

April 11th, 2024


Notice Of Meeting

You are requested to attend the meeting to be held on **Wednesday, 10th April 2024 at 7:00 pm** in **Church Street**.

Agenda

Agenda

(Attached)

 *EC 10.04.24 Agenda.pdf*

Page 1

1. Apologies

2. Declarations of Interest

Reports for Approval

3. 2024-25 Services Plans

(Report attached)

 *Item 3 Environment Directorate Annual Service Plans 2024-25 DL.pdf*

Page 3

3.1 Waste and Cleansing Services

(Attached)

 *Item 3.1 Appendix 1 Waste and Cleansing Services 2024-25 Service Plan UNSIGNED.pdf*

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3.2 Assets and Property Services

(Attached)

 *Item 3.2 Appendix 2 Assets and Property Services 2024-25 Service Plan UNSIGNED.pdf*

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3.3 Regulatory Services

(Attached)

 *Item 3.3 Appendix 3 Regulatory Services 2024-25 Service Plan UNSIGNED.pdf*

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4. Grant of Entertainment Licence

(Report attached)

 *Item 4 Grant of Entertainment Licence DL.pdf*

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5. Grant of Street Trading Licence

(Report attached)

 *Item 5 Grant of Street Trading Licence DL.pdf*

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6. Update on New Off Street Parking Enforcement Contract

(Report attached)

 *Item 6 Car Parking New Management Report DL.pdf*

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7. NOM Report - Greyabbey Street Lighting

(Report attached)

 *Item 7 NOM Follow Up Report - Painting of Greyabbey Street Lighting DL.pdf*

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 *Item 7 Appendix 1 Letter from Ards & North Down Council - Decorative Lamposts in Greyabbey.pdf*

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 *Item 7 Appendix 2 Response from Dfl Greyabbey Street Lighting.pdf*

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Reports for Noting

8. Result of Court Proceedings (July 2023 to September 2023)

(Report attached)

 *Item 8 Court Proceedings Report - July - Sept 2023.pdf*

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9. Result of Court Proceedings (October 2023 to December 2023)

(Report attached)

 *Item 9 Court Proceedings Report - Oct - Dec 2023.pdf*

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10.1 Notice of Motion submitted by Alderman Graham and Councillor Martin

That Council brings a report with a view to implementing a "dogs on leads" policy on that part of the Coastal Path which traverses the private road serving the properties 91 to 117 Station Road, Holywood, inclusive.

10.2 Notice of Motion submitted by Councillor McCollum and Councillor Irwin

That this Council recognises the significant opportunities which the redevelopment of Donaghadee Harbour could bring to the local economy in terms of leisure sailing and tourism and thus instructs officers to work with local groups to scope potential operational facilities which could enhance the offering in the Harbour and further brings back a feasibility report on the various options, , including costings and possible funding streams.

Further, that this Council recognises the issues associated with high winds and coastal change and reviews the original 2020 Harbour Study conducted by RPS including the necessity for an offshore breakwater and agrees to bring back a report in time to be presented to Council in September 2024, outlining the budget required to undertake this work, and key considerations, next steps and identify which stakeholders would need to be involved.

ARDS AND NORTH DOWN BOROUGH COUNCIL

3 April 2024

Dear Sir/Madam

You are hereby invited to attend a meeting of the Environment Committee of Ards and North Down Borough Council in the Council Chamber, 2 Church Street, Newtownards on **Wednesday, 10 April 2024** commencing at **7.00pm**.

Yours faithfully

Stephen Reid
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Apologies
2. Declarations of Interest

Reports for Approval

3. 2024-25 Services Plans (Reports attached)
 - 3.1. Waste and Cleansing Services
 - 3.2. Assets and Property Services
 - 3.3. Regulatory Services
4. Grant of Entertainment Licence (Report attached)
5. Grant of Street Trading Licence (Report attached)
6. Update on New Off Street Parking Enforcement Contract (Report attached)
7. NOM Report – Greyabbey Street Lighting (Copy attached)

Reports for Noting

8. Result of Court Proceedings (July 2023 to September 2023) (Copy attached)
9. Result of Court Proceedings (October 2023 to December 2023) (Copy attached)
10. Notices of Motion
 - 10.1. Notice of Motion submitted by Alderman Graham and Councillor Martin

That Council brings a report with a view to implementing a “dogs on leads” policy on that part of the Coastal Path which traverses the private road serving the properties 91 to 117 Station Road, Holywood inclusive.

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Further, that this Council recognises the issues associated with high winds and coastal change and reviews the original 2020 Harbour Study conducted by RPS including the necessity for an offshore breakwater and agrees to bring back a report in time to be presented to Council in September 2024, outlining the budget required to undertake this work, any key considerations, next steps and identify which stakeholders would need to be involved.

11. Any Other Notified Business

MEMBERSHIP OF ENVIRONMENT COMMITTEE (16 Members)

Alderman Armstrong-Cotter	Councillor Kerr
Councillor Blaney	Alderman McAlpine
Councillor Boyle	Councillor McKee
Alderman Cummings (Vice Chair)	Councillor McKimm
Councillor Cathcart	Councillor Morgan (Chair)
Councillor L Douglas	Councillor Rossiter
Councillor Edmund	Councillor Smart
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	10 April 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Head of Assets and Property Services Head of Regulatory Services
Date of Report	28 March 2024
File Reference	43600
Legislation	Local Government Act 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Environment Directorate Annual Service Plans 2024 - 2025
Attachments	Appendix 1 - Copy of Waste and Cleansing Services Annual Service Plan Appendix 2 - Copy of Assets and Property Services Annual Service Plan Appendix 3 - Copy of Regulatory Services Annual Service Plan

Since 2017/18 Service Plans are produced by each Service in accordance with the Council's Performance Management policy.

Plans are intended to:

- Encourage compliance with the new legal, audit and operational context
- Provide focus on direction
- Facilitate alignment between Corporate, Service and Individual plans and activities

Not Applicable

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- Motivate and develop staff.
- Promote performance improvement, encourage innovation and share good practice.
- Encourage transparency of performance outcomes.
- Better enable us to recognise success and address under performance.

Draft Service Plans for 2024/25 year are attached for the following areas:

- Waste and Cleansing Services
- Asset and Property Services
- Regulatory Services

The plans have been developed to align with outcomes of the Big Plan for Ards and North Down and with our draft Corporate Plan 2024-28, 'Towards a Sustainable Borough'.

The Service Plans highlight where the services contribute to the Corporate Priorities as set out in the draft Corporate Plan 2024-28 Towards a Sustainable Borough and, where this is the case, sets out the objectives of the service for the 2024/25 year. It further identifies the performance measures used to illustrate the level of achievement of each objective, and the targets that the Service will try to attain along with key actions required to do so.

The Service Plans also identify key risks to the services along with analysis of these and necessary actions to mitigate/manage risks. Key risks impacting the services are mapped to the Corporate Risk Register.

The plans are based on the agreed budget for 2024/25. It should be noted that, should there be significant changes in-year (e.g., due to Council decisions, budget revisions or changes to the community planning legislation) the plans may need to be revised. The Committee will be provided with half yearly update reports on performance against the agreed plans.

RECOMMENDATION

It is recommended that the Council adopts the attached plans.

WASTE & CLEANSING SERVICES

Service Plan: 01 April 2024 – 31 March 2025

16 JANUARY 2024



Ards and
North Down
Borough Council

APPROVALS

Prepared By	Peer Reviewed By	Approved By
Nigel Martin	Peter Caldwell	David Lindsay
Head of Waste & Cleansing Services	Head of Assets and Property Services	Director of Environment

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1. Introduction to Service

Name of Service	<i>Waste and Cleansing</i>
Directorate	<i>Environment</i>
Introduction and Reflection	<p><i>The primary function of the services is to ensure the effective management of municipal solid waste produced within the Borough, to protect the local environment. Secondly, the Council has a statutory duty under the Litter (NI) Order and the Clean Neighbourhoods and Environment Act, to keep adopted streets and roads clean and free from litter.</i></p> <p><i>With Council services returning to largely normal, post pandemic, recycling rates have recovered to previous levels and overall waste arisings have also decreased.</i></p> <p><i>The new HRC booking system was introduced in September 2023 and this has helped to manage and control household waste received through the HRCs. This has contributed positively to both the recycling rate and the reduction in overall waste arisings.</i></p> <p><i>Five Council Public Conveniences were entered in the annual British Toilet Association Cleanliness Awards. All received Platinum Awards, the highest standard awarded.</i></p> <p><i>With waste collection, disposal and recycling costs continuing to increase, there is an ongoing review of the Council's kerbside collection service, to look at options to enhance recycling and reduce the overall cost of service delivery.</i></p>

2. Context, Challenges and Key Assumptions

The combination of financial pressures faced by the Council, new and pending legislation, coupled with the public's expectations regarding service requirements, makes future service planning difficult. It is therefore anticipated that much of the forthcoming year will be spent on the implementation of the outcomes of the major review of kerbside collection services.

PESTLE Analysis

Political	<p>Delay in implementation of legislation on account of collapse of NI Assembly including new NI Waste Management Strategy, but hopefully with the restoration, the backlog will be addressed soon.</p> <p>The financial cuts faced by DfI Roads has resulted in various issues being pushed towards the Council including clearance of seaweed from public roads, weed growth, gulley clearance and the cleaning of Comber Greenway. All these activities if accepted will have financial implications for the Council in terms of service delivery.</p>
Economical	<p>Market conditions for recycled materials in NI remain difficult due to both limited demand and the closure of local re-processors. The current cost of living crisis has seen a reduction in household waste arisings as the public 'tighten their belts'.</p>
Social	<p>The Covid-19 pandemic highlighted how sociocultural and economic factors can directly impact waste management, with lockdowns, home working and schooling, online shopping, reduced travel, and home improvement projects all contributing to a large increase in household waste arisings. Similarly, the post pandemic cost of living crisis has had the opposite impact with a sharp decrease in waste arisings.</p>
Technological	<p>The use of technology to enhance and improve waste collection and street cleansing services is important moving forward. This includes route planning, vehicle tracking and moving to an online customer interface where the public can directly purchase replacement bins, request bulky collections, report issues, etc, to reduce the workload pressure on Admin support staff.</p> <p>The online HRC Booking system has helped to control both abuse by the commercial sector and waste tourism, while ensuring access to Borough householders without the need to queue.</p> <p>The maintenance of Public Realm works has seen the need to adapt services to new technological cleaning solutions.</p>
Legal	<p>The Waste Industry is heavily regulated on account of the significant environmental impact unregulated waste disposal can have. Tender processes are also subject to regular legal challenges by unsuccessful tenderers.</p>
Environmental	<p>Poorly managed and unregulated waste disposal has the potential to cause significant environmental damage. The presence of 'forever chemicals' in everyday household items is adding to the problem with new and pending legislation banning products containing them from landfill. All the services contribute directly to the draft Corporate Plan (2024 – 2029) Priorities and Outcomes.</p>

During the next 12 months (April 2024 – March 2025) the services will face several ongoing challenges highlighted below. A SWOT analysis highlights those identified.

Strengths	Weaknesses
<p>The Council has been at the forefront of using technological solutions to improve and enhance services. Initiatives include the Bin-ovation App, WEBASPX Route planning software, CCTV and tracking on vehicles and the introduction of online booking system to discourage the commercial sector & non-residents from using the Council's HRCs.</p> <p>The Council has returned to the top quartile of NI Councils in terms of its current recycling rate.</p> <p>The HRC online booking system has helped to address common problems faced by all councils especially use by the commercial sector.</p> <p>The Council's inhouse training programme for Category C Drivers has helped deal with the UK wide problem of driver recruitment while giving employees an opportunity of career progression.</p>	<p>The lack of Government until recently, meaning that new NI Waste Management Strategy and other legislation has been delayed, making forward planning difficult.</p> <p>Delay in establishing a residual waste treatment contract, due to legal challenge, placing the Council at risk of not meeting pending legislative requirements on products no longer allowed to be disposed of at landfill.</p> <p>The lack of suitable legislation means the Council cannot deal with the growing problem of residents leaving waste receptacles on footpaths on non-collection days.</p> <p>Traffic Management Regulations make the litter picking/cleaning of high-speed roads (>30mph) an expensive and difficult process, involving other agencies.</p>
Opportunities	Threats
<p>The current WRAP Review of the Council's kerbside collection services has identified the potential for savings, improving recycling and future proofing the service in respect of forthcoming legislation.</p> <p>The services have an important role in helping the Council transition to net zero in terms of carbon emissions and meet several of the priorities and outcomes set out in the new (draft) Corporate Plan for 2024 - 2029.</p>	<p>The weakness of the NI recycling market means an increasing reliance on overseas re-processors.</p> <p>The identification of "forever chemicals" or Persistent Organic Pollutants (POPs) in a wide range of everyday household items has the potential to significantly alter how these items are collected, transported, and disposed of.</p>

3. Service Improvement

Service development/improvement 2024/25?	Which of the specified aspects will this improve?	Rationale	Responsible Officer(s)	Who do we need to help us? (Internal and/ or External partners) Please specify
Deliver a new kerbside collection model	Sustainability	As kerbside recycling has developed in a piecemeal fashion, with new materials added on at different stages, this has led to an imbalance in the capacity offered for residual waste – v – recyclables. The current study aims to help address this by creating a more effective and efficient service.	Head of Service and Waste Collections Manager	Communications (Internal) Waste Recycling/Education Team (Internal) WRAP (External) DAERA (External)
Embed and expand the recycling model at events	Sustainability	Historically tourism and cultural events have generated large volumes of litter and waste. Through targeted separate bin provision and monitoring, most waste generated can be recycled if segregated with staffing costs offset by landfill savings	Waste Collection Manager	Waste & Cleansing staff Waste Recycling/Education Team Tourism and Events staff Communication (all internal)
Develop a Council Strategy for the future provision of Household Recycling Centres	Service Quality	Seven of the Council's 9 HRCs are more than 20 years old and considered no longer fit for purpose on account of the lack of space to provide the full range of materials recycling needed. A strategy for future provision needs to be agreed by Council, to enable Officers to move forward with the rationalisation of the service.	Head of Service and Waste Contracts & Resources Manager	Waste Recycling Team, Planning (Internal) DAERA (External) WRAP (External)
Commence new kerbside textiles collection service	Sustainability	Textile production has a massive carbon footprint, and their recycling will contribute to carbon reduction	Head of Service and Waste Collections Manager	Communications Waste Recycling/Education Team (internal)

Monitoring and Review

Monitoring Method	Frequency	Responsible Officer
Standing Committee (Environment)	6 Monthly	Head of Service and SUMs
Team Meeting	Monthly	Head of Service and SUMs
<i>Other if applicable</i>		

4. Service Risks Register

Service Risk Register should align with the Corporate Risk Management Strategy.

When completing your Service Plan, you must review and consider your current Service Risk Register. Please confirm this has been completed. **Yes**

5. Key Activities (KPIs) for 2024/25

Please ensure Service development/ improvements detailed above are included as KPIs.

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
% Spend against budget	Mandatory	6-Monthly	7	Economic	104	100	101	100	100	100	Cumulative
% Staff attendance	Mandatory	6-Monthly	7	Economic	92	95	93	95	95	95	Fixed
% of completed Employee Appraisals in the period September 2023 to March 2025	Mandatory	Year-end	7	Economic	N/A	95	60	95	50	95	Cumulative
% of local authority collected municipal waste (LACMW) recycled, composted and reused as a % of arisings	Statutory	6-Monthly	2	Environmental	52.56	60	58.22	60	60	60	Fixed
Tonnes of LACMW sent to landfill	Statutory	6-Monthly	2	Environmental	35,876	35,000	23,814	31,500	16,500	31,500	Cumulative
Achieve 100% success in Loo of the Year Awards (Gold or Platinum Award)	Service Led	Year-end	7	Social	5	5	5	5	0	5	Fixed
Tonnes of textiles diverted from landfill through new kerbside collection service	Service Led	Year-end	2	Environmental	N/A	N/A	N/A	250	100	250	Cumulative

Performance Measures Should include improvement actions outlined above and relevant measures both existing and new.	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
Improve recycling rate (%) at Council HRCs	Service Led	6-monthly	2	Environmental	64.9	65	70	70	70	70	Fixed
	KPI by Type		Choose an Outcome	Choose a Corporate Priority							
	KPI by Type		Choose an Outcome	Choose a Corporate Priority							

6. What Services/ Activities will be stopped

Please add detail of KPI's that have previously been monitored that will no longer be reported on for 2024/25.

What service/ activities will we be stopping/ changing in 2024/2025	Reason for stopping / changing activity	Savings	Impact on Performance	Impact on the Public	Impact on staffing
LEAMS Cleanliness Index Score	Unreliable results provided by KNIB	Annual subscription	None	none	none

ASSETS & PROPERTY SERVICES

Service Plan: 01 April 2024 – 31 March 2025

29 JANUARY 2023



**Ards and
North Down**
Borough Council

APPROVALS

Prepared By	Peer Reviewed By	Approved By
Peter Caldwell	Nigel Martin	David Lindsay
Head of Assets & Property Services	Head of Waste & Cleansing Services	Director of Environment

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1. Introduction to Service

Name of Service	Assets and Property Services
Directorate	Environment
Introduction and Reflection	<p>The purpose of Assets & Property Services is to:</p> <ul style="list-style-type: none"> ▶ Proactively manage our estate in collaboration with service managers, to ensure it is 'fit for purpose'; ▶ Maintain our assets in line with statutory regulations and industry best practice; ▶ Seek out opportunities to improve the condition and energy efficiency of our assets; and ▶ Provide a quality service to berth holders at our Harbours. <p>We are faced with an aging estate that requires a strategic approach to implement a series of improvements in order to ensure its continued safe operation. In addition, the Corporate Plan has indicated the importance of attracting visitors to the borough so our assets must be maintained to a suitable standard to achieve this. Much progress has been achieved in recent years however we are aware of the need for further improvement, and we will strive for excellence in everything we do. We believe that we can assist with the delivery of our corporate objectives by actively improving the condition of our estate and assets and ensuring they are fit for purpose.</p> <p>The Service will need to continually evolve to address the issues highlighted above and grasp opportunities presented. It is assumed that any identified resources will be available to enable this.</p> <p>Challenges include legislative compliance in a changing environment, responding to technological threats and opportunities presented by cloud-based computing and mobile working, and delivering excellence in our Services in the context of finite financial resources.</p> <p>Existing processes and strategies appear to be working effectively.</p> <p>Our system of planned refurbishments is improving the condition of our estate. This can be demonstrated by the fact we have raised our Condition benchmark yet lowered the planned refurbishment expenditure for three consecutive years.</p>

2. Context, Challenges and Key Assumptions

Insert a brief narrative on the external issues, including current and anticipated, impacting upon the service – consideration of PESTLE factors may be useful.

Political	Brexit City Deals and Confidence and Supply Deal LG elections
Economical	Loss of EU Grants Loss of NI grants due to budget uncertainty Rate increases
Social	Lower disposable income Aging local population
Technological	Threat of cyber crime Connectivity Mobile working Cloud-based computing
Legal	GDPR Social value clauses Rural proofing Procurement regulations Legislative changes
Environmental	Climate change regulations (net Zero) Sustainability issues

Insert a brief narrative/ list of the challenges which your services will face over the period of the plan. This should, where relevant, reference external issues highlighted above. A SWOT analysis may be useful for completing this section.

Strengths	Weaknesses
APS Team recently “Transformed”, to streamline and integrate skillsets of officers within the department. Competent, experienced and motivated team now in place, ready to embrace change and meet future challenges.	Aging estate resulting in excessive maintenance burdens and energy inefficiency.
Opportunities	Threats
Political desire to effect changes to meet our commitments for Net Zero.	Budget uncertainty Keeping abreast of ever-changing legislation

3. Service Improvement

The “**Service development/ improvement**” element should identify areas of the service that require development/ improvement along with any new, innovative ideas for future improvements. **Please state clearly in the “Rationale” section why the improvement is being undertaken and what evidence there is to support the decision.**

Only Service improvement activities should be included in this section, ‘business as usual’ activities should be detailed in Section 6.

Please ensure KPIs are included in Section 6 to measure Service development/ improvement(s) outlined below.

Service development/ improvement 2024/25?	Which of the specified aspects will this improve?	Rationale	Responsible Officer(s)	Who do we need to help us? (Internal and/ or External partners) Please specify
Implementation of the action plan arising from the Sustainable Energy Management Strategy.	Sustainability	To work towards our net zero targets	Peter Caldwell	All Council departments & Elected Members
To produce Council’s “Roadmap to Green Fleet”	Sustainability	This document will set out how we will achieve a net zero fleet by 2050.	Peter Caldwell	Transport Service Unit Finance Service Units with vehicles Elected Members
To implement Duty Holder’s recommendations following PMSC audit as agreed by Council	Service Quality	Under the Port Marine Safety Code, the Designated person (DP) is an independent person tasked with auditing our Marine Safety Management system. The DP has declared our systems compliant but made some recommendations that must now be implemented, as agreed by council.	Peter Caldwell	Harbour Master Environment Committee

4. Monitoring and Review

Provide detail below how this plan will be monitored and reviewed.

Monitoring Method	Frequency	Responsible Officer
Standing Committee	6 Monthly	Head of Service and SUMs
Team Meeting	Monthly	Head of Service and SUMs
<i>Other if applicable</i>		

5. Service Risks Register

Service Risk Register should align with the Corporate Risk Management Strategy.

When completing your Service Plan you must review and consider your current Service Risk Register. Please confirm this has been completed.

Yes

6. Key Activities (KPIs) for 2024/25

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
% Spend against budget	Mandatory	6 Monthly	7	Economic	113%	100%	TBC	100%			Cumulative
% Staff attendance	Mandatory	6 Monthly	7	Economic	86%	95%	TBC	95%			Fixed
% of completed Employee Appraisals in the period September 2023 to March 2025	Mandatory	Year-End	7	Economic		95%	TBC	95%			Cumulative
Carry out monthly roadside audits of the fleet to ensure compliance with vehicle safety checks- leading to a safer fleet on the road. Number of roadside audits of the fleet completed.	Service Led	6 Monthly	5	Environmental	50	90	TBC	90			Cumulative
Carry out regular refurbishment projects across the estate. We will ensure our facilities are maintained to an acceptable standard. Refurbishments carried out according to the schedule.	Service Led	6 Monthly	4	Environmental	Yes	Yes	Yes	Yes			Fixed

Performance Measures Should include improvement actions outlined above and relevant measures both existing and new.	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
Implement the schedule for planned maintenance of public areas. Public areas will be safer and more attractive. Planned maintenance of public areas carried out according to schedule.	Service Led	6 Monthly	4	Environmental	Yes	Yes	Yes	Yes			Fixed
Carry out quarterly audits of vehicle maintenance and safety check records, ensuring our office systems are being implemented and are working effectively. % of fleet audited for vehicle maintenance and safety check records completed.	Service Led	6 Monthly	7	Environmental	5%	5%	TBC	5%			Fixed
Undertake condition surveys across our estate. This will ensure continued refurbishment projects are carried out in the most appropriate locations, leading to a higher standard of facility generally. % Condition surveys carried out according to schedule	Service Led	6 Monthly	4	Environmental	100%	100%	100%	100%			Cumulative

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
Help ensure customer needs are met by ensuring that reactive maintenance jobs are completed within assigned timescales. % Reactive maintenance jobs completed within allocated timescales.	Service Led	Year-End	7	Environmental	82%	80%	TBC	80%			Fixed
Monitor the quality of repairs being made. Ensure Council buildings are maintained to a high quality. % of jobs quality assured.	Service Led	6 Monthly	7	Environmental	19%	10%	TBC	10%			Fixed
We will encourage a high performing workforce and provide them with the skills they need to deliver for ANDBC. Planned training completed as per schedule.	Service Led	6 Monthly	7	Social	Yes	Yes	Yes	Yes			Cumulative
To review finding of internal customer feedback survey and implement improvements where possible.	Service Led	Year-End	7	Environmental	Yes	Yes	Yes	Yes			Fixed

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
To review findings of harbour berth holder feedback survey and implement improvements where possible. Annual questionnaire issued to all berth holders.	Service Led	Year End	7	Social	Yes	Yes	Yes	Yes			Fixed
To implement Duty Holder's recommendations following PMSC audit- as agreed by Council.	Service Led	Year-End	7	Social	Yes	No	Yes	Yes			Fixed

7. What Services/ Activities will be stopped

Please add detail of KPI's that have previously been monitored that will no longer be reported on for 2024/25.

What service/ activities will we be stopping/ changing in 2024/2025	Reason for stopping / changing activity	Savings	Impact on Performance	Impact on the Public	Impact on staffing
To implement and closely monitor the outworking's of our Port Marine Safety Code compliance document.	The PMSC document has now been finalised and approved by Council. A new KPI for PMSC audit is now included in the Service plan.	N/A	None	None	None

<p>To conduct a trial of Biofuel in the fleet and report results back to Council</p>	<p>Biofuel is currently unfeasible due to costs. Roadmap to Green fleet has outline approval by Council (Jan 2024) and further document to follow which will outline next steps, including the potential use of Biofuel.</p>	<p>N/A</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Ensure our lifebelts are serviceable to help ensure our coastline is safe. % of Life belts serviceable at any given time</p>	<p>A firm routine of planned inspections is in place, we have consistently met this target for 5+ years. Operational KPI.</p>	<p>N/A</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Achieve an E rating or better in Display Energy Certificates (DECs) This will ensure that our buildings are as energy efficient as is practically possible. % of DEC's indicating a rating of E or better.</p>	<p>We have consistently met this target for 5+ years. Now replaced with the KPI for the implementation of the action plan arising from the Sustainable Energy Management Strategy.</p>				
<p>Achieve a high first-time pass rate for PSV. Reduce down-time of vehicles which may affect service delivery. % first time pass rate for PSV.</p>	<p>We have consistently met this target for 5+ years. Sufficient operational measures are in place to ensure ongoing performance – operational KPI.</p>				
<p>Carry out weekly inspections of playgrounds ensuring that our playgrounds are safe to use. % Playground inspections are carried out as per schedule</p>	<p>We have consistently met this target for 5+ years. Sufficient operational measures are in place to ensure ongoing performance – operational KPI.</p>				

REGULATORY SERVICES

Service Plan: 01 April 2024 – 31 March 2025

16 JANUARY 2023



**Ards and
North Down**
Borough Council

APPROVALS

Prepared By	Peer Reviewed By	Approved By
Richard McCracken	Peter Caldwell	David Lindsay
Head of Regulatory Services (Temporary)	Head of Assets and Property Services	Director of Environment

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1. Introduction to Service

Name of Service	
Directorate	<i>Environment</i>
Introduction and Reflection	<p><i>Brief introduction to the Service. This should be the mission and vision statement for your Service and should align with the Corporate Vision. Reflect on previous year and current year to date. Key successes and key learning.</i></p> <p>An amalgamation of diverse service units, who aim to promote and increase the safety of our residents, visitors and to increase protection of the environment to achieve agreed outcomes through the enforcement of relevant legislation.</p> <p>The Service is made up of Building Control, Licensing and Neighbourhood Environment Team.</p> <p>Building Control administer and enforce the Building Regulations, Dangerous Building Legislation, Energy Performance of Buildings legislation, and carry out Street naming and numbering with the associated LPS /Pointer interface and data maintenance and administer property Certificates.</p> <p>Licensing administers the licensing of Entertainment venues, Wedding Venues, Off street parking, High Hedges legislation and Bangor market.</p> <p>The Neighbourhood Environment team administer Dog licensing and carry out enforcement of legislation controlling, Dog Control, Dog Fouling, Littering, Fly Tipping, Abandoned Vehicles, Graffiti, and enforcement of the Council's local Bye-Laws.</p>

2. Context, Challenges and Key Assumptions

Insert a brief narrative on the external issues, including current and anticipated, impacting upon the service – consideration of PESTLE factors may be useful.

Political	All of the Regulatory Services legislation comes from the outworking's of political objectives. The scope of these areas of legislation are not overly contentious.
Economical	Some aspects, such as Building Control are very dependent on economic activity and external pressures.
Social	All Regulatory Services activities are determined by expectations. The service units work hard to manage expectations and to meet the standards expected.
Technological	Technology provides new tools to help in our service delivery which should be fully investigated to ensure efficiency. Technology also creates increased challenges in terms of detection and compliance, as well as user concern.
Legal	Legislation governs the statutory functions administered by Regulatory Services. This legislation can and does change, which increase or adds to the burden of the service.
Environmental	Protection of the environment, though energy efficiency within Building Regulations, anti-littering initiatives and enforcement are central to the Service.

Insert a brief narrative/ list of the challenges which your services will face over the period of the plan. This should, where relevant, reference external issues highlighted above. A SWOT analysis may be useful for completing this section.

Strengths	Weaknesses
Customer focused staff Well trained staff	Reduced budget restricts service. Filling / maintaining staff roles. Exposure to loss of knowledge due to limited staff numbers/succession preparation.
Opportunities	Threats
Anticipated rise in construction activity. Introduction of Building Safety Bill.(greater reach of regulations)	Cost of court route for enforcement for NET. Introduction of Building Safety Bill (additional training/competencies required and changes to the way we work). National and international economic volatility. Loss of specialist staff

3. Service Improvement

The “**Service development/ improvement**” element should identify areas of the service that require development/ improvement along with any new, innovative ideas for future improvements. **Please state clearly in the “Rationale” section why the improvement is being undertaken and what evidence there is to support the decision.**

Only Service improvement activities should be included in this section, ‘business as usual’ activities should be detailed in Section 6.

Please ensure KPIs are included in Section 6 to measure Service development/ improvement(s) outlined below.

Service development/ improvement 2024/25?	Which of the specified aspects will this improve?	Rationale	Responsible Officer(s)	Who do we need to help us? (Internal and/ or External partners) Please specify
Building Control Carbon Dioxide generation improvement	Sustainability	Effective application of the Building Regulations leads to a reduction in the average dwelling CO2 generation. Measured in tonnes per dwelling	Michael Dorrian	Designers and builders
NET Response times	Service Quality	Commence response within 4 working days. Record as a % of total number of requests to that point Improvement being undertaken to measure performance and to allow oversight and thereby control.	Colin Reid	Software providers to enable reporting
Implement Car Parking contract	Efficiency	Implement the new car parking enforcement contract to deliver on project efficiencies for the new arrangements	David Brown	New Contractor Marsden Holdings (NSL)
Develop EV strategy for Council Carparks	Sustainability	Develop strategy for how Council develops EV charging infrastructure in its own carparks	David Brown	
Building Control Accessibility improvement	Sustainability	% of housing stock reaching visitable access standards, to allow for use of dwellings for a wider range of abilities	Michael Dorrian	

4. Monitoring and Review

Provide detail below how this plan will be monitored and reviewed.

Monitoring Method	Frequency	Responsible Officer
Standing Committee	6 Monthly	Head of Service and SUMs
Team Meeting	Monthly	Head of Service and SUMs
<i>Other if applicable</i>		

5. Service Risks Register

Service Risk Register should align with the Corporate Risk Management Strategy.

When completing your Service Plan you must review and consider your current Service Risk Register. Please confirm this has been completed.

Please Select Yes or No

6. Key Activities (KPIs) for 2024/25

Please ensure Service development/ improvements detailed above are included as KPIs.

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting			
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target
% Spend against budget	Mandatory		Choose an Outcome	Choose a Corporate Priority				
% Staff attendance	Mandatory		Choose an Outcome	Choose a Corporate Priority				
% of completed Employee Appraisals in the period September 2023 to March 2025	Mandatory		Choose an Outcome	Choose a Corporate Priority				
Licensing & CP Bring markets promotion Fbook/Website in house.	Service Led	Year-end	1. We have an engaged Borough with citizens and businesses who have	Economic – Economic growth to focus on attracting more businesses and jobs	NA	NA	NA	To Deliver
Licensing & CP Develop EV strategy for council car-parks	Service Led	Year-end	2. We are an environme	Environmental – Reduction	NA	NA	NA	To Deliver

Performance Measures Should include improvement actions outlined above and relevant measures both existing and new.	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting			
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target
			ntally sustainable and resilient Council and Borough	of carbon emissions to net zero				
NET Commence response within 4 working days. Record as a % of total number of requests to that point	Service Led	6 monthly	7. Ards and North Down Borough Council is a high performing organisation	Social – Social inclusion and reduced inequalities	No Statistics held	No Statistics held	No Statistics held	75%
NET Improve (increase) total number of Fixed Penalty Notices (FPNs). Recorded as total number of FPNs issued.	Service Led	6 monthly	4. We have a vibrant, attractive, sustainable Borough for citizens, visitors,	Social – Social inclusion and reduced inequalities	326	178	275	375
BC Average CO2 generated by each dwelling(average) (tonnes based on standardised dwelling figures)	Service Led	6 monthly	2. We are an environmentally sustainable and resilient Council and Borough	Environmental – Reduction of carbon emissions to net zero	3.82	3.81		3.80
BC % of borough housing stock meeting general disability standards (taking 2001 standard as base line)	Service Led	6 monthly	5. We have socially sustainable communities that are	Social – Social inclusion and	20.7	21		21.25

Performance Measures Should include improvement actions outlined above and relevant measures both existing and new.	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting			
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target
			safe and welcoming	reduced inequalities				

7. What Services/ Activities will be stopped

Please add detail of KPI's that have previously been monitored that will no longer be reported on for 2024/25.

What service/ activities will we be stopping/ changing in 2024/2025	Reason for stopping / changing activity	Impact on Performance	Impact on the Public	Impact on staffing
Deliver LHLH grants through RCIF	Normal operational activity	None – normal activity	None – normal activity	None – normal activity
Re-design of CLEAR and ELLA programmes	Completed			
Initiate working groups on Car Park Strategy	Normal operational activity	None – normal activity	None – normal activity	None – normal activity
Increase Reg Services applications made online	Moved to normal operational activity	None – normal activity	None – normal activity	None – normal activity
% spend against budget	Moved to normal operational activity	None – normal activity	None – normal activity	None – normal activity

Unclassified

ITEM 4

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	10 April 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	21 March 2024
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

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

E Carty & Sons Ltd (The Maypole) 55 High Street, Holywood

Applicant: Brian Joseph Carty, 73 Princess Gardens, Holywood

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

There are no objections to this application.

Not Applicable

RECOMMENDATION

It is recommended that the Council grants the application.

Unclassified

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

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	10 April 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	21 March 2024
File Reference	LR 100 / 90101
Legislation	Street Trading Act (N I) 2001
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 Street Trading Licence
Attachments	None

An application has been received for the grant of a **Stationary Street Trading Licence** to trade at designated sites within the Borough:

Applicant: Natasha Irwin

Address: 6 Coulters Hill, Kircubbin, BT22 1DS

Goods to be supplied: Fruit, Vegetables and Eggs.

There are no objections to this application.

RECOMMENDATION

It is recommended that the Council grants the Street Trading Licence.

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	10 April 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	12 March 2024
File Reference	90303
Legislation	The Road Traffic Regulations (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	Update on New Off Street Parking Enforcement Contract
Attachments	None

As Members will be aware, the Council agreed a new contract with Marston Holdings Ltd for the provision of car parking management/off street parking enforcement and penalty charge processing in December 2023. This will replace the current Agreement with the Department for Infrastructure from 1 April 2024.

The new contract will see a number of changes in service provision:

1. Traffic Attendants patrolling and enforcing in Council car parks will now wear a blue uniform. The Department for Infrastructure "Red Coats" Traffic Wardens will now only carry out on street parking enforcement duties. The "Blue Coats" will have the same powers to issue Penalty fines as the "Red coats", but only within our car parks.
2. Council Officers will now be dealing directly with Marston Holdings Ltd which will allow for greater ability to change patrols to focus on problem areas, access to more in-depth reports, ad-hoc reports suited to each Council

Not Applicable

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request and a significant saving on costs incurred from the old contract with Department for Infrastructure.

3. There will be no change to car park tariffs associated with the new contract, and the season ticket format will continue to operate in the same way as previously.
4. The new contract will also see a move away from the current online parking payment provider 'Just Park'. Instead, 'Ring Go' will now be used by the consortium as the option for on-line payments. Within our Borough, the uptake is about 23% for online payments. Signage provided by Ring Go will appear on our Pay and Display machines advising the public of the new service provider, how to download it and to ensure it is used going forward. There will be a week, 2-5 April 2024, whereby both parking apps will run just to ensure the public are aware of the change and no PCNs will issue if the incorrect app is used during the change to the new provider. It is possible a note will be left by the Traffic Attendant on the windscreen as a polite reminder. Marston Holdings Ltd will continue to monitor this. The 'go live' date for the new contract is Tuesday 2 April 2024.

Press releases will inform the public of the new changes and we will continue to promote on our own social media outlets. These updates to the public have commenced by all Councils to ensure anyone travelling across different Boroughs are aware of the new arrangements.

The New Contract will:

1. Ensure our Pay and Display car parks and off-street parking continue to be patrolled and enforced with a seamless changeover from the Department for Infrastructure to Marston Holdings Ltd.
2. Allow greater access to information to assist with reports, gathering data and monitoring of KPI's.
3. Result in significant savings from our current Department for Infrastructure contract.
4. Not affect existing car parking tariffs currently in place.
5. Result in processing of PCN's and any subsequent challenges being dealt with by Marston Holdings Ltd.

RECOMMENDATION

It is recommended that the Council notes the report.

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	10 April 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	28 March 2024
File Reference	65131
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 Report - Greyabbey Street Lighting
Attachments	Appendix 1 - Letter to Dfl Appendix 2 - Response from Dfl

In December 2023 the Council agreed a Notice of Motion stating:

That Council welcomes the repainting of the traditionally styled bus shelter located on Main Street, Greyabbey and tasks officers to ensure it is maintained to a high standard going forward.

Furthermore, Council writes to the Department of Infrastructure to ask for the decorative lamp posts on Main Street, Greyabbey, to be repainted to ensure they are maintained as a feature of this historic village; and writes to the Department of Agriculture, Environment and Rural Affairs to seek funding to deliver a mini public realm or streetscape project in Greyabbey.

Not Applicable

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Assets and Property Services took forward the action regarding writing to the Department for Infrastructure (Appendix 1) whereas the letter to DAERA was referred to Regeneration for follow up.

A response from the Department for Infrastructure has been received and is attached at Appendix 2.

RECOMMENDATION

It is recommended that the Council note the response, as the Council has no budget to carry out this work and a request to DAERA to consider a mini-public realm scheme is already underway.

Department for Infrastructure
Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB



Dear Sir/Madam,

At the January Environment Committee, it was agreed that I write to you to request that the decorative lampposts in Greyabbey are repainted.

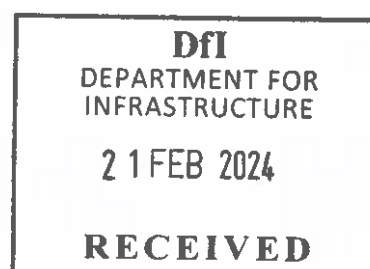
Members noted that they are a feature of the historic village, and that the current condition impacts not only residents of the village, but the wider tourism and regeneration potential of this scenic conservation area.

I would be grateful if you could give this request due consideration and advise accordingly.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Peter Caldwell".

Peter Caldwell
Head Of Assets & Property Services
Ards and North Down Borough Council



From: O'Neill, Joseph <joseph.oneill@infrastructure-ni.gov.uk>
Sent: Thursday, March 28, 2024 11:23 AM
To: Caldwell, Peter <Peter.Caldwell@ardsandnorthdown.gov.uk>
Subject: FW: Letter from Ards & North Down Council - Painting of Decorative Lamposts in Greyabbey - 210224

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Peter

Thank you for your email with regards to painting street lighting columns in Greyabbey.

The Department does not carryout painting due to the limited resources available. All budgets and resources are directed at the maintenance and replacement of the existing network.

However, if the council wish to paint the columns as part of a regeneration project, I would have no objections. Similar schemes have taken place in other council areas with heritage style columns.

The Department would require proof of public liability insurance and method statement of how the columns would be painted.

If you require any further assistance, please contact me.

Regards

Joseph O'Neill

SPTO – Street Lighting Engineer Southern Division

DFI Network Lighting - Southern Division
18 Carn Industrial Estate Portadown | BT63 5RH
t: 028 38 395655 | **Mob:** 07769935418 **ext:** 71655 | **e:** joseph.o'neill@infrastructure-ni.gov.uk

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	10 April 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	13 November 2023
File Reference	90202
Legislation	Dogs NI Order 1983 Dogs (Amendment) Act (Northern Ireland) 2011 Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 Litter (NI) Order 1994 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	Result of Court Proceedings - Neighbourhood Environment Team from 1st July 2023 to 30th September 2023
Attachments	Appendix A

The following convictions were secured at Newtownards Magistrate's Court between 1 July 2023 and 30 September 2023. See Appendix A attached.

In accordance with the instructions of the Resident Magistrate, the Council's solicitor will notify defendants upon first appearance in court in response to a summons, that they may seek to have the matter withdrawn upon payment of legal costs and any fixed penalty notice previously offered.

Not Applicable

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The cases are then adjourned to permit a further opportunity for payment. This has resulted in a number of cases being settled on the day of court upon payment of all costs and fines.

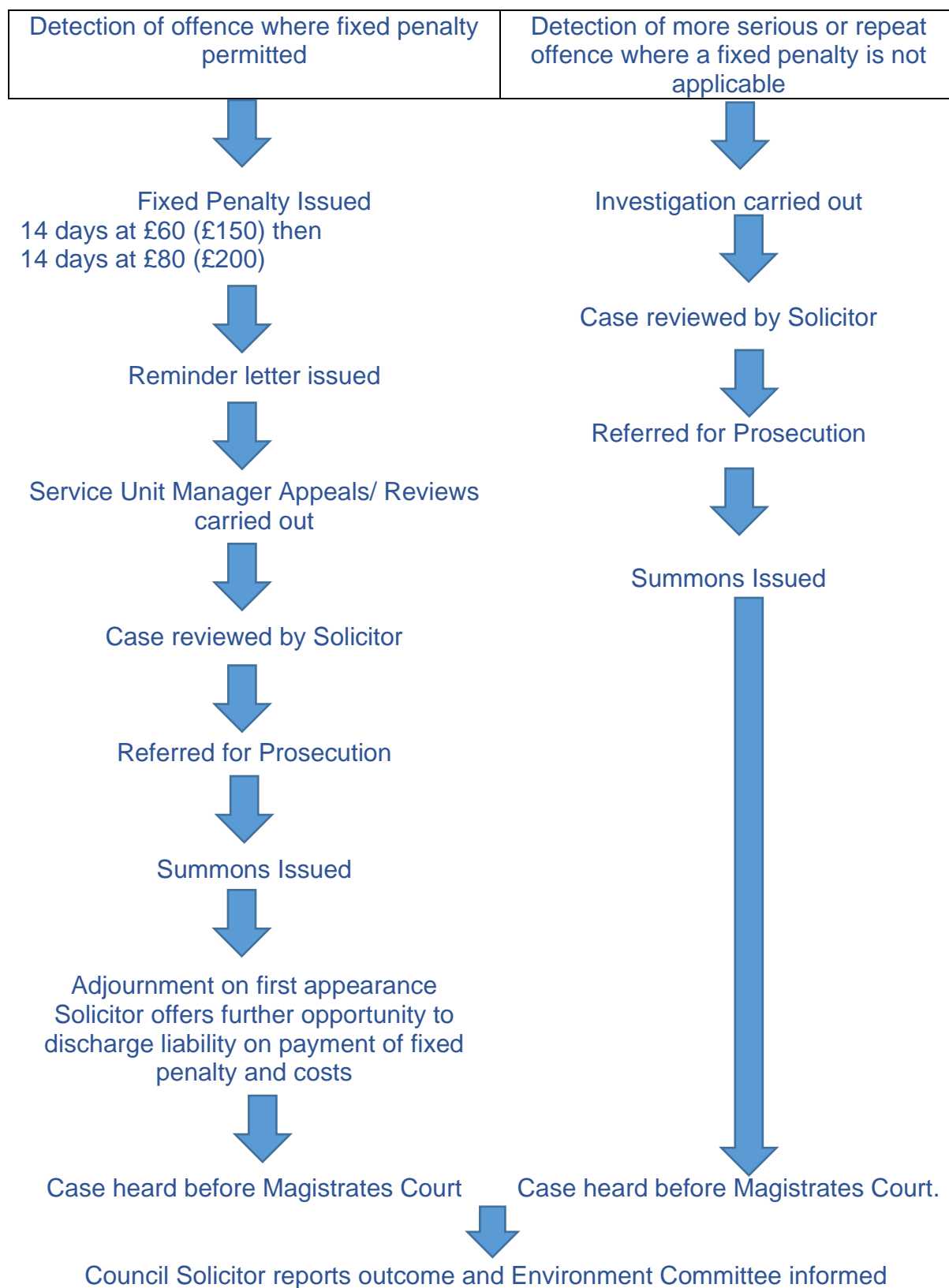


The above pie chart outlines two prosecution cases which were disposed of during the period of the report. Convictions were secured against one defendant during this period. Please note there was court recess in July 2023.

Only one case was heard for a littering offence in which the defendant was fine a total of £385 and a second case was withdrawn as the defendant had moved away and summons was unable to be served.

Not Applicable

The enforcement process carried out by the Neighbourhood Environment Team is as follows:



RECOMMENDATION

It is recommended that the Council notes the report.

Not Applicable

Ref:	Offence	Date Of Incident	Fine	Legal Costs	Service Fee	Offenders Levy	Comments	Gross Cost to Council Exc. VAT	Net Cost to Council
Court Date - July 2023									
COURT RECESS									
Court Date - 18 August 2023									
267681	Litter	17/11/2022	£160	£150	£60	£15		£210	£60
Court Date - 15 September 2023									
282576	Litter	23/03/2023	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn - Alleged Offender Moved Away	£105	£105

Unclassified

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

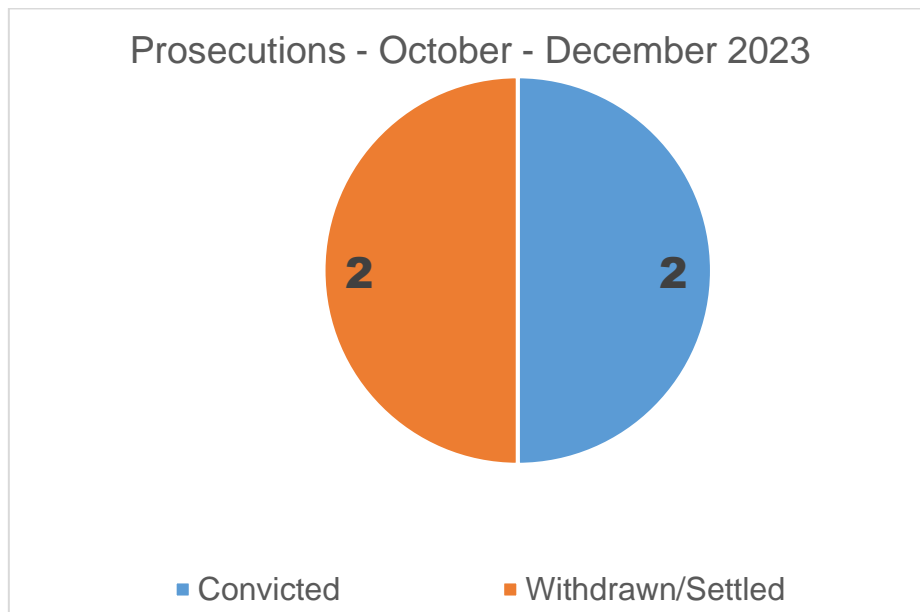
Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	10 April 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	11 March 2024
File Reference	90202
Legislation	Dogs NI Order 1983 Dogs (Amendment) Act (Northern Ireland) 2011 Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 Litter (NI) Order 1994 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	Result of Court Proceedings - Neighbourhood Environment Team from 1st October to 31 st December 2023
Attachments	Appendix A

The following convictions were secured at Newtownards Magistrate's Court between 1 October 2023 and 31 December 2023. See Appendix A attached.

In accordance with the instructions of the Resident Magistrate, the Council's solicitor will notify defendants upon first appearance in court in response to a summons, that they may seek to have the matter withdrawn upon payment of legal costs and any fixed penalty notice previously offered.

Not Applicable

The cases are then adjourned to permit a further opportunity for payment. This has resulted in a number of cases being settled on the day of court upon payment of all costs and fines.



The above pie chart outlines two prosecution cases which were disposed of during the period of the report. Convictions were secured against two defendants during this period.

One case was settled prior to hearing and withdrawn. A second case was withdrawn due to an extremely serious medical condition of the defendant and it was not within public interest to continue with the case.

Details are provided in Appendix A.

RECOMMENDATION

It is recommended that the Council notes the report.

Not Applicable

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Appendix A

Ref:	Offence	Date Of Incident	Fine	Legal Costs Awarded by Court	Service Fee	Offenders Levy	Comments	* Gross Cost to Council Exc. VAT	Net Cost to Council
Court Date - 20 October 2023									
288935	Straying	19/05/2023	£80	£150	£22	£0	Settled & Withdrawn	£172	£22
282097	Breach of Control Conditions / No Licence	23/03/2023	£1,220	£250	£58	£15	£40 for no dog licence; £80 for straying; £600 for breach of control conditions; £500 for a dog attack. The judge allowed the defendant 20 weeks to pay the above, and he indicated that if she did not do so she would face 21 days in prison in default.	£308	£58
Court Date - 15 December 2023									
285636	Dog Attack on Person	21/04/2023	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn - Not in public interest due to extremely serious medical condition	£300	£300
271147	Litter	14/12/2022	£160	£150	£60	£15		£210	£60

*It should be noted that the Court will often limit the level of legal costs awarded against a defendant and this award may not be repaid to the Council for several years (recent monetary receipts from cases 6 years ago). The award will normally be less than the actual cost to the Council.