Councillor MacArthur (Chair)
Councillor Cathcart	Councillor McAlpine
Councillor Cummings	Councillor McKee
Councillor Johnson	Councillor Smart

ITEM 3**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	11 May 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing
Date of Report	11 April 2022
File Reference	74001
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Chewing Gum Task Force Fund
Attachments	Example Application Form

The newly established Chewing Gum Task Force brings together some of the UK's major chewing gum producers in a new partnership to remove gum litter from UK high streets and prevent future littering. The scheme administered by independent charity Keep Britain Tidy, sees the chewing gum firms invest up to £10 million over five years to achieve two objectives; cleaning up historic gum staining and changing behaviour so that more people bin their gum.

Grants of up to £20,000 are available to individual councils in England, Scotland, Wales and Northern Ireland to fund street cleansing and/or purchase of cleaning equipment. Councils will also benefit from a bespoke gum litter prevention package, including targeted behaviour change signage and advice to encourage people to bin their gum.

As reported last month, there is a shortfall in the funding for the two additional posts to operate the new Public Realm Deep Clean Equipment. Initial enquiries have confirmed that the funding can be used to employ additional staff to operate gum removal equipment. As part of the grant application process, the application must have Committee approval and state the name of a Councillor/Member Champion (see Appendix – example application form).

RECOMMENDATION

It is recommended that the Council proceeds with a grant application and secondly agrees a Councillor/Member Champion.

CHEWING GUM TASK FORCE FUND

EXAMPLE APPLICATION FORM: INNOVATION – TARGETING

The Chewing Gum Task Force Grant Scheme is open to councils across the UK who wish to clean the gum off the pavements in their local area and invest in long-term behaviour change to stop it being dropped in the first place.

Every council receiving a cleansing grant will also benefit from a gum litter prevention toolkit, including bespoke signage to encourage people to bin their gum.

Applicant Details: Lead Council

Name of Officer/Applicant*

Email Address:*

Alternative Email Address:*

Telephone Number:*

Name of Council*

Are you a Keep Britain Tidy Network Member?*

Yes No Unsure

Does this application have approval of a Cabinet Councillor/Member?*

Yes

Please state the name of Councillor/Member Champion*

All applications must be approved by a Cabinet Councillor/Member before you accept your award. If you do not have approval at this stage, we will not be able to proceed with your grant.

Are you a UK waste collection or waste disposal council or authority?*

Yes

Applications received from non-waste collection or waste disposal councils and authorities will be rejected.

Your Project

NEED: Do you have a problem with gum staining? Please explain the problem and demonstrate with photos.*

(max. 1000 characters)

Please upload photos as evidence for the gum staining problem.*

PROPOSAL: Please explain what the cleansing grant money will be used for.*

(max. 1500 characters)

ENGAGEMENT: Please explain/demonstrate with photos the local community benefits (social, economic, and environmental) which will result from grant award

(max. 1000 characters)

ENGAGEMENT: Please upload photos as evidence for the local community benefits which will result from the grant award.

ADDITIONALITY: Please explain/demonstrate with photos how this grant award will support existing programmes of cleansing.*

(max. 1000 characters)

ADDITIONALITY: Please upload photos as evidence for the how this grant award will support existing programmes of cleansing.

IMPACT: Please explain and demonstrate with photos how the grant will result in a continued emphasis on gum littering as an issue after the project has been completed, i.e., its sustainability and legacy and comms channels.*

(max. 1500 characters)

IMPACT: Please upload photos as evidence for how the grant will result in continued emphasis on gum littering as an issue after the project has been completed.

DELIVERY: Please describe who will be involved and how councillors will be supporting the programme, in addition, please confirm your team has the ability to deliver the project within the set timeframes, if yes, please explain.*

(max. 1000 characters)

VFM: Please explain what value for money processes will be used to spend the grant and in-kind support will be provided by the council to manage and deliver this package of support.*

1000/1000

Additional Information:

Will you complete the cleansing within 3 months?*

Yes

Will you commit to installing prevention signage within 3 days following cleansing?*

Yes

Will you provide before and after (timestamped) photos of all sites cleaned?*

Yes

Will you provide a short report on cleansing at the end of the time period appropriate to your bid?*

Yes

Will you commit to a pre-cleansing assessment to establish prevention signage package?*

Yes

Will you commit to deploying the prevention package and installing signage following cleansing?*

Yes

Will you be able to gain appropriate permissions e.g. for installing counters for footfall monitoring?*

Yes

Will you commit to collaborating with us over the following 3 months to facilitate data collection for the evaluation?*

Yes

Will you commit to communicating that that the cleansing and prevention has been funded by the Chewing Gum Taskforce?*

Yes

Please describe your proposal to pilot a new unproven intervention to assess its effectiveness in reducing gum littering?*

(Max 2500 characters)

Please upload up to 2 pages of diagrams/pictures:

Please indicate the amount you are requesting to pay for existing staff and equipment to be deployed in new areas. *

£

Please indicate the amount you are requesting to pay for temporary staff to undertake cleansing using existing equipment. *

£

Please indicate the amount you are requesting to pay for new cleansing equipment. *

£

Please indicate the amount you are requesting new cleansing equipment and staff. *

£

Please indicate the amount you are requesting for third party innovation. *

£

Total Grant Requested

£

Please state number of Kilometres of m² pavement to be cleaned. *

Cost per km
£

Thank you for your application.

DRAFT

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

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	11 May 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	20 April 2022
File Reference	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	Consultation on the reforms of the packaging Waste Recycling Note (PRN) and Packaging Waste Export Recycling Note (PERN) System and Operator Approval
Attachments	Appendix 1 - Proposed response to questions

This Consultation Paper relates to proposals to amend the Packaging Waste Recycling Note system to align with the new Extended Producer Responsibility Regulations.

Since 2007, all packaging producers with a turnover in excess of £2 million and handling more than 50 tonnes of packaging per year, have been obligated to demonstrate that they have met statutory recycling obligations. This has been achieved by purchasing PRNs and PERNs from accredited recycling processors. The transactions are normally purchased through compliance schemes acting on behalf of producer members. This operates as a market-based system, with the price of PRNs fluctuating based on supply and demand.

Historically, the transactions have been between Packaging Producers and Recycling Processors, with councils who manage the collection of household waste receiving no direct payments. Under the new Extended Producer Responsibility Regulations, there will be a new separate payment made by producers to local authorities for managing the collection and sorting of household packaging waste.

The Consultation sets out 22 questions relating to the proposed changes. The majority of these will have no direct impact on Council services and relate to recycling processors and packaging producers. That said, as the Council uses a number of recycling processors and ultimately a sizeable volume of materials are shipped abroad for recycling, the stability of markets has an important bearing on gate fees.

The full Consultation Paper can be viewed using the following hyper link:

[Reforms to the PRN and PERN System Consultation Document.pdf \(defra.gov.uk\)](#)

RECOMMENDATION

That the Council agrees the proposed response attached in Appendix 1.

Appendix 1

Question	Proposed Response
1.	<p>What is your name? <i>Ards and North Down Borough Council.</i></p>
2.	<p>What is your email address? <i>enquiries@ardsandnorthdown.gov.uk</i></p>
3.	<p>What best describes you? Please provide the name of the organisation/business you represent and an approximate size/number of staff (where applicable). <i>Local Government – Ards & North Down Borough Council – 800 employees.</i></p>
4.	<p>Would you like your response to be confidential? <i>No.</i></p>
5.	<p>Do you agree or disagree with the introduction of mandatory monthly reporting for reprocessing/export date? <i>Agree – it provides more accurate and timely information on market conditions for recovered materials.</i></p>
6.	<p>Do you agree or disagree with the introduction of mandatory monthly reporting of PRN/PERN prices and revenue data? <i>Agree – more open and transparent reporting will hopefully help to make the recycling processing market more competitive in terms of gate fees/charges to local authorities.</i></p>
7.	<p>Do you agree or disagree with the proposed approach to revenue reporting for re-processors and exporters? <i>Agree – Under the current system, little or no revenue is passed on to local authorities that undertake the collection of household packaging waste.</i></p>
8.	<p>Please suggest any other categories/sub-categories that you think should be included. <i>No further suggestions</i></p>
9.	<p>Do you agree or disagree with the proposal to reduce the timescales over which PRNs/PERNs can be traded? <i>Agree – provided it helps to address market fluctuations and the withholding of PRNs/PERNs by recycling re-processors to inflate the value at year end.</i></p>
10.	<p>Do you agree or disagree that there should be a mechanism for extending the compliance period for the trading of PRNs/PERNs?</p>

	<p><i>Disagree – this is likely to just extend the previous problem to later in the year, although to a lesser extent.</i></p> <p>11. Please provide details of the conditions or criteria you think should be appropriate to trigger an extension of the compliance period. <i>No comment.</i></p> <p>12. Do you agree or disagree with the proposal to increase the timescale over which PRNs/PERNs can be traded to a multi-year or rolling? <i>Agree – any system that recognises the role played by councils as the waste collection provider is supported.</i></p> <p>13. Which approach do you believe is the most suitable for addressing the issues of price volatility in the PRN/PERN market? <i>Option 3 – by essentially removing the year end and replacing it with a rolling year, there is less justification for recycling processors to withhold PRNs from the market.</i></p> <p>14. Do you think that the issuing of PRNs/PERNs on DRS materials that remain in kerbside collections would have an impact on the PRN/PERN market? If yes, what impact would this have, and if no, why not? <i>Unsure – This will be dependent on well the Deposit Return Scheme (DRS) is used and incentivised.</i></p> <p>15. Do you agree with a sampling and modelling approach? <i>Unsure – In the absence of a proposed sampling methodology, it is difficult to envisage how it can be seen as accurate and representative.</i></p> <p>16. Do you think re-processors and exporters will be able to differentiate between DRS and EPR packaging materials in issuing evidence? <i>Unsure – in the absence of details on how DRS will work and whether householders/consumers will become engaged in the proposed process.</i></p> <p>17. Which of the above options do you prefer? <i>Option 1 – would appear the simplest to administrate and if DRS is suitably incentivised, DRS packaging entering the EPR Scheme should be reduced/minimised.</i></p> <p>18. Do you think there will be any issues in the practical implementation of:</p> <p>a). Option 1 <i>Yes</i></p> <p>b). Option 2 <i>Yes</i></p> <p>c). Option 3 <i>Yes</i></p>
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19.	<p><i>In the absence of a detailed methodology, it is difficult to see how any of the three options can be seamlessly introduced.</i></p> <p>Do you agree or disagree with the introduction of an operator competence test for compliance schemes? <i>Agree – In view of the financial values involved and the history of waste crime in the UK (and illegal waste shipments abroad), it would appear reasonable to require a level of technical competence for operators.</i></p>
20.	<p>Do you agree or disagree with the introduction of an operator competence test for accredited re-processors and exporters? <i>Agree – As for Question 19.</i></p>
21.	<p>Do you agree or disagree with the introduction of a compliance fee for producers who do not obtain sufficient PRNs/PERNs to meet their obligations? <i>Disagree – the new wider EPR proposals should be allowed to bed in to allow a further assessment of their effectiveness in addressing existing market issues.</i></p>
22.	<p>Do you think the introduction of a compliance fee would still be necessary in addition to the proposals (outlined in Section 2.2) to address the issues around price volatility? <i>Unsure.</i></p>

ITEM 5**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	11 May 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	22 April 2022
File Reference	65374
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Amendments to Property Maintenance Strategy
Attachments	Appendix 1 - Revised Property Maintenance Strategy

The Council's Maintenance Strategy was originally implemented in 2016 but has been revised several times to meet the changing needs of the Estate and to evolve in line with best practice and changes to other, related strategies. In this fourth revision, a number of changes are proposed.

1.0 Development of the Condition Survey

Officers understand that it is not simply a building's condition that determines its need or suitability for refurbishment works, therefore two additional criteria have been introduced.

1.1 Cognisance of Other Strategies

This criteria is designed to take into account the possibility of the asset being replaced, sold, developed or declared surplus as part of the other Council plans and strategies.

The scoring ranges from 1: Highly unlikely within the next ten years to, 4: Planned future project within two years.

1.1 Cognisance of Other Strategies

1.2 Social Adjustment

This criteria is designed to explicitly take into account the requirement for social need and provision of service for the community, to be considered within the current stock of buildings.

Factors such as the building's current layout / size / facilities will be taken into account when scoring.

The scoring ranges from 4: Good – An extensively used facility with high occupancy usage. Performing as intended and operating efficiently, to, 1: Bad – Under-utilised. Requires major improvements / redesign to be fit for purpose.

These two criteria will help ensure that our building stock remains fit for purpose in terms of both its design and condition.

2.0 Amendments in line with the Council's newly approved Play Strategy

Each of the Council's 80 play sites cost between £50 and £175k to replace (depending on the Tier or type MUGA/Skatepark/Pump Track) and ideally this should be done every 15 years. Therefore, an annual capital budget of £500k is required to avoid large peaks and troughs in Capital financial planning. This represents a £200k per year increase, in line with figures published within the play strategy.

RECOMMENDATION

It is recommended that amendments detailed within this report and made within the revised strategy attached, are adopted by the Council.



Ards and
North Down
Borough Council

Property Maintenance Strategy

Version 4: March 2022



Revision History

Revision	Date	Content
1	October 16	Original Document Approved By Council
2	October 17	<ul style="list-style-type: none"> • 7.0. Amended criteria for asset scoring and condition based budgeting, • 8.0 Established threshold for asset replacement • 12. Minor alterations to premises officer duties, following further consultation with SUMs. • 13. Increased scope of the planned maintenance of public areas. • 16. Minor amendments to staff structure to reflect Transformational changes
3	January 2020	<ul style="list-style-type: none"> • 7.0 Opportunity to capitalise costs added • 7.1 Essential works to meet operational requirements added • 9.0 Information added to provide rationale for provision of budget and prioritisation of works to play areas. • 10. Information on maintenance budgets for car parks added • 17. Section added on Sustainability
4	March 2022	<ul style="list-style-type: none"> • 6.1 Additional criteria added to conditions surveys to allow for other Council strategies/plans • 6.2 Additional criteria added to condition surveys to allow for the suitability of the building to meet social needs. • 9.0 Amendments in line with newly approved Play Strategy: Annual capital budget increased to £500k.

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1 Introduction

The estate of Ards and North Down Borough Council is comprised of almost 200 properties, varying greatly in age and condition. The following chart shows its make up:

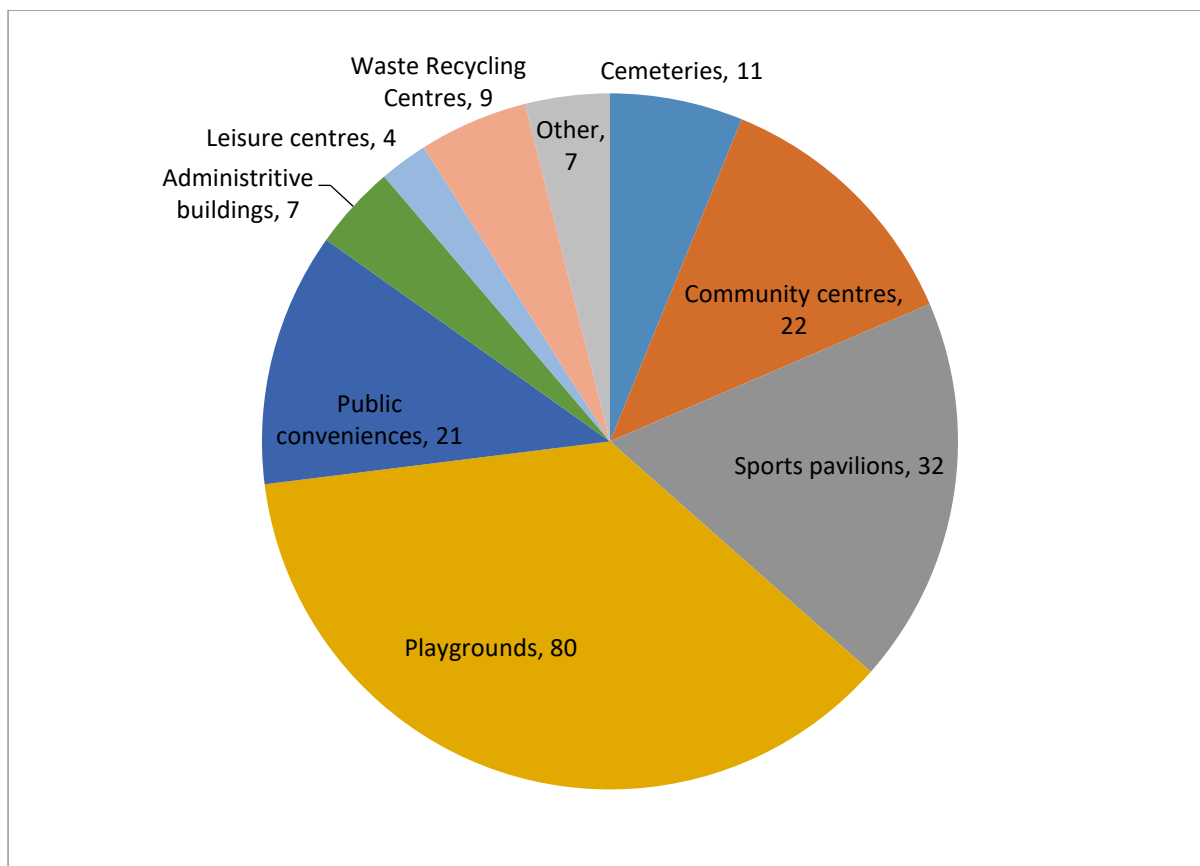


Fig 1. Breakdown of Ards & North Down Council's Estate

There are many components required to effectively manage our estate, including:

- Acquisitions & Disposals
- Suitability
- Operation
- Design
- Maintenance
- Inspection

Each of these elements will be fully explored in a future Asset Management Strategy; this document will primarily focus on maintenance and inspection but also touch on design.

The effective maintenance of our estate is vital to:

- Ensure our buildings remain safe and operational
- Ensure compliance with legislation
- Ensure our residents and visitors have access to good quality, fit for purpose facilities.

This document will outline what we do, who does it and how. Maintenance work is carried by Assets & Property Services, spread across two Service units; Property Operations and Technical.

2 A Change in Maintenance Practices

There are 2 over-arching types of maintenance - Reactive and Planned. Historically, both legacy Councils paid insufficient attention to planned maintenance, potentially leading to a number of pitfalls:

- Budget uncertainty
- Increased “down-time” of assets
- Poor appearance of properties, generally
- Poor perception by the general public

Therefore, in order to mitigate each of these factors, we need to increase the amount of planned maintenance, thereby reducing the reliance on reactive.

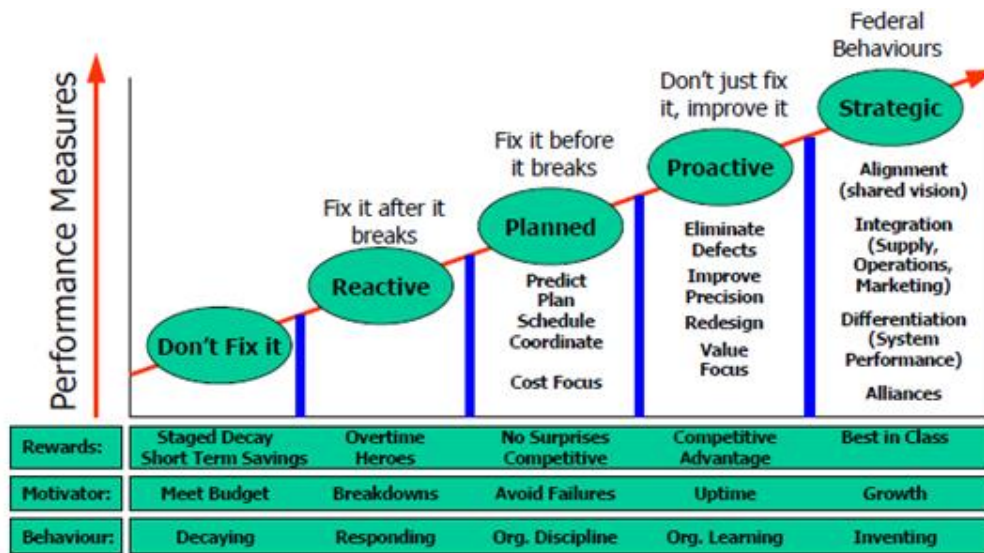


Fig. 2- Journey from Repair Focussed to Reliability Focussed Culture

Our goal is to achieve a more proactive and strategic management of the estate, and that as we succeed in firmly embedding the planned preventative maintenance culture we will seek to embrace a more proactive/strategic path to becoming ‘best in class’ at estate management. At present we are about half way along this journey, exhibiting elements of both planned and proactive works (through our planned maintenance schedule and our condition surveys/refurbishments).

This process will take time to complete, however some initial progress has already been made. In 2014/15 both legacy councils had a planned to reactive maintenance cost ratio of around 25% planned to 75% reactive. By introducing a number of systems (described later in this document) we have already seen this increase to 34% planned. Best Practice suggests that 75% of maintenance costs should be planned so it is clear we still have some way to go.

3 10- Year Vision

The following three charts show the ratio of Planned to Reactive maintenance in the legacy Councils, progress made to date, and where we aim to be in 2025.

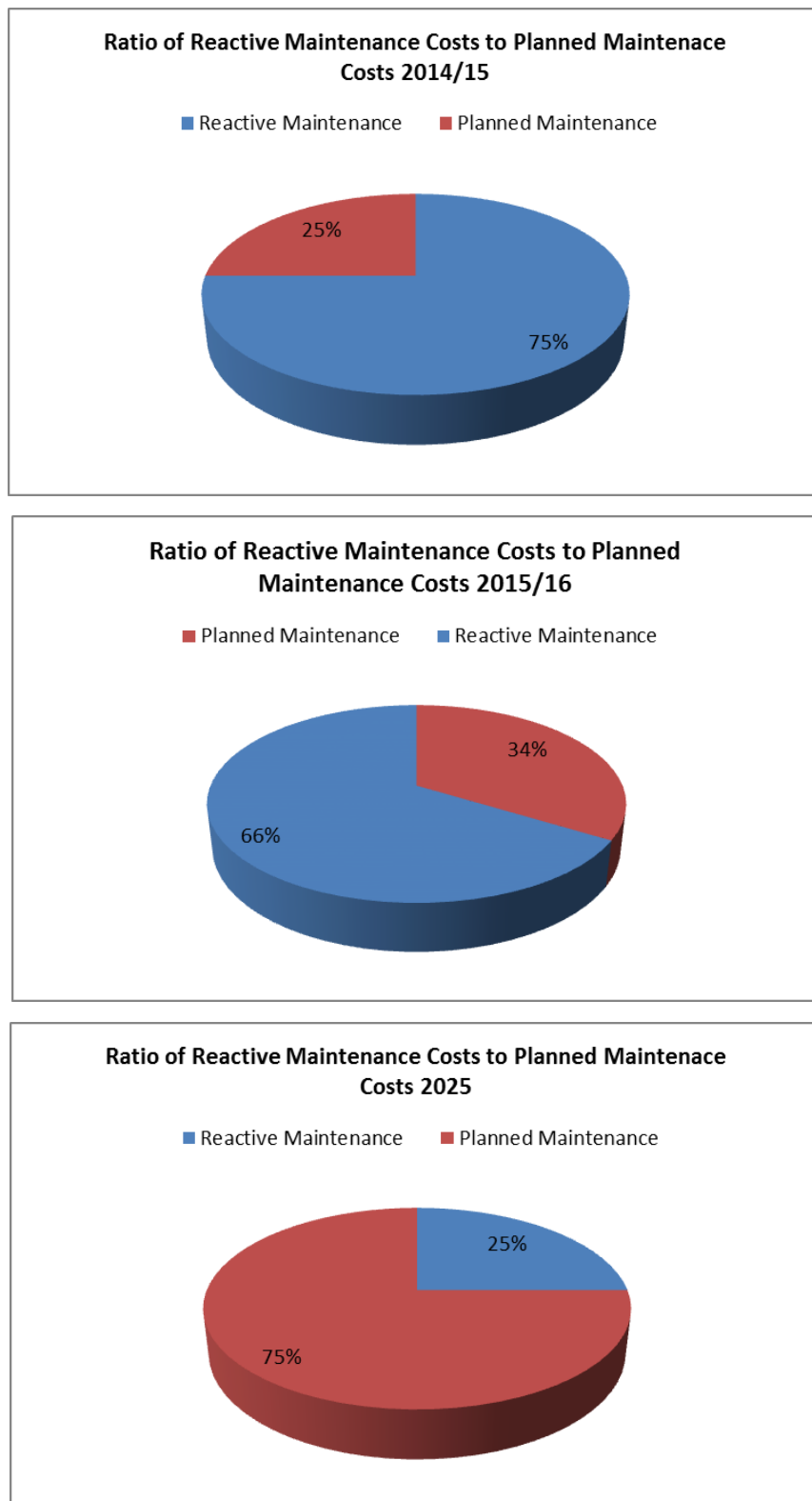


Fig 3 Actual and Intended Ratio of Planned to Reactive Maintenance

The key goal for maintenance of the Council's estate is to sustain our buildings and facilities so that they are:

- safe and fully statutorily compliant;
- fully functional and fit for purpose;
- aesthetically pleasing; and
- meet and even exceed stakeholder expectations

The journey from reactive (fire-fighting) to proactive planned maintenance is at the core of promoting and securing these outcomes.

4 [Planned Preventative Maintenance \(including Statutory Compliance\)](#)

The Technical section operates a robust Planned Preventative Maintenance (PPM) regime to ensure all maintenance duties (in line with statutory maintenance and best practice guidelines) are being carried out, across the estate.

We keep track of performance against the schedule by the regular monitoring of our web-based asset management software- Asset HQ.

Job Type	Asset	Title	Assigned To	Status	Next Date	Completed Date	Read?
Planned Maintenance	Waste Transfer Station, Bangor	Site // 1 Months Wind Turbine Meter Reading	Ballie, Karl	[12/02/2016 12:39:08][User: NA] Job Added	01/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 7 Days Cyclovent Fan Motors and Grease Bearings	Ballie, Karl	[29/02/2016 10:43:41][User: NA] Job Added	02/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 7 Days Chemical Checks	Ballie, Karl	[29/02/2016 10:45:25][User: NA] Job Added	02/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 3 Months Quarterly Drain Down and Tank Clean	Ballie, Karl	[12/02/2016 12:13:14][User: NA] Job Added	04/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 7 Days Confirm operation of Emergency shower and Hopper fire suppression system	Ballie, Karl	[29/02/2016 10:48:23][User: NA] Job Added	04/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // Genset Checks	Ballie, Karl	[29/02/2016 10:50:43][User: NA] Job Added	04/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 1 Months Check operation of Megadoors	Ballie, Karl	[12/02/2016 12:20:29][User: NA] Job Added	11/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 7 Days Check and Clear Storm and Foul Pumps	Ballie, Karl		11/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 1 Months Extract Fans Check Garage Area	Ballie, Karl	[26/02/2016 07:49:11][User: NA] Job Added	19/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 7 Days Legionella Control Flush Outlets	Ballie, Karl	[15/03/2016 08:13:30][User: NA] Job Added	21/03/2016		<input type="checkbox"/>
Planned Maintenance	Multiple Assets	Playgrounds North - 7 Days Inspection	Ballie, Karl	[30/03/2016 16:02:27][User: NA] Job Added	24/03/2016		<input type="checkbox"/>
Planned Maintenance	Multiple Assets	Playground East - 7 Days Inspection	Ballie, Karl	[11/04/2016 12:59:10][User: NA] Job Added	28/03/2016		<input type="checkbox"/>
Planned Maintenance	Waste Transfer Station, Bangor	Site // 3 Months Quarterly Drain Down And Tank Clean 2	Ballie, Karl	[12/02/2016 12:24:40][User: NA] Job Added	01/04/2016		<input type="checkbox"/>

Fig. 4. Screenshot of Planned Maintenance within AssetHQ

This performance will be reported to Council each quarter as part of our routine KPI reporting process.

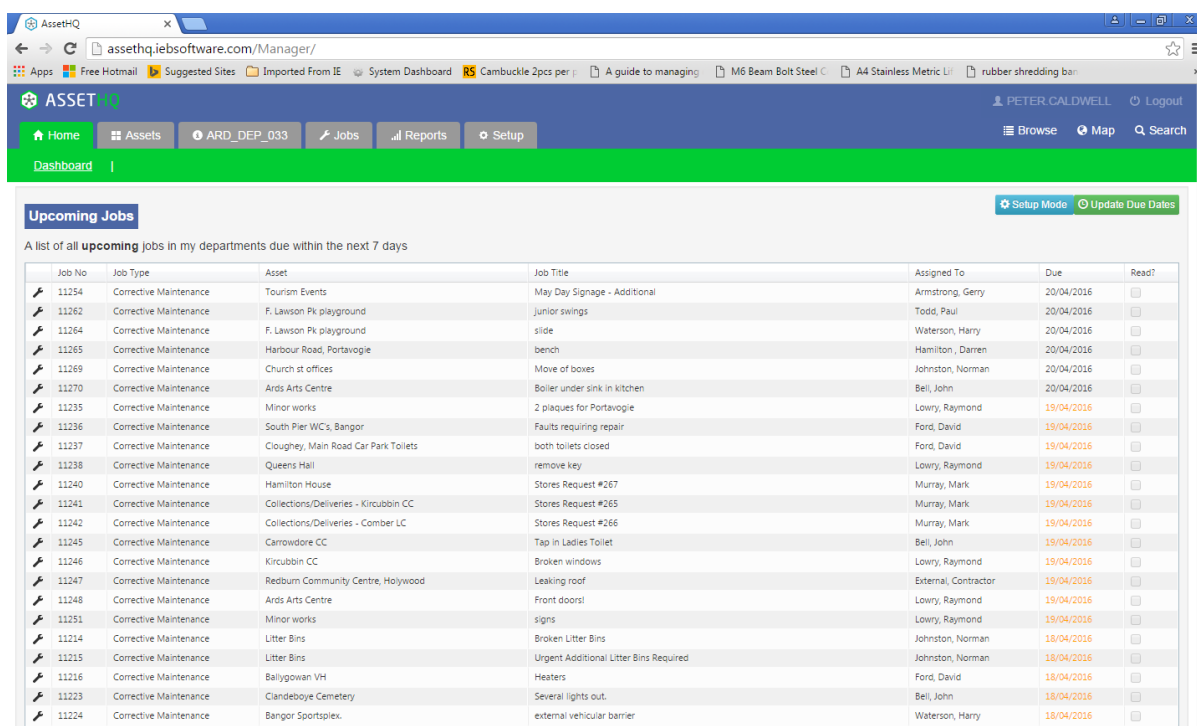
5 Reactive Maintenance

Reactive Maintenance is predominantly (with the exception of repairs related to statutory maintenance) carried out by our Property Operations team and direct labour workforce, supplemented by contractors.

Jobs are reported via Asset HQ, where users assign a priority rating for their request:

- 24hr
- 7day
- 15day
- 30 day

The Property Operations section also uses Asset HQ to monitor progress and performance against targets.



Job No	Job Type	Asset	Job Title	Assigned To	Due	Read?
11254	Corrective Maintenance	Tourism Events	May Day Signage - Additional	Armstrong, Gerry	20/04/2016	<input type="checkbox"/>
11262	Corrective Maintenance	F. Lawson Pk playground	Junior swings	Todd, Paul	20/04/2016	<input type="checkbox"/>
11264	Corrective Maintenance	F. Lawson Pk playground	slide	Waterson, Harry	20/04/2016	<input type="checkbox"/>
11265	Corrective Maintenance	Harbour Road, Portavogie	bench	Hamilton, Darren	20/04/2016	<input type="checkbox"/>
11269	Corrective Maintenance	Church st offices	Move of boxes	Johnston, Norman	20/04/2016	<input type="checkbox"/>
11270	Corrective Maintenance	Ards Arts Centre	Boiler under sink in kitchen	Bell, John	20/04/2016	<input type="checkbox"/>
11235	Corrective Maintenance	Minor works	2 plaques for Portavogie	Lowry, Raymond	19/04/2016	<input type="checkbox"/>
11236	Corrective Maintenance	South Pier WC's, Bangor	Faults requiring repair	Ford, David	19/04/2016	<input type="checkbox"/>
11237	Corrective Maintenance	Cloughy, Main Road Car Park Toilets	both toilets closed	Ford, David	19/04/2016	<input type="checkbox"/>
11238	Corrective Maintenance	Queens Hall	remove key	Lowry, Raymond	19/04/2016	<input type="checkbox"/>
11240	Corrective Maintenance	Hamilton House	Stores Request #267	Murray, Mark	19/04/2016	<input type="checkbox"/>
11241	Corrective Maintenance	Collections/Deliveries - Kircubbin CC	Stores Request #265	Murray, Mark	19/04/2016	<input type="checkbox"/>
11242	Corrective Maintenance	Collections/Deliveries - Comber LC	Stores Request #266	Murray, Mark	19/04/2016	<input type="checkbox"/>
11245	Corrective Maintenance	Carrowdore CC	Tap in Ladies Toilet	Bell, John	19/04/2016	<input type="checkbox"/>
11246	Corrective Maintenance	Kircubbin CC	Broken windows	Lowry, Raymond	19/04/2016	<input type="checkbox"/>
11247	Corrective Maintenance	Redburn Community Centre, Holywood	Leaking roof	External, Contractor	19/04/2016	<input type="checkbox"/>
11248	Corrective Maintenance	Ards Arts Centre	Front doors!	Lowry, Raymond	19/04/2016	<input type="checkbox"/>
11251	Corrective Maintenance	Minor works	signs	Lowry, Raymond	19/04/2016	<input type="checkbox"/>
11214	Corrective Maintenance	Litter Bins	Broken Litter Bins	Johnston, Norman	18/04/2016	<input type="checkbox"/>
11215	Corrective Maintenance	Litter Bins	Urgent Additional Litter Bins Required	Johnston, Norman	18/04/2016	<input type="checkbox"/>
11216	Corrective Maintenance	Ballygowan VH	Heaters	Ford, David	18/04/2016	<input type="checkbox"/>
11223	Corrective Maintenance	Clandeboyne Cemetery	Several lights out.	Bell, John	18/04/2016	<input type="checkbox"/>
11224	Corrective Maintenance	Bangor Sportsplex.	external vehicular barrier	Waterson, Harry	18/04/2016	<input type="checkbox"/>

Fig. 5. Screenshot of Reactive Maintenance within AssetHQ

Performance will be monitored through the use of KPIs on response times and customer satisfaction surveys.

6 Condition Surveys

Each year the Technical section will undertake condition surveys on approximately one third of the estate; thereby ensuring that each property is subject to a survey every three years (in line with industry best practice).

The survey will assign a condition based “quality score” to each element of the building, including:

- Car Parks & Surrounding areas
- Roof
- Rainwater goods
- External walls
- Windows
- Stairs
- Floor coverings
- Heating & Plumbing
- Electrics

However, Officers understand that it is not simply a building’s condition that determines its need or suitability for refurbishment works, therefore 2 additional criteria have been introduced.

6.1 Cognisance of Other Strategies

This criteria is designed to take into account the possibility of the asset being replaced, sold, developed or declared surplus as part of the other Council plans and strategies.

The scoring ranges from 1: Highly unlikely within the next 10 years to, 4: Planned future project within 2 years.

6.2 Social Adjustment

This criteria is designed to take into account the requirement for social need and provision of service for the community, within the current stock of buildings. Factors such as the building’s current layout / size / facilities will be taken into account when scoring.

The scoring ranges from 4: *Good – An extensively used facility with high occupancy usage. Performing as intended and operating efficiently,* to, 1: *Bad – Under utilised. Requires major improvements / redesign to be fit for purpose.*

These 2 criteria will help ensure that our building stock remains fit for purpose in terms of both its design and condition.

6.3 The Schedule of Surveys

Each building is grouped with other buildings of the same purpose/type and scheduled for survey together in the same year.

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

Fig. 6 Cyclical Condition Surveys

Once the Surveys are complete, the required remedial works will be costed, prioritised and grouped into refurbishment projects and the property given a “percentage quality score”.

Urgent works (such as H&S issues) highlighted in the surveys will be logged as “Reactive Maintenance” for immediate repair.

7 Planned Repairs & Refurbishment Works

The refurbishment works lag one financial year behind the surveys - allowing for greater budgetary forecasting and ensuring a constant stream of projects that are not subject to delays due to any potential delay in the completion of the Condition Surveys.

Once the condition reports are complete, officers will prepare an annual report that highlights all planned schemes along with their percentage (condition) scores.

Officers recognise that whilst it would be desirable to have an exceptionally high standard of maintenance across the entire estate, it may not be practical in terms of the Council's overall budget situation. Therefore, before budgets are set at the end of the annual estimates process, a report to Committee will identify the value of works associated with the list of planned schemes, in the context of a threshold or 'benchmark' of acceptability.

The Council will then have an opportunity to determine whether the potential for any additional allocation to the prevailing maintenance budgets should be explored/prioritised during the process of preparing the estimates for the forthcoming year.

Depending on the overall financial position of the Council in any given year and the scale of competing pressures across other services and priorities, the decision-making process would allow members to revise the threshold/benchmark upwards in order to further improve the quality of our buildings where finances can be made available or conversely, if budgets are under pressure, lower the threshold.

For example:

Threshold for Action	Indicative Value of work required*
Buildings scoring 60% or less	£200k
Buildings scoring 70% or less (recommended default)	£300k
Buildings scoring 80% or less	£400k

* The value of work shown is purely for illustrative purposes and will fluctuate from year to year dependant on the condition of the buildings surveyed that year.

As stated above, these costs will generally sit within the revenue budget, however, larger projects may be Capitalised where deemed appropriate to do so. The threshold for action will still be implemented in this case and the report to Committee will clearly lay out if projects are to be funded from Revenue or Capital budgets.

7.1 Planned Operational Works

In addition to the Condition based works arising through the Condition surveys, there is also a need to carry out essential operational works that will be required regardless of the condition of the building. These may arise from:

- a. a change in use,
- b. localized deterioration to the point where service delivery is likely to be effected (where the overall condition score is not necessarily lowered below the threshold for action) ; or
- c. legislative changes (for example asbestos removal, electrical wiring upgrades or emergency lighting upgrades).

These works will mostly be requested by the department responsible for the building and will be subject to business case sign-off in each case.

The budget for these works will sit alongside the Condition based works and will be agreed in the same report to Council.

8 Refurbish or Replace?

Rather than spending significant sums of money refurbishing older buildings in poor condition, an agreed threshold should be established at which a decision will be taken to replace the asset (subject to Planning and NIEA restrictions). The Royal Institute of Chartered Surveyors state that such a threshold should be 85% of the rebuild cost of the property, so Council deemed this to be a reasonable benchmark to adopt.

Therefore, if for example a public toilet building was valued at £50,000, it would be rebuilt rather than refurbished if the proposed refurbishment project value was estimated at more than £42.5k.

9 Play Areas

With 80 play areas within the Borough, they present a significant maintenance liability. Furthermore, 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:

Weekly Inspection (Routine)- Carried out by our in-house team. 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)- Can be carried out by one of our Technical officers or a specialist contractor. 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 quality scores every item within each play area.

Upon receipt of the annual inspection report we gather the quality scores and produce a mean quality score for each play area. These scores are then tabulated and ranked in order of mean score.

We then start with the lowest scoring playground and determine how best to improve its score. This will usually mean one of the following options:

1. Carry out localized repairs to poorly scoring equipment
2. Replace or refurbish individual items of equipment
3. Completely replace/upgrade the play area

Similar to the system in place for the rest of the estate, this objective way of allocating work ensures that the areas most in need of refurbishment are prioritized

Each of the 80 sites costs between £50 – £175k to replace (depending on the Tier or type MUGA/Skatepark/Pump Track) and ideally this should be done every 15 years, therefore an annual capital budget of £500k is required.

Once the works to the poorest scoring play area are complete, we move down the list until the budget is exhausted.

On occasion, external funding may be used to fund new or replacement playgrounds. These projects should only take place if the condition reports suggest that considerable work is required. In this eventuality it shall be the lowest scoring eligible play area that will be put forward for the funding application.

All works to play areas are subject to the conditions laid out in the Policy for Provision & Maintenance of Play Areas.

10 Car Parks

In 2015, 43 off-street car parks transferred to Council from the Department for Transport, significantly increasing the total number of Car Parks owned and operated by Council.

These car parks play an essential role in the town/village centres and it is therefore essential that they are maintained appropriately.

The condition of these assets at the time of transfer varied considerably, but a majority of them required fairly significant expenditure. Resurfacing, line marking, lighting improvements and re-configuration are expected to be key requirements in the coming years.

We shall survey the Car Parks every 3 years, gather the quality scores and produce a mean quality score for each Car Park. These scores are then tabulated and ranked in order of mean score.

As with other assets we will start with the lowest scoring car park and determine how best to improve its score. However, due to the scale and cost of the required works, a budget will be allocated every year for the highlighted works.

Due to the significant works involved, a capital budget of £50k per year is currently required to help ensure these assets are enhanced and maintained to an appropriate standard.

However, in the longer term £50k per year will not be enough to upgrade our car parks in line with what users may reasonably expect. It is therefore intended to seek additional budget for car parks in future years, potentially as part of the Car Park Strategy that will seek to maximise the efficiency of these assets.

11 Statutory Upgrades - Staying Abreast of Changing Legislation

As a Local Authority, it is essential that we maintain compliance with all our statutory obligations. This is particularly relevant for maintenance as a vast majority of our buildings are accessed by the public who rightly expect them to be fully compliant and safe. Some documents that govern the way we maintain our estate include:

- Lifting Equipment & Lifting Operations Regulations (LOLER)
- Fire detection & Fire alarm systems (BS5839)
- Emergency Lighting Regulations (BS5266)
- Pressure Systems Regulations
- IEE Wiring Regulations, BS7671:2008
- The Control of Legionella in water systems (ACOP L8)

These documents stipulate the standards to which the various systems are to be designed, maintained and operated. They are all periodically revised to include significant improvements in safety or environmental performance. Our Technical team continually scan for changes to legislation so that we continue to stay fully compliant and ensure the estate operates as efficiently and safely as possible.

During any significant refurbishment work we will always take the opportunity to upgrade to the most recent regulatory requirements.

10 Technical Governance

At present, a number of buildings within our estate are managed by third parties. Whilst the responsibility for the maintenance of these buildings may lie elsewhere, some accountability is likely to remain with the Council to ensure there are adequate procedures in place.

Therefore, our Technical team will meet regularly with the various Contract Managers of the third party operators in order to be assured of their continued compliance with all relevant statutory regulations.

Another aspect of Technical Governance is our engagement with the various stakeholders involved in the designing and construction of new facilities. It is imperative that the organisation has a holistic approach to maintenance, recognising the importance of selecting appropriate materials and learning from previous experience gained from our working knowledge of the estate. The Technical team will proactively promote a focus on the sustainability of capital schemes and their impact on revenue maintenance budgets, including the affordability of utility and other running costs. It is intended that such involvement in recent capital projects at Londonderry Park Pavilion and replacement Ards Leisure Centre can be replicated and where possible enhanced with all future capital projects.

11 Capital Planning for Asset Replacement

Many types of plant and equipment have very predictable lifespans. By analysing the relevant empirical data we can predict with reasonable accuracy when certain types of plant and equipment are likely to fail. We can use these predictions to forecast and plan for the replacement expenditure. This is particularly relevant on large new build sites such as Aurora where we have many items of expensive plant installed at the same time (ie. during construction), with the same running hours - and will therefore be likely to need replaced around the same time (a full mechanical plant refresh in Aurora is scheduled for 2032 at a

cost of £1.5M). Other large buildings such as the replacement Ards Leisure centre at Dairy Hall will have similar requirements and will be programmed accordingly.

For smaller installations this approach can still be useful when considering 10 year budget forecasting. However, the replacement of assets will always be subject to condition reports demonstrating that the asset is at the end of its usable life.

12 The Role of the Premises Officer

Given the size and geographical spread of our estate, it is not feasible for us to coordinate and manage every element of maintenance work simultaneously. We therefore designate, in conjunction with relevant Heads of Service and Service Unit Managers, a “Premises Officer” role for each building, usually from within the compliment of staff based at that building.

The main Premises Officer duties may include:

1. Key holder for their building
2. Safe isolation of utilities in the event of an emergency
3. Reading utility meters
4. Aware of safe lowering procedures for lifts (where applicable)
5. Fire Safety Checks –
 - 5.1. Weekly fire alarm/call point checks
 - 5.2. 6 monthly fire drills
 - 5.3. Emergency lighting/exit signage checks
 - 5.4. Fire extinguishers
 - 5.5. Exit routes and fire doors
 - 5.6. Up to date fire warden training
 - 5.7. Updating fire log and ensuring contractors complete same
6. Familiar with the Fire Risk Assessment and ensure action plan is being progressed
7. Familiar with the Asbestos Register
8. Control of legionella – planned maintenance and ensuring log books are updated
9. Point of contact for any works contractors on site
10. Ensure compliance with EMS protocols and procedures

13 Maintenance of Public Realm Assets

This document has primarily focused on the maintenance of our buildings. It is important however to recognise that we have significant assets throughout the outdoor public spaces within the borough, and they too must be effectively maintained.

The recent public realm schemes in Bangor, Newtownards, Donaghadee, Comber and Holywood have changed the face of these towns in a very positive way. However, all stakeholders will now look to the Council to ensure these schemes are maintained to a high standard.

Such locations are of key strategic importance in terms of the aesthetic presentation and environmental attractiveness of the Borough, and failure to ensure that they are maintained to a consistently high standard significantly heightens the risk of reputational damage to the Council and compromises our ability to ensure that our Borough is regarded as “an attractive place in which to live and visit”.

As part of the re-organisation of resources within the Service Unit, a small team will dedicate approximately 19 weeks of the year to this specific aspect of proactive, preventative maintenance.

Our scope of works will generally be to repaint, repair or renew as necessary all paths, benches, picnic tables, signs & bins in the area. However, officers from the Section will be liaising with the Parks section to promote a joined up planned preventative maintenance approach that covers all elements for which the Council has a remit, including planting and grassed areas (separate report to go to C&W Committee). The opportunity will also be taken, where necessary, to liaise with and lobby any other relevant agency or department, whose input is deemed relevant to achieving a fully comprehensive effect on protecting and enhancing the aesthetic quality of the location in question.

A sum of £50k has also been included in annual budgets to fund this work. The schedule is included below and focuses on 24 of the most prominent outdoor spaces in the Borough.

Whilst this list obviously does not include every outdoor area in the Borough, it covers the most prominent locations in terms of popularity and level of footfall by residents and visitors. In this regard, focus on these locations for specific attention in terms of planned, preventative maintenance is considered to represent best use of the limited resource available and represents a spread of this resource fairly evenly across the Borough.

			2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
1	Ballywalter	Promenade						
2	Bangor	Public realm works area						
3	Bangor	ward park						
4	Bangor	sea front						
5	Bangor	Long Hole/Eisenhower Pier						
6	Bangor	Pickie Pier						
7	Bangor	Ballyholme Promenade						
8	Bangor	Coastal Path Area 1						
9	Helens Bay	Coastal Path Area 2						
10	Hollywood	Coastal Path Area 3						
11	Cloughey	Board Walk						
12	comber	Public realm works area						
13	Donaghadee	Public realm works area						
14	Donaghadee	Commons						
15	Groomsport	Throughout						
16	Hollywood	Public realm works area						
17	Hollywood	Seapark						
18	Kircubbin	Promenade						
19	Millisle	Beach Park						
20	Newtownards	Public realm works area						
21	Newtownards	Kiltonga duck pond						
22	Newtownards	Londonerry Park						
23	Portaferry	Castle Park						
24	Portavogie	Promenade & Anchor CP						
		No. of Large schemes	3	2	3	2	3	2
		No. of Medium schemes	5	5	4	5	5	4
		No. of small schemes	0	3	2	1	2	3
		Estimated Total No. of weeks required	19	19	19	17	21	17

Key:		Relatively small area- 1 week allocated
		Medium sized area- 2 weeks allocated
		Large area- 3 weeks allocated

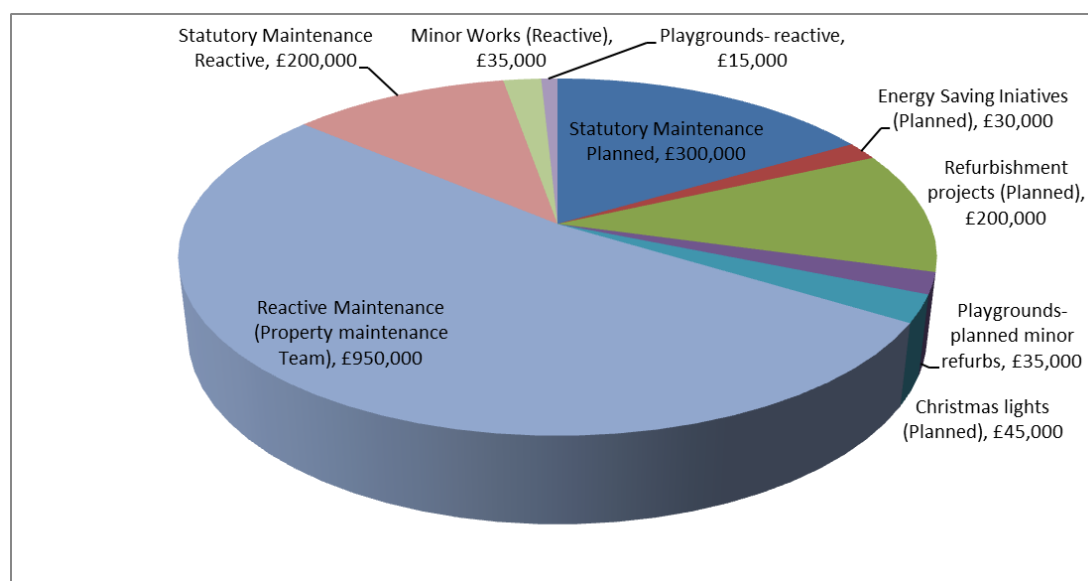
Any areas not currently on the list, for which the Council has responsibility, will of course by no means be neglected. However, maintenance work at such locations will be of a more reactive nature, as has been the historical norm.

14 Working in Partnership with Elected Members

We recognize that despite our best efforts at proactively managing our assets, there is always potential for aspects to be overlooked. Furthermore, priorities identified by officers may not always be echoed by elected members and their constituents. In the interests of promoting a balanced and inclusive approach to the maintenance of our towns and villages, officers will look to incorporate structured arrangements for elected member feedback and their suggestions for improvement in regard to the Council's estate across DEAs.

15 Financing

The total maintenance budget for Property Maintenance within the Assets & Property Services Department is in the region of £1.8M, broken down as per the following chart:



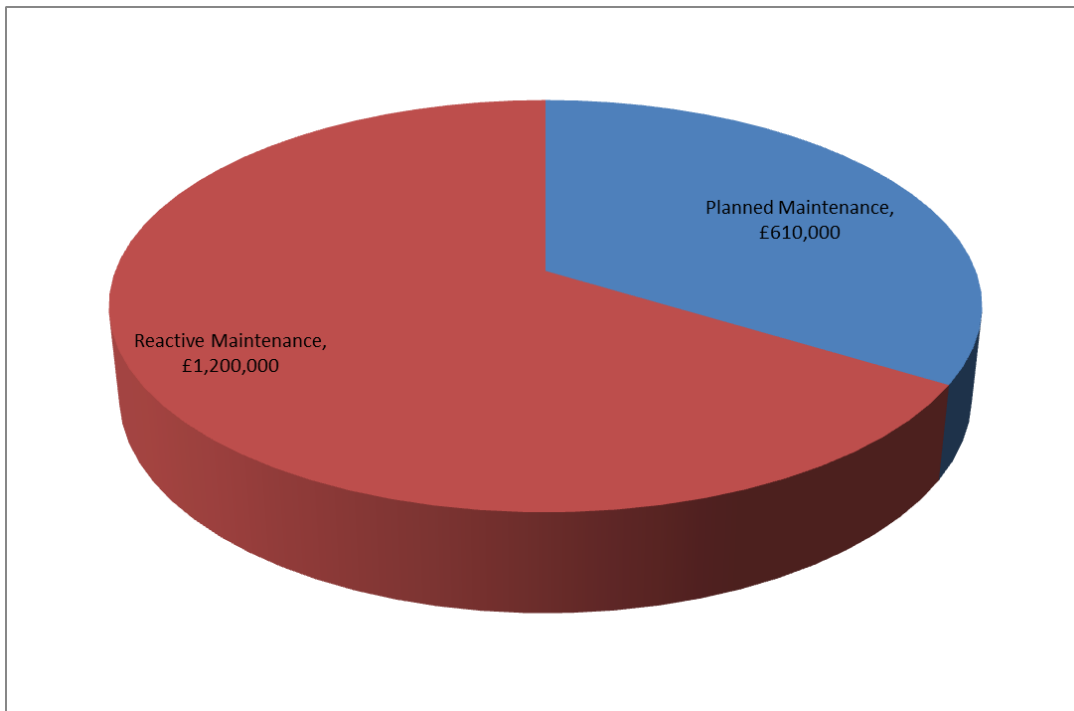


Figure 7. Breakdown of Maintenance Budgets

As the strategy implementation moves forward, it is anticipated that the expenditure breakdown illustrated in these charts will move from majority reactive to majority planned in nature. Furthermore, all other things being equal (e.g. the size of our estate, number of buildings etc.), it is anticipated that the overall scale of the maintenance expenditure budget will begin to decrease over the medium to longer term – as the more cost effective proactive approach to maintenance begins to predominate.

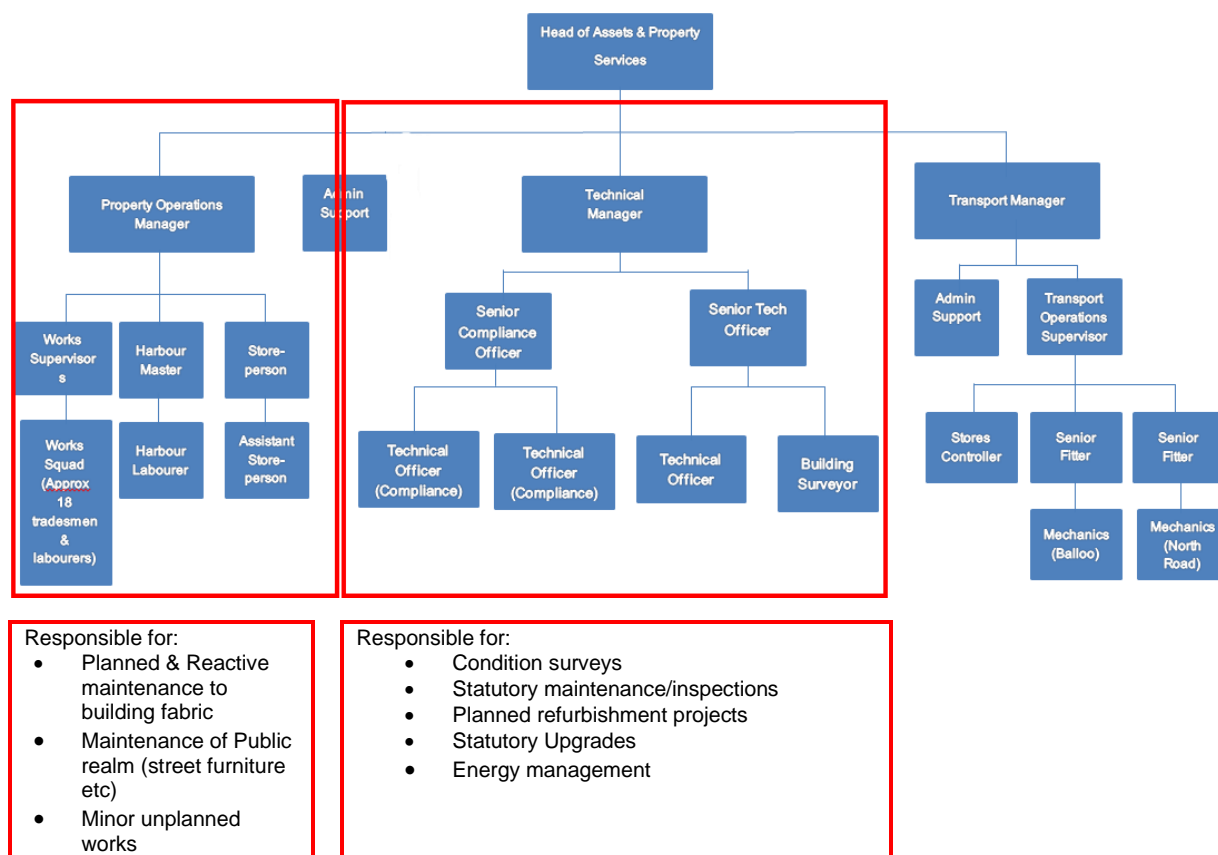
Inevitably, as our estate grows, the demand for an increased budget to maintain that estate is liable to grow. The Assets and Property Services Department of the Council will collaborate closely with the Projects and Finance Departments, including through the Corporate Projects Portfolio Board, to ensure that adequate financial provision for effective maintenance of all proposed new capital assets is integrated into the planning process for such projects. This is fundamentally important for the medium to long term sustainability of our estate; the

affordability of any proposed new capital project must factor in the annual revenue costs of maintaining the asset so that it continues to be fit for purpose over its lifespan.

16 Staff Resources

As highlighted previously, we will achieve the objectives laid out in this strategy through our two Property Maintenance Sections - Property Operations and Technical.

The teams are highlighted in figure 8 below.



Responsible for:

- Planned & Reactive maintenance to building fabric
- Maintenance of Public realm (street furniture etc)
- Minor unplanned works

Responsible for:

- Condition surveys
- Statutory maintenance/inspections
- Planned refurbishment projects
- Statutory Upgrades
- Energy management

Figure 8. Resourcing the Maintenance Requirement

17 Sustainability

Officers recognise the importance of sustainability and the inherent linkages between it and the maintenance of our buildings. This Council has made a clear commitment to sustainability and Officers will continually strive to weave it into the way on which our buildings are maintained. This will include, amongst others:

- Selecting replacement products that improve the energy efficiency of our buildings where practical (such as light fittings, heat sources etc)
- Work with Suppliers to ensure construction materials used are sustainably sourced
- Ensure Construction waste arising from our Projects is segregated and recycled, so far as is practical.

The forthcoming Sustainable Energy Management Strategy will provide a clear plan for how to improve the sustainability of our Estate in the longer term.

18 Performance Management

As mentioned in previous sections, Assets & Property Services have identified a number of maintenance related KPIs.

- Weekly inspections of playgrounds and lifelbelts (100% target)
- Ensure jobs are completed within assigned timescales (80% target)
- Audit 5% of maintenance jobs to ensure satisfactory standards are being achieved.
- Refurbish at least 8 properties per year in accordance with planned schedule (100% target)
- Completion of condition surveys against planned schedule (90% target)
- Completion of statutory maintenance jobs as per planned schedule (95% target)

Each of these KPIs will be routinely monitored and reported to Council on a quarterly basis.

19 Review

This strategy will be reviewed every 3 years when there will be opportunities to amend and update it as we move on our journey beyond 'planned' to 'proactive' and 'strategic' estate management.

It may also be reviewed at interim periods to meet changing Organisation needs.

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

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	11 May 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	22 April 2022
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 of Entertainment Licences
Attachments	None

Applications have been received for the grant of entertainment licence as follows:

1. Royal North of Ireland Yacht Club – Marquee, 7 Seafront Road, Cultra

Applicant: Mr Roger Lees, 88 Princetown Road, Bangor

Days and Hours: 7pm – 11pm, 19th – 21st August 2022

Type of entertainment: Indoor dancing, singing and music or any other entertainment of a like kind.

2. Royal Ulster Yacht Club – Marquee, 101 Clifton Road, Bangor

Applicant: Mr Gavin Watson, 101 Clifton Road, Bangor

Days and Hours: **23rd – 26th June 2022**

- 6pm – 11pm, 23rd, 24th, 25th June
- 4pm – 6pm, 26th June

Type of entertainment: Indoor dancing, singing and music or any other entertainment of a like kind.

3. The Woburn Arms, 69 Main Street, Millisle

Applicant: Mr Thomas Bickerstaff, 52 Abbey Road, Millisle

Days and Hours: Monday to Sunday during the permitted hours when alcohol may be served on these premises under the Licensing (NI) Order 1996

Type of entertainment: Indoor dancing, singing and music.

4. Stoneyfalls Equestrian Arena, 1 Bush Road, Ballyhalbert

Applicant: Mr Hugh Colwell, 4 Stoneyfalls Lane, Ballyhalbert

Days and Hours: Friday, Saturday, Sunday 7.30pm – 1.00am

Type of entertainment: Indoor dancing, singing and music

RECOMMENDATION

That the Council grants the applications.

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

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	11 May 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	22 April 2022
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 of Outdoor Entertainment Licences
Attachments	None

An application for an outdoor entertainment licence has been received.

Walled Garden, Bangor Castle

Applicant: Mr Kieran Gilmore, 27 Sheridan Drive, Bangor BT20 5NQ

Days and Hours: 10th – 30th August 2022

- 12noon – 11pm (except Sundays which have a 10pm finish)

Type of entertainment: A public musical / theatrical entertainment event to be held wholly or mainly in the open air as part of the Open House Festival.

RECOMMENDATION

It is proposed that the Council grants this licence with the condition that it will not be issued until the licensee provides and implements an Event Management plan to the satisfaction of the PSNI, NIFRS and Council Officers.

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

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	11 May 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	23 March 2022
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: If other, please add comment below:
Subject	Licensing Service Performance Report - Quarter 3
Attachments	None

1.0 Introduction

The information provided in this report covers, unless otherwise stated, the period from **1 October to 31 December 2021**. The aim of the report is to provide members with details of some of the key activities of the Licensing Service, the range of services it provides along with details of level of performance.

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 internal Council Sections in making their assessment of an application.

	Period of Report	Same quarter last year
Entertainment Licence	50	51
Cinema Licence	1	1
Amusement Permits	1	1
Marriage & Civil Partnership Place Approval	2	1
Pavement Café Licence	0	2
Street Trading Licence	4	1
Lottery Permits	6	6

Most of the licences issued are for renewals and hence the workload is constant year on year. Renewing a licence still entails considerable work to access the application and consult 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	Same quarter last year
Entertainment Licence	71	28
Cinema Licence	1	0
Amusement Permits	1	1
Marriage & Civil Partnership Place Approval	2	0
Pavement Café Licence	0	7
Street Trading Licence	5	0
Lottery Permits	5	0

4.0 Inspections

The Service normally 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.

Due to the COVID crisis all entertainment in premises had stopped. Whilst premises have continued to apply for the grant and renewal of licences officers had not been able to enter any licensed premises to carry out inspections.

6.0 Town Centre CCTV

The Council currently operates 18 cameras in Bangor, Holywood and Newtownards with the control room located in Bangor. They are manned for 40 hours per week; the remainder of the week the cameras are recording from a fixed position.

During the period of this report 7 incidents were recorded and reported to the PSNI by the CCTV operator:

Offence Recorded	Bangor	Holywood	Newtownards	Total
Assaults	1	1	0	2
Drink driving	1	0	0	1

7.0 Off Street Car Parking

Whilst the car parks are in use again, they have not returned to their previous levels due to the Covid-19 restrictions.

Table 1: Income from Ticket Sales

	Period of Report	Previous year
Income from ticket sales	£216,058	£141,858

Table 3: PCN's Issued

	Period of Report	Same quarter last year
Bangor	262	217
Holywood	212	180
Newtownards	313	288
Total	787	685

RECOMMENDATION

It is recommended that the Council notes the report.