Lisburn & Castlereagh City Council

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October 30th, 2025

Chairperson: Alderman O Gawith

Vice-Chairperson: Councillor S Burns

Aldermen: J Baird, S Skillen

Councillors: J Bamford, D Bassett, P Catney, A Givan, A Gowan, G Hynds, C McCready, B Magee, M McKeever, R McLernon, N Parker

Ex Officio:

The Right Worshipful the Mayor, Alderman A Grehan

Deputy Mayor, Alderman H Legge

Notice Of Meeting

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 5th November 2025** at **6:00 pm** for the transaction of the undernoted Agenda.

Hot Buffet will be available in Lighters from 5.15pm for Committee Members.

David Burns
Chief Executive

Agenda

1.0 Apologies

2.0 Declaration of Interests

(i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
(ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

Disclosure of Interests form Sept 24.pdf ***Page 1***

3.0 Report by the Head of Service (Building Control and Sustainability)

3.1 Dual Language Street Naming Requests

For Decision

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Appendix 1BC - Dual Language Process Summary (003).pdf ***Page 5***

Appendix 2BC - Dual Language Request Outcome.pdf ***Page 6***

4.0 Report by the Head of Service (Environmental Health, Risk and Emergency Planning)

4.1 The Food Safety (Northern Ireland) Order 1991 Public Analyst Appointment

For Decision

Item 4.1 EH - The Food Safety (Northern Ireland) Order 1991 - Public Analyst Appointment.pdf ***Page 7***

5.0 Confidential Report from the Director of Environmental Services

All items are confidential due to containing information relating to the financial or business affairs of any particular person (including the council holding that information)

5.1 Proposed Departmental Pricing Charges 2026-2027 ***Page 12***

For Decision

5.2 Evaluation Criteria for Personal Protective Equipment Tender

For Decision

5.3 Single Tender Action for the provision of a collection, transportation and recovery service for Waste Wood from Council Household Recycling Centres

For Noting

6.0 Any Other Business

LISBURN & CASTLEREAGH CITY COUNCIL

MEMBERS DISCLOSURE OF INTERESTS

1. **Pecuniary Interests**

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council.

Pecuniary (or financial) interests are those where the decision to be taken could financially benefit or financially disadvantage either you or a member of your close family. A member of your close family is defined as at least your spouse, live-in partner, parent, child, brother, sister and the spouses of any of these. Members may wish to be more prudent by extending that list to include grandparents, uncles, aunts, nephews, nieces or even close friends.

This information will be recorded in a Statutory Register. On such matters **you must not speak or vote**. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, **you must withdraw from the meeting whilst that matter is being discussed.**

2. **Private or Personal Non-Pecuniary Interests**

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code).

Significant private or personal non-pecuniary (membership) interests are those which do not financially benefit or financially disadvantage you or a member of your close family directly, but nonetheless, so significant that could be considered as being likely to influence your decision.

Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and **you must withdraw from any Council meeting (including committee or sub-committee meetings) when this matter is being discussed**.

In respect of each of these, please complete the form below as necessary.

Pecuniary Interests

Meeting (Council or Committee - please specify and name):

_____

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

_____

Nature of Pecuniary Interest:

Private or Personal Non-Pecuniary Interests

Meeting (Council or Committee - please specify and name):

_____

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

_____

Nature of Private or Personal Non-Pecuniary Interest:

Name: Address:

Signed:	Date:

If you have any queries please contact David Burns, Chief Executive, Lisburn & Castlereagh City Council

Lisburn & Castlereagh City Council

Committee:	**Environment & Sustainability Committee**
Date:	05 November 2025
Report from:	Head of Service – Building Control & Sustainability

Item for:	Decision
Subject:	Dual Language Street Naming Requests

Background and Description

1.0 Council has the legislative remit within the Local Government (Miscellaneous Provisions) (NI) Order 1995, Article 11, to name and to erect a nameplate for each street in its district, displaying the name of that street. Article 11(1) identifies that the council shall express the name of the street in English and may express that name in any other language.

1.1 The LCCC Street Naming and Postal Numbering Policy was agreed by council in 2015 and further agreed with revisions in February 2018 and May 2022. Section 4 of the policy identifies the procedure required when council receives an application from the residents of a street to rename, renumber or to have an existing street name expressed in a language other than English. A summary of the process is attached in **Appendix 1BC.**

1.2 Members agreed to note a report at the Environment & Sustainability Committee on 1 October 25 advising that the council had received 2 applications, which had met the initial petition requirement as set out in the policy of not less than one third of the residents of the street, for a second language to be expressed in Irish, at the following streets:

(1) Glen River Mews, Glenavy
(2) Riverside Court, Glenavy

1.3 In accordance with the agreed policy, the applications were progressed to consultation with the residents of the streets. Consultation letters and survey reply slips were delivered to the eligible residents of both streets on 22 August 2025**,** with a return date of 12 noon, on the 19 September 2025.

1.4 The responses received by the consultation deadline from both streets have been collated and the results are shown in **Appendix 2BC.**

Glen River Mews, Glenavy

1.5 The consultation results indicate that the policy threshold **has** been met with at least 2/3rds of the residents of **Glen River Mews** indicating an affirmative response and wish the erection of a dual language street nameplate in Irish. This meets the policy position that now allows Elected Members to consider the request for approval.

	Riverside Court, Glenavy	
1.6	The consultation results indicate that the policy threshold of at least 2/3rds of the residents of **Riverside Court** indicating an affirmative response **has not** been met and therefore does not meet the policy position. This application will not progress further.	
1.7	The policy position in respect of applications that do not meet the requisite threshold is that a further application will not be considered until the expiry of a 12 month period from the date of the request.	
2.0	**Recommendations**	
2.1	It is recommended that the committee: • considers the approval of the request for Glen River Mews, Glenavy to be displayed on street signage in Irish, along with the English street name; and • notes the dual language application made for Riverside Court, Glenavy, has not met the Policy threshold for consideration of approval.	
2.2		
3.0	**Finance and Resource Implications** Manufacture and delivery for new street signage nameplate is approximately £135.	
5.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
5.1	Has an equality and good relations screening been carried out?	Yes
5.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out Existing Policy has been screened	
5.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
5.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Existing Policy has been screened	

Appendices:	Appendix 1BC – Dual Language Process Summary Appendix 2BC – Dual Language Consultation Results

Appendix 1BC

Dual Language Process Summary

- The Council Street Naming & Numbering Policy makes provision for the consideration of dual language street nameplates within Section 4 - Renaming or Renumbering Procedure.

- Requests to initiate the Policy must be accompanied by a petition of at least 1/3rd of the residents of the street, not less than 18 years of age, in support of the proposal for the street nameplate to be in the secondary language.

- Building Control & Sustainability Officers (BCOs) will arrange a visit with The Electoral Office to review the electoral register and confirm that the names on the petition align with those on the electoral register who are detailed within our Policy to have an opinion in the matter.

- If the petition indicates that a level of 1/3rd of residents living in the street and on the electoral register have signed the petition requesting a dual language request, the request is progressed to consultation stage. If the petition fails to meet the 1/3rd target, the petition fails and no further progress is required

- For petitions that are successful, a letter is issued to all residents of the street to advise that a valid petition for dual language consideration has been received

- A report to note the receipt of a dual language application that has met the initial 1/3rd petition criteria will be tabled at the Environment & Sustainability Committee for noting

- A letter is issued to the occupiers, who have been verified on the Electoral Register and over 18 years of age asking for their opinion and response in agreement or non-agreement with the dual language request with a 28-day deadline for response.

- After the consultation close date, the consultation results are collated from valid returns. The confirmation of results collation is verified by at least 2 officers from the Building Control and Sustainability Team. These Officers should include at least two of the following, Head of Service, Business Improvement Manager, Business Improvement Allied Services Officer, Business Administration Officer.

- A committee report is tabled at the Environment & Sustainability Committee with the outcome of the resident's consultation and recommending the consideration for approval if the request has met the Policy position of 2/3rds being supportive of the proposal or to be noted should the request have failed to meet the Policy requirements.

- If the Environment & Sustainability Committee and Council approves the dual language proposal the street name is forwarded to the QUB School of Arts, English & Languages for a translation into its Irish/ Ulster Scots form or other language as requested.

- Where a request/consultation fails to meet the required targets as identified in the policy, a follow up request will not be considered within a 12-month time frame as indicated within the Policy.

- Where the request has been approved by Council, a replacement nameplate inclusive of its Irish/ Ulster Scots/ or other language translation is ordered and erected.

Appendix 2BC

Dual Language Name Consultation Outcome Report

All responses received from the residents of the named streets below were collated by the Building Control & Sustainability Team following the 28-day response period which closed **12 noon deadline on Friday 19th September 2025.**

- **Glen River Mews, Crumlin**

The results have been collated and verified as follows:

Glen River Mews	**Number**
Number of dwellings on the street	8
Number of eligible persons listed on Electoral Register	15
Participants responding with **I agree**	14
Participants responding with **I do not agree**	0
Participants with **No Response**	1
Number of responses returned outside of the response deadline	0

This return confirms a percentage in favour of the proposal as **93%**

This return **meets** the required percentage of 2/3rds in favour of the request as identified in the Council approved policy that is necessary to progress the request for consideration by Members at the Environment & Sustainability Committee

- **Riverside Court, Crumlin**

The results have been collated and verified as follows:

Riverside Court	**Number**
Number of dwellings on the street	17
Number of eligible persons listed on Electoral Register	48
Participants responding with **I agree**	26
Participants responding with **I do not agree**	2
Participants with **No Response**	19
Number of responses returned outside of the response deadline	1

This return confirms a percentage in favour of the proposal of **54%**

This return **fails to meet** the required percentage of 2/3rds in favour of the request as identified in the Council approved policy that is necessary to progress the request for consideration by Members at the Environment & Sustainability Committee.

Lisburn & Castlereagh City Council

Committee:	Environment & Sustainability Committee
Date:	05 November 2025
Report from:	Head of Service - Environmental Health, Risk and Emergency Planning

Item for:	Decision
Subject:	The Food Safety (Northern Ireland) Order 1991 - Public Analyst Appointment

1.0 **Background and Key Issues**

1.1 Antrim and Newtownabbey Borough Council on behalf of the 11 NI Councils provided procurement services for the awarding of a new contract for a Public Analyst. Eurofins Food Testing Ireland Ltd were awarded the 2 years contract up to 31st March 2027 with the option to renew for a further 2 years.

1.2 The appointment of Eurofins Food Testing Ireland Ltd was approved by the Environment and Sustainability Committee on 2 April 2025 and ratified by Council on 29 April 2025 to act as a Public Analyst for Lisburn & Castlereagh City Council. Article 27(1) of The Food Safety (Northern Ireland) Order 1991 requires that the Council appoint one or more persons (Public Analyst(s)) to act as Analyst(s) within the district of the Council.

1.3 The qualifications required by Analysts are set out in the Food Safety (Sampling and Qualifications) Regulations (Northern Ireland) 2013. The Environmental Health, Risk and Emergency Planning Service Unit is satisfied that the following persons, who are employed by Eurofins Food Testing Ireland Ltd, fulfil the requirements of the Regulations for appointment as Public Analysts on behalf of the Council.

1.4 **Public Analysts**

Duncan Kenelm Arthur BSc, MChemA, CChem, MRSC
Nigel Kenneth Payne MSc, MChemA, CChem, MRSC
Lilian Emma Jane Downie MChem, MChemA, CChem, MRSC
Michelle Evans BSc, MChemA, CChem, MRSC
Donna Hanks BSc, MChemA, MRSC
Mary Butts MSc MChemA MRSC
Emily Shannon Roberts MSc MChemA CChem MRSC

2.0 **Recommendation**

It is recommended that the committee

1. approves the report detailing persons to be appointed as Public Analysts to the council under Article 27 (1) of The Food Safety (Northern Ireland) Order 1991.

3.0 **Finance and Resource Implications**

A budget of £35,000 has been agreed for the use of the Public Analysts services.

4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Third Party / Central Government Legislation / Consultation	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Third Party / Central Government Legislation / Consultation	

Appendices:	

Committee:	Environment and Sustainability Committee
Date:	05 November 2025
Report from:	Director of Environmental Services

CONFIDENTIAL REPORT

Reason why the report is confidential:	**The Local Government Act (NI) 2014 Schedule 6: Part 1 Description of Exempt Information, Number 3** Information relating to the financial or business affairs of any particular person (including the Council holding this information)
When will the report become available:	***February 2026 following completion of the estimates process.***
When will a redacted report become available:	
The report will never become available:	**Appendix 1 will never become available**

Item for:	Decision
Subject:	Proposed Departmental Pricing Charges – 2026/2027

1.0 **Background and Key Issues**

1.1 In advance of the estimates process for 2026/27, the Environmental Services departmental pricing charges have been reviewed. A large proportion of charges within the department are prescribed by respective legislation and therefore outside of the council's remit for review.

1.2 In relation to non-statutory charges, benchmarking has taken place where possible, with other market providers including other councils providing similar services. This was presented at the Pricing Workshops held on 3 and 6 October where general agreement was obtained on the approach taken.

1.3 This review covers all sections within the Environmental Services Department as follows:

- Environmental Health, Risk and Emergency Planning
  - statutory charges have been slightly uplifted where appropriate as a result of the benchmarking exercise.
  - Marriage Act – no uplift has been proposed as LCCC current charges are comparable with other NI councils.
  - Burial Grounds - no uplift proposed. Charges were last increased in 2023/2024. Benchmarking has shown that LCCC has one of the highest charging schedules in relation to Cemeteries Administration.
  - It is proposed to retain the existing pest control (benefits related) concessionary charges.
  - Continue the resident cemetery rate for residents who have had to move to a care facility outside the council area (for no longer than 10 years).
- Waste Management and Operations
  - Commercial Trade Waste charges have been uplifted and benchmarking shows these charges to be comparable with other councils.

	• Building Control and Sustainability ➢ The majority of charges within Building Control are statutory. An uplift has been proposed for non-statutory charges, based on the results of the benchmarking exercise.	
1.4	**Appendix 1 confidential** provides a full breakdown of the current statutory and proposed non-statutory charges. Any additional charges and proposed uplifts are detailed in red print for ease of identification.	
2.0	**Recommendation** It is recommended that Members: 1. Approve the Departmental pricing charges for 2026/27 financial year as outlined in **Appendix 1 confidential**	
3.0	**Finance and Resource Implications** To be factored into income targets as part of 2026/27 estimates process.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out? (**Appendix 1a Confidential)**	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Equality screening has been carried out corporately covering Council wide fees and charges. It has concluded that there are no negative impacts associated with this pricing schedule.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed? **(Appendix 1b confidential)**	Yes
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	N/A

Appendices:	**Appendix 1 confidential** – Environment and Sustainability Pricing Charges 2026/27 **Appendix 1a confidential** - Equality & Good Relations Screening **Appendix 1b confidential** - Rural Needs Impact Assessment

Committee:	Environment and Sustainability Committee
Date:	05 November 2025
Report from:	Head of Waste & Operational Services

CONFIDENTIAL REPORT

Reason why the report is confidential:	Local Government Act (Northern Ireland) 2014 Schedule 6 - Access to Information: Exemption Information 3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	March 2026
The report will never become available:	**N/A**

Item for:	**Decision**
Subject:	**Evaluation Criteria for Personal Protective Equipment Tender**

1.0 **Background and Key Issues**

1.1 This report refers to the evaluation criteria for the procurement of Personal Protective Equipment (PPE) for the Operational Services Cleansing Section, Garage, Minor Works and Parks & Amenities.

1.2 The purpose of this report is to seek approval for the evaluation criteria for the Personal Protective Equipment Tender for the Supply and Delivery of Personal Protective Equipment to LCCC, through Tenders NI Open Competition.

1.3 A previous PPE tender exercise using a government framework was conducted and abandoned in August 2025 due to no suitable tenders received. It is now intended to reissue an open tender

1.4 The Tender evaluation award criteria is now set out below for Members consideration.

Criteria	Total value	Component values
Quality	25%	Sustainability 15% Returns Policy 10%
Cost	75%	Total cost of basket goods pricing schedule 70% Discounts 5%

The Tender will be awarded on the basis of the Most Advantageous Tender (MAT).

1.5 1.6	The estimated value of procurement in the first year of contract is £[redacted]. The value will be adjusted each year to include cost of inflation, estimated at 5% each year. The estimated total value of the contract over 5 years on a 1+1+1+1+1 basis is £[redacted]. The contract will only be awarded initially for 1 year with the option to extend contract at the end of each year for a further 12 months up to a maximum of 4 further years.	
2.0	**Recommendation** It is recommended that the committee agrees the tender evaluation award criteria as outlined.	
3.0	**Finance and Resource Implications** Over 5 years = £[redacted]	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	**Yes**
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out After carrying out an equality and good relations screening. The Council has concluded that the proposed purchase of this technical equipment will have no direct impacts on equality or good relations, so a more detailed assessment is not necessary. All steps are already in place to ensure equality of opportunity in the procurement process.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	**No**
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Having due regard to rural needs, the Council has determined that this procurement exercise has no direct or differential impact on rural communities. Accordingly, a full Rural Needs Impact Assessment (RNIA) is not required. In line with Section 1 of the Rural Needs Act (NI) 2016, the Council has considered the potential social and economic impacts of this procurement on people living in rural areas. • The procurement concerns the internal supply of PPE to staff. • The activity does not involve the development, delivery, or revision of public-facing policies, plans, or services. • There is no anticipated differential impact between urban and rural residents as a result of this activity.	Not applicable

Appendices:	**Appendix 2 Confidential – Equality Screening**