

December 20th, 2024

**Notice Of Meeting**

You are requested to attend the meeting to be held on **Wednesday, 8th January 2025 at 7:00 pm** in .

# Agenda

## Agenda

(Attached)

📎 *EC 08.01.25 Agenda.pdf*

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### 1. Apologies

### 2. Declarations of Interest

#### Reports for Approval

### 3. HRC Summer Opening Hours

(Attached)

📎 *Item 3 HRC Summer Opening Hours DL.pdf*

Page 3

### 4. Street Naming - Milford Mews, Newtownards

(Attached)

📎 *Item 4 Street Naming - Milford Mews, Newtownards.pdf*

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#### Item Delegated for Approval

### 5. Grant of an Entertainments Licence

(Attached)

📎 *Item 5 Grant of Entertainments Licence.pdf*

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#### Reports for Noting

### 6. Q1 and Q2 Service Plan Performance Report

#### 6.1 Assets and Property Services

(Attached)

📎 *Item 6.1 Assets and Property Services Half Yearly Service Performance Report 2024-25 Apr-Sept DL.pdf*

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## 6.2 Regulatory Services

(Attached)

📎 *Item 6.2 Regulatory Services Half Yearly Performance Report 2024-25 Apr-Sept DL.pdf*

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## 6.3 Waste and Cleansing Services

(Attached)

📎 *Item 6.3 Waste and Cleansing Services Half Yearly Performance Report 2024-25 Apr-Sept DL.pdf*

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## 7. Building Control Activity Report Q2 (Jul - Sep 2024)

(Attached)

📎 *Item 7 BC Activity Report Q2 2025 (1 July 2024 - 30 September 2024).pdf*

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## 8. Any Other Notified Business

(Attached)

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

20 December 2024

Dear Sir/Madam

You are hereby invited to attend a hybrid meeting (in person and via Zoom) of the Environment Committee of Ards and North Down Borough Council in the Council Chamber, 2 Church Street, Newtownards on **Wednesday, 8 January 2025** commencing at **7.00pm**.

Yours faithfully

Susie McCullough  
Chief Executive  
Ards and North Down Borough Council

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

1. Apologies
2. Declarations of Interest

#### **Reports for Approval**

3. HRC Summer Opening Hours (Report attached)
4. Street naming - Milford Mews, Newtownards (Report attached)

#### **Items Delegated for Approval**

5. Grant of an Entertainments Licence (Report attached)

#### **Reports for Noting**

6. Q1 and Q2 Service Plan Performance Reports (Copies attached)
  - 6.1. Assets and Property Services
  - 6.2. Regulatory Services
  - 6.3. Waste and Cleansing Services
7. Building Control Activity Report Q2 (Jul – Sep 2024) (Copy attached)
8. Any Other Notified Business

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

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

Unclassified

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## ITEM 3

## Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	08 January 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	26 November 2024
File Reference	47045
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	HRC Summer Opening Hours
Attachments	None

Members will be aware that for the past few years, our HRC opening hours have been standardised to provide a balance between demand and service cost efficiency. Current opening hours all year round are as follows:

- **Bangor** - Monday to Friday from 8am to 4.40pm, Saturday and Sunday from 9am to 4.40pm
- **Comber** - Monday to Friday from 8am to 4.40pm, Saturday from 8am to 4.10pm, Sunday: Closed
- **Holywood** - Monday to Wednesday from 8am to 4.40pm, Thursday: Closed, Friday and Saturday from 8am to 4.40pm, Sunday from 10am to 3.40pm
- **Kircubbin** - Monday to Friday from 8am to 4.40pm, Saturday from 8am to 4.10pm, Sunday: Closed
- **Ballygowan** - Monday to Friday from 8am to 4.40pm, Saturday from 8am to 4.10pm, Sunday: Closed
- **Donaghadee** - Monday to Friday from 8am to 4.40pm, Saturday from 8am to 4.10pm, Sunday: Closed

Not Applicable

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- **Millisle** - Monday to Friday from 8am to 4.40pm, Saturday from 8am to 4.10pm, Sunday: Closed
- **Newtownards** - Monday to Friday from 8am to 4.40pm, Saturday from 8am to 4.10pm, Sunday: Closed
- **Portaferry** - Monday to Friday from 8am to 4.40pm, Saturday from 8am to 4.10pm, Sunday: Closed

All sites are therefore open 8am to 4.40pm Monday to Friday (except Holywood which is closed on Thursdays), plus Saturdays 8am to 4.10/4.40pm. Two sites, Bangor and Holywood are also open on Sundays. The existing schedule of opening provides overall booking capacity well in excess of demand, with booking figures for all waste data reporting periods during which the access booking system has been in place running at around 30% averaged across all sites. Very few queries or complaints have been received about availability of booking slots, or that site access is not available when residents need to use them.

Notwithstanding the above, some Members have enquired about the potential to provide a level of extended/evening opening hours during the summer period when the grass cutting/garden maintenance season is most active, to provide a level of additional flexibility for residents during that period particularly for recycling of compostable garden waste.

As part of the rates setting process for 2025 – 2026, officers have considered the re-introduction of limited opening of the HRCs during the months of July and August, from 5.00pm to 8.00pm, to accommodate residents who are unable to visit sites during the existing schedule of opening hours across the week. In order to balance demand with cost efficiency, officers have suggested the option of alternating the additional evening opening hours across the 9 HRCs from Monday – Friday as follows (the precise evening opening schedule may be subject to day changes depending upon availability of staff to facilitate service delivery):

Day	HRCs available
Monday	Donaghadee and Holywood
Tuesday	Comber and Millisle
Wednesday	Portaferry and Ballygowan
Thursday	Newtownards and Kircubbin
Friday	Balloo HRC, Bangor

Access would be via the HRC booking system and subject to the protocols associated with this.

To provide the additional opening hours, the cost is estimated to be in the region of £15,000 to £22,500 for the 2-month period (depending upon whether staff cover has to be arranged at overtime rate). There is currently no financial provision in budgets for this service enhancement, therefore any proposal to proceed would be subject to inclusion of the additional revenue budget required, in the final estimates for the next (2025/26) financial year.

Not Applicable

5

This matter was submitted to the internal Budget Panel for inclusion with the 24/25 budget and rates setting process. The request was evaluated against hundreds of other cost pressures from other Units across the organisation. At the time of writing this report, the proposal had been rejected by the Budget Panel in the list of potential cost pressures put forward to Special Corporate Services Committee for consideration in December.

If Council were minded to approve the budget, officers would suggest that any agreed additional service provision should be on a one-year trial basis, with any decision to continue contingent upon the outcome of a review of demand/uptake of the additional summer evening capacity.

### **RECOMMENDATION**

It is recommended that the Council considers whether to proceed with a trial of additional HRC summer evening opening hours as outlined in this report, subject to final agreement of necessary additional budget requirements as part of the estimates process for 2025-26.



Unclassified

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

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	07 January 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	02 December 2024
File Reference	FP/2024/0855/MAST / 91200
Legislation	Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below:
Subject	Street naming - Milford Mews, Newtownards
Attachments	None

A small development comprising of eight dwellings, is currently under construction on lands at 118 Movilla Road, Newtownards.

Both the developer and their architect were invited via email to suggest a street name when Building Control received the works application in April 2024, again in June 2024 and finally in November 2024. The Building Control department has not received a suggestion to date, even after the developer acknowledged receiving the emails.

The development has continued to progress on site and most of the eight dwellings are nearing completion. Therefore, as per the street naming policy, the Building Control department has now suggested a name to ensure that house purchases can be completed and to allow rates to be collected.

Not Applicable

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The Building Control department suggests the name Milford Mews due to the close proximity to an existing development known as Milford Manor and is in keeping with the general neighbourhood.

### **RECOMMENDATION**

It is recommended that the Council approve the street name of Milford Mews for this development.

Unclassified

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## ITEM 5

**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	08 January 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	09 December 2024
File Reference	90101
Legislation	The Local Government (Miscellaneous Provisions) (NI) Order 1985
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Grant of an Entertainments Licence
Attachments	None

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

**1. Monroe, 62a High Street, Holywood**

**Applicant:** Gerald Clancy, 30A Cultra Avenue, Holywood, Co Down

**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 have been no objections received from PSNI or Environmental Health. NIFRS have requested a joint inspection with a Licensing Officer.

Not Applicable

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### **RECOMMENDATION**

It is recommended that the Council grants an Entertainments Licence to Monroe, Holywood subject to satisfactory final inspection by Licensing and Regulatory Services and NIFRS.

Unclassified

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**ITEM 6.1****Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	4 December 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	20 November 2024
File Reference	43600
Legislation	Local Government Act
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q1 & Q2 2024 Service Plan Performance Report
Attachments	Half Yearly Performance Report

**Context**

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

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan 2024-2028)
- Performance Improvement Plan (PIP) – published annually in September
- Service Plan – developed annually (approved annually in March)

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Not Applicable

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## Reporting Approach

The Service Plans will be reported to relevant Committees on a half-yearly basis as undernoted:

Reference	Period	Reporting Month
Half 1 (H1)	April – September	December
Half 2 (H2)	October – March	June

The report for Half 1 is outlined below.

## Corporate Plan 2024-2028

In line with the Corporate Plan 2024-2028, our service has contributed to 6 outcomes as follows

### **Outcome 1**

*An engaged Borough with citizens and businesses who have opportunities to influence the delivery of services, plans and investment*

#### **Key achievements:**

- Consultation held on Navigation within Strangford Lough
- Harbours stakeholders meeting held

### **Outcome 2**

*An environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets*

#### **Key achievements:**

- Numerous energy saving initiatives implemented, as reported in quarterly energy updates.
- Sustainable Energy Management Strategy and Action Plan agreed by Council.

### **Outcome 4**

*A vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors*

#### **Key achievements:**

Refurbishments completed at

- Islandview Greyabbey
- Ward arras, Bangor

### **Outcome 5**

*Safe, welcoming and inclusive communities that are flourishing*

Not Applicable

**Key achievements:**

- Over 2800 maintenance jobs completed
- Stoma friendly toilet adaptations completed across the estate

**Outcome 6**

*Opportunities for people to be active and healthy*

**Key achievements:**

Replacement Playgrounds completed at:

- Portavogie Community Centre
- The Green, Kircubbin
- Glen Estate, Newtownards

**Outcome 7**

*Ards and North Down Borough Council is a high performing organisation*

**Key achievements:**

- Further education opportunities provided for 2 staff members

**Emerging issues:**

As part of the commitment to continuous improvement the annual Service Plan is reviewed on a monthly basis. The Service Risk register has also been reviewed to identify emerging issues and agree any actions required detailed below:

**Action to be taken:**

Identified KPI at Risk	Reasons as to why KPI has not been met	Action to be taken	Designated Officer	Date for Review
Response times for maintenance jobs	Staff vacancies and long-term absences	Contractors used to supplement workload	Head of Assets and Property Services	Ongoing

**RECOMMENDATION**

It is recommended that the Council notes this report.













Not Applicable

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## Half yearly Performance Report - Assets and Property Services


Generated on: 19 November 2024

Last Update H1 2024/25

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	98.76%	100%
	% staff attendance	95.05%	93.5%
	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	Yes	Yes
	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	Yes	Yes
	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	60	60
	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	5%	5%
	Help ensure customer needs are met by ensuring that reactive maintenance jobs are completed within assigned timescales. % Reactive maintenance jobs completed within allocated timescales	62.5%	80%
	Monitor the quality of repairs being made. Ensure Council buildings are maintained to a high quality. % of jobs quality assured	10%	10%
	To review finding of internal customer feedback survey and implement improvements where possible.	Yes	Yes
	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	Yes	Yes
	To review findings of harbour berth holder feedback survey and implement improvements where possible. Annual questionnaire issued to all berth holders	Yes	Yes
	To implement Duty Holder's recommendations following PMSC audit- as agreed by Council	100%	50%



Not Applicable

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	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	Yes	Yes

Unclassified

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**ITEM 6.2****Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	4 December 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	18 November 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	Q1 & Q2 2024 Service Plan Performance Report
Attachments	Half Yearly Performance Report

**Context**

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

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan 2024-2028)
- Performance Improvement Plan (PIP) – published annually in September
- Service Plan – developed annually (approved annually in March)

Not Applicable

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The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

### Reporting Approach

The Service Plans will be reported to relevant Committees on a half-yearly basis as undernoted:

Reference	Period	Reporting Month
Half 1 (H1)	April – September	December
Half 2 (H2)	October – March	June

The report Half year 1 is enclosed.

### Corporate Plan 2024-2028

In line with the Corporate Plan 2024-2028, our service has contributed to 4 outcomes as follows:

#### **Outcome 2**

*An environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets*

#### **Key achievements:**

- Increased energy performance of buildings, constructed to up to date Building Standards

#### **Outcome 3**

*A thriving and sustainable economy*

#### **Key achievements:**

- Effective and timely licencing of entertainment, and wedding venues, street trading and pavement cafes.

#### **Outcome 4**

*A vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors*

#### **Key achievements:**

- Effective car park management with planned steps to improve the car park environment
- Effective dog and litter control making the Borough a more attractive location.

Not Applicable

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**Outcome 5***Safe, welcoming and inclusive communities that are flourishing***Key achievements:**

- Effective enforcement of legislation to improve the safety of people in and around buildings and places of entertainment.

**Emerging issues:**

As part of the commitment to continuous improvement the annual Service Plan is reviewed on a monthly basis. The Service Risk register has also been reviewed to identify emerging issues and agree any actions required detailed below:

- Failure to deliver on our role as a regulator of outside activities.
- Failure to have appropriate health and safety arrangements for staff leading to loss of life, serious injury etc. resulting in failure to meet moral and legal obligations, loss of reputation and investigation

**Action to be taken:**

- Legal responsibilities will come to council but as yet they are unknown. Will depend on outworking of Building Safety program reviews and legal requirements arising. Ongoing but review on 6 monthly basis.
- Continue to review and update risk assessments  
Develop action plans to further address health and safety  
Annually review assessment and update were required  
Review and update training needs.  
Physical handing of Dangerous Dogs training required

Identified KPI at Risk	Reasons as to why KPI has not been met	Action to be taken	Designated Officer	Date for Review
Bring market Facebook/Website in house	Work carried out but the actual removal can only be carried out by Facebook. We await this action	Await and review.	Head of Regulatory Services	31 Jan 2025
Develop EV strategy for council carparks	Works are ongoing with the council's consultant to bring this action to a conclusion.	To further progress work	Licensing and Regulatory Services Manager	March 2025
% Spend against budget	Due to temporary staff placements and back filling some posts on	Agency staff to be recruited where practical and ongoing works to fill	All Service Unit Managers	March 2025

Not Applicable

	a temporary basis, this underspend will continue.	vacant posts. This underspend will continue for this financial year		
NET Improve(increase) total number of Fixed Penalty Notices (FPNs).	Interim figures are approaching target. It is hoped continued work will reach end of year target.	Continued concentration on FPN's	Neighbourhood Environment Services Manager	March 25
% of completed Employee Appraisals in the period September 2024 to March 2025	Staff prioritisation and buy in to appraisals.	Continued effort by line managers to engage staff in appraisal process.	All line managers	31 Jan 2025
NET Commence response to complaints/service requests, within 4 working days.	Software provider cannot currently accommodate this KPI	Alternative KPI to be determined	Neighbourhood Environment Services Manager	31 Jan 2025

**Points to Note in relation to KPI Half yearly Performance Report (Attached)**

- BC Average CO2 generated by each dwelling(average) across the Borough (tonnes based on standardised dwelling figures). The target rises yearly. Success is where the actual figure is lower than the target, as this indicates a reduction in CO2 emission on average. The software system flags a lower figure as failing to reach target, and hence the indicator symbol has been changed to reflect the actual situation.

**RECOMMENDATION**










It is recommended that the Council notes this report.

Not Applicable

## Half yearly Performance Report - Regulatory Services

Generated on: 18 November 2024

Last Update H1 2024/25

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	L&CP Bring market Facebook/Website in house	90%	100%
	L&CP Develop EV strategy for council car parks	10%	100%
	% spend against budget	73.91%	100%
	% Staff attendance	94.51%	93.5%
	BC Average CO2 generated by each dwelling(average) across the Borough (tonnes based on standardised dwelling figures). The target rises yearly.	3.8	3.85
	NET Improve(increase) total number of Fixed Penalty Notices (FPNs). Recorded as total number of FPNs issued, and is on a trajectory to achieve target.	176	188
	BC % of Borough housing stock meeting general disability standards (taking 2001 standard as base line)	21.3	21.13
	% of completed Employee Appraisals in the period September 2023 to March 2025	73%	100%
	NET Commence response within 4 working days. Record as a % of total number of requests to that point	0%	65%

Unclassified

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**ITEM 6.3****Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment
Date of Meeting	4 December 2024
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	25 November 2024
File Reference	43600
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q1 & Q2 2024 Service Plan Performance Report
Attachments	Half Yearly Performance Report

**Context**

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

- Community Plan – published every 10-15 years
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- Performance Improvement Plan (PIP) – published annually in September
- Service Plan – developed annually (approved annually in March)

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Not Applicable

**Reporting Approach**

The Service Plans will be reported to relevant Committees on a half-yearly basis as undernoted:

Reference	Period	Reporting Month
Half Year 1 (H1)	April – September	December
Half Year 2 (H2)	October – March	June

The report for April – September 2024 is outlined below.

**Corporate Plan 2024-2028**

In line with the Corporate Plan 2024-2028, our service has contributed to 3 key corporate outcomes as follows

**Outcome 2**

*An environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets*

**Key achievements:**

- Increased overall recycling rate to 59.4%
- Increased HRC recycling rate to 75%
- Reduced the quantity of residual waste sent to landfill

**Outcome 4**

*A vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors*

**Key achievements:**

- Achieved 100% success in Loo of the Year Awards (2024) with 5 Platinum awards
- Success for Comber (winner medium town) Bangor (runner-up city) and Donaghadee (Runner-up small town) in Best Kept Awards 2024.

**Outcome 7**

*Ards and North Down Borough Council is a high performing organisation*

**Key achievements:**

- Services delivered within agreed budgets

**Emerging issues:**



Not Applicable

As part of the commitment to continuous improvement the annual Service Plan is reviewed monthly. The Service Risk register has also been reviewed to identify emerging issues and agree any actions required detailed below:

- Achieve or exceed NI average Cleanliness Index Score (75%)
- Commencement of kerbside textiles recycling service.

**Action to be taken:**

- Despite our expectation that KNIB would provide litter surveys on a quarterly basis, this has unfortunately not transpired, and officers are not confident that this will happen during the current reporting year. This KPI has therefore had to be removed.
- The kerbside textile collection service has not commenced on account of the downturn in the textile recycling market. This situation is kept under review with monthly updates through arc21.

<b>Identified KPI at Risk</b>	<b>Reasons as to why KPI has not been met</b>	<b>Action to be taken</b>	<b>Designated Officer</b>	<b>Date for Review</b>
Cleanliness Index	Surveys not completed	Cancel SLA with KNIB	Head of Service	April 2025
Textile Recycling	Service has not commenced	Monitor state of the market	Head of Service	January 2025

**RECOMMENDATION**

It is recommended that the Council notes this report.











Not Applicable

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## Half yearly Performance Report - Waste and Cleansing Services

Generated on: 25 November 2024

Last Update H1 2024/25

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	97.81%	100%
	% staff attendance	92.32%	93.5%
	% of completed Employee Appraisals in the period September 2023 to March 2025	100%	100%
	% of local authority collected municipal waste (LACMW) recycled, composted and reused as a % of arisings	59.4%	60%
	Tonnes of LACMW sent to landfill	15,563	16,500
	Tonnes of textiles diverted from landfill through new kerbside collection service	0	100
	Improve recycling rate (%) at Council HRCs	75%	70%
	Achieve or exceed the NI average LEAMS Cleanliness Index Score	No data	75
	Amount (tonnage) of Local Authority Collected Municipal Waste Arisings	44,971	41,870
	Achieve 100% success in Loo of the Year Awards (Gold or Platinum Award)	5	5

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	08 January 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	04 December 2024
File Reference	BC1 / 91000
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Building Control Performance Report Quarter 2 (1 July 2024 to 30 September 2024)
Attachments	None

**Introduction**

The information provided in this report covers, unless otherwise stated, the period; 1 April 2024 to 30 June 2024. The aim of the report is to provide Members with details of some of the key activities of Building Control, the range of services it provides along with details of level of performance. This report format has been introduced across Regulatory Services.

**Applications**

Full Plan applications are made to Building Control for building works to any commercial building, or for larger schemes in relation to residential dwellings.

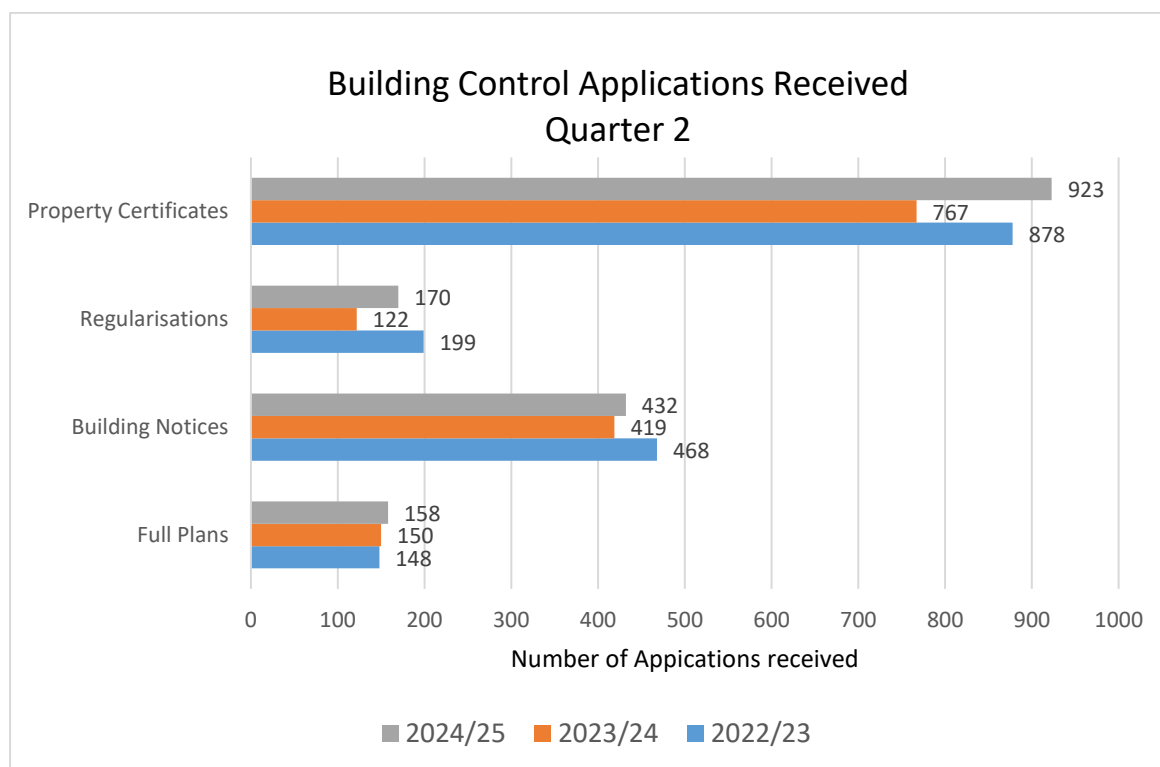
Building Notice applications are submitted for minor alternations such as internal wall removal, installation of heating boilers or systems, installation of all types of insulation and must be made before work commences. These applications are for residential properties only.

Not Applicable

Regularisation applications consider all works carried out illegally without a previous Building Control application in both commercial and residential properties. A regularisation application considers all types of work retrospectively and under the Building Regulations in force at the time the works were carried out.

Property Certificate applications are essential to the conveyancing process in the sale of any property, residential or commercial, and provide information on Building Control history and Council held data.

Quarter 2				
	Full Plans	Building Notices	Regularisations	Property Certificates
2022/23	148	468	199	878
2023/24	150	419	122	767
2024/25	158	432	170	923



The number of Full Plan applications received are very much determined by the economic climate, any changes in bank lending or uncertainty in the marketplace may cause a reduction in Full Plan applications. There is no internal means to control the number of applications received.

**Regulatory Full Plan Turnaround Times**

Turnaround times for full plan applications are measured in calendar days from the day of receipt within the council, too day of posting (inclusive). Inspections must be carried out on the day requested due to commercial pressures on the developer/builder/householder, and as such any pressures on that end of the business reflects on the turnaround of plans timescale.

Not Applicable

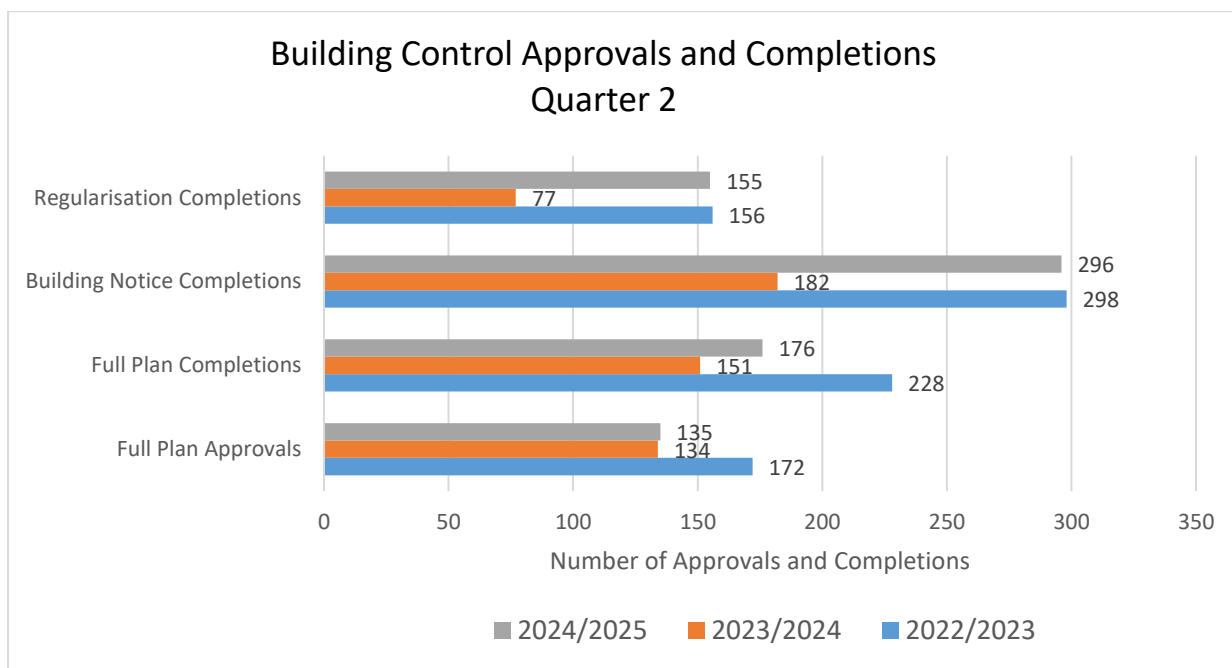
QUARTER	Period of Report 01/07/2024 – 30/09/2024	Same quarter last year	Comparison	Average number of days to turnaround plan
Domestic Full Plan Turnarounds within target (21 calendar days)	74%	57%	↑	20
Non-Domestic Full Plan Turnarounds within target (35 calendar days)	77%	67%	↑	26

### Regulatory Approvals and Completions

The issuing of Building Control Completion Certificates indicate that works are carried out to a satisfactory level and meet the current Building Regulations.

Building Control Full Plan Approval indicates that the information and drawings submitted as part of an application meet current Building Regulations and works can commence on site.

Quarter 2	Full Plan Approvals	Full Plan Completions	Building Notice Completions	Regularisation Completions
2022/2023	172	228	298	156
2023/2024	134	151	182	77
2024/2025	135	176	296	155

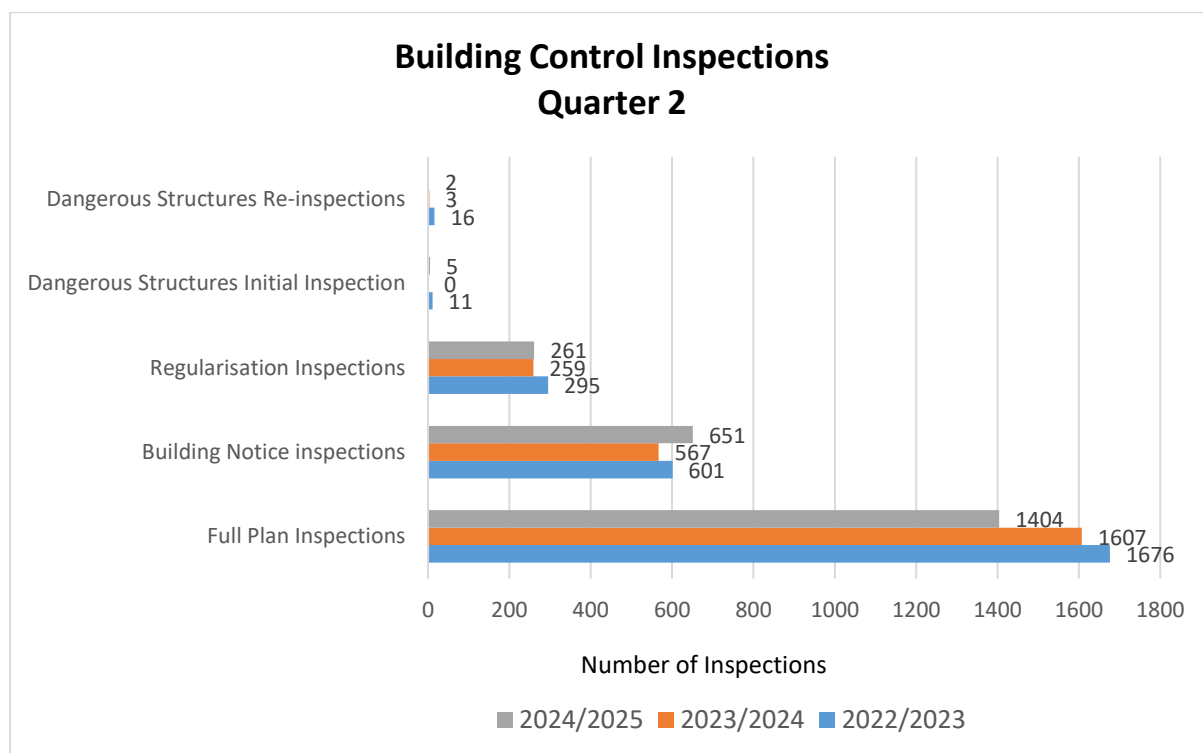


Not Applicable

### Inspections

Under the Building Regulations applicants are required to give notice at specific points in the building process to allow inspections. The inspections are used to determine compliance and to all for improvement or enforcement.

<b>QUARTER 2</b>	<b>Period of Report 01/07/2024 - 30/09/2024</b>	<b>01/07/2023 – 30/09/2023</b>	<b>01/07/2022 – 30/09/2022</b>
<b>Full Plan Inspections</b>	1404	1607	1676
<b>Building Notice Inspections</b>	651	567	601
<b>Regularisation Inspections</b>	261	259	295
<b>Dangerous structures initial inspection</b>	5	0	11
<b>Dangerous structure re-inspections</b>	2	3	16
<b>Total inspections</b>	2323	2536	2599

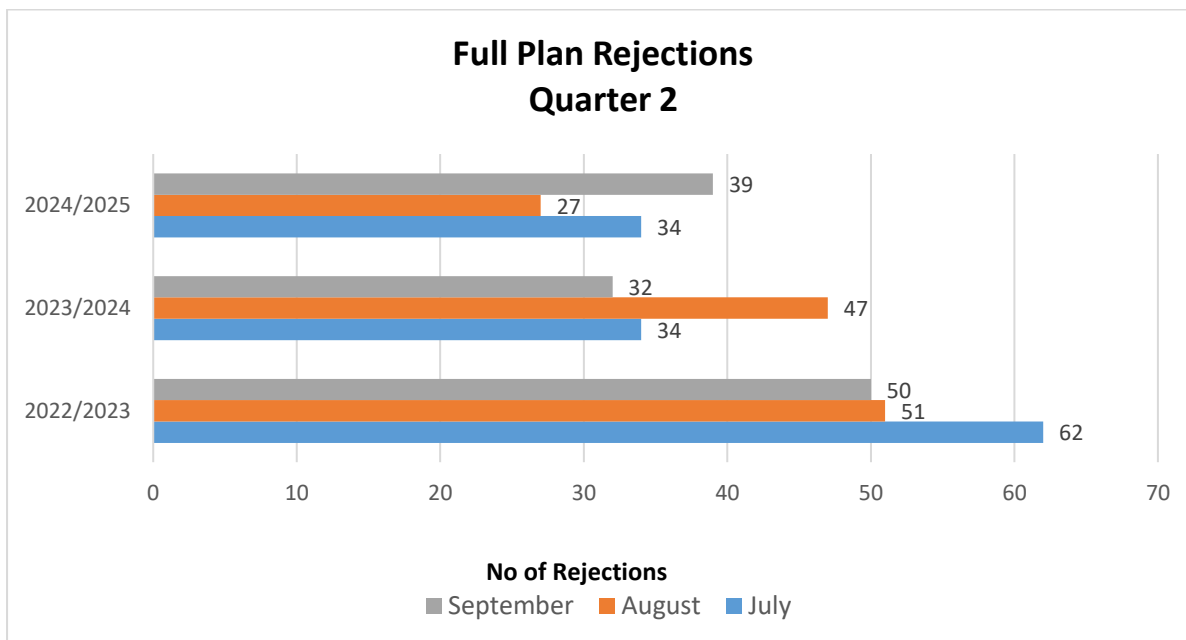


Not Applicable

**Non-Compliance**

Where it is not possible to Approve full plan applications they are required to be rejected. Building Control Full Plan Rejection Notices indicate that after assessment there are aspects of the drawings provided that do not meet current Building Regulations. A Building Control Rejection Notice sets out the changes or aspects of the drawings provided that need to be amended. After these amendments are completed, the amended drawings should be submitted to Building Control for further assessment and approval.

<b>Quarter 2</b>			
<b>Rejections</b>	<b>July</b>	<b>August</b>	<b>September</b>
2022/2023	62	51	50
2023/2024	34	47	32
2024/2025	34	27	39



**RECOMMENDATION**

It is recommended that the Council notes the report.