

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 09 DECEMBER 2025**

Table of Recommendations

No	Item	Summary of key Recommendations	Estimated Timescale for completion
1.	Apologies	<i>None</i>	<i>-</i>
2.	Declarations of Interest	<i>Nil</i>	<i>-</i>
3.	Minutes of previous meeting held Tuesday 11 th November 2025	<i>Confirmed as a correct record</i>	<i>-</i>
4.	Deputation – Presentation on Regulation of Houses in Multiple Occupation	<i>Received</i>	
5.	Entertainments Licensing Report	<i>To recommend that Council grant item 1.1 as set out above.</i>	<i>-</i>
6.	Consultation on Sustainable Drainage Systems (SuDS) in New Housing Developments	<i>To recommend that Council approves the response, as amended, for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.</i>	<i>N/A</i>
7.	Waste Collection Service Policy (Draft)	<i>To recommend that Council review and approve the Waste Collection Service Policy (draft).</i>	<i>N/A</i>

No	Item	Summary of key Recommendations	Estimated Timescale for completion
8.	Ministerial Oral Statement – HMO Licensing and Enforcement	Noted	N/A
9.	Houses in Multiple Occupation – Quarterly Statistics 1 st July – 30 th September 2025	Noted	N/A
10.	Entertainments Licence Report	Noted	-
11.	Licences issued under Delegated Authority		N/A
12.	Petroleum Spirit Licence Renewals	Noted	-
13.	Environmental Services Business Plan 6 Month Review	To recommend that Council note the ES business plan 6 month review for the 2025 / 26 period.	N/A
14.	Period 7 ES Management Accounts and Financial Positions 2025/26	Noted	-
15.	Environmental Services Policies	Noted	N/A
16.	Matters for Reporting to Partnership Panel	None	-
17.	Consultations	None	-
18.	Conferences	None	-
19.	Correspondence	None	-
20.	Notice of Motion proposed by Councillor Huggins, seconded	Deferred	

No	Item	Summary of key Recommendations	Estimated Timescale for completion
	by Alderman McAuley (Abbrev. Oak sapling)		
	In Committee (Items 21 – 22)		
21.	Animal Welfare Data Sharing Agreement between Councils and DAERA	<i>To recommend that Council agrees to the Data Sharing Agreement between DAERA and Northern Ireland Councils and that approval is given to the Head of Health and Built Environment to sign the agreement on behalf of Council.</i>	-
22.	Fuel Stamp Saving Scheme Update	<i>Noted</i>	<i>N/A</i>
23.	Any Other Relevant Business (notified in accordance with Standing Order 12 (0))	<i>None</i>	

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE ENVIRONMENTAL SERVICES COMMITTEE HELD
IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
AND VIA VIDEO CONFERENCE
ON TUESDAY 09 DECEMBER 2025 AT 7.00 PM**

In the Chair: Alderman S McKillop (C)

Members Present: Alderman Coyle (C), Fielding (C), Hunter (R)
Councillors C Archibald (R), Bateson (R), Chivers (R),
Elder (R), Holmes (C), Huggins (R), Kane (C), Jonathan
McAuley (R), McQuillan (R), Mairs (C), Wilson (R)

Officers Present: A McPeake, Director of Environmental Services (C)
S McAfee, Head of Health and Built Environment (R)
U Harper, Committee and Member Services Officer (C)

In Attendance: K Bloomfield, NI HMO Manager, Belfast City Council (R)

L Boyd, ICT Officer (C)
A Lennox, ICT Officer (C)

Press: (2 no.) (R) Public (1 no.) (R)

Key: (C) Attended in the Chamber
(R) Attended Remotely

Substitutions: Councillor Wilson substituted for Councillor Callaghan.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

The Director of Environmental Services undertook a roll call.

1. APOLOGIES

Apologies were received for Councillor Callaghan.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING HELD TUESDAY 11 NOVEMBER 2025

Copy, previously circulated, was presented as read.

Proposed by Councillor Kane

Seconded by Councillor Mairs and

AGREED – that the Minutes of the Environmental Services committee meeting held Tuesday 11 November 2025 were confirmed as a correct record.

4. DEPUTATION – PRESENTATION ON REGULATION OF HOUSES IN MULTIPLE OCCUPATION

The NI HMO Manager from Belfast City Council thanked Members for the opportunity to present to the Committee. He delivered a presentation on the definition and regulation of Houses in Multiple Occupation (HMOs).

The NI HMO Manager briefed Members on the recent statement by the Minister for Communities, which focused on strengthening enforcement against unlicensed HMOs and reminding Councils of their legal duties in respect of HMOs, pursuing the extension of the Right to Rent scheme to Northern Ireland, and calling for an increase in registration fees to ensure Councils have sufficient resource to undertake enforcement action. He advised that there are currently 218 HMOs in the Borough, of which 20 are used for asylum accommodation. He advised that anyone with a concern about any properties should contact the HMO unit directly at nihmo@belfastcity.gov.uk or the Environmental Health department of the relevant Council.

A discussion ensued in which a Member discussed the regulations around HMOs and the benefits of HMOs in alleviating the demand for single accommodation and addressing youth homelessness. The NI HMO Manager advised that there is provision for Councils to use the Local Development Plan to designate geographical areas suitable for HMOs and to set limits on the percentage of HMOs in an area. He advised that clustering of HMOs has led to issues such as noise, parking, or a lack of suitable infrastructure in the area. Members suggested that the Council's Planning department could consult with the NI HMO Manager in respect of HMO applications.

The Chair thanked the NI HMO Manager for attending the meeting.

* **The NI HMO Manager left the meeting at 7.37pm.**

5. ENTERTAINMENTS LICENSING REPORT

Report, previously circulated, was presented as read by the Director of Environmental Services.

1.1 GRANT OF INDOOR ENTERTAINMENTS LICENCE

Further details of the licence were circulated within the report.

Recommendation

It is recommended to grant an Occasional Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department.

Proposed by Councillor Kane

Seconded by Alderman Fielding and

AGREED – to recommend to grant an Occasional Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department.

6. CONSULTATION ON SUSTAINABLE DRAINAGE SYSTEMS IN NEW HOUSING DEVELOPMENTS

Report, previously circulated, was presented by the Director of Environmental Services.

Purpose of Report

The purpose of this report is to provide a Causeway Coast and Glens Borough Council response to the consultation.

Background

The Department of Infrastructure (DfI) has issued a consultation to seek views on the development of policy relating to the future regulation and use of Sustainable Drainage Systems (SuDS) within new housing developments.

Further background information is provided in the report.

Previously circulated as Appendix 1 to the report is a suggested response to the consultation prepared in conjunction with Council's Planning Service.

The closing date for submission of responses is 19th December 2025.

Recommendation

It is recommended that Committee approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.

Councillor Holmes stated that he is supportive of the use of SuDS but that he is completely against the establishment of a new body to oversee this. He stated that oversight should be carried out by an existing statutory body. This was supported by other Members.

It was agreed by Members that the response to question 4 should be amended to say that Council should be responsible for approving the design and construction of nature-based SuDS proposals, through the Planning process. It was also agreed that the answer to question 6 should be amended to say that an existing statutory body should be responsible for the future maintenance of nature-based SuDS features in new housing developments.

Proposed by Councillor Holmes
Seconded by Councillor Kane and

AGREED – to recommend that Council approves the response, as amended, for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.

7. WASTE COLLECTION SERVICE POLICY (DRAFT)

Report, previously circulated, was presented by the Director of Environmental Services.

Purpose of Report

The purpose of this report is to ask Members to review and approve the Waste Collection Service Policy (draft).

The report included background information and listed key issues.

Recommendation

It is recommended that the Environmental Services Committee review and approve the Waste Collection Service Policy (draft).

Members discussed the need to increase public awareness and adoption of waste disposal requirements. The Director of Environmental Services advised that there is a continuous programme of communication, with information going out in the next Citizens Newsletter.

The Chair suggested that an easy-read leaflet could be produced, and Councillor Kane requested that Council consider measures to increase soft plastics recycling.

Proposed by Councillor Kane
Seconded by Alderman Coyle and

AGREED – to recommend that Council review and approve the Waste Collection Service Policy (draft).

8. MINISTERIAL ORAL STATEMENT – HMO LICENSING AND ENFORCEMENT

Report, previously circulated, was addressed under Item 4.

Purpose of Report

To note the Minister for Communities Gordon Lyons oral statement to the Northern Ireland Assembly on HMO licensing and enforcement and the follow-up letter to the Council's Chief Executive both of 21 October 2025.

Further information was provided in the report under the following headings:

- Background
- HMO Limits - Planning Considerations
- HMO Licensing – Overprovision
- Regulations
- Appendix 1 – The Communities Ministers oral statement to the NI Assembly – HMO licensing and enforcement – 21 October 2025.
- Appendix 2 – The Communities Ministers letter to the Chief Executive – HMO licensing and enforcement – 21 October 2025.

Recommendation

Members are asked to note the contents of the Minister's statement and the policies currently in place to deal with such matters in the Causeway Coast & Glens Borough Council area.

Committee NOTED the report.

9. HOUSES IN MULTIPLE OCCUPATION – QUARTERLY STATISTICS 1ST JULY – 30TH SEPTEMBER 2025

Report, previously circulated, was addressed under Item 4.

Purpose of Report

The purpose of this report to provide members with statistical information on the performance of the NIHMO unit over the last reporting quarter.

Further background information was provided in the report.

Recommendation

It is recommended that the report be noted.

Committee NOTED the report.

10. ENTERTAINMENTS LICENSING REPORT

Report, previously circulated, presented as read by the Chair.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985 ENTERTAINMENT LICENCES

The undernoted applications for an entertainments licence have been received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

11. LICENCES ISSUED UNDER DELEGATED AUTHORITY

Report, previously circulated, presented as read by the Chair.

The below licences were issued under Delegated Authority during the last report period (circulated within the report).

Delegated authority was used to issue licences for the above applicants due to time constraints and to enable the premises to provide entertainment.

Decisions to grant or vary entertainment licences will continue to be brought before Council with delegated authority used only in exceptional circumstances.

Committee NOTED the report.

12. PETROLEUM SPIRIT LICENCE RENEWALS

Report, previously circulated, presented as read by the Chair.

PETROLEUM (REGULATION) ACTS 1929 AND 1937 PETROLEUM SPIRIT LICENCES

The undernoted applications for renewal of petroleum spirit licence have been received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

13. ENVIRONMENTAL SERVICES BUSINESS PLAN 6 MONTH REVIEW

Report, previously circulated, presented as read by the Chair.

Purpose of Report

The purpose of this report is to present to Members the 2025/2026 Environmental Services (ES) Business Plans 6 month review for information.

Further information was provided in the report under the following headings:

- Introduction
- Financial Position at Period 6

Recommendation

The ES Committee is asked to note the ES business plan 6 month review for the 2025 / 26 period.

Alderman Fielding noted the success of the Christmas lights switch-ons and queried how these are reviewed. The Director of Environmental Services advised that the funding is provided through the Leisure and Development directorate and that a report on the event would be required as a condition of the grant.

Members commended the Estates team on their excellent work on the Christmas lighting and their support of the switch-on events. Members remarked on the value of the switch-on events in bringing communities together.

The Chair requested an update on the power supply for the trees in Bushmills.

Councillor C Archibald requested a new tree for Glenullin.

AGREED – to recommend that Council note the ES business plan 6 month review for the 2025 / 26 period.

14. PERIOD 7 ES MANAGEMENT ACCOUNTS AND FINANCIAL POSITIONS 2025/26

Report, previously circulated, presented as read by the Chair.

Purpose of Report

The purpose of this report to provide Members with information on the current financial position of Environmental Services Directorate at the end of Period 7.

Further information was circulated within the report under the following headings:

- Background
- Capital Expenditure

Recommendation

Members are requested to note the paper.

Committee NOTED the report.

15. ENVIRONMENTAL SERVICES POLICIES

Report, previously circulated, presented as read by the Chair.

Purpose of Report

To inform Members of the Environmental Services Policies and their review dates.

Background

At the Environmental Services Committee meeting held on 14th October 2025, Members agreed that a report be brought back with a list of Environmental Services Policies and their review dates.

A list of the policies and review dates are available in the Table in the report.

Committee NOTED the report.

16. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters to report to the Partnership Panel.

17. CONSULTATIONS

There were no consultations.

18. CONFERENCES

There were no conferences.

19. CORRESPONDENCE

There was no correspondence.

20. NOTICE OF MOTION PROPOSED BY COUNCILLOR DAWN HUGGINS, SECONDED BY ALDERMAN JOHN MCAULEY, FROM COUNCIL MEETING HELD TUESDAY 2ND DECEMBER 2025

'That this Council agrees to provide an oak sapling to all bereaved families when they collect a death certificate. This gesture will serve as a symbol of

comfort and renewal at a time of loss, showing compassion and humility from the Council. It will also support our environmental and climate strategy by encouraging tree planting and biodiversity across our Borough'

The Chair advised that the Notice of Motion has been deferred to the January Environmental Services Committee meeting.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Coyle

Seconded by Councillor Mairs and

AGREED – to recommend that Council move '*In Committee*'.

- * **Press and Public left the meeting at 8.18pm.**

The information contained in the following item is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

21. ANIMAL WELFARE DATA SHARING AGREEMENT BETWEEN COUNCILS AND DAERA

Confidential report, by virtue of paragraphs 1 and 3 of Part 1 of Schedule 6 of the Local Government Act (NI) was previously circulated and presented by the Director of Environmental Services.

Purpose of Report

The purpose of this report is to consider and agree an updated Animal Welfare Data Sharing Agreement between Northern Ireland Councils and the Department of Agriculture, Environment and Rural Affairs (DAERA).

Recommendation

It is recommended that Council agrees to the Data Sharing Agreement between DAERA and Northern Ireland Councils and that approval is given to the Head of Health and Built Environment to sign the agreement on behalf of Council.

Proposed by Alderman Coyle

Seconded by Councillor Kane and

AGREED – to recommend that Council agrees to the Data Sharing Agreement between DAERA and Northern Ireland Councils and that approval is given to the Head of Health and Built Environment to sign the agreement on behalf of Council.

22. FUEL STAMP SAVING SCHEME UPDATE

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) was previously circulated and presented as read by the Director of Environmental Services.

Purpose of Report

The purpose of this report is to provide Council with an update on the Fuel Stamp Savings Scheme administered on behalf of Council by Limavady Community Development Initiative (LCDI).

Recommendation

It is recommended that the report be noted.

Committee NOTED the report.

23. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (0))

There were no Items of AORB.

MOTION TO PROCEED '*IN PUBLIC*'

Proposed by Councillor Kane

Seconded by Councillor Mairs and

AGREED – to recommend that Council move '*In Public*'.

This being all the business, the Chair thanked Elected Members for their attendance. The meeting closed at 8.22pm.

Chair