

March 30th, 2022

Notice Of Meeting

You are requested to attend the meeting to be held on **Wednesday, 6th April 2022 at 7:00 pm**
in **via Zoom**.

Agenda

1. Apologies

2. Declarations of Interest

3. Q3 Service Plan Performance Reports

3.1 Waste and Cleansing Services

(Attached)

-  *Item 3.1 Waste and Cleansing Services Service Plan Performance Report Q3 2021-22 DL.pdf* *Page 1*

3.2 Assets and Property Services

(Attached)

-  *Item 3.2 APS Q3 Service Plan Performance Report 2021-22 DL.pdf* *Page 4*

3.3 Regulatory Services

(Attached)

-  *Item 3.3 Regulatory Services Service Plan Performance Report Q3 21.22 DL.pdf* *Page 8*

4. Loo of the Year Awards 2022

(Attached)

-  *Item 4 Loo of the Year Awards 2021 DL.pdf* *Page 12*

5. Litter Payments Under Extended Producer Responsibility

(Attached)

-  *Item 5 Litter Payments under Extended Producer Responsibility Scheme DL.pdf* *Page 14*

-  *Item 5 Appendix 1 - Email from KNIB.pdf* *Page 16*

-  *Item 5 Appendix 2 - Joint Letter to Ministers re EPR litter payments 09.03.22 for sign on.pdf* *Page 18*

6. NOM Report - Timely Response to Littering Problems

(Attached)

📎 *Item 6 NOM Report - Response to Littering Issues DL.pdf* Page 21

7. Revised Vehicle Replacement Policy

(Attached)

📎 *Item 7 Revised Vehicle Replacement Policy DL.pdf* Page 23

📎 *Item 7 Appendix 1 - Vehicle Replacement Policy FINAL.pdf* Page 25

8. NOM Report - Changing Places Facilities

(Attached)

📎 *Item 8 NOM Report - Changing Places Facilities DL.pdf* Page 38

📎 *Item 8 Appendix 1 - Provision of 'Changing Places' Facilities April 2016.pdf* Page 42

📎 *Item 8 Appendix 2 - A Strategy for Provision of Public Toilets 2017.pdf* Page 45

📎 *Item 8 Appendix 3 - Changing Places Accredited Facilities Update April 2018.pdf* Page 63

9. Building Control Q3 Activity Report

(Attached)

📎 *Item 9 Building Control Activity Report Quarter 3 - 2021-22 DL.pdf* Page 65

10. Grant of Entertainment Licences

(Attached)

📎 *Item 10 Grant of Entertainment Licences DL.pdf* Page 71

11. Notices of Motion

No Notices of Motion

12. Any Other Notified Business

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

13. New Public Realm Street Washing Service Staff Recruitment

(Attached)

- 📎 *Item 13 New Public Realm Street Washing Service - Staff Recruitment DL.pdf* *Not included*

- 📎 *Item 13 Appendix 1 - NOM Report - Public Realm Street Washing Service December 2021DL.pdf* *Not included*

Circulated for Information

i) DfC Letter - Review of Reduced Fees for Entertainment Licences

(Attached)

- 📎 *Continuation of reduced fees for renewal entertainment licences - letter to Council CEOs 23.3.2022.pdf* *Page 73*

Unclassified

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ITEM 3.1**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	6 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	7 March 2022
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	Quarterly Performance Report – Waste & Cleansing Services
Attachments	None

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 approved the Performance Management Policy and Handbook in October 2015. 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 Towards 2024 in operation)
- Performance Improvement Plan (PIP) – published annually (for publication 30 September 2021)
- Service Plan – developed annually (approved April/May 2021)

Unclassified

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The Council's 17 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Reporting approach

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

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

The report for Quarter 3 2021-22 is attached.

Key points to note:

- The Covid-19 pandemic continued to impact across the range of services delivered by Waste and Cleansing during Q3.

Key achievements:

- Despite a number of covid cases during the quarter, all waste collection services were delivered as scheduled.

Emerging issues:

- The previous upward trend in residual waste sent to landfill was reversed with a drop by around 1000 tonnes when compared to Q3 for the previous year (2020), but still well above pre-covid levels and our performance target.
- The recycling rate remains concerningly below 50% but up 2% on the same quarter in 2020.

Action to be taken:

- As highlighted at the March 2022 Committee and on the basis that the pandemic measures are removed in the near future, it is proposed to run a major communications campaign around the range of recycling options available to the householder, to encourage them to re-engage fully with the service.

RECOMMENDATION

It is recommended that the Council notes the report.













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Quarterly Performance Report - Waste and Cleansing Services

Generated on: 07 March 2022

Last Update Q3 2021/22

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Tonnage of municipal solid waste sent to landfill	27,289	25,875
	% household waste collected sent to landfill	42%	35%
	% of household waste recycled, reused and composted	48.5%	60%
	Amount (tonnes) of biodegradable waste to landfill	14,666	14,263
	Local Environmental Audit and Measurement Score (LEAMS) (Street Cleansing)	73	75
	No of solar compaction litter bins introduced	24	0
	% spend against budget	100.34%	100%
	No of temporary traffic management controls (days) implemented during the quarter	6	5
	% staff attendance	95.58%	95%
	% staff receiving regular team briefings	0%	100%
	% staff receiving regular Pride in Performance Conversations	50%	100%
	Amount (tonnage) of Local Authority Collected Municipal Waste Arisings	71,592	65,027

Unclassified

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ITEM 3.2**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	6 April 2022
Responsible Director	Director of Environment.
Responsible Head of Service	Head of Assets and Property Services
Date of Report	22 March 2022
File Reference	43600
Legislation	Local Government Act 2014
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other X If other, please add comment below: N/A
Subject	Assets and Property Q3 Performance Report
Attachments	None

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 approved the Performance Management Policy and Handbook in October 2015. 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 (for publication 30 September 2021)
- Service Plan – developed annually (approved April/May 2021)

Unclassified

The Council's 17 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Reporting approach

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

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

The report for Quarter 3 2021-22 is attached.

Key points to note:

- The sustainable energy management strategy is still a work in progress, expected to be finalised mid-April.
- As reported previously, the biofuel trial could not be completed due to rising costs of the product. It is still under review, pending tender exercise.
- The trial solar roof panels have been fitted although it is proving difficult to get accurate figures for savings as the cleansing fleet have had to make adaptations due to Covid and this may have skewed the results. We will await return of normal operations before reporting on any savings.
- The refurbishments were slightly behind schedule due to asbestos found within Ward Park bowling pavilion. The schedule has since caught up and will be completed before year end.
- Quality assurance of maintenance jobs, staff attendance and training all slightly below targets but it is hoped these will improve for next quarter.

RECOMMENDATION

It is recommended that the Council notes the report.
















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Quarterly Performance Report - Assets and Property Services

Generated on: 22 March 2022

Last Update Q3 2021/22

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% of applicable properties achieving an E rating or better (cumulative)	91%	80%
	Set Action Plan implementation dates for Sustainable Energy Management Strategy (cumulative)	No	Yes
	Trial of Biofuel in the fleet completed and results reported back	No	Yes
	Trial of roof mounted Solar Panels in the fleet completed (cumulative)	No	Yes
	Roll out the agreed Vehicle telematics systems to the fleet (cumulative)	100%	100%
	No. of roadside audits complete per quarter	0	22
	% of fleet is audited every quarter	5%	5%
	% of condition surveys completed against schedule (cumulative)	100%	75%
	Required number of refurbishments carried out according to the schedule	No	Yes
	% of time that life belts are serviceable	94%	90%
	% of vehicles that pass PSV first time	100%	95%
	% of maintenance jobs completed within timescales	81%	80%
	% maintenance jobs quality assured	9%	10%
	% spend against budget	101.62%	100%
	Internal Customer Feedback surveys completed	Yes	No

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Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% questionnaires issued to berth holders	0%	0%
	% staff attendance	88.21%	95%
	% planned training Vs actual completed as per training register (cumulative)	57%	60%
	% Playground inspections are carried out as per schedule	100%	90%
	Planned maintenance of public areas carried out according to the schedule	Yes	Yes

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ITEM 3.3**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	6 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	23/03/2022
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	Service Plan Q3 2021/22
Attachments	None

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 approved the Performance Management Policy and Handbook in October 2015. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

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Unclassified

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Reporting approach

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

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

The report for Quarter 3 2021-22 is attached.

Key achievements:

- Building Control is extremely busy and is meeting the increased demand and is therefore generating a larger than expected income. The Licensing Department also face the increased demand of interpreting changing legislation and guidance from the NI Executive as well as currently being short staffed. Staff right across Regulatory Services have performed extremely well in Q3 to meet these demands.

Emerging issues:

- The 'after use' surveys that all Regulatory Service users receive have an extremely low uptake. This is important as our four customer service objectives use this data to report on our performance. This is despite many attempts to encourage and make easy for people to access and fill out.

Action to be taken:

- Review is ongoing to look at more meaningful and qualitative ways to accurately gauge our customer service performance.

RECOMMENDATION

It is recommended that the Council notes the report.
















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Quarterly Performance Report - Regulatory Services

Generated on: 16 December 2021

Last Update Q2 2021/22

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Deliver LHLH grants through RCIF	Awaiting data	£0.00
	Redesign the delivery model for the Environmental CLEAR programme to year 8's	No	No
	% reduction in the number of streets affected by dog fouling	12%	10%
	% spend against budget	32.2%	100%
	% of all applications made online (cumulative)	45%	25%
	Maintain top 3 position for Fixed Penalty Enforcement in NI	Yes	3rd
	Develop and implement Building Control awareness campaign	No	No
	% customer satisfaction survey (services easily accessed)	92%	70%
	% customer satisfaction survey (Regulatory Services processes)	89%	70%
	% customer satisfaction survey (staff courtesy and helpful)	93%	80%
	% customer satisfaction survey (regulatory services outcomes)	91%	70%
	Develop a cross borough market working group	No	No
	% Staff attendance	94.69%	95%
	% staff receiving regular team briefings	100%	100%
	% staff receiving regular Pride in Performance Conversations	65%	0%

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Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Quarterly staff 1 to 1s	50%	70%
	Review of income generation - % self-sustained	86.5%	80%
	Implement agreed car park strategy	No	No

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ITEM 4

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	09 March 2022
File Reference	65081
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Loo of the Year Awards 2021
Attachments	None

The objective of the Loo of the Awards is to encourage the highest possible standards in all 'away from home' washrooms. The Awards seek to focus the spotlight on recognising and rewarding the very best washrooms throughout the UK and Ireland. It is considered the 'washroom standard' and a Loo of the Year Award is an established benchmark of washroom provision and compliance to national standards.

Ards and North Down Borough Council achieved a Platinum Award for the public conveniences at South Pier, Bangor, Bridge Street, Comber and Harbour Road, Groomsport. The Council achieved a Gold Award for the toilets at The Parade, Donaghadee and Mill Street, Newtownards. Ards and North Down Borough Council have also been awarded National Winner (Ireland) for Public Toilet entries and Premier League Local Authority Award (based on total number of grading points achieved). In addition, Maureen Boyle was awarded Attendant of the Year Ireland and this is the second time Maureen has been recognised with this accolade, having previously won it in 2017. An Award Ceremony took place on Friday, 18 February 2022 in Solihull and this year, 2022, marks the 35th anniversary of the Annual Loo of the Year Awards.

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Public conveniences can be notoriously challenging to consistently maintain to the high standard that most users would like to experience; their open access to all and the long opening hours mean that it only takes a very small minority of careless users and worse still those involved in outright criminal vandalism behaviour, to have a significantly detrimental impact upon the experiences of the public when they visit these facilities. In this context, it is particularly pleasing to note the Council's performance when benchmarked against industry standards and also its relative performance compared to other Councils' standards of public convenience management. Maureen's repeated success is also extremely pleasing, and credit is due to her as a highly valued Council employee and public servant.

RECOMMENDATION

It is recommended that the Council notes this report.

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ITEM 5

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	14 March 2022
File Reference	92017
Legislation	Waste and Contaminated Land (NI) Order 1997
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Litter Payments under Extended Producer Responsibility
Attachments	Appendix 1 - Email from KNIB Appendix 2 - Joint Letter to Ministers re Litter Payments and EPR

Keep Northern Ireland Beautiful has written to convey concerns about the potential for back track in the original proposal under the forthcoming Extended Producer Responsibility (EPR) system, for producers to be made responsible for the full net costs of managing packaging waste, including bin and ground litter management costs.

The attached email and draft letter to UK ministers responsible for implementing the EPR provisions explains the background and the request that government should not reverse or dilute the original proposal regarding EPR and its scope in relation to litter management.

The attached letter has been sent by Keep NI Beautiful and they have asked for support from across the environmental sector - particularly local Councils, who bear much of the cost of the problem. This is an issue of huge significance for the Council, both in terms of the local environmental and aesthetic impact on our

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Borough and the wider environment and economy, as well as the cost of litter management to our residents.

RECOMMENDATION

It is recommended that the Council writes to the addresses detailed in the attached KNIB letter regarding Litter Payments under Extended Producer Responsibility, endorsing the letter's contents and confirming the Council's support for the position set out.

Email

10 March 2022

Dear Mr Reid,

Thank you for your continued support for Live Here Love Here. I just wanted to let you know about some recognition for local volunteers in your area, and to ask for your support for an important piece of work to influence government policy around litter. I believe that the two points are closely linked!

On the evening of Wednesday 23rd March we will hold our annual Live Here Love Here Community Awards, where volunteers from across Northern Ireland will be celebrated for their amazing work. Many of these groups are heavily involved in litter collection, and have also branched out into horticultural improvement and biodiversity projects. They're the kind of citizens we all aspire to be, showing commitment, selflessness and leadership. I'd like to personally invite you to our awards celebration, which is taking place in Belfast, as well as online in a hybrid format, where the winners will show off their projects in a short film. Your Council's mayor will be receiving an invitation (plus two guests) to the event.

We are very much looking forward to the celebration, however, I would like to draw your attention to a related issue. Much of the litter that plagues our towns, villages and rural roads, and which demands such a hefty slice of your budget, comes from packaging waste. We have been lobbying hard for a number of years to have the 'polluter pays' principle become a tangible reality as part of the forthcoming Extended Producer Responsibility (EPR) system. This would see producers made responsible for the full net costs of managing packaging waste, including bin and ground litter management costs. Unfortunately, we understand that there is a great deal of pressure on policy makers to exclude litter payments entirely from EPR, based on the flawed narrative that the blame for litter lies solely with the individuals who drop it. I feel sure that many of the Live Here Love Here volunteers in your council area would disagree, as they lift the same types of packaging emanating from the same big brand companies, week in and week out.

I am therefore asking for your support and signature on a joint letter to the four UK Environment Ministers, asking them to ensure that litter, both in terms of costs of recovery and preventative education campaigns, remains a named requirement of EPR legislation. We will be seeking support from across the environmental sector but I think it is important that local Councils, who bear much of the cost of the problem, are included in this call to action.

The letter is attached for your information.

I hope you will consider joining us at this very important juncture. If you are interested in supporting this call, can you please confirm and forward a copy of your signature and preferred wording for your designation to our Communications Manager, Kate Gormley (kate.gormley@keepnorthernirelandbeautiful.org). We already have a copy of your organisational logo as it appears on much of the Live Here Love Here materials. I would need to have all signatures gathered in by Wednesday 16th March.

Yours sincerely

Dr Ian Humphreys
CEO, Keep Northern Ireland Beautiful

**KEEP
NORTHERN
IRELAND
BEAUTIFUL**



 **Keep Scotland
Beautiful**



Jo Churchill MP
Parliamentary Under Secretary of State
Department for Environment, Food and Rural Affairs
Seacole Building
2 Marsham Street
London SW1P 4DF

Michael Matheson MSP
Cabinet Secretary for Net Zero, Energy and Transport
Scottish Government
St Andrew's House
Regent Road
Edinburgh EH1 3DG

Lee Waters MS
Deputy Minister for Climate Change
Welsh Government
5th Floor Ty Hywel
Cardiff Bay CF99 1NA

Edwin Poots MLA
Department for Agriculture, Environment and Rural Affairs
Parliament Buildings
Ballymiscaw
Stormont
Belfast BT4 3XX

x March 2022

Dear Ministers,

Re: Litter Payments under Extended Producer Responsibility

Our organisations have worked for many years to reduce the environmental damage caused by modern-day packaging, billions of tonnes of which ends up discarded after a single use and is either buried in landfill or dropped as litter, ultimately polluting our waterways, countryside and oceans. This causes untold harm to ecosystems and wildlife as well as having a persistent and widespread impact on our communities.

Accordingly, we were pleased when the UK Government, the Scottish Government, the Welsh Government and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland proposed that under the forthcoming Extended Producer Responsibility system, producers would be made responsible for the full net costs of managing packaging waste, including bin and ground litter management costs.

The Government's proposal to hold packaging producers accountable for litter costs was in line with the polluter pays principle (which underpins Extended Producer Responsibility) and the prevention at source principle. The prevention at source principle requires preventative measures to be taken by producers to anticipate and avoid environmental damage before it happens. As is the case in many other countries, we would expect this to mean that

packaging producers contribute to the end-of-life costs of the materials they put on to the market and to contribute to prevention and awareness initiatives.

Unfortunately, we understand that there is substantial pressure on Government and policy-makers to exclude litter payments entirely from EPR, based on the flawed narrative that it is only citizens who are to blame for litter. Producers must accept and carry some responsibility and for EPR not to recognise this disregards both the polluter pays principle and the prevention at source principle.

Producers place often poorly designed, excessive and unnecessary packaging on the market and the costs for managing the billions of tonnes of litter that this represents is currently incurred by local authorities and other duty bodies with the statutory requirement to keep their land free of litter. The cost and effort of this clean-up is also borne by private landowners and the many thousands of volunteers across the UK who work tirelessly to help to clear the litter from our streets, parks and beaches and report on the damage that this causes to our local environments every day.

Eunomia recently estimated that the cost of managing littered packaging by local authorities is around £384m a year,¹ however this figure only reflects a fraction of the scale of the problem of littered packaging and the resources that are needed to address it. It does not reflect the scale of effort and contribution by litter-picking volunteers across the UK which are often heavily relied on by local authorities. Neither does it reflect the considerable funds and resources that are raised and allocated for litter prevention campaigns across the UK.

Significantly, the UK Government's proposal to shift the financial burden of litter back to those who are responsible for putting harmful and pervasive items on to the market is also intended as an incentive to reduce the amount of packaging that is produced and to improve design so that it is not thrown away after just a single use. This shift in packaging design sits at the heart of wider policy across the UK to transition to a circular economy, free of litter and waste.

By holding the packaging producers to account on litter, the Government has the opportunity to have a truly transformational impact on litter levels and support an overall reduction of packaging materials. This could also establish a framework and precedent for future EPR regulations for other commonly littered items not covered in the packaging proposals, such as cigarette butts and fishing gear.

We urge Government to make the right decision to include litter payments in EPR that can contribute to the necessary measures such as cleansing and infrastructure, as well as raising funds that put prevention at the heart of any plan for a litter-free nation.

Kind regards,

Allison Ogden-Newton OBE
Chief Executive, Keep Britain Tidy

Lesley Jones
Chief Executive, Keep Wales Tidy

Barry Fisher
Chief Executive, Keep Scotland Beautiful

Ian Humphreys
Chief Executive, Keep Northern Ireland Beautiful

¹ <https://www.eunomia.co.uk/calculating-the-cost-of-litter-with-new-model/>

Reply to: Allison Ogden-Newton OBE, Chief Executive, Keep Britain Tidy, 92 Albert Embankment, London SE1 7TY allison.ogden-newton@keepbritaintidy.org

Unclassified

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ITEM 6

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	23 March 2022
File Reference	92016
Legislation	Waste and Contaminated Land (NI) Order 1997
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	NOM Report - Response to Littering Problems
Attachments	

In September 2021, the Council agreed a Notice of Motion asking:

"...That Environment Directorate Cleansing and Parks Officers work together to agree a draft plan for collaborating to ensure that waste management staff can be deployed to problem litter locations in a timely manner, having regard for severity and urgency. This should include consideration of need for a single, cross department out of hours contact to log issues and to facilitate the deployment of resource. That a report outlining the plan, complete with costings, is brought before the relevant committee."

Following a transformation process for delivery of the Borough Cleansing Service several years ago, manpower resources within that service unit have been reorganised to provide 7 days per week cover – including supervisory cover for Saturdays and Sundays – throughout the year. Whilst planned resource deployment at weekends is reduced compared to weekdays, manpower is available to respond to pressing cleansing/littering issues that may arise in areas for which the Borough Cleansing Unit has responsibility – primarily adopted streets and roads. Members have in the past been provided with an email address that they can utilise, should they need to draw attention to cleansing/littering issues that are of a more

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urgent/pressing nature and should not if possible be left until the next normal working weekday. This email is monitored by the duty Cleansing Supervisor over the weekend, who will assess requests coming through and arrange follow up by the Borough Cleansing Unit where possible/appropriate. The relevant Member should also receive confirmation of the follow up action taken. Members have been urged to only use this email address outside of normal weekday working hours for significant cleansing/littering issues for which a delayed response is undesirable (e.g. due to nature/scale/location of the issue and the significant risk to the environment/amenity/reputation of the Council). Response to all other cleansing/littering issues should be accommodated during planned/routine cleansing rotas/schedules and predominantly when the available manpower resource is greater during the standard working week.

The Parks and Cemeteries Department has responsibility for the cleansing/litter maintenance of facilities that it routinely manages in other regards – i.e. horticultural management of parks and other open recreational spaces. That department has now developed capacity within its resource management arrangements to also have planned manpower deployment on Saturdays and Sundays. Similar to the Cleansing service, the Parks service uses an email address for the Parks Rangers that can be utilised for communicating urgent littering issues.

In the interests of providing an integrated, single point of contact to Members for the purpose of flagging up significant and urgent littering issues that arise at the weekend, whether they be in areas maintained by the Parks or Cleansing Service Units, a single email address will be circulated to Members for this purpose. The message sent to this email address will be forwarded to both Cleansing and Parks staff who are providing weekend service cover – and the matter will be responded to by the appropriate service unit. A response will subsequently be provided to the Member on the action taken.

In relation to cost, these arrangements for timely response to more urgent cleansing/littering issues on a 7 day per week basis, have now been incorporated into the budgets of both the Borough Cleansing Unit and the Parks and Cemeteries Department – and there are therefore no financial implications over and above the currently agreed budgets.

On a related subject around a separate Notice of Motion regarding responsibility for servicing litter bins (tabled at the Community and Wellbeing Committee), officers from Waste and Cleansing and the Parks and Cemeteries Departments are currently looking at options to maximise efficiency and effectiveness of litter bin maintenance across all areas of the Borough - and maximise outcomes. A separate report in this regard will be brought in due course to the Community and Wellbeing Committee.

RECOMMENDATION

It is recommended that the Council notes this report.

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DRAFT**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	03 March 2022
File Reference	79001
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Revised Vehicle Replacement Policy
Attachments	Appendix 1 - Revised Vehicle Replacement Policy

1.0 Background

The Council adopted the current Vehicle Replacement Strategy in April 2016. The strategy has generally been working well, with many outdated, inefficient and unreliable vehicles being replaced, thus ensuring our fleet stays roadworthy and safe. However, as always, there is scope for improvement.

2.0 Required Changes

A recent audit recommended that the following amendments are made:

- The vehicle replacement form should cover disposal i.e., what happens to the vehicle once it is no longer fit for its current purpose.
- Review the challenge process around replacement to ensure a more robust case is made.
- Define a person responsible for ensuring compliance with the above process.

In addition, having used the Policy for several years, the Transport Manager and Capital Accountant, wished it to include quarterly reviews to discuss the upcoming vehicle replacements and have a forum to discuss options for postponing or fast-tracking replacements on a case-by-case basis.

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Lastly, significant increases in the purchase price of vehicles have necessitated the need to increase our allocated budget for vehicle replacements from £1.4M to £1.6M over the next three years.

All of these changes have been applied to the draft Policy attached at Appendix 1.

RECOMMENDATION

It is recommended that the Council adopts the revised Policy for Vehicle Replacement.

POLICY COVER SHEET

Policy Title	Vehicle Replacement Policy
Policy/File Reference	
Version	2
Policy Summary	This policy sets out the procedures covering the replacement of our vehicles allowing for better financial forecasting and control.
Responsible Officer(s)	Director of Environment
Date of Equality Screening	n/a
Date of consultation with Consultative Panel	n/a
Date of consultation with Unions	n/a
Date of Council approval	
Implementation date	April 2022
Appendices attached	0
Next review date	April 2025

Vehicle Replacement Policy

Introduction

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

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

Aims & Objectives

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

Relevant Legislative & Council Documents

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

Sustainability The Transport Manager will ensure, so far as is reasonably practicable, that the fleet is procured, operated and maintained in a sustainable manner. This includes:

- Ensuring new vehicles are specified to the latest Emissions standards (Currently EURO 6 for LGV and EURO VI for HGV)
 - Ensure only Ultra Low Sulphur Diesel (ULSD) is distributed from the fuel pumps at our Depots.
 - Energy saving innovations are explored at every opportunity- such as electric bin lifts for urban collection routes
 - Promote the use of Ultra Low Emission Vehicles (ULEVs) wherever feasible
 - Regularly review the size and vehicle types within the fleet in order to ensure it is as lean and as efficient as possible. This means rationalising and down-sizing vehicles wherever possible.
 - Fuel economy of similar vehicles is continually assessed and reasons for poor performance identified (maintenance issues, driving training etc.)
 - The Garage workshops form part of our ISO 140001 accreditation and will therefore be regularly audited for compliance with best practice in Environmental Management, Hazardous Waste Regulations etc.
-

Methodology

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

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

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

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

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

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

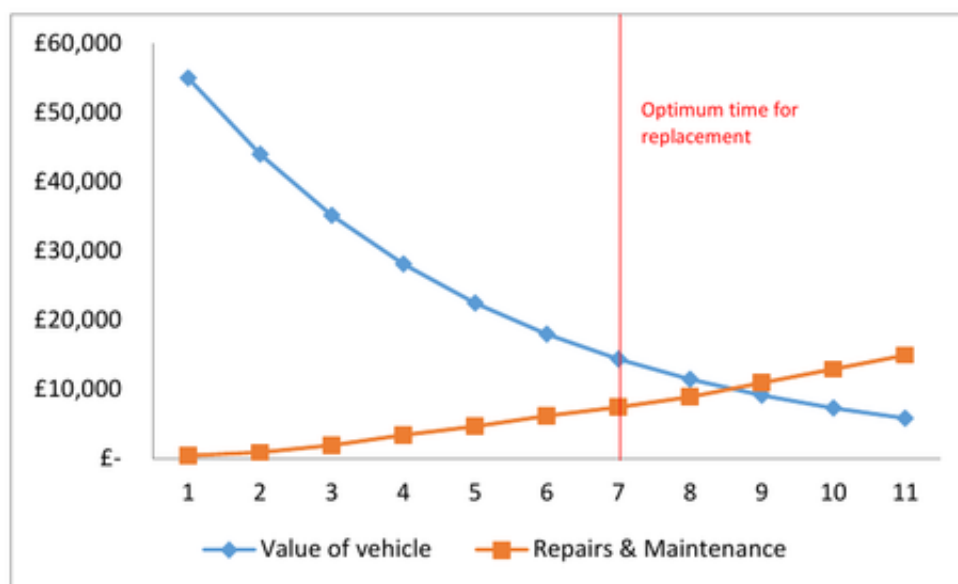


Fig. 1 Graph Showing Optimum Replacement Cycle based on indicative depreciation and R&M costs

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

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

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

Preventative Maintenance

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

A preventive maintenance program will:

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

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

Financing

Unless otherwise noted, all new vehicle purchases will be funded from within the Council's Capital Programme. In order to assist financial planning and avoid large spikes in expenditure from one year to the next, it is necessary to adopt a set figure (give or take a small % variance) for vehicle replacement. This figure must be low enough to minimise the effect on the wider capital budget (and therefore the District Rate) but yet be sufficient so we do not fall behind on our vehicle replacements to the point where maintenance costs spiral and operational delivery is affected.

Based on the current plan of replacements (see extract in appendix 1) using stage 1 of the methodology, the financial requirement will build up to a figure of £1.6M per year over the next three years. This is currently deemed sufficient up to the next policy review date; but this may need to increase over time due to increasing vehicle purchase costs.

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

Replacement ProcessAnnual Estimates

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

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

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

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

Periodic Review

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

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

Procurement

Procurement will be carried out in line with the Procurement handbook.
Purchase Order to include vehicle replacement request reference.

Asset Recording

The below notification process for assets should be followed.

Step	Action	Notification to	Appendix
1	Complete new vehicle notification form	<ul style="list-style-type: none">• Finance (Performance & Capital Accounting)• Risk	3
2	Complete asset disposal/transfer notification form	<ul style="list-style-type: none">• Capital Accounting• Risk	4

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

Vehicle Replacment Schedule							Last Updated	Future Years - Forecast Actuals										From					
Reg No.	FY Purcha	Manufacturer	Model	Dept	Type	Life	05/02/2022	2022/2	2023/2	2024/2	2025/2	2026/2	2027/2	2028/2	2029/3	2030/3	2031/32	3 year Forecast	7 year Forecast	10 year Forecast			
ESZ 2692	2021	VAUXHALL	COMBO CARGO WITH CHEVRONS & BEACON	Cleansing	Medium Van	10										20,000		-	-	20,000			
TGZ 3147	2021	TOYOTA	HILUX INVINCIBLE	Parks	Pick up Truck	10										30,000		-	-	30,000			
TGZ 5148	2021	TOYOTA	HILUX INVINCIBLE	Parks	Pick up Truck	10										30,000		-	-	30,000			
ESZ 9475	2021	DAF	MACPAC 65 WASTE BODY ON DAF 7.5 TONNE	Cleansing	Maccac	7							105,000					-	105,000	105,000			
ESZ 8925	2021	VAUXHALL	MOVANO L2 H2 EDITION	Works	Large Van	10										25,000		-	-	25,000			
ESZ 8931	2021	VAUXHALL	MOVANO L2 H2 EDITION	Works	Large Van	10										25,000		-	-	25,000			
ESZ 9471	2021	JOHNSTON	VT652 DUAL SWEEPER	Cleansing	Sweeper	7							170,000					-	170,000	170,000			
ESZ 9472	2021	JOHNSTON	VT652 DUAL SWEEPER	Cleansing	Sweeper	7							170,000					-	170,000	170,000			
ESZ 9474	2021	JOHNSTON	VT652 DUAL SWEEPER	Cleansing	Sweeper	7							170,000					-	170,000	170,000			
ESZ 2994	2021	VAUXHALL	COMBO CARGO	Good Relations	Medium Van	10										20,000		-	-	20,000			
TGZ 9967	2022	JOHNSTON	C202 COMPACT SWEEPER	Cleansing	Compact Sweeper	4				100,000					105,000			-	100,000	205,000			
ESZ 7628	2022	RENAULT	TRACTOR UNIT C520 26 6X4 T66	Cleansing	Tractor Unit	7							95,000					-	95,000	95,000			
ESZ 7625	2022	RENAULT	MASTER RED VAN RTWD 315-L4H2	Works	Large Van	10										25,000		-	-	25,000			
ESZ 7630	2022	RENAULT	MASTER RED VAN RTWD 315-L4H2	Works	Large Van	10										25,000		-	-	25,000			
ESZ 9151	2022	VAUXHALL	COMBO L3H1 EDITION 1.5	B/O	Medium Van	10										20,000		-	-	20,000			
FSZ 1296	2022	VAUXHALL	VIVARO L3H1 EDITION 2700	Fleet	Large Van	10										25,000		-	-	25,000			
FSZ 1375	2022	VAUXHALL	VIVARO L3H1 EDITION 2700	B/O	Large Van	10										25,000		-	-	25,000			
FSZ 1873	2022	VAUXHALL	COMBO L3H1 EDITION 1.5	Cleansing	Medium Van	10										20,000		-	-	20,000			
ESZ 8782	2022	RENAULT	MASTER RED CC CREW FWD	Cleansing	Large Van	10										25,000		-	-	25,000			
ESZ 8783	2022	RENAULT	MASTER RED CC CREW FWD	Cleansing	Large Van	10										25,000		-	-	25,000			
VGZ 7505	2022	JOHNSTON	OX202 COMPACT SWEEPER	Cleansing	Compact Sweeper	4				105,000								-	105,000	105,000			
VGZ 2577	2022	DENNIS	CLYMPUS 23W MOUNTED ELITE 8IN LORRY	Cleansing	RCV	7							200,000					-	200,000	200,000			
VGZ 2578	2022	DENNIS	CLYMPUS 23W MOUNTED ELITE 8IN LORRY	Cleansing	RCV	7							200,000					-	200,000	200,000			
VGZ 2580	2022	DENNIS	CLYMPUS 23W MOUNTED ELITE 8IN LORRY	Cleansing	RCV	7							200,000					-	200,000	200,000			
VGZ 2581	2022	DENNIS	CLYMPUS 23W MOUNTED ELITE 8IN LORRY	Cleansing	RCV	7							200,000					-	200,000	200,000			
VGZ 2583	2022	DENNIS	CLYMPUS 23W MOUNTED ELITE 8IN LORRY	Cleansing	RCV	7							200,000					-	200,000	200,000			
Add new																							
Totals								1,735,600	127,000	2,537,000	2,820,000	1,770,000	835,000	1,492,000	1,610,000	340,000	2,990,000		4,195,600	11,316,600	16,276,600		
FORECAST BUDGETS								1,400,000	1,500,000	1,600,000	1,600,000	1,700,000	1,700,000	1,700,000	1,700,000	1,800,000	1,800,000						
VARIANCE (Movements Req'd)								(335,600)	1,373,000	(937,000)	(1,220,000)	(70,000)	865,000	208,000	76,000	1,460,000	(1,190,000)						
																10 yr Forecast		£ 15,176,600					
																10 yr Budget		£ 15,500,000					
																		3 yr Average			£ 1,466,531		
																		7 yr Average			£ 1,615,657		
																		10 yr Average			£ 1,627,660		

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 2 – Vehicle Replacement Request

Ref	
-----	--

Service Unit	
Service Unit Manager	

PART 1: THE EXISTING VEHICLE

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

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

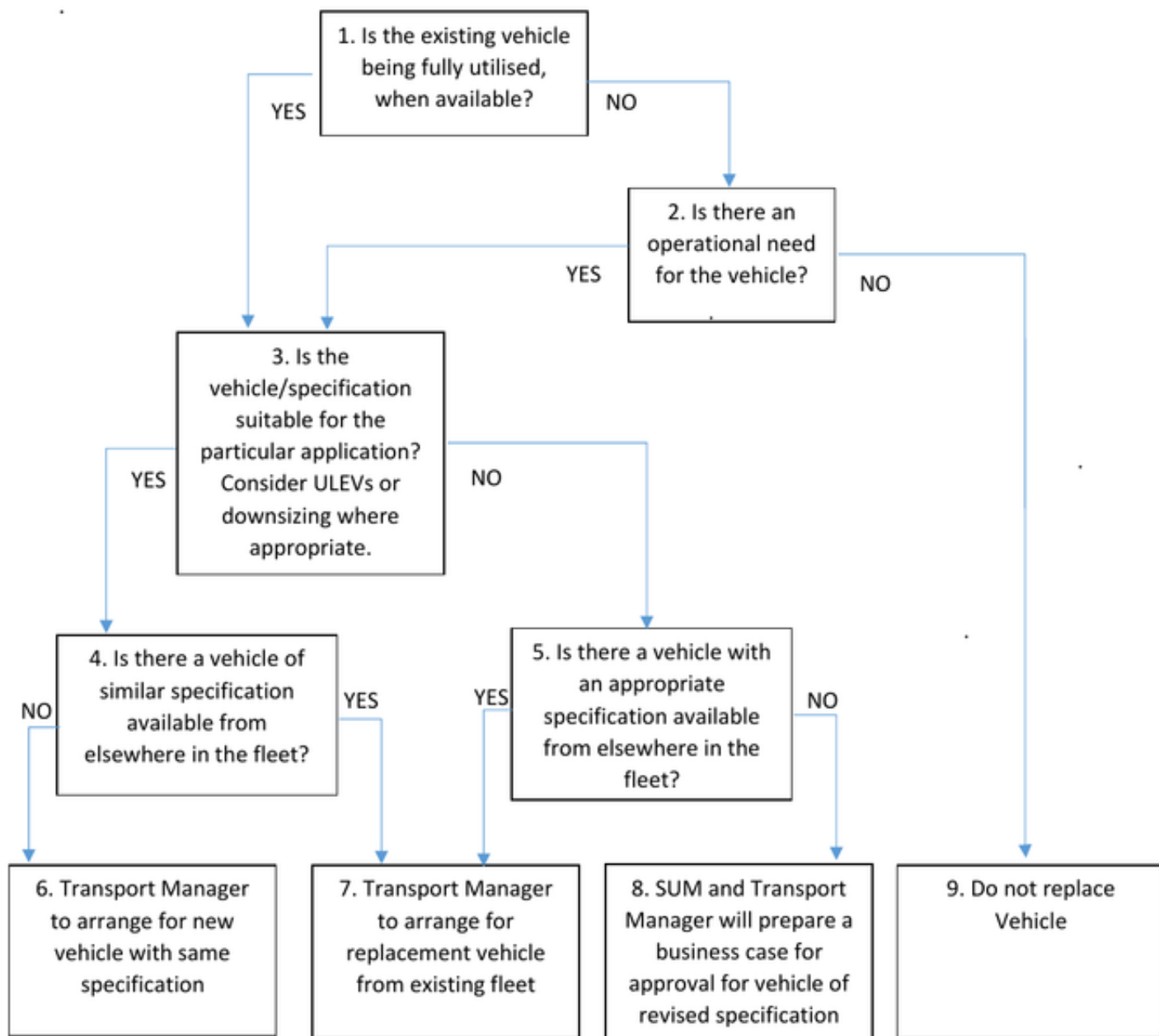
Box 3 Anticipated running costs for next year. (£'000)	
Fuel	
Tax	
Testing	
Repairs	
Other	
Total	0

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

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PART 2: THE REPLACEMENT VEHICLE

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



Box 5 Rationale
Outline the rationale for the decision reached

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

ARDS AND NORTH DOWN BOROUGH COUNCIL

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

Registration	
Make	
Model	
Type	
Cost	
Date vehicle received	
Service Unit in which the vehicle is deployed	
Costing Ledger Code	
Fixed Asset ID	

If replacement vehicle:

Vehicle Replacement Request reference	
Replaced Vehicle Registration	

If new vehicle:

Business Case Ref	
-------------------	--

Transport Manager Signature		Date	
------------------------------------	--	-------------	--

PDF to be saved on SharePoint

ARDS AND NORTH DOWN BOROUGH COUNCIL

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Appendix 4 - Fixed Asset Disposal/Transfer Notification



FIXED ASSET TRANSFER/DISPOSAL NOTIFICATION

Part 1: Asset details

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

Part 2: Asset Transfer/Disposal details

What have you done with the asset?	
Reason for sale or transfer	

Part 3: Details of transfer

Transferred From		Transferred To	
Responsible Owner		Responsible Owner	
Accounting code for depreciation charge		Accounting code for depreciation charge	

Part 4: Trade In details

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

Part 5: Sale details

Method of sale		Name of purchaser	
Cashbook Receipt		Gross Sales Value	
Receipt date		Costs of Sale	
		Net Sales Value	

Part 6: Scrapped details

Provide details	
-----------------	--

Form completed by

Signature (Responsible Owner)		Date	
-------------------------------	--	------	--

PDF to be saved on SharePoint

Unclassified

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ITEM 8

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	22 March 2022
File Reference	65081
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	NOM Report - Changing Places Facilities
Attachments	Appendix 1 - Provision of "Changing Places" Facilities, April 2016 Appendix 2 - Council's Strategy for the Provision of Public Toilets, January 2017 Appendix 3 - Changing Places Facilities Update, April 2018

1.0 Background

Following a notice of motion heard at the Environment Committee in October 2021, the Council agreed:

That this Council recognises the value of providing Changing Places facilities and agrees to request a Report on the feasibility of creating such a facility within the public toilet building in Donaghadee. The report should reflect the specific requirements for a Changing Places toilet, the level of demand at this site, potential costs and possible external sources of funding. Additionally, it should highlight how users might be aware of the new facility including via the Changing Places and Euan's websites. This report should be used to inform a Borough- wide review of provision of Changing Places.

Unclassified

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2.0 Previous Reports

Officers would refer Members to the following reports (attached) for a full understanding of the background and works completed thus far.

- Provision of "Changing Places" Facilities, April 2016 (Appendix 1)
- Council's Strategy for the Provision of Public Toilets, January 2017 (Appendix 2)
- Changing Places Facilities Update, April 2018 (Appendix 3)

3.0 Factors to Consider When Creating a Changing Places Facility

Space Available. The minimum size of a Changing Places facility is 12m². Given our previous progress in this field, it is reasonable to say that none of the rest of our estate has a spare room available of this size and that the creation of such a space would require extensive remodelling works to the property concerned.

Cost. The equipment alone for each facility costs upwards of £20k, plus the building, plumbing and electrics required could easily take a typical project cost to £30k.

Anti-Social Behaviour. Due to the cost of the equipment, Changing Places facilities are best situated in an attended site only such as leisure centres.

Unsupervised Usage. Amongst the equipment provided is a hoist, upon which the user must be safely and appropriately secured. If a person attempts to utilise this equipment incorrectly, perhaps due to the lack of an attendant, then serious injury could occur.

4.0 Publicising the Facilities

Once installations have been accredited, Changing Places upload the details to their website where potential users can view a map, assisting them when planning a journey/trip.

5.0 Existing Facilities

The review of provision of public toilets in 2017 concluded that there is adequate provision of Changing Places facilities within our Borough. The new facility at Groomsport has been added since this review. Current facilities include:

- Aurora (x2 accredited facilities)
- Ards Blair Mayne (x1 - accreditation pending approval)
- Comber Leisure Centre (x1 facility - was accredited but requirements have since been revised, discussion ongoing about potential to renew accreditation)
- Groomsport (x 1 - accreditation pending approval)
- Portaferry Hotel (x1 accredited, independent facility)

Unclassified

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6.0 Anticipated Usage

It is difficult to assess how frequently a facility such as this will be used, not least because the very people for whom such a facility is required may not visit a location because of its lack of facilities; there is therefore no way of capturing this information on potential usage.

However, anecdotal information from our other Changing Places toilets suggest they are used very infrequently.

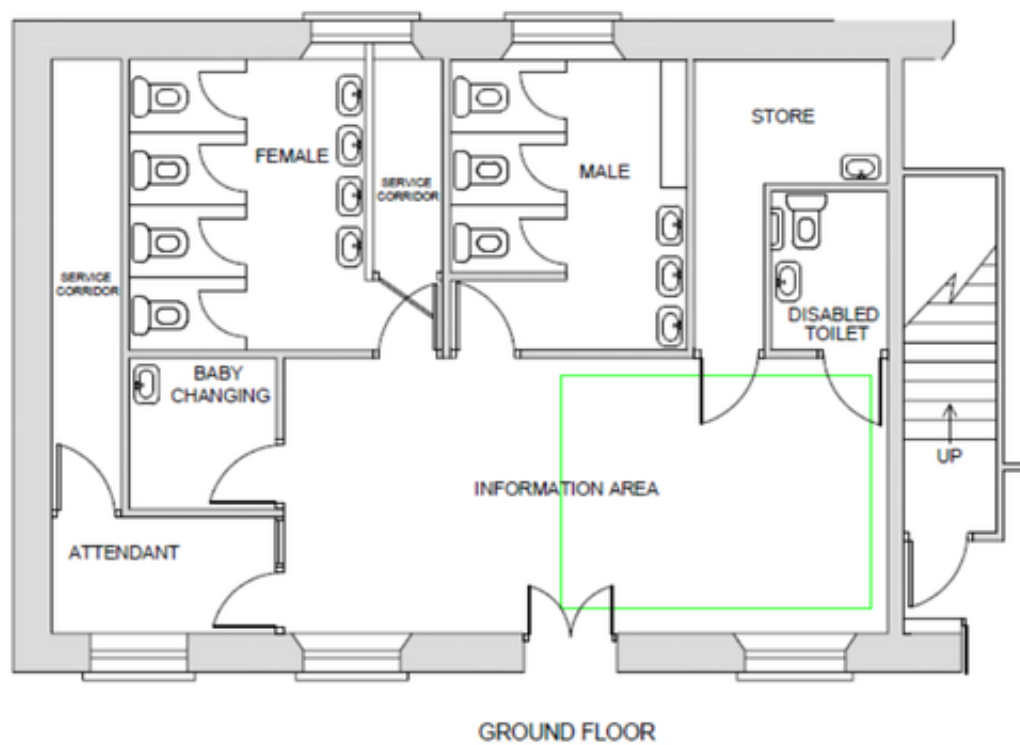
The Groomsport Changing Places facility was switched to radar key access last year due to staffing issues but consequently there were numerous instances of improper use, particularly of the shower facility.

5.0 Potential to Provide a Changing Places Facility at The Parade, Donaghadee

The public toilets at The Parade, Donaghadee were constructed in the early 20th Century, the building originally having been used as a Technical College. The toilets are fairly spacious with stone/block wall construction and high timber rafted ceilings.

The image below shows the current layout of the toilet facility, with the green box indicating the 12m² required for a Changing Places facility.

As can be clearly seen from the image, the CP facility cannot be fitted within this space without extensive remodelling.

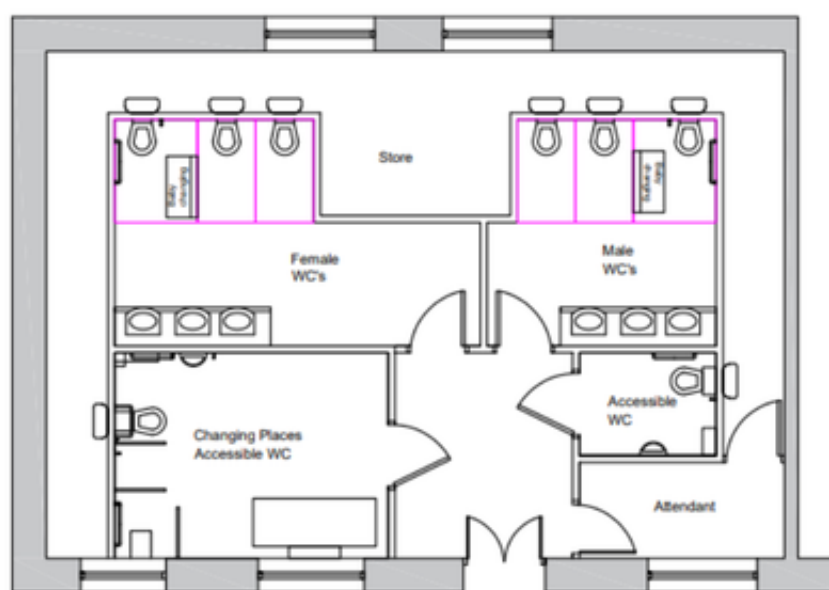


Unclassified

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It would be feasible to fit a Changing Places facility within this space, as shown below, however:

- The required works would be extensive, and the public toilets would be closed for a prolonged period of time to facilitate this.
- The high ceiling presents a complicating factor when designing the hoist, adding significantly to the cost.
- The toilet is in need of a refurbishment in any event, so it would seem prudent to consider a Changing Places facility at the same time should the Council be inclined to provide one.
- To refurbish the toilets without the Changing Places facility would cost in the region of £70k and this would likely be covered within the next cycle of planned refurbishments under the maintenance strategy (2023/24), subject to condition survey and Council approval of budget in the usual way.
- It is estimated an additional £50k would be required to accommodate a Changing Places facility within this building, due to the extensive remodelling required.
- Appropriate revenue budgetary provisions would also need to be made for the increased training and maintenance required.
- Due consideration would need to be given as to how access to and use of the facility will be granted, given that the attendant (now redesignated as a Town Centre Warden covering a range of town centre cleansing maintenance duties) is not always present at the Public Conveniences.



Proposed Floorplan

RECOMMENDATION

It is recommended that the Council decides if a Changing Places facility should be included within the refurbishment proposals for 2023/24, and be included in the annual Technical Budget Report to follow in November as part of the estimates/budget setting process.

Unclassified

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

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2016
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets & Property Services
Date of Report	18 March 2016
File Reference	65081
Legislation	n/a
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Provision of "Changing Places" facilities
Attachments	

At the January Environment Committee a notice of motion was tabled that stated:

".....officers bring back a report on the current facilities for changing adults in disabled toilets, with a view to providing widespread provision for carers with an elevated surface for changing nappies and soiled clothing due to their disability."

Officers subsequently undertook a review of all existing Council facilities and reported that whilst many of our facilities met the standard laid out in the building regulations, with wheelchair users being well catered for throughout our estate; an absence of facilities for profoundly disabled individuals was evident.

Whilst no statutory document exists that governs the standard of facilities such as those requested in the notice of motion, there are best practice guidelines (BS 8300) and a registration scheme known as "Changing Places".

Changing places (CP) is a consortium of organisations working to support the rights of people with profound and multiple learning disabilities and/or other physical disabilities. CP have developed their own set of criteria that is believed to be the standard required in order to meet the needs of this section of the community. A further advantage of participation in this scheme is that the locations of all registered

Unclassified

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facilities are uploaded to the Changing Places website where potential users can avail of this information and plan their daily activities accordingly.

It is important to note however that the requirements for registration on the scheme are very stringent and it will be exceptionally difficult to apply them retrospectively to existing buildings. This issue is further compounded given the large space required in addition to a conventional wheelchair accessible toilet and combined with the shortage of space within our buildings generally.

CP are aware that it is not always practical to meet all the criteria required for registration but recognise that such facilities may still be of benefit to disabled people and their carers; and as such, information regarding these facilities may still be included on their website.

In order to produce a shortlist of potential locations, officer's assessed buildings against a number of criteria:

1. The building(s) must be open to the public on a regular basis
2. The building(s) must be manned in order to supervise the use of the facility and avoid vandalism.
3. There must be adequate space for the facility within the building envelope(s)- it would be cost prohibitive to consider extensions to the buildings
4. If more than one potential building exists, they should ideally be geographically distributed throughout the Borough.

Through the use of these criteria, officers identified 3 buildings that could potentially house such facilities:

1. Aurora Aquatic Complex, Bangor.
2. Replacement Ards Leisure Centre at Dairy Hall, Newtownards
3. Comber Leisure Centre.

Officers recognise that an additional location on the peninsula would have been beneficial to achieve a good geographical distribution of facilities. Whilst Exploris met many of the criteria for shortlisting, after consultation with the Capital Projects team it was evident that there are currently no rooms large enough to accommodate the CP facility, and the formation of such a space would undoubtedly lead to a reduction in the usable exhibition space. As these spaces form part of an agreement with the third party operator any reduction in usable space would be likely to cause contractual issues. Exploris has therefore not been further considered for this scheme. However, it is worth noting that the Changing Places website lists another facility just outside of Portaferry. Therefore, although it is not a Council run facility; the needs of the potential users in this area are likely to be being met already.

The planned new leisure centre in Newtownards has a Changing Places compliant facility specified within the wet-side changing area, so does not need to be further explored within the context of this report. It will however be useful to note that this facility will be available when considering the geographic spread of the other facilities.

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Whilst it was evident that currently no Council facility has gained registration in the Changing Places scheme, the other 2 buildings shortlisted (Comber LC & Aurora) have dedicated facilities designed to meet the needs of profoundly disabled individuals. Officers have therefore costed the works required in order to bring these facilities up to the standard required for registration on the Changing Places scheme.

A table of existing/planned facilities and how they need to be developed is set out below.

Requirement	Location		
	Comber Leisure Centre	Aurora Aquatic Centre	New Ards Leisure Centre
1 Height adjustable changing bench	* No bench due to space constraints	needs upgraded £2,909	✓
2 A tracking hoist system, or mobile hoist if this is not possible	Wall mounted hoist - upgrade £2,900 to track	✓	✓
3 There should be adequate space 3m x 4m	*	Slightly less than the ideal size	✓
4 A centrally placed toilet with room either side for the carers	Toilet not central due to space constraints.	✓	✓
5 A screen or curtain	✓	Not presently installed. £200	✓
6 Wide tear off paper roll to cover the bench	* Not required as no bench can be fitted.	Not presently installed. £150	✓
7 A large waste bin for disposable pads	✓	✓	✓
8 A non-slip floor	✓	✓	✓
Cost to upgrade	£5,800	£6,518	n/a
Registration on the Changing Places scheme Possible?	No	Yes	Yes

Members should note that due to its size, the facility at Comber Leisure Centre will not be able to be registered in the CP scheme. However, the additional facilities provided by these planned upgrades will undoubtedly offer some benefits for potential users (as acknowledged by CP).

RECOMMENDATION

It is recommended that officers proceed with the work detailed within this report, to upgrade the existing facilities at Comber Leisure Centre and Aurora (from within existing budgets) and apply for registration on the Changing places scheme where feasible.

A Strategy for Provision Of Public Toilets



January 2017



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Introduction

Ards and North Down Borough Council currently provides 27 public conveniences spread across the Borough. These vary in age, condition, layout and type of facility offered.

A lack of accessible and good quality public toilets adversely affects not only the quality of our town centres or parks, but also reduces the dignity and quality of people's lives. They are one of the key basic facilities that residents and visitors depend on and good quality provision instils confidence in public facilities as a whole - helping to inspire positive impressions of the Borough and contributing to many other important aspects of life.

Whether it is families with small children or older people, it is important that people have the confidence that the facilities they need are available when they are away from home and they rightly expect accessible, clean, safe and well maintained public toilets.

Overall public toilet provision has a significant impact on social inclusion and basic equality issues as well as public health and hygiene. Some members of the community could remain trapped at home or potentially avoid areas completely rather than run the risk of needing and not being able to find a suitable "away from home" toilet that meets their needs or those of their family. The Council's recent investment in gaining 'Changing Places' accreditation for 2 of its toilets (with potential for another 2 in the next 3 years) demonstrates a commitment to having suitable facilities for all user groups. The Borough now has more Changing Places toilets than any other Local Authority area, setting us apart in this regard and helping to promote the area as an attractive tourist destination.

Providing suitable, safe and high quality public toilet facilities in appropriate locations supports our vision of a prosperous, vibrant, healthy and sustainable Borough and is makes a significant contribution to achieving many of the goals set in our Corporate Plan.

Purpose

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The purpose of this strategy is to:

1. Establish key criteria that can be applied to ascertain if there is adequate need for a public toilet within any given area;
2. Produce a gap analysis study, identifying where there is over/under provision;
3. Review the adequacy of our existing facilities and examine potential for a partnership/community provision at no or minimal cost;
4. Review arrangements for the provision of Portable Toilets
5. Make recommendations based on findings.

The strategy is set out in 5 sections, addressing each of the separate objectives listed above.

Objective 1: Establish key criteria that can be applied to ascertain if there is a need for a public toilet within any given area

In order to ascertain where toilets are needed, it is first necessary to examine who the main user groups are. 2 main user groups are identified:

1. Tourists and visitors to the Borough (including mobile workers such as Police, delivery staff, bus/taxi drivers etc)
2. Residents, whilst away from home using our town centres, parks or other facilities.

It is therefore clear that facilities must be accessible by car for those travelling throughout our Borough but it is also essential that there is provision within walking distance of our more significant tourist attractions and Parks.

There is no definitive guidance on reasonable spatial planning of public toilets. BS 6465-2010 "Sanitary installations: Code of practice for the provision of public toilets" simply states "The provision of public toilets should be determined according to local need". However it does go on to state that 500m is an appropriate walking distance generally in town centres.

Whilst it is difficult to put exact figures on what is a reasonable period of time for users to expect to wait to use a toilet, this is a key consideration when producing clear, objective parameters from which we can assess the adequacy of current public toilet provision. For this purpose, and based on the information within BS6465, we have assumed a period of 6 minutes to be reasonable.

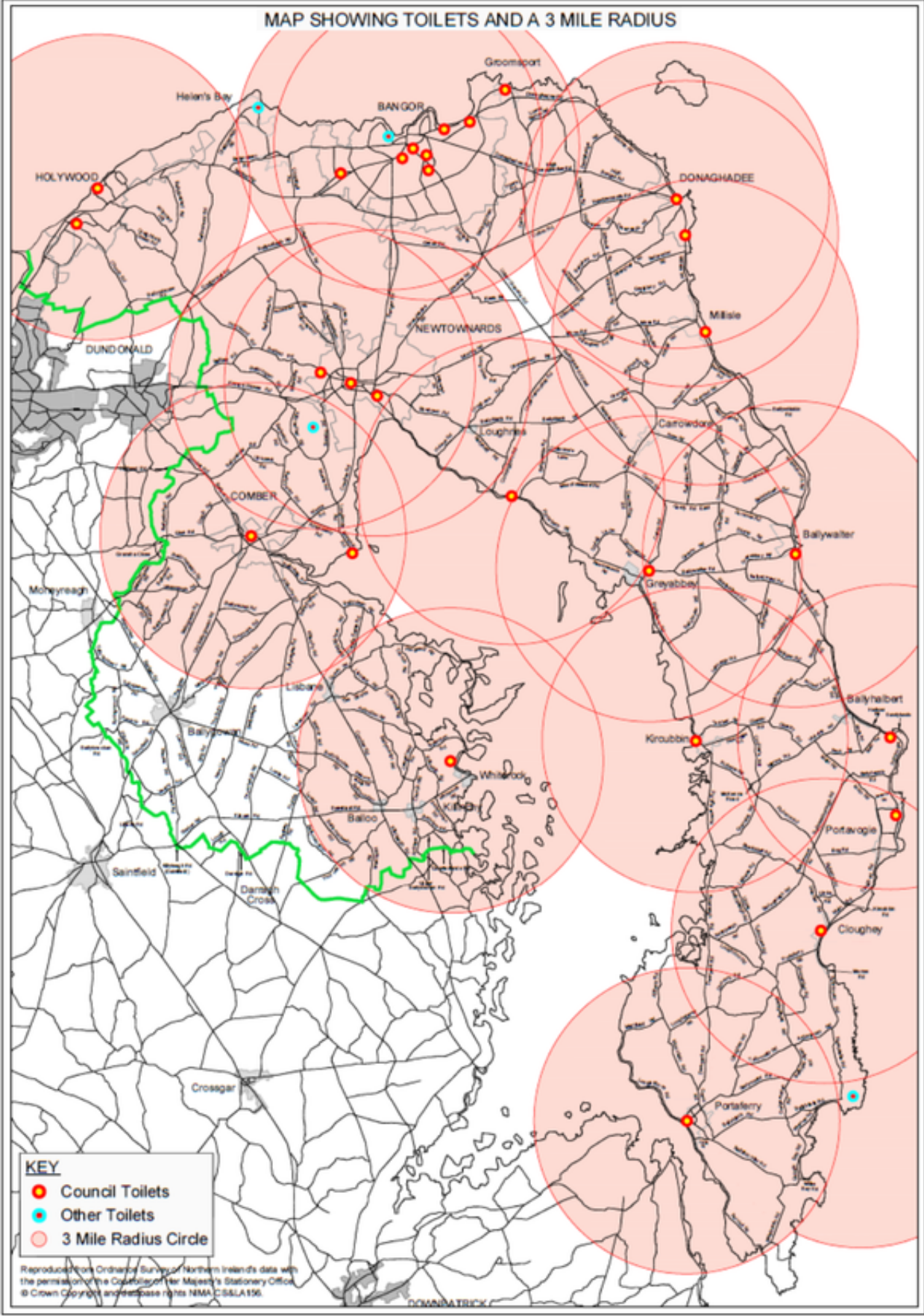
Therefore:

Form of Transport	Ave. Speed	Time taken	Distance covered
Car	30mph	6mins	3 miles
On foot	3mph	6mins	550 yards (500m)

Objective 2: Produce a gap analysis study, identifying where there is over/under provision

Having established reasonable travel distances for those on foot and in car, the next step is to apply these to our current facilities to ascertain if we have sufficient provision of public toilets.

In order to capture the travel distances of those travelling by car, all toilets were plotted on a map with a 3-mile radius from each one identified in red. Any areas not covered by overlapping red circles will be deemed outside of the catchment area of our existing stock of toilets. This map is included on the following page.



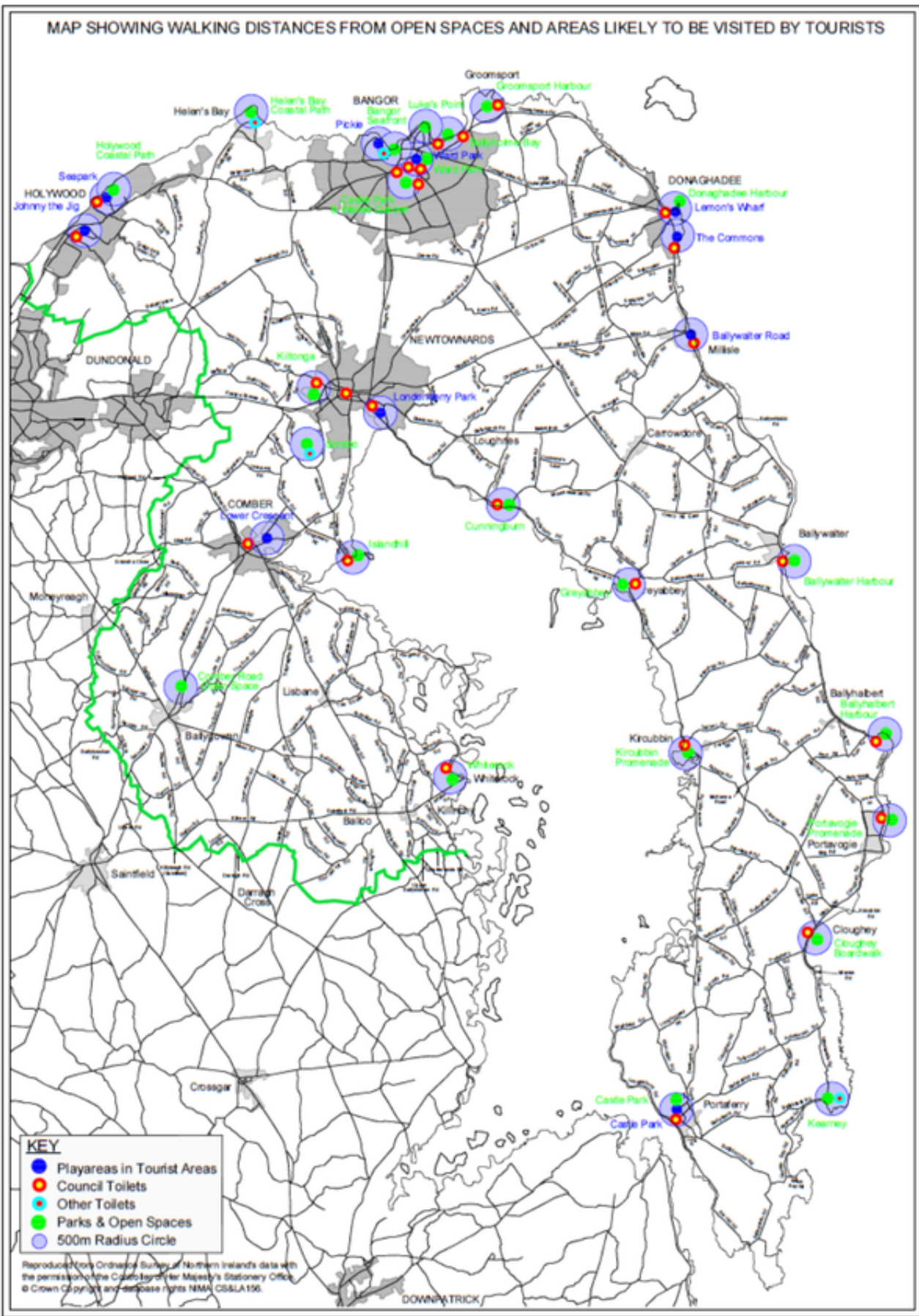
To check that we have adequate provision in our town centres, parks and areas likely to be visited by tourists, we must identify these key locations and ascertain if public toilets lie within 500m of them.

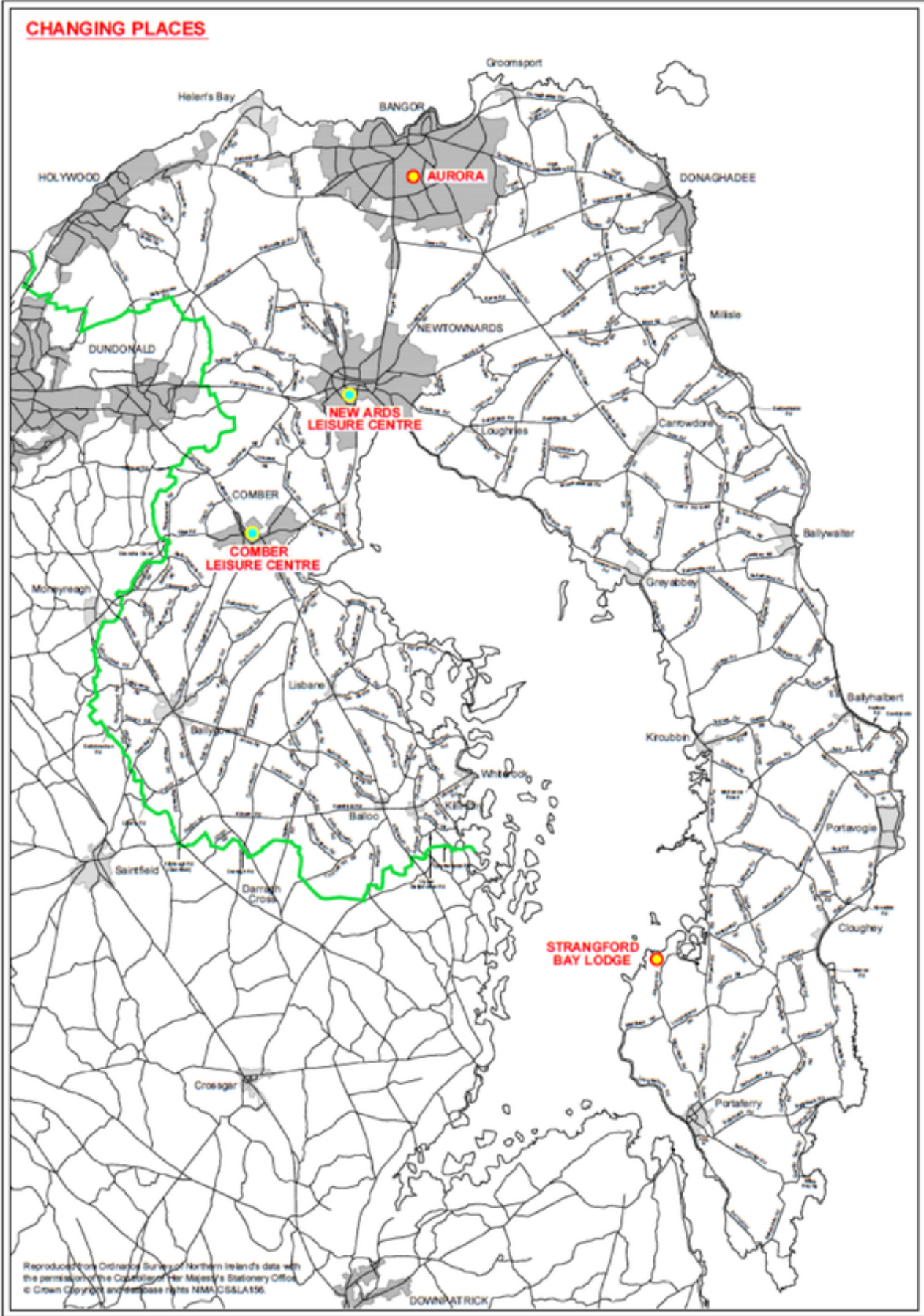
These areas have been identified as:

<p>Tier 1 Play Areas*: Ballywalter Road, Millisle Castle Park, Portaferry Johnny the Jig, Holywood Lemons Wharf, Donaghadee Londonderry Park, Newtownards Lower Crescent, Comber Pickie, Bangor Seapark, Holywood The Commons, Donaghadee Ward Park Bangor</p>	<p>Green Spaces/Tourism Areas: Castle Park, Bangor Walled Garden, Bangor Ward Park, Bangor Seafront, Bangor Ballyholme Bay, Bangor Lukes Point, Bangor Coastal Path, Holywood Coastal Path, Helen’s Bay Groomsport Harbour Donaghadee Harbour Ballywalter Harbour Ballyhalbert Harbour Portavogie Promenade Cloughy Boardwalk Castle Park, Portaferry The Promenade, Kircubbin Cunningburn, Newtownards Kiltonga Duck Pond, Newotwnards Scrabo Tower, Newtownards Island Hill, Comber Comber Road Park, Ballygowan</p>
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These locations with a 500m radius are plotted along with existing public toilet facilities on the map on the following page.

* Tier 1 Play areas are defined as: “A larger recreational space or facility within key Tourist/Commerce Destinations. Children and Families will travel to access.”





Findings from Gap Analysis

The maps on the preceding pages indicate that there appears to be an adequate provision of public toilets facilities across our Borough with the exception being Ballygowan - which has no public toilet facilities currently. This shortfall was reflected in both criteria used to test adequacy of provision;- the 3 mile car travel radius and the 500m walking radius from prominent/tourist spaces.

Additionally, it is evident the centre of Bangor is very well resourced with 6 toilets within walking distance of the town centre. When the 500m walking radius indicator is applied, it is clear that these toilets are exceptionally well positioned and each falls into their own catchment area - with the exception of the automated toilet at the South Pier/ McKee Clock. Since charges were removed from the adjacent building, the usage has dropped significantly. This toilet is owned by the Council, but we pay an annual fee of £16,000 to have it maintained under contract by the installer and they have recently recommended for it to be refitted at significant cost.

There is also ample provision of Changing Places, to cater for those with severe disabilities. However, it is worth noting that the peninsula relies upon facilities at a Guest House and therefore in theory the facility may be removed at some point in the future. It is therefore worth considering if a Council changing places facility should be provided in this eventuality.

Objective 3: Review the adequacy of existing facilities

Types of Toilet Available

Types of toilet provision vary and are largely driven by the anticipated need at the location and the space available.

They include:

Traditional Layout	Separate Male, Female and Accessible rooms, usually with adequate facilities for 3 to 4 people but can accommodate more or less as space and need dictate. Baby changing units are generally fitted within accessible toilet cubicles.
Individual unisex	Individual unisex rooms that can be used by anyone, regardless of their gender. These toilets are all generally designed to accommodate wheelchair users and also have baby changing units installed. They can be installed singly or in groups depending on need and space available. These are preferred in smaller areas as they offer a comparatively larger cubicle space whilst still catering for all user groups.
Automated	Similar to individual unisex, automated toilets can be used by anyone, regardless of their gender. They are all generally designed to accommodate wheelchair users. They are access by inserting a coin into a slot and will self-clean after use. This solution can be expensive as they tend to be leased rather than bought but all maintenance is included within the lease. It is for this reason they have historically been preferred in areas susceptible to vandalism.
Changing Places	These are specialised facilities aimed at providing facilities for individuals with severe disabilities. Cubicles are larger than accessible toilets with a much larger range of physical aids. Due to the value of equipment contained within these toilets they are only suitable for use in staffed building such as leisure centres.
Other Toilets	Other organisations (such as National Trust) offer public toilets in several parts of our Borough. In order to produce a sustainable strategy with as little impact on the ratepayer as possible, we must be cognisant of these facilities and consider if their presence identifies a shortfall or surplus of Council owned facilities.
Partnership/Community Toilets	Local retailers would make their facilities available to the general public in exchange for a subsidy from Council. Whilst we do not currently have any of these toilets, many Councils in mainland UK have a number of such agreements in place. The Councils benefit from reduced running costs and the retailers get increased foot traffic to their premises.

Regardless of the type of facility they should all have accessible toilet facilities present.

Condition of our Toilets

The condition assessment and subsequent refurbishment programme is provided for within our Maintenance Strategy. Public toilets are next planned for a refurbishment programme in 2017/18, at which time the condition and accessibility issues will be addressed along with any other shortcomings highlighted within this strategy. Generally speaking and budget permitting; facilities that receive a condition score of less than 6 will be considered for refurbishment.

Number of W/C's available within each facility

There is no prescriptive guidance on an objective way to ensure there is adequate provision of w/c's within each toilet building. Factors such as distance, population and numbers of visitors all play a part in determining the overall quantity that is preferable. However due to our largely rural Borough (geographically) with high numbers of transient users and unknown tourism/visitor numbers in each particular area, it is not practical to use visitor numbers to calculate need.

We can however monitor feedback from users and this has been indicated on the summary table on page 16. In the absence of any data to the contrary it will be assumed that current provision of w/c's within each facility is reasonable and adequate.

Space Available

In order for users to feel safe and comfortable, it is essential that our toilets have adequate space within them. In the absence of a benchmark for m² floor area per user, each of our toilets will be benchmarked against each other. The toilets with less than 3m² per user tend to feel uncomfortable and some could be considered to be impractical.

Anti-Social Behaviour

ASB is a common trait at many public toilets and one that we must be cognisant of in the development of this strategy and any subsequent outworking. The type of facility, its location and specific design details all contribute to the likelihood of ASB at any Public Toilet.

Recently constructed toilets (Ballywalter and Londonderry Park) are designed with ASB in mind with features like vandal-resistant sanitary ware, rough-cast walls (to deter graffiti) robust LED lights, and durable fixtures and fittings all reduce the likelihood of ASB being a problem at these buildings.

Furthermore, the refurbishments completed as part of the maintenance strategy have incorporated these design features and have proved very successful as a deterrent to ongoing ASB issues.

Signage

Given that tourists and visitors to the area are likely to be the main users of the facilities, it is essential that they are adequately signposted. An audit of existing signage has taken place as part of the survey of the toilets and an assessment of the quality of signage present is included in the table overleaf.

Opening Hours

All public toilets listed overleaf are open and closed each day by Cleansing staff. As they are completed on a peripatetic basis, opening times vary but are usually between 8am and 6pm with some sites having extended hours during summer months.

Running Costs

The total expenditure for public toilet provision is in the region of £570k per annum; an average annual cost of £21k per facility.

Summary Table Reviewing the Adequacy of Current Facilities

Location	Type	Male		Female	Unisex	Wheelchair	Baby changing	Adequacy of	Parking Facilities	Condition score	m ² floor area per	Notes
		W/C's	Urinals	W/C's	W/C's	accessibility	facilities?	Signage or visibility			user	
Ballywalter Road, Millisle	Traditional Layout	2	2	3	1	Yes	No	Good	Good	10	3	Recently Refurbished
Kiltonga, Newtownards	Individual Unisex	0	0	0	1	Yes	Yes	Poor	Good	10	4.56	Recently Constructed
Castle Park, Bangor	Traditional Layout	1	3	2	0	Yes	Yes	Poor	Limited	10	4.22	Investigate options for parking.
Londonderry Park, Newtownards	Individual Unisex	0	0	0	3	Yes	No	Poor	Reasonable	10	4.81	Recently Constructed
Springvale Road, Ballywalter	Individual Unisex	0	0	0	3	Yes	Yes	Good	Reasonable	9	4.81	Recently Constructed
Castle Street, Comber	Traditional Layout	4	5	6	2	Yes	Yes	Poor	Good	9	3.37	Recently Refurbished
Mill Street, Newtownards	Traditional Layout	4	7	7	2	Yes	Yes	Very Good	Reasonable	9	4.42	Recently Refurbished
Walled Garden, Bangor	Traditional Layout	2	2	3	1	Yes	Yes	Good	Reasonable	8.1	5.79	
Hibernia Street, Holywood	Traditional Layout	3	6	6	1	Yes	No	Poor	Good	7.9	3.72	
Seapark, Holywood	Traditional Layout	3	2	4	1	Yes	Worktops	Poor	Good	7.6	4.5	
South Pier, Bangor	Traditional Layout	5	9	15	0	Yes	Yes	Good	Good	7.3	3.43	
South Pier, Bangor	Automated	0	0	0	1	Yes	No	Poor	Good	n/a	6.25	Currently costs £16,000 p.a for contract with operator. Since removing charges associated with main toilet facility the usage on this unit has practically ceased.
Harbour Road, Groomsport	Traditional Layout	3	4	6	1	Yes	Worktops	Poor	Good	7.2	5.41	
Parade, Donaghadee	Traditional Layout	3	3	4	1	Yes	Yes	Good	Reasonable	7.1	2.44	
The Commons, Donaghadee	Traditional Layout	2	3	2	1	Yes	No	Good	Good	7.1	2.03	Extremely cramped facility. Feedback received that it is ill suited to meet the needs of this busy tourism area- particularly given its recent popularity with Motorhome users. The same point was raised within the Town centre master plan.
Abbey Street, Bangor	Traditional Layout	6	4	8	1	Yes	No	Good	Limited	7	4.23	Investigate options for parking.
Bank's Lane, Bangor	Traditional Layout	2	3	3	1	Yes	No	Very Poor	Good	7	4.89	
Ballyholme Promenade, Bangor	Traditional Layout	2	3	3	1	Yes	Worktops	Good	Reasonable	6.9	7.46	
Ward Park, Bangor	Traditional Layout	4	3	5	1	Yes	No	Poor	Limited	6.9	3.19	Investigate options for parking.
Whiterock, Killinchy	Traditional Layout	2	2	3	1	Yes	No	Poor	Good	6.8	4.43	
Main Street, Greyabbey	Traditional Layout	2	0	2	1	Yes	No	Poor	Good	6.2	3.52	
Anchor Car Park, Portavogie	Traditional Layout	2	4	3	1	Yes	No	Good	Good	5.8	4.65	Scheduled for refurb 2017/18
Harbour Road, Ballyhalbert	Traditional Layout	2	3	3	1	Yes	No	Good	Good	5.7	2.87	Schedule for refurb 2017/18
Main Road, Cloughey	Traditional Layout	1	3	1	2	Yes	Yes	Good	Good	5.2	2.44	Schedule for refurb 2017/18. Potential to relocate facility as part of larger tourism project as highlighted in the Village Plan.
Islandhill, Comber	Traditional Layout	1	0	1	1	Yes	Yes	Very Poor	Good	5.1	4.83	Schedule for refurb 2017/18
Shore Road, Kircubbin	Automated	0	0	0	1	No	No	Good	Good	n/a	2	
Cunningburn, Newtownards	Automated	0	0	0	1	No	No	Poor	Good	n/a	2	
Castle Park, Portaferry	Automated	0	0	0	1	Yes	No	Good	Good	n/a	3	Automated toilet ill suited to meet the needs of this area- particularly due to the Coach trips that stop here. Numerous complaints received to local VIC. This same issue was identified in the village plan.

Objective 4: Review the Provision of Portable Toilets.

Portable toilet provision ranges from the single PolyVac units that are most often used for major events such as street parades, marathons or festivals, to the trailer mounted executive units that are installed at major events such as garden parties, weddings and fairs. Where permanent facilities do not exist within the event site, event organisers are obligated to provide temporary facilities according to the HSE guidelines given in the HSE Purple Book.

Council should only provide portable units for events that they are organising directly or have full daily control of, e.g. Christmas switch-on ceremonies, Council-run concerts etc.

Objective 5: Recommendations Based on Findings.

1. This strategy will establish the basis upon which public toilet provision across the Borough will be managed now and into the future.
2. All properties scoring below a 6 in their condition survey will be refurbished in 2017/18 and thereafter as scheduled in the context of the Council's Property Maintenance Strategy.
3. All shortcomings in DDA compatibility, signage and baby changing facilities (highlighted in the summary table in Objective 3) will be addressed during the planned refurbishment works in 2017/18 and thereafter on an ongoing basis as scheduled in the context of the Council's Property Maintenance Strategy.
4. Officers will produce a report on the potential to provide a new public toilet facility in Ballygowan.
5. Officers will produce a report examining the potential to utilise the disused bowling pavilion at Castle Park, Portaferry as a larger public toilet facility.
6. Officers will produce a report on providing larger toilet facilities at the Tennis/Bowling Pavilion in Donaghadee.
7. Officers will produce a report on the Automated toilet at South Pier, Bangor; to include options for removal or replacement with alternative suitable facilities.
8. Officers will produce a report on the feasibility of providing Partnership/Community Toilet schemes where appropriate.

Appendix 1. List of Public Toilets within the Borough

1. Abbey Street, Bangor
2. Castle Park, Bangor
3. South Pier, Bangor
4. Ward Park, Bangor
5. Walled Garden, Bangor
6. Mill Street, Newtownards
7. Kiltonga, Newtownards
8. Londonderry Park, Newtownards
9. Cunningburn, Newtownards
10. Main Street, Greyabbey
11. Shore Road, Kircubbin
12. Castle Park, Portaferry
13. Main Road, Cloughey
14. Anchor Car Park, Portavogie
15. Harbour Road, Ballyhalbert
16. Springvale Road, Ballywalter
17. Ballywalter Road, Millisle
18. The Commons, Donaghadee
19. Parade, Donaghadee
20. Harbour Road, Groomsport
21. Bank's Lane, Ballyholme
22. Ballyholme Promenade
23. Seapark, Holywood
24. Hibernia Street, Holywood
25. Islandhill, Comber
26. Castle Park, Comber
27. Whiterock, Killinchy

Other Toilets:

- NIEA at Helen's bay
- NIEA at Scrabo Country Park
- National Trust at Kearney Village

Unclassified

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

Report Classification	Unclassified
Council/Committee	Environment
Date of Meeting	04 April 2018
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets & Property Services
Date of Report	28 March 2018
File Reference	65081
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below.
Subject	Changing Places Facilities - Update
Attachments	

In March 2016 members agreed to progress works to enable the accreditation of several Changing Places facilities within the Borough; to provide facilities for profoundly disabled individuals (report attached).

Since then, and within the context of our Strategy for the Provision of Public Toilets, officers have made the required improvements and gained Changing Places accreditation for our facilities at Bangor Aurora (dry side and wet side) and Comber Leisure Centre.

The necessary changes to Aurora were fairly straightforward and were completed almost immediately. Due to some concerns over space, adaptations at Comber LC proved to be more challenging. However, following consultations with a local specialist company, Disability Needs, an adequate specification was determined and accreditation was recently awarded.

Together with the privately-owned facility in Portaferry, and the soon to be completed facility within the replacement Ards Leisure Centre, this gives Ards and North Down a total of 5 accredited Changing Places facilities, providing excellent geographical

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coverage across our Borough. Furthermore, it is officers' understanding that this gives Ards and North Down Borough more Changing Places facilities than any other NI Council area, demonstrating our genuine commitment to the needs of disabled people.

RECOMMENDATION

It is recommended that the report be noted.

Unclassified

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

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	22 March 2022
File Reference	BC01 / 91000
Legislation	The Building Regulations (Northern Ireland) Order 1979 (as amended) The Building Regulations (Northern Ireland) 2012
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below: If other, please add comment below:
Subject	Building Control Activity Report Quarter 3 (01 October 2021 to 31 December 2021)
Attachments	None

1.0 Introduction

The information provided in this report covers, unless otherwise stated, the period 1 October 2021 to 31 December 2021 (Q3 1 October 2021 – 31 December 2021). 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.

2.0 Applications

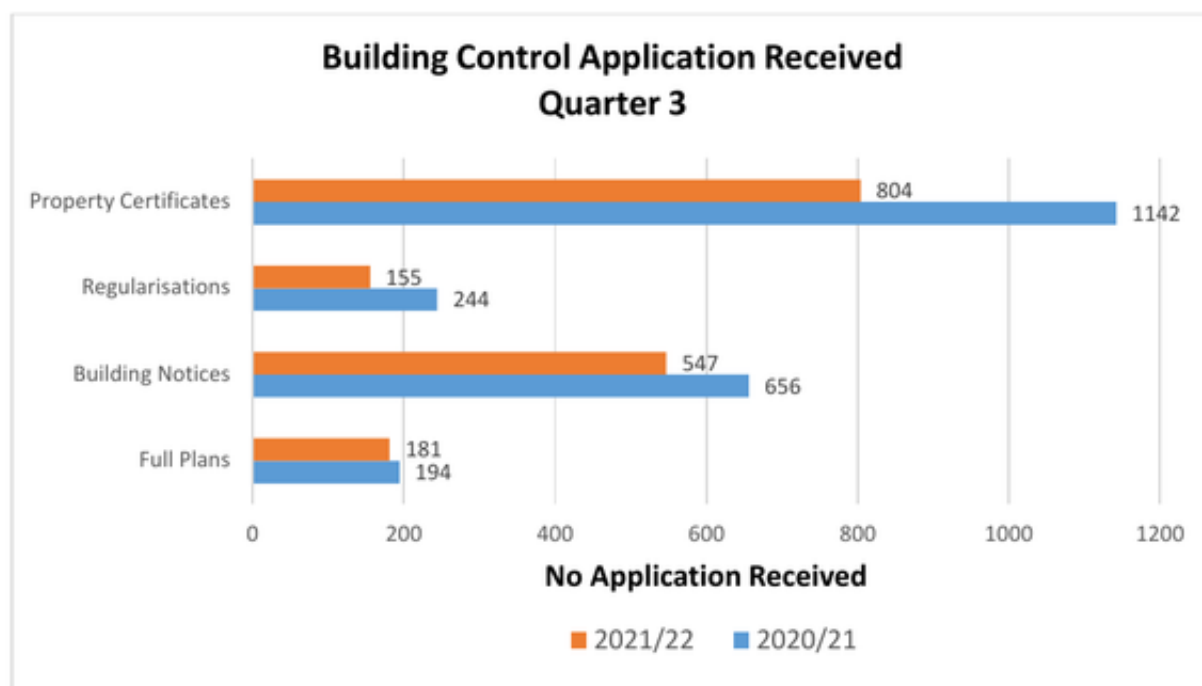
Full Plan applications are made to Building Control for building works to any commercial building, or for larger schemes in relation to residential dwellings.

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.

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.

	Period of Report 01/10/2021 – 31/12/2021	Same quarter last year	Comparison
Full Plan Applications	181	194	↓
Building Notice Applications	547	656	↓
Regularisation Applications	155	244	↓
Property Certificate Applications	804	1142	↓



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The number of Full Plan applications received is 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.

3.0 Regulatory Approvals and Completions

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 have to 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.

The lower targets achieved figure would be indicative of 2.4 vacant posts during the quarter. One post has since been filled, and the remaining vacancies are under consideration by CLT.

	Period of Report 01/10/2021 – 31/12/2021	Same quarter last year	Comparison	Average number of days to turnaround plan
Domestic Full Plan Turnarounds within target (21 calendar days)	23.3%	76%	↓	30
Non-Domestic Full Plan Turnarounds within target (35 calendar days)	47%	65%	↓	38

4.0 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.

	Period of Report 01/10/2021 – 31/12/2021	Same quarter last year	Comparison
Full Plan Approvals	180	200	↓
Full Plan Completions	218	390	↓
Building Notice Completions	276	339	↓







Unclassified

Regularisation Completions	134	173	
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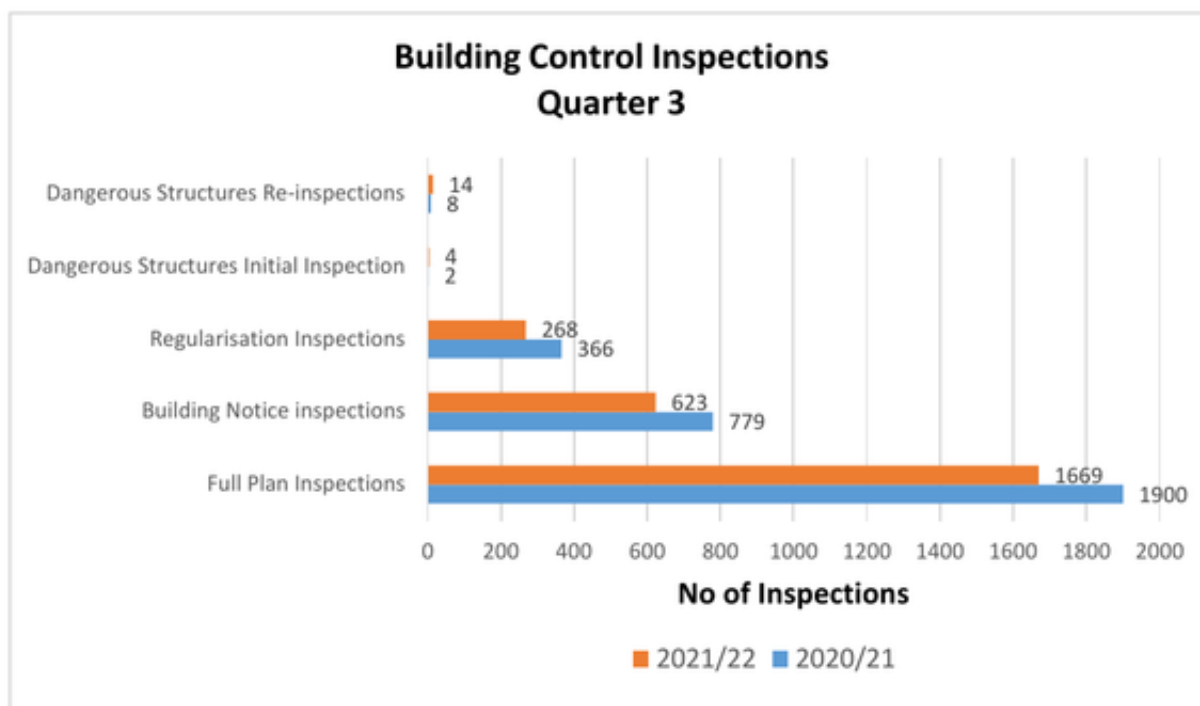


5.0 Inspections

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.

	Period of Report 01/10/2021 – 31/12/2021	Same quarter last year	Comparison
Full Plan Inspections	1669	1900	
Building Notice Inspections	623	779	
Regularisation Inspections	268	366	
Dangerous structures initial inspection	4	2	
Dangerous structure re-inspections	14	8	
Total inspections	2578	3055	

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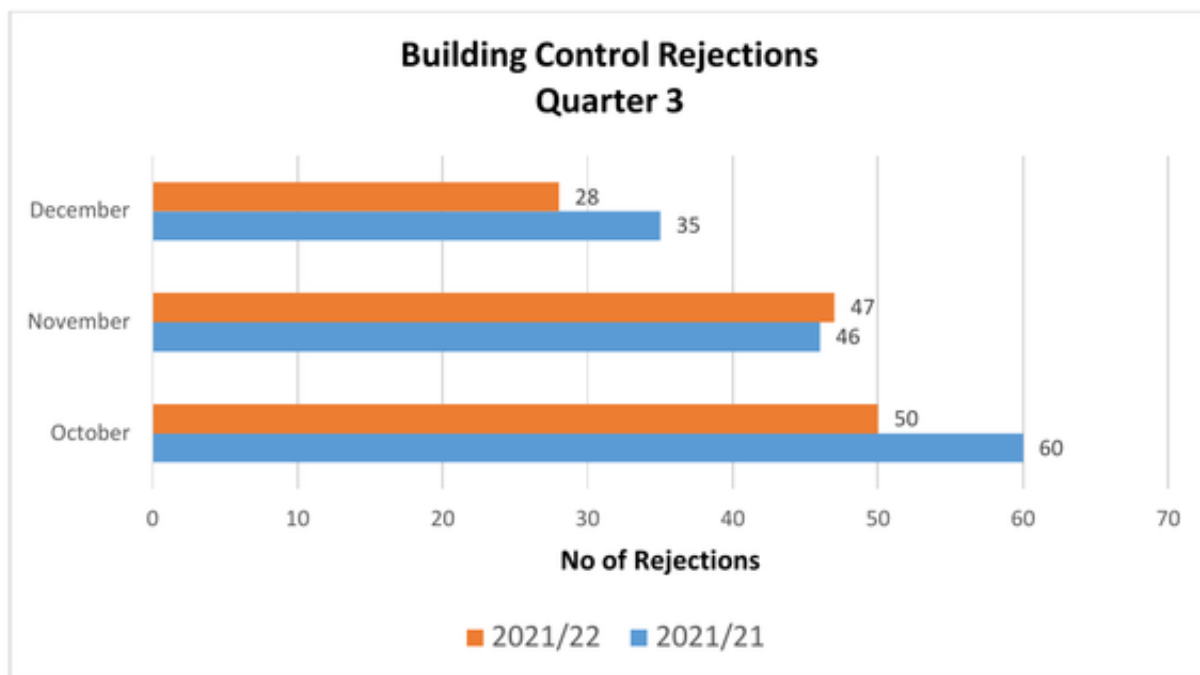


6.0 Non-Compliance

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.

	Period of Report 01/10/2021 – 31/12/2021	Same Quarter last year	Comparison
Full Plan Rejection Notice	125	141	↓
Dangerous Structure Recommended for legal action			—
Court Cases			—
Other			—

Unclassified



RECOMMENDATION

It is recommended that the Council notes the report.

Unclassified

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

Report Classification	Unclassified
Council/Committee	Environment Committee
Date of Meeting	06 April 2022
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	11 March 2022
File Reference	LR 100 / 90101
Legislation	The Local Government (Miscellaneous Provisions) (NI) Order 1985
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Grant of Entertainment Licences
Attachments	None

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

1. The International, 38 Frances Street, Newtownards

Applicant: Mrs Roisin Rice, 38 Frances Street, Newtownards

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

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

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2. McKenna Community Centre, McKenna Road, Kircubbin**Applicant:** Mr Anthony Bell, 9 Coulters Hill, Kircubbin**Days and Hours:** Monday to Sunday during the permitted hours which intoxicating liquor may be sold or consumed on these premises under the Registration of Clubs Order (NI) 1996**Type of entertainment:** Indoor dancing, singing and music or any other entertainment of a like kind; A theatrical performance; Public contest match, exhibition or display of boxing, wrestling, judo, karate or any similar sport.**RECOMMENDATION**

That the Council grants the applications.

Chief Executive of District Council

Local Government & Housing
Regulation Division
Social Policy Unit
Level 10, Causeway Exchange
1-7 Bedford Street
Belfast BT2 7EG

Tel: (028) 90 823140

Email: social.policy@communities-ni.gov.uk

23 March 2022

Dear Chief Executive

REVIEW OF REDUCED FEES FOR ENTERTAINMENTS LICENCES

As you know with effect from 6 April 2021 the Minister for Communities introduced a nominal fee of £1 for renewal applications only, for all categories of entertainments licence to alleviate the hardship being experienced by the hospitality industry as a result of COVID-19 restrictions, the reduction to remain in place for the duration of the 2021/2022 financial year.

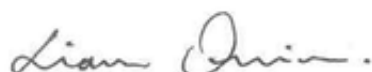
In January this year we sought councils' views on whether or not there was a need to extend this easement beyond the end of the 2021/2022 financial year. Views received were mixed but the majority of councils favoured extending the reduction on condition that the Department provided additional funding to cover the resulting loss of income.

Having considered the councils' views, and given that the Health Minister has only very recently lifted all remaining COVID-19 restrictions on hospitality venues, meaning businesses have still some way to go to get back to normal operation, the Minister has decided to continue with this easement for a further year.

The nominal fee of £1 for renewal applications only, for all categories of entertainments licence will therefore remain as set out in Local Government Circular 4/2021 for the 2022/2023 financial year, subject to a further review later this year.

The continuation of this measure will result in further loss of income for councils during the year to come. However, additional funding of some £17m provided by the Executive for council losses incurred as a result of the COVID-19 pandemic is to be allocated to local councils by this Department as announced by the Minister today. This funding includes provision to cover any loss of income resulting from the reduction in fees for the renewal of entertainment licences for 2022/23.

Yours sincerely



Liam Quinn
Assistant Director of Local Government and Housing Regulation