



April 14th, 2016

Notice Of Meeting

You are invited to attend the Regulatory and Technical Services Committee Meeting to be held on **Wednesday, 20th April 2016 at 6:00 pm** in **the Boardroom, Monaghan Row, Newry.**

The Committee Members are:

Chair: Councillor T Andrews

Vice: Councillor S Ennis

Members:

Councillor P Brown	Councillor C Casey
Councillor S Doran	Councillor G Fitzpatrick
Councillor G Hanna	Councillor V Harte
Councillor M Murnin	Councillor H McKee
Councillor P O'Gribin	Councillor P Byrne
Councillor G Stokes	Councillor H Reilly
Councillor D Taylor	

Agenda

Committee Business

1. **Apologies and Chairperson's Remarks.**
2. **Declarations of conflicts of interest.**
3. **Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 23 March 2016. (Attached).**

Action Sheet RTS 23 March 2016.pdf

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For Consideration and/or Decision - Planning

4. **Planning Department Performance Indicators - April 2016. (Attached).**
5. **Record of Meetings between Planning Officers and Public Representatives - March 2016 - as requested. (Attached).**

Planning Committee Performance report - March 2016.pdf

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Record of Mtgs between Planning Officers & Public Reps.pdf

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For Consideration and/or Decision - Facilities Management and Maintenance

6. **Council public amenity space near Council public toilets and Castlewellan Market House Library. (At the request of Councillor P Clarke).**
7. **Report re: update of installation of bus shelters. (Attached).**

Bus Shelters Installed.pdf

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8. Consultation on closure of the Northern Ireland Renewable Obligation to New Small Scale Onshore Wind. (See link below).

The Department of Enterprise, Trade and Investment has launched a consultation on proposals for closure of the Northern Ireland Renewables Obligation (NIRO) to new small scale onshore wind projects. This follows the recent decision to close the NIRO to large scale onshore wind projects from 1 April 2016.

The consultation proposes options for closure of the NIRO to small scale projects set within the context of the Department of Energy and Climate Change's intention to protect GB consumers if Northern Ireland does not close the NIRO on equivalent terms to Great Britain.

The consultation closes for responses at 5pm on 9 May 2016.

The consultation document can be viewed clicking on the following link.

<https://www.detini.gov.uk/consultations>

9. Notification of consultation on Ecclesiastical Exemption. (Attached).

[Ecclesiastical Exemption - Public Consultation.pdf](#)

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10. Conference on Housing Policy in Northern Ireland - Wednesday 14 September 2016. (Details attached).

[Conference on housing policy in Northern Ireland.pdf](#)

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11. Proposed Planning Committee Operating Protocol and Scheme of Delegation. (Attached).

[planning operating protocol 13.4.16.pdf](#)

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[planning scheme of delegation 13.4.16.pdf](#)

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12. Arc21 Members Monthly Bulletin - April 2016. (Attached).

[7April16-Members' Bulletin ARC21.pdf](#)

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13. **Arc21 Steering Group Meeting - Minutes of the Meeting held on Tuesday 16 February 2016. (Attached).**

[ARC21 Steering Group Mtg Tues 16 Feb 2016.pdf](#)

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14. **Arc21 Joint Committee Meeting - Minutes of the Meeting held on Thursday 25 February 2016. (Attached).**

[Acr21 Joint Committee Minutes Feb2016.pdf](#)

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Items to be considered with press and public excluded

15. **Report re: lease of land at Greenbank Industrial Estate. (Attached).**

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

[Lease of Land at Greenbank Industrial Estate.pdf](#)

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16. **Report seeking permission to tender for Capital Expenditure Projects:- (Attached)**

1. Provision of a central heating system into Bunscoil An Iuir.
2. Purchase of Christmas decoration and tree.
3. Refurbishment of Castlewellan Community Centre.

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

[Capital Projects.pdf](#)

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ACTION SHEET – REGULATORY & TECHNICAL SERVICES COMMITTEE – WEDNESDAY 23 MARCH 2016

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
RTS/35/2016	Sympathy	It was agreed to send a letter of sympathy to the family of the late Mr Jim Magee	Letter sent on 13-04-2016
RTS/38 /2016	Portraits of Former Chairpersons of Down District Council	To agree that Officials arrange to have the portraits of former Chairpersons of Down District Council re-erected in the new Civic Centre.	Ongoing
RTS/39/2016	Tender for Council's Street Nameplate Service	<p>It was agreed to go out to tender for the provision of street nameplates for the period 1 April 2016 – 31 March 2019, with the option to extend by a further period of up to one year, with the likely cost to be in the region of £9,000 per annum.</p> <p>It was also agreed the Council adopt the street nameplate design as shown in appendix A, B and C, circulated at the meeting.</p>	Ongoing
RTS/40/2016	Lease – Bus Shelter at St Nicholas Primary School Ardglass	It was agreed the Council enter into a 25 year lease agreement with NIHE for land for the bus shelter at St Nicholas Primary School Ardglass, in the sum of £1,000.	Actioned - approval confirmed to NIHE and legal formalities being completed

RTS/43/2016	Provision of Blue Bins to Businesses	<p>It was agreed the Council provide blue bins to all businesses throughout the District to enable them to recycle their waste.</p> <p>It was agreed this issue be put on the agenda for consideration at the first meeting of the Strategic Issues Waste Working Group.</p>	Item will be considered by Strategic Issues Waste Working Group
RTS/44/2016	Council's Bi-annual Scheme of Delegation	It was agreed to note Report from Mr C O Rourke Director RTS detailing the decisions taken by the Director under Category 6 of the Council's Scheme of Delegation.	Completed
RTS/49/2016	PAC Hearing re Planning Application – ARC's Proposed Waste Treatment Facility at Hightown Quarry	<p>CLOSED SESSION ITEM</p> <p>It was agreed to recommend the Council approve Option 1 in Report from Mr C O Rourke dated 23 March 2016, ie, to pursue a hearing in front of a Planning Appeals Commission inquiry, in relation to the planning application for developing waste infrastructure at Hightown Quarry, to its conclusion (as provided for by the Planning Act (Northern Ireland) 2011 and that ARC21 Officers enter into discussions with the bidding consortium to seek to develop a protocol for minimising the costs to ARC21 associated with the PAC hearing process and that the legal advice be circulated to all Councillors in advance of the Council Meeting.</p>	Recommendation approved by Council and Arc21 informed

RST/50/2016	Tender for final Capping at Aughnagun Landfill Site	CLOSED SESSION ITEM It was agreed to grant permission to tender for the final capping at Aughnagun Landfill Site.	Progressing
END			

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1. Live Applications

MONTH 2016	NEW APPLICATIONS	LIVE APPLICATIONS	LIVE APPLICATIONS OVER 12 MONTHS
January	112	1,596	387
February	134	1,545	387
March	120	1,431	426

2. Live Applications by length of time in system

Month 2016	Under 6 months	Between 6 and 12 months	Between 12 and 18 months	Between 18 and 24 months	Over 24 months	Total
January	656	553	182	64	141	1,596
February	660	498	181	58	148	1,545
March	604	401	218	61	147	1,431

3. Live applications per Case Officer

Month 2016	Average number of Applications per Case Officer
January	84
February	81
March	71

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4. Decisions issued per month

Decisions Issued

Month 2016	Number of Decisions Issued	Number of Decisions Issued under delegated authority
January	89	86
February	171	159
March	229	226

5. Decisions Issued YTD

Month 2016	Number of Decisions Issued	Average processing Time	Breakdown of Decisions	
			Approvals	Refusals
January	827	41.37 weeks	Approvals (753)	91%
			Refusals (74)	9%
February	998	41.38 weeks	Approvals (899)	90%
			Refusals (99)	10%
March	1227	41.36 weeks	Approvals (1102)	90%
			Refusals (125)	10%

6. Enforcement

Live cases

Month 2016	<=1yr	1-2 yrs	2-3 yrs	3-4 yrs	4-5 yrs	5+yrs	Total
January	187	117	93	40	24	74	535
February	182	111	93	45	23	74	528
March	191	114	98	49	24	74	550

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7. Planning Committee

Month	Number of Applications presented to Committee	Number of Applications Determined by Committee	Number of Applications Deferred for future meeting
15 April 2015	5	5	0
13 May 2015	5	4	1
10 June 2015	6	4	2
8 July 2015	5	5	0
5 August 2015	4	3	1
2 September 2015	2	2	0
30 September 2015	4	4	0
28 October 2015	2	2	0
25 November 2015	6	4	2
16 December 2015	2	2	0
20 January 2016	12	9	3
4 February 2016	4	4	0
17 February 2016	8	7	1
16 March 2016	8	6	2
Totals	73	61	12

8. Performance against PSA targets – *NOTE: February statistics not yet available*

	Major applications (target of 30 weeks)		Local applications (target of 15 weeks)		Cases concluded (target of 39 weeks)	
	Number decided/ withdrawn ¹	Average processing time ²	Number decided/ withdrawn ¹	Average processing time ²	Number brought to conclusion ³	"70%" conclusion time ³
April	0	-	20	24.8	36	64.1
May	3	53.4	67	30.6	5	115.8
June	5	61.2	59	25.6	21	30.6
July	1	102.0	79	32.8	13	79.3
August	0	-	74	33.6	17	65.9
September	4	35.9	116	35.4	12	177.2
October	4	56.1	124	32.1	18	29.6
November	2	40.7	90	36.2	26	73.9
December	4	171.7	74	36.5	14	111.7
January	2	122.9	84	42.8	23	98.3
February	0	-	0	-	0	-
March	0	-	0	-	0	-
Year to date	25	54.0	789	33.6	185	67.3

Notes:

1. CLUDS, TPOS, NMCS and PADS/PANs have been excluded from all applications figures

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2. The time taken to process a decision/withdrawal is calculated from the date on which an application is deemed valid to the date on which the decision is issued or the application is withdrawn. The median is used for the average processing time as any extreme values have the potential to inflate the mean, leading to a result that may not be considered as "typical".

3. The time taken to conclude an enforcement case is calculated from the date on which the complaint is received to the earliest date of the following: a notice is issued; proceedings commence; a planning application is received; or a case is closed. The value at 70% is determined by sorting data from its lowest to highest values and then taking the data point at the 70th percentile of the sequence.

9. Appeals

Area	Number of current appeals
Newry & Mourne	14 (P prefix)
Down	5 (R prefix)
TOTAL	19

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
4/1/16	Karen McKeivitt MLA	Update requested. No such reference number.	Jacqui McParland	Direct e mail	4/1/16
17/12/15	Cllr Glyn Hanna	Updates requested	A McAlarney – J McParland 31/12/15	Direct e mail	4/1/16
4/1/16	Karen McKeivitt MLA	Update requested	Jacqui McParland	Direct e mail	4/1/16
" "	Cllr Roisin Mulgrew	Update requested	Andrew Davidson	E mail	11/1/16
" "	Cllr Gillian Fitzpatrick	Update requested	P Rooney	Direct e mail	13/1/16
5/1/16	Cllr Gareth Sharvin	Advice for Ballynagross FC	Pat Rooney	Direct e mail	7/1/16
" "	Cllr Colin McGrath	Kings Castle Nursing Home, Ardglass	Pat Rooney		4/1/16
" "	Cllr Terry Andrews	Updates requested	Mark Keane	Direct e mail	7/1/16
" "	Cllr Sean Rogers	Update requested	Jacqui McParland	Direct e mail	8/1/16
6/1/16	Cllr Roisin Mulgrew	Update requested	Andrew Davidson	E mail	11/1/16
" "	Cllr Robert Burgess		Annette McAlarney	Call transferred	6/1/16
" "	Cllr Declan McAteer	Definition of a Farm	Pat Rooney	Direct e mail	7/1/16
" "	Cllr Terry Andrews	Update requested	Pat Rooney	Direct e mail	7/1/16
" "	Margaret Ritchie MP	Update requested	Mark Keane	Direct e mail	7/1/16
" "	Cllr Glyn Hanna	Request to have app. Fast tracked	Jacqui McParland	Direct e mail	8/1/16
7/1/16	Cllr Donnelly	Update	Andrew Davidson	Direct Email	7/1/16
7/1/15	Cllr Doran	Update	Jacqui McParland	Direct Email	8/1/16
7/1/15	Cllr Devlin	Update	Pat Rooney	Phone	7/1/16
" "	Cllr Sean Doran	Update	Jacqui McParland	Via DSU	8/1/16
" "	Cllr Willie Clarke	Marguerite Park, Newcastle	Pat Rooney	Direct e mail	7/1/16
" "	Margaret Ritchie MP	Wind turbine, 54 Scaddy Road, Killyleagh	Pat Rooney	Direct e mail	7/1/16
7/1/16	Margaret Ritchie MP	Update requested	Pat Rooney	Direct e mail	7/1/16
" "	Cllr Karen McKeivitt	Update requested	Jacqui McParland	Direct e mail	8/1/16
" "	Cllr Mickey Ruane	Address of Applicant requested	Jacqui McParland	Direct e mail	8/1/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

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DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
7/1/16	Margaret Ritchie MP	Update requested	Pat Rooney	Direct e mail	8/1/16
" "	Margaret Ritchie MP	Update requested	Pat Rooney	Direct e mail	8/1/16
8/1/16	Clr Roisin Mulgrew	Meeting next Thursday	Jacqui McParland	E mail reply	8/1/16
" "	Clr Sean Doran	Issue of incorrect address	Jacqui McParland	Direct e mail	8/1/16
11/1/15	Clr Roisin Mulgrew	Update requested	Andrew Davidson	E mail	11/1/16
" "	Clr Terry Andrews	Objections	Mark Keane	Direct e mail	11/1/16
" "	Clr Terry Andrews	Request for a meeting	Mark Keane	Direct e mail	11/1/16
" "	Clr Colin McGrath	Updates and advice on extending Car parking at Saul church	Mark Keane	Direct e mail	11/1/16
" "	Margaret Ritchie MP	St. Mary's primary School, Dechomet	Jacqui McParland	Direct e mail	12/1/16
" "	" "	Tudor Meadows Housing Development, Warrenpoint	Jacqui McParland	Direct e mail	12/1/16
12/1/16	Rory for Margaret Ritchie MP	Update requested	Mark Keane	Call transferred	12/1/16
" "	Clr Jarlath Tinnelly	St Bronagh's GAA complex	Jacqui McParland	Direct e mail	12/1/16
" "	Mgt Ritchie Office		Mark Keane	Call transferred	12/1/16
12/1/16	Clr Henry Reilly	Sandpit-Kilkeel	Jacqueline McParland	Direct email	12/1/16
13/1/16	William Irwin MLA		P Rooney	Call transferred	13/1/16
13/1/16	Geraldine Donnelly		J McParland	Call transferred	13/1/16
13/1/16	Geraldine Donnelly		A Donaldson	Call transferred	13/1/16
" "	Clr Mickey Ruane	Re: meeting	J McParland	Direct e mail	13/1/16
" "	Clr Liz Kimmons	Updates requested	A Davidson	Direct e mail	13/1/15
14/1/16	Margaret Ritchie MP	Update requested	Pat Rooney	Direct e mail	15/1/16
15/1/16	Laura Deylin	Update	No reply from Jacqui, Pat Andrew	I phoned Laura back with update (Suzanne)	15/1/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

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DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
15/1/16	M Ritchie's Office		M Keane	Transferred Call	15/1/16
" "	Clr Liz Kimmons	Update requested	Andrew Davidson	Direct e mail	15/1/16
" "	Clr Sean Doran	Numerous applications	Anthony McKay	E mail L Hannaway	19/1/16
19/1/16	Margaret Ritchie MP	Ensure application is processed as soon as possible	Pat Rooney	Direct e mail	21/1/16
" "	Sean Rogers MLA	Updates Pre App and meeting request for LA07/2015/1077/F	Mark Keane	Direct e mail	21/1/16
" "	Margaret Ritchie MLA	Process asap	Pat Rooney	Direct e mail	21/1/16
" "	Clr Laura Devlin	Updates requested	J McParland	Direct e mail	1/2/16
20/1/16	Mgt Ritchies Office		J McParland	E-mailed	
21/1/16	Clr Sean Rogers		Annette McAlarney	Call back	21/1/16
" "	Clr Pol O'Gribin	Requires information	Mark Keane	Call back	21/1/16
" "	Clr Pol O'Gribin	Requires information	Mark Keane	Call transferred	21/1/16
" "	Clr David Taylor	Update requested	Andrew Davidson	E mail	21/1/16
" "	Teresa for Margaret Ritchie MP	Who is the case officer? Wrong app. Number. Will check and call back	Marian McIlhone	Call answered	21/1/16
22/1/16	Teresa for Margaret Ritchie MP	Wishes to cancel today's meeting.	Davy Watson	E mail	22/2/16
" "	Clr Glyn Hanna	Request to prioritise application	Jacqui McParland	Planning Mailbox	22/1/16
22/1/16	Clr Willie Clarke	Marguerite Park, Newcastle - copy of drawings	Pat Rooney	Direct e mail	21/1/16
22/1/16	Clr Laura Devlin	Email yesterday to Sean Rogers	Mark Keane	Call transferred	22/1/16
" "	Clr Harold McKee	Update	Jacqui McParland	E mail	4/2/16
" "	Margaret Ritchie MP		Jacqui McParland	Direct e mail	22/1/16
23/1/16	Clr Liz Kimmins	Update	Andrew Davidson	Direct e mail	29/1/16
24/1/16	Clr Colin McGrath	Regulations for building in the Countryside	Mark Keane	Generic mailbox	25/1/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

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DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
25/1/16	Clr Harold McKee	Update requested – when will site visit take place?	Andrew Davidson	E mail	26/1/16
" "	Clr Geraldine Donnelly	Update requested	Andrew Davidson	E mail	27/1/16
" "	Margaret Ritchie MLA	Update requested	Jacqui McParland	Direct e mail	1/2/16
" "	Clr William Clarke	Request to treat as priority applications.	Jacqui McParland	Direct e mail	3/2/16
26/1/16	Clr Geraldine Donnelly	Update requested	Anthony McKay	E mail	27/1/16
" "	Clr Willie Clarke	Update on recommended decision	Mark Keane	Direct e mail	2/2/16
27/1/16	Clr Gillian Fitzpatrick	Update	Andrew Davidson	Email	27/1/16
27/1/16	Clr Ruane	Update	Andrew Davidson	Email	29/1/16
" "	Megan Ferran MLA Office	Update	Andrew Davidson	Call transferred	27/1/16
" "	Vincent Sinn Fein	Update	Mark Keane	Call transferred	27/1/16
" "	Clr Laura Devlin	Is the Delegated List published?	Marian McIlhone	Call answered	27/1/16
" "	Clr Colin McGrath	Down Area Plan query	Mark Keane	Direct e mail	27/1/16
27/1/16	Clr Gillian Fitzpatrick	Update	Pat Rooney	Direct e mail	27/1/16
" "	Margaret Ritchie MLA	Update requested	Annette McAlarney	Letter	3/2/16
28/1/16	Clr G Donnelly	_____	Andrew Davidson	E mail	28/1/16
" "	Teresa for M Ritchie MLA	_____	Andrew Davidson	Will e mail Andrew directly	28/1/16
28/1/16	Clr Gillian Fitzpatrick	Update requested	Jacqui McParland	Direct e mail	1/2/16
" "	Clr Henry Reilly	Sand Pit for David Campbell	Jacqui McParland	Direct e mail	1/2/16
1/2/16	Clr Laura Devlin	Updates requested (e mails of 19 & 28 January refer)	Jacqui McParland	Advised per phone	1/2/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

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DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
1/2/16	Margaret Ritchie-MLA	Update requested	Mark Keane	Direct e mail	1/2/16
" "	Cllr Mickey Ruane	Update requested	Jacqui McParland	Direct e mail	1/2/16
" "	Margaret Ritchie-MLA	Shiels Buildings, Killough	Pat Rooney	Direct e mail	2/2/16 & 5/2/16
" "	Margaret Ritchie-MLA	Status of application?	Pat Rooney	Direct e mail	2/2/16
2/2/16	Cllr Laura Devlin	Update requested	Jacqui McParland	Direct e mail	5/2/16
" "	Cllr Dermot Curran	Updates requested	Pat Rooney	Direct e mail	15/2/16
3/2/16	Cllr Harold McKee	Update requested	Jacqui McParland	Call transferred	3/2/16
" "	Cllr Jariath Tinnelly	Who is presenting applications at meeting 4/2/16?	Jacqui McParland	Direct e mail	3/2/16
" "	Cllr Willie Clarke	Lack of progress with application	Pat Rooney	Direct e mail	5/2/16
4/2/16	Margaret Ritchie-MLA	Request for a meeting.	Pat Rooney	Direct e mail	5/2/16
" "	Margaret Ritchie-MLA	Status of application	Pat Rooney	Direct e mail	11/2/16
5/2/16	Cllr Dermot Curran	Alleged unauthorised car wash, Ballydugan Ind Estate, Dpk	David Watson	E mail	8/2/16
5/2/16	Cllr Robert Burgess	On Delegated List as a refusal	Annette McAarney	Call transferred	5/2/16
5/2/16	Cllr Geraldine Donnelly	Housing development at Culloville.	Andrew Davidson	Email (from Colette McAteer, forwarded by hand)	5/2/16
5/2/16	Cllr David Taylor	1 McRory's Rd, Newtownhamilton	Andrew Davidson	Email (from Colette McAteer, forwarded by hand)	5/2/16
" "	William Irwin MLA	Update requested	A Davidson/J McParland	E mail	5/2/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

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DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
5/2/16	Margaret Ritchie-MLA	Letter from Clifford McClenaghan sent 26/12/15	Pat Rooney	Direct e mail	5/2/16
8/2/16	Cllr Colin McGrath	Request for meeting before refusal notice issues	Mark Keane	Direct e mail	9/2/16
" "	Cllr Colin McGrath	Updates requested	Mark Keane	Direct e mail	8/2/16
9/2/16	Cllr Valerie Harte	Updates requested	Jacqui McParland	Direct e mail	9/2/16
10/2/16	Cllr Gillian Fitzpatrick	When will application go to Council?	Jacqui McParland	Direct e mail	10/2/16
" "	Cllr Harry Harvey	Was an Office meeting requested following Council?	Colette McAteer	Direct e mail	10/2/16
" "	" "	As above – sent to Senior Planner for response	M Keane/A McAlarney	E mail	10/02/2016
" "	Margaret Ritchie MLA	Status of application	Pat Rooney	Direct e mail	12/2/16
" "	Margaret Ritchie MLA	Site meeting requested re St Patrick's Road, Raholp	Pat Rooney	Direct e mail	18/2/16
11/2/16	Cllr Pol O'Gribin	Information check	Mark Keane	Call transferred	11/2/16
" "	Margaret Ritchie MLA	'Free Standing Sign' at 115 Saintfield Road, Crossgar	Pat Rooney	Direct e mail	11/2/16
" "	Cllr Sean Dorman		J McParland	Direct e mail	11/02/16
" "	Margaret Ritchie MLA	What are the comments from NIEA?	Pat Rooney	Direct e mail	18/2/1
12/2/16	Cllr Sinead Ennis	Update	J McParland	Direct e mail	12/2/16
" "	Cllr Sinead Ennis	Further information requested	J McParland	Direct e mail	12/2/16
" "	Cllr Glyn Hama	Updates requested	J McParland	Generic mailbox	12/2/16
" "	Margaret Ritchie MLA	Update	Pat Rooney	Direct e mail	15/2/16
15/2/16	Cllr Mickey Ruane	Update	J McParland	Direct e mail	15/2/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

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DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
15/2/16	Margaret Ritchie-MLA	Status	Pat Rooney	Direct e mail	18/2/16
16/2/16	Councillor Byrne		A Davidson	Call transferred	16/2/16
" "	Ann�ette John McCallister's Office		A Davidson	Call transferred	16/2/16
" "	Clr Roisin Mulgrew	Update	A Davidson	Direct e mail	16/2/16
" "	Margaret Ritchie's Office	Advise on reasons for refusal	Pat Rooney	Direct e mail	18/2/16
18/2/16	Mgt Ritchies office		J McParland	Call transferred	18/2/16
" "	Clr Glyn Hanna	Meeting requested	J McParland	Generic mailbox	18/2/16
19/2/16	Clr Glyn Hanna	Meeting requested	J McParland	Direct e mail	19/2/16
" "	Karen McKeivitt MLA	Update requested	J McParland	Direct e mail	22/2/16
" "	Clr David Taylor	Update requested	A Davidson	E mail from F Murray	23/2/16
" "	William Irwin MLA	Re: conversation a month ago	A Davidson	E mail from K. Cunningham	23/2/16
22/2/16	William Erwin's office	Call lost	A Davidson	Telephone	22/2/16
" "	John McCallisters office		M Keane	Call transferred	22/2/16
" "	Clr Robert Burgess	Confirmation of tomorrow's meeting	P Rooney	E mail	22/2/16
" "	Clr Patrick Clarke	Update requested	M Keane	Call transferred	22/2/16
" "	Clr Patrick Clarke	Further information	M Keane	Call transferred	22/2/16
" "	Clr Bara O'Muir�	Update requested	P Rooney	NMD feedback 15/2/16	25/2/16
" "	Clr Henry Reilly	Sandpit on Leestone Road, Kilkeel	J McParland	Direct e mail	25/2/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

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DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
22/2/16	Margaret Ritchie MLA	Status of application	P Rooney	Direct e mail	25/2/16
23/2/16	Cllr Henry Reilly	Sandpit on Leestone Road, Kilkeel	J McParland	E mail	25/2/16
" "	Cllr Laura Devlin	Update requested	A McAlarney	E mail	23/02/2016
" "	M Ritchie MLA	Update requested	P Rooney	Direct e mail	23/2/16
23/2/16	Margaret Ritchie MLA	Status of applications	J McParland	Direct e mail	24/2/16
" "	Margaret Ritchie MLA	Housing Development opposite Tudor Meadows, Warrenpoint	J McParland	Direct e mail	25/2/16
24/2/16	Margaret Ritchie's office	Re: meeting tomorrow	A McKay	Call transferred	24/2/16
" "	Cllr Mickey Ruane	Update on wind turbine application for John Morgan	J McParland	Direct e mail	24/2/16
24/2/16	Cllr Laura Devlin	Update	A McAlarney	Call transferred	24/2/16
" "	Cllr Laura Devlin	Update	J McParland	E mail	26/2/16
" "	Margaret Ritchie MLA	Update	J McParland	Direct e mail	25/2/16
25/2/16	Cllr Laura Devlin	Update	M Keane	Call transferred	25/2/16
" "	Cllr Sean Doran	Updates	A Davidson	Call transferred	25/2/16
" "	Cllr David Taylor x 2	Update	A Davidson	E mail	25/2/16
" "	Cllr Robert Burgess	Meeting tomorrow at 10am?	P Rooney	Telephone call	25/2/16
" "	Cllr David Taylor	Update	A Davidson	Call transferred to P Rooney	25/2/16
" "	Cllr Glyn Hanna	Update	P Rooney	Direct e mail	25/2/16
26/2/16	Cllr Harold McKee	Update	A Davidson	Call transferred	26/2/16
" "	Annette from J McCallister's office	Has site been visited and recommendation?	A McKay	E mail	9/03/2016

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

17

DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
29/2/16	Clr Terry Andrews	Update	P Rooney	Generic mailbox	29/2/16
" "	Clr Mark Murnin	Update	M Keane	Direct e mail	4/3/16
1/3/16	Clr Stephen Burns		M Keane	Call transferred	1/3/16
" "	William Irwin MLA	Update	A Davidson	Will ring back	1/3/16
" "	Clr David Taylor	Update	A Davidson	E Mail	2/3/16
" "	Clr Terry Andrews	Support for application	M Keane	Direct e mail	1/3/16
1/3/16	Margaret Ritchie MLA	Request that issues are dealt with quickly.	Gareth Kerr	Direct e mail	1/3/16
" "	William Irwin MLA	Update	A Davidson	E mail	2/3/16
" "	Clr Terry Andrews	Update	P Rooney	Direct e mail	2/3/16
" "	Clr Terry Andrews		M Keane	Generic mailbox	2/3/16
2/3/16	Vincent Chris Hazzards Office	Re Enf at 117 Old Park Road Drumaness	C Miskelly	Note to call back 11614405	2/3/16
" "	Laura Devlin		A McAlarney	Call transferred	2/3/16
" "	Clr David Taylor	Update	A Davidson	Call transferred	2/3/16
" "	" "	Beverly Powell issue	A Davidson	Call transferred	2/3/16
" "	William Irwin MLA	Update	A Davidson	Call transferred	2/3/16
" "	Patrick Brown	Update	M Keane	Call transferred	2/3/16
3/3/16	Laura Devlin		A McAlarney	Emailed	03/03/2016
4/3/16	Clr Dermot Curran	Bungalow in Ballyhornan	P Rooney	Call transferred	4/3/16
7/3/16	Clr Sean Doran	Scheme of Delegation	A McKay	E mail from L Hannaway	
" "	Clr Mark Murnin	Admin staff answering telephone calls	A McKay	Direct e mail	8/3/16
8/3/16	Clr Laura Devlin		J McParland (on leave)	Laura will email	8/3/16
" "	Harold McKee		Wished to speak to A. Davidson	Call transferred to Pat Rooney	8/3/16
" "	David Taylor		A Davidson	Unable to connect call system fault	8/3/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

18

DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
8/3/16	Clr Dermot Curran	(Email & telephones down)	P Rooney	E mail 9/3/16	10/3/16
" "	Clr David Taylor	Re: recent conversation	A Davidson	E mail 9/3/16	9/3/16
" "	Clr Mark Murnitt	Admin staff answering telephone calls	A McKay	Direct e mail	9/3/16
" "	M Ritchie MLA	Outline of timeline requested	Gareth Murtagh	Direct e mail	
9/3/16	Clr Kate Loughran	-----	A Davidson/J McParland	E mail 9/3/16	10/3/16
9/3/16	Clr Dermot Curran	Re Gerard Sharvin	Pat Rooney	E-mail	10/3/16
10/3/16	Clr Kate Loughran	-----	A Davidson/J McParland	E mail	10/3/16
" "	Clr Roisin Mulgrew	E mails sent directly	A Davidson	E mail	10/3/16
" "	William Irwin MLA	Application in discussion	A Davidson	Call transferred	10/3/16
" "	Clr Patrick Clarke	Letter of Support	A McKay	Direct e mail	10/3/16
" "	Clr Patrick Clarke	Letter of Support	A McKay	Direct e mail	10/3/16
" "	Clr Patrick Clarke	Letter of Support	A McKay	Direct e mail	10/3/16
" "	Clr Patrick Clarke	Letter of Support	A McKay	Direct e mail	10/3/16
" "	Laura Devlin	-----	A McAlarney	Call transferred	10/3/16
" "	Harold McKee	-----	P Rooney	Call transferred	10/3/16
" "	M Ritchie MLA	Update requested	P Rooney-A McAlarney	E mail	18/03/2016 (Pat)
11/3/16	Clr Laura Devlin	-----	M Keane	Call transferred	11/03/16
12/3/16	Clr Henry Reilly	Update requested	J McParland	Direct e mail	14/3/16
14/3/16	Clr Gillian Fitzpatrick	Update requested	J McParland	Direct e mail	14/3/16
15/3/16	Teresa for M Ritchie MLA	Update	J McParland	E mail	30/03/16
16/3/16	Clr Harold McKee	Update	J McParland	E mail	18/3/16
" "	Elizabeth for Karen McKeivitt MLA	Query re consultations with Roads	J McParland/A Davidson	E mail	18/03/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

19

DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
16/3/16	Sean Rogers MLA	Planning Approval	A McKay	E mail from C O'Rourke	16/3/16
18/3/16	M Ritchie MLA	Update on application & site visit	A McKay	E mail	
21/3/16]	Clr Laura Devlin	Arrange date for meeting with Sean Rogers	A McKay	E mail	22/3/16
21/3/16]	Clr Laura Devlin	Arrange date for meeting with Sean Rogers	A McKay	E mail	22/3/16
" "	Clr Sean Doran	Updates	J McParland	Direct e mail	23/3/16
" "	M Ritchie MLA	Update	P Rooney	Direct e mail	25/3/16 M Keane
22/3/16	Clr David Taylor	Re: Richard Nurnmy	J McParland	E mail	22/3/16
22/3/16	Clr David Taylor		J McParland	Transferred call	22/3/16
" "	Clr Laura Devlin	Arrange date for meeting with Sean Rogers	A McKay	E mail	22/3/16
" "	Clr Laura Devlin	To arrange date for meetings with Sean Rogers	A McKay	Laura preferred to e-mail Anthony as no answer from his extension	22/3/16
" "	Sean Rogers MLA	Meeting requests	A McKay	Direct E mail	25/3/16
" "	Teresa for M Ritchie MLA	Update	J McParland	E mail	30/3/16
" "	M Ritchie MLA	Any development s with Application?	M Keane	Direct e mail to P Rooney 18/3/16	23/3/16
" "	Clr Laura Devlin	Update	M Keane	Call transferred	22/3/16
" "	Sean Rogers MLA	Request for meeting	J McParland	Direct e mail	23/3/16
23/3/16	Clr Henry Reilly	When will application be processed?	J McParland	Direct e mail	23/3/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

20

DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
23/3/16	M Ritchie MLA	Current status?	M Keane	Direct e mail	23/3/16
" "	Annette Holden for J McCallister	Updates	A McAlarney	E mail	23/3/16
" "	Clr Patrick Clarke	Letter of support?	M Keane	Generic mail	23/3/16
" "	Karen McKeivitt MLA	Update	J McParland	Direct e mail	23/3/16
" "	Sean Rogers MLA	Can application be prioritised?	J McParland	Direct e mail	23/3/16
" "	Annette Holden for J McCallister	Update	J McParland	Direct e mail	23/3/16
24/3/16	Sinead for Sean Rogers	Update requested	J McParland	E mail	25/3/16
" "	Laura Devlin for Sean Rogers	Update requested	M Keane	Direct e mail	24/3/16
" "	Sinead from Sean Rogers Office		J McParland	No reply to Jacq. Sinead opted to phone back	24/3/16
" "	Laura Devlin from Sean Rogers		M Keane	Transferred call	24/3/16
" "	Clr Laura Devlin	Cut off for add. information for Planning Committee	M McIlhone/A Davidson	Call back	24/3/16
" "	Clr Terry Andrews	Update requested	M Keane	Direct e mail	25/3/16
25/3/16	Sinead for Sean Rogers	Update requested	J McParland	E mail	25/3/16
30/3/16	Vincent for Chris Hazzard	Meeting lba	P Rooney	E mail	
" "	Annette for J McCallister	Update	J McParland	Call transferred	30/3/16
31/3/16	J McCallister MLA	Letter of objection	A McAlarney	Direct e mail	31/3/16
" "	Clr Sean Doran	Update	J McParland	Direct e mail	31/3/16

CONTACT FROM PUBLIC REPRESENTATIVES – 1 January – 31 March 2016

DATE	CALLER	ISSUE	REFERRED TO	MODE	DATE CLEARED
31/3/16	Rory for M Ritchie	Update	A McAlamney	Call transferred	31/3/16
	Clr Pete Byrne x 2	Update	A Davidson	E mail	1/4/16

Agenda Item:	Facilities Management and Maintenance
Report to:	Regulatory & Technical Services Committee
Subject:	Report on Bus Shelter Requests
Date:	20 th April 2016
Reporting Officer:	Canice O'Roruke
Contact Officer:	Kevin Scullion

Decisions Required

Members are asked to note the contents of the report, and consider and agree to:

Update provided on installation of bus shelters.

1.0 **Purpose & Background**

1.1

At this committee meeting in November 2015 it was agreed to purchase and install seven bus shelters. These works have been complete as indicated in the table below.

Location	Cost £ excl VAT
Crossgar – Adjacent to 65 Downpatrick Street - Belfast Direction. New Site.	3754.25
Main Street, Clough - Newry Direction. New Site.	3754.25
Meigh Village - Newry Direction. New Site.	3237.00
Mill Hill, Castlewellan. Downpatrick Direction. New Site.	3754.25
Camlough Road, Newry (Adjacent to Derrybeg). Replacement shelter.	3754.25
Camlough Road, Newry (Adjacent to Parkhead Crescent). Replacement shelter.	3715.00 plus council cost to install concrete base/panels and painting
Drumaness/Newcastle Road, Drumaness. Belfast Direction. New Site.	3000.00 plus council cost to install concrete base/panels and painting
Total	£24,969.00 (plus additional costs as detailed above)

	A capital budget of £35,000.00 was set aside for the purchase of these shelters.
2.0	<u>Key Issues</u>
2.1	Project completed within time and budget.
3.0	<u>Resource Implications</u>
3.1	Project completed within time and budget.
4.0	<u>Appendices</u>
Appendix I – None	

FOR INFORMATION ONLY ECCLESIASTICAL EXEMPTION – PUBLIC CONSULTATION

The Department of the Environment has published a consultation document outlining policy proposals to remove Ecclesiastical Exemption.

Section 85(8) of the Planning Act (Northern Ireland) 2011 states that all listed places of worship are exempt from the requirement to obtain Listed Building Consent for 'the demolition, alteration or extension of an ecclesiastical building which is at the time being used for ecclesiastical purposes or would be so used but for the works'. This is known as Ecclesiastical Exemption.

In 2014, at the Minister's request, the Department and the Historic Buildings Council for Northern Ireland undertook a review of the way in which Ecclesiastical Exemption is currently working in Northern Ireland. This review concluded that the exemption is not protecting our ecclesiastical heritage and recommended that it should be removed.

The consequence of removing the exemption is that Listed Building Consent would be required for any works involving the complete or partial demolition of a listed place of worship, or for its alteration or extension in a manner which would affect its character as building of special architectural or historic interest.

The consultation can be accessed on the DOE website at:

<https://www.doeni.gov.uk/consultations/consultation-ecclesiastical-exemption>

and will remain open for comment until 13 June 2016.

HERITAGEADVICEANDREGULATIONBRANCH

Historic Environment Division | Department of the Environment |
6th Floor | Causeway Exchange | 1-7 Bedford Street | Town Parks | Belfast | BT2 7EG.

Email ecclesiasticalexemption@doeni.gov.uk

REALISING THE VALUE OF OUR HISTORIC ENVIRONMENT

Policy Forum for Northern Ireland Keynote Seminar

Housing in Northern Ireland: meeting market demand and reforming the social housing sector

with

Jim Wilkinson, Director of Housing, Department for Social Development

Clark Bailie, Chief Executive, Northern Ireland Housing Executive

and

Raymond Crooks, *Thompson Crooks Solicitors and Landlords' Association for Northern Ireland*; **Professor Paddy Gray**, *Ulster University*; **Janet Hunter**, *Housing Rights Service*; **Clare McCarty**, *Clanmil Housing Association*; **Nicola McCrudden**, *Chartered Institute of Housing*; **Colm McDaid**, *Supporting Communities Northern Ireland*; **Richard Ramsey**, *Ulster Bank* and **Ricky Rowledge**, *Council for the Homeless Northern Ireland*

This event is [CPD certified](#)

Morning, Wednesday, 14th September 2016
Central Belfast

[Book Online](#) | [Live Agenda](#) | [Our Website](#) | [Unsubscribe](#)

Booking arrangements

To book places, please use our [online booking form](#).

Once submitted, this will be taken as a confirmed booking and will be subject to our terms and conditions below.

Please pay in advance by credit card on 01344 864796. If advance credit card payment is not possible, please let me know and we may be able to make other arrangements.

Options and charges are as follows:

- Places at *Housing in Northern Ireland: meeting market demand and reforming the social housing sector* (including refreshments and PDF copy of the transcripts) are **£210** plus VAT;
- Concessionary rate places for small charities, unfunded individuals and those in similar circumstances are **£80** plus VAT. Please be sure to apply for this at the time of booking.

For those who cannot attend:

- Copies of the [briefing document](#), including full transcripts of all speeches and the questions and comments sessions and further articles from interested parties, will be available approximately **10 days** after the event for **£95** plus VAT;
- Concessionary rate: **£50** plus VAT.

If you find the charge for places a barrier to attending, please let me know as concessionary and complimentary places are made available in certain circumstances (but do be advised that this typically applies to individual service users or carers or the like who are not supported by or part of an organisation, full-time students, people between jobs or who are fully retired with no paid work, and representatives of small charities - not businesses, individuals funded by an organisation, or larger charities/not-for-profit companies). Please note terms and conditions below (including **cancellation charges**).

I do hope that you will be able to join us for what promises to be a most useful morning, and look forward to hearing from you soon.

Yours sincerely

Sean

Sean Cudmore
Deputy Editor, **Policy Forum for Northern Ireland**

T: 01344 864796

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Housing in Northern Ireland: meeting market demand and reforming the social housing sector

Timing: Morning, Wednesday, 14th September 2016

Venue: Central Belfast

Draft agenda subject to change

- 8.30 - 9.00 Registration and coffee
- .00 - 9.05 **Chair's opening remarks**
Senior Member of the Legislative Assembly
- 9.05 - 9.35 **Addressing the policy challenges of housing in Northern Ireland**
Jim Wilkinson, Director of Housing, Department for Social Development
Questions and comments from the floor
- 9.35 - 9.45 **Northern Ireland's housing market: the current state of play**
Nicola McCrudden, Director of Republic of Ireland and Northern Ireland, Chartered Institute of Housing
- 9.45 - 10.45 **Meeting the demand for housing: next steps for the private rental sector and the housing market**
Janet Hunter, Director, Housing Rights Service
Richard Ramsey, Northern Ireland Economist, Ulster Bank
Raymond Crooks, Partner, Thompson Crooks Solicitors and Chairman, Landlords' Association for Northern Ireland
Senior representative, construction
Senior representative, planning
Questions and comments from the floor with **Nicola McCrudden**, Director of Republic of Ireland and Northern Ireland, Chartered Institute of Housing
- 10.45 - 10.50 **Chair's closing remarks**
Senior Member of the Legislative Assembly
- 10.50 - 11.20 Coffee
- 11.20 - 11.25 **Chair's opening remarks**
Senior Member of the Legislative Assembly
- 11.25 - 11.55 **The impact of welfare reform on the social housing sector**
Clark Bailie, Chief Executive, Northern Ireland Housing Executive
Questions and comments from the floor
- 11.55 - 12.55 **Social housing reform: regulating providers, the tenant participation strategy, tackling waiting lists and developing new social housing**
Professor Paddy Gray, Professor of Housing, Ulster University
Ricky Rowledge, Director, Council for the Homeless Northern Ireland
Clare McCarty, Chief Executive, Clanmil Housing Association
Colm McDaid, Chief Officer, Supporting Communities Northern Ireland
Questions and comments from the floor
- 12.55 - 13.00 **Chair's and Policy Forum for Northern Ireland closing remarks**
Senior Member of the Legislative Assembly
Sean Cudmore, Deputy Editor, Policy Forum for Northern Ireland

Comhairle Ceantair an Iúir Mhúrn agus an Dúin

Newry, Mourne and Down District Council

Planning Committee

Operating Protocol

INTRODUCTION

1. The following protocol has been developed for use by the Planning Committee (“the Committee”). It should be read alongside relevant provisions of the Council’s Standing Orders and the Code of Conduct for Councillors and is not intended to replace either document. The key aims of the protocol are to ensure that the Committee makes decisions in a sound, lawful and transparent way and in a timely and efficient manner.

REMIT OF THE COMMITTEE

2. The primary roles of the Committee will include:
 - (a) Consideration of applications for planning permission and consents in accordance with the Council’s Scheme of Delegation.
 - (b) Exercising the Council’s powers and duties in relation to planning policies and plan strategies.
 - (c) Responding to consultations in relation to regionally significant or major applications to be determined by the Department of Environment or relevant Department.
 - (d) Responding to consultations issued by the Department of Environment or relevant Department, or any other Department, in relation to planning matters.

FREQUENCY & TIME OF MEETINGS

3. It is recommended the Committee shall meet every fourth week, though there should be flexibility for additional meetings if required.
4. Dates and times will be advertised at least 5 days in advance on the Council website and at the Council's main offices at Downpatrick and Newry.

SCHEME OF DELEGATION

5. As required by Section 31 of the Planning Act (NI) 2011 the Council will operate a scheme of delegation for planning, outlining delegation both to the Committee and Officers (this can be found on the Council's website and at the Council's main offices at Downpatrick and Newry). The overall objective is to ensure that arrangements for decision-making on applications for local developments are effective whilst ensuring that proposals that raise strong local views or issues for the district can be dealt with by elected members. Delegating determination of some planning applications to Officers is also seen as a critical factor affecting the overall performance of the development management process as it helps ensure that decisions are taken at the most appropriate level, procedures are clear and transparent, costs are minimised and members have more time to concentrate on complex applications.
6. The following applications cannot be delegated and therefore must be presented to the Planning Committee for determination:
 - Applications which fall within the Major category of development;
 - An application for planning permission where the application is made by the Council or an elected member of the Council;
 - The application relates to land in which the Council has an interest or estate.

7. The Scheme of Delegation delegates all local development applications to Officers for determination, whether for approval or refusal, except in relation to the following circumstances which must be presented to the Planning Committee for determination:
- An application recommended for refusal;
 - Applications which are significantly contrary to the development plan and which are recommended for approval;
 - Applications attracting six or more material planning objections from different addresses where the officer's recommendation is for approval;
 - Applications attracting material planning objection from a statutory consultee, where the officer's recommendation is for approval;
 - An application which the Chief Planning Officer considers should be brought before and decided by the Planning Committee;
 - Applications referred to the Planning Committee by a Member of the Council who represents the DEA in which the land to which the application relates is situated, although in exceptional circumstances members from outside the DEA may be permitted to request the referral of an application to Committee. Any such referral, or request for referral where the application is not in the Member's DEA, must be made in writing to the Chief Planning Officer within 25 days of receipt of the application and accompanied by a material planning reason
 - Applications which are submitted by members of staff directly involved in the consideration of planning applications and officers of the Council at the level of Head of Service or above.
8. Enforcement activities are also delegated to The Chief Planning Officer. The Committee will receive regular reports on enforcement matters.
9. All Members of the Council will receive a weekly list containing details of all valid applications received and all decisions issued under the scheme of delegation.

FORMAT OF MEETINGS

10. Committee Meetings (dates, times and papers) will be published on the Council's website at least 5 days in advance.

11. Case Officer Reports will also be available on the Northern Ireland Planning Portal.

12. Committee papers will typically include the following:

a) Minutes of the previous meeting for approval;

For decision/discussion

b) Details of non-delegated applications (including those brought back following deferral) for consideration by the Committee;

c) Details of applications of regional significance with an impact upon the Council area in respect of which the Council is a statutory consultee or where it may wish to make representations;

For noting

d) Details of proposed pre-determination hearings;

e) Details of delegated applications for noting only by the Committee;

f) Details of appeals (notified and concluded).

13. Members, staff directly involved in the consideration of planning applications and Officers of the Council at the level of Head of Service or above must pass to the Planning Case Officer any representation(s) received in respect of a planning application for inclusion in the planning file.

14. A quorum, as outlined in the Council's Standing Orders, is required for the Committee to convene; the quorum being half (six) of the members of the Committee.

- 15.** Members will be required to declare an interest in any item on the agenda at the beginning of the meeting and must then leave the table when the matter in which they have declared an interest is being discussed. Once a decision had been made in respect of that item, the Member will then be invited to return to the table before consideration of the next item commences.

The Democratic Services Officer will record when members enter and leave the room during the course of the Meeting.

- 16.** The Committee will discuss each application that has been presented before taking a vote on one of the following options:

- a) Approve the application with conditions as recommended;
- b) Approve the application with amendments to the recommended conditions;
- c) Approve the application contrary to Officer recommendations;
- d) Refuse the application for the reasons recommended;
- e) Refuse the application with additional, fewer or amended reasons;
- f) Refuse the application contrary to Officer recommendations;
- g) Defer the application with a direction for additional information or clarification; or for a Members' site visit.

- 17.** The Committee can defer consideration of an application to a subsequent meeting for further information, further negotiations or a site visit. Deferrals have an adverse effect on processing times, and the applicant can lodge an appeal after a period of time if the Council has not made a decision. The Committee will therefore generally only defer an application once. The Member proposing deferral must provide clear relevant planning related reasons as to why a deferral is necessary.

- 18.** The Chair has a casting vote.

19. Members must be present for the entire item, including the Officer's introduction and update, otherwise they cannot take part in the debate or vote on that item. However the Chairperson of the Planning Committee can use their discretion in exceptional circumstances in accordance with the Council's standing orders.
20. Following issue of the agenda Committee Members may request the attendance of statutory consultees and this request must be submitted through the Chief Planning Officer at least one week in advance of the Committee Meeting.

PUBLIC REPRESENTATIONS

21. Meetings of the Committee will be open to the public, however, seating within the Committee Chamber will be limited according to the venue capacity and associated fire and safety regulations.
22. Seating for the applicant and/or their agent and objectors will be reserved but only for the time during which the relevant application is being considered. Otherwise seating will be on first come first served basis.
23. If a member of the public wishes to speak at Committee they must contact Democratic Services by telephone or by email (democratic.services@nmandd.org)) at least 5 working days before the date of the meeting at which the application will be considered. Only those who have made written submissions in respect of a planning application and registered a request to speak in respect of the application shall be permitted to make oral representations before the Committee.
24. Each deputation who wishes to appear before the Committee shall submit a prepared statement in advance of the meeting and shall only be permitted to speak to that statement, except in those circumstances outlined elsewhere in the Protocol, when addressing the Committee. Deputations will not be permitted to circulate papers to members at the Committee Meeting.

- 25.** All information must be submitted a minimum of 5 working days in advance of the Committee Meeting to ensure that the issues raised can be fully processed and considered by officers prior to the Committee Meeting. Late information may therefore be disregarded or result in consideration of the application being deferred if officers have not had an opportunity to fully investigate and process said information. In deciding whether to disregard late information Committee will consider whether it is fair in all the circumstances to allow the late information to be submitted, and in particular whether the information is material, how long the party seeking to introduce it has known about its existence; the length and reason for any delay and the promptness with which the party seeking to rely on the late information acted.
- 26.** All Committee papers will be available online. However, access to some documentation may be restricted by virtue of the Council's publication policy. Information which is determined to be exempt by virtue of Schedule 6 of the Local Government (Northern Ireland) Act 2014 may be published where the Council considers that the public interest in disclosing same outweighs the public interest in maintaining the exemption.
- 27.** Documentation should not be provided directly to a Council Member. However, if documentation is provided directly to any member of the Council in relation to a particular application it must be copied to Democratic Services Section and to the Chief Planning Officer.
- 28.** Deputations shall be heard in the following order:
- a) Objectors and/or their representatives;
 - b) Applicant and/or their representatives and/or those supporting the application
- 29.** The Council will not notify applicants or those who have made representations in respect of a particular planning application that a request to address the Committee has been received. Applicants and those who have made

- representations in respect of a particular application that appears on the Committee agenda may contact Democratic Services in advance of the relevant meeting to ascertain whether there have been any such applications.
- 30.** Only one deputation on behalf of those objecting to the application will be permitted to address the Committee. Only one deputation on behalf of the applicant and/or those supporting the application will be permitted to address the Committee. Additionally Elected Members from the DEA specific to the planning application may make the representation in line with paragraphs 46, 47 and 48.
 - 31.** Deputations, unless otherwise agreed in advance by the Committee, shall consist of no more than 3 persons. Where there are 3 or more persons or groups wishing to address the Committee they will be required to arrange a single deputation to express their representations.
 - 32.** If more than 3 persons have registered a request to speak in support of or in objection to an application, the Council will notify, in so far as reasonably practicable, those persons that they may not be guaranteed an opportunity to address the Committee. They will be invited to attend Council offices an hour before the Committee is due to start so that they can agree a deputation of speakers. If agreement cannot be reached the places on the deputation shall be allocated by planning officers so as to ensure that the deputation is representative of the range of issues raised by those who have made representations.
 - 33.** The applicants or their representatives, right to address committee shall be prioritised over other persons/groups wishing to speak in support of an application.
 - 34.** Deputations shall be confined to the making of a 5 minute address either by each member of the deputation or, should they so wish, by their nominated spokesperson or legal advisor.

35. Each deputation shall be permitted a maximum of 5 minutes to address the Committee. Where more than one person wishes to speak, the 5 minutes will be shared between the members of the deputation.
36. All members of a deputation must continue to be seated and remain silent whilst other deputations are being made to the Committee.
37. Cross-examination, discussion or any type of debate between persons making representation to Committee shall not be permitted.
38. Once all deputations have been made, by invitation of the Committee Chair, the parties shall be permitted an opportunity to rebut any factual inaccuracies which may have arisen from the oral representations of another deputation but it will only be permitted in respect of a factual inaccuracy which they have not had a previous opportunity to comment upon. This will be strictly limited to responding to any such issue and the party will not be permitted to rehearse representations which have already been made.
39. The Committee may, upon advice from officers, exclude any deputation from being present during the whole or part of the time due to the confidential nature of the information being presented; or for such other reasons as may be deemed appropriate having regard to Schedule 6 of the Local Government Act (Northern Ireland) 2014.
40. The Committee may seek clarification from those who have spoken on any issues raised by them but must not enter into a debate.
41. Officers can address any issues raised during the course of representations from any deputation and the Committee may seek clarification from officers.

42. The Chair will ensure that those making representation to the Committee adhere to the time limits set out in this protocol. These time limits will have been communicated to those making representations in advance of the meeting.
43. The Chair may at any time during the hearing of deputations, if they think it necessary to secure order, suspend the meeting and direct the removal of any individual from the meeting, or order that the meeting be cleared of all deputations.
44. When hearing deputations, the Chair will require members engaging in debate to desist, until such time as all relevant information has been received.
45. The Chair may bring the questioning of any person appearing before the Committee to a close provided s/he is satisfied that all relevant issues have been addressed. The Chairperson may also prevent duplication of questions being put.
46. If a member of the Committee moves that the question be put to a vote and the Chair is of the opinion that the application before the Committee has been sufficiently discussed, s/he shall put the motion to the vote.

REPRESENTATIONS BY MEMBERS

47. Members who represent the DEA specific to the location of a planning application, and who wish to address the Committee, must notify Democratic Services 5 working days prior to the Committee meeting. These speaking rights are not extended to Members from outside the specific DEA unless a Member from outside the DEA has previously requested the application be referred to the Committee in accordance with Paragraph 7 of this Protocol.
48. All information must be submitted a minimum of 5 working days in advance of the Committee Meeting to ensure that the issues raised can be fully processed and considered by officers prior to the Committee Meeting. Late information may

therefore be disregarded or result in consideration of the application being deferred if officers have not had an opportunity to fully investigate and process said information. DEA Members, or other Members wishing to address the Committee who have complied with Paragraph 7 of this Protocol, will not be permitted to circulate papers to Committee Members at the Meeting.

49. DEA Members who wish to address the Committee, or other Members wishing to address the Committee who have complied with Paragraph 7 of this Protocol, will be permitted to do so for a maximum of 2 minutes. This 2 minutes to be shared among all DEA Members wishing to address the Committee, regardless of the number of Members to speak.
50. Those members who sit on the Committee and wish to support or oppose an application are free to do so but cannot take part in the decision-making process. It is important that the public see that they are not acting in their capacity as a Committee member. When that application is being discussed the member must leave their seat and sit with the other parties who are making representations. Once a decision has been made on that application the member can return to their seat as part of the Committee.

DECISIONS CONTRARY TO OFFICER RECOMMENDATION

51. The power to decide an application lies with the Committee and it is entitled to come to a decision contrary to Officers' recommendations.
52. Any such decision may be subject to legal challenge and Members must therefore ensure that the rationale for the decision is fully explained and based on proper planning considerations.
53. The Chief Planning Officer or other Senior Planning Officer and/or the Council's Legal Advisor will always be given the opportunity to explain the implications of the Committee's decision prior to a vote being taken on any such proposal.

54. The reasons for the decision contrary to the Officer's recommendation must be formally recorded in the minutes and a copy placed on the planning application file/electronic record.

DECISIONS CONTRARY TO PLANNING POLICY

55. In general, planning decisions should be taken in accordance with the relevant Development Plan and any other associated planning policy documents. If a Committee Member proposes, seconds or supports a decision contrary to the local Development Plan they will need to clearly identify and understand the planning reasons for doing so, and clearly demonstrate how these reasons justify departure from the relevant Development Plan. The reasons for any decisions which are made contrary to the relevant Development Plan must be formally recorded in the Minutes and a copy placed on the planning application file/electronic record.

PRE- DETERMINATION HEARINGS

56. The Committee must hold pre-determination hearings for those major developments which have been subject to notification in accordance with Regulation 7 of the Planning (Development Management) Regulations (NI) 2015 (i.e. referred to the Department but returned to the Council for determination) prior to the application being determined.
57. If the case officer recommends approval in the circumstances set out within The Planning (Notification of Applications) Direction 2015, the application will be reported to Committee as a minded to approve report. If Committee is minded to agree with the officer recommendation, the application must be notified to the Department who may decide to 'call in' the application. If the Department do not 'call in' the application, Committee must hold a pre-determination hearing and all those persons who submitted representations to the application should be

afforded an opportunity to appear before the Committee, subject to the provisions of this Protocol. No decision is taken at a pre-determination hearing.

58. The Committee may also hold a pre-determination hearing, at its own discretion, where the Committee considers it necessary to do so.
59. A pre-determination hearing will take place after the expiry of the period for making representations on the application but before the Committee meeting which is due to determine the application.
60. After the pre-determination hearing, officers will prepare a report taking into account the representations made and present that to a subsequent Committee which then proceed to determine the application. In exceptional circumstances the Committee may depart from that procedure and hold the pre-determination meeting and substantive decision making meeting on the same date.

LOCAL DEVELOPMENT PLAN

61. The Local Development Plan will be prepared by the Development Plan Team and considered and agreed by Council's Strategy Policy and Resources Committee in conjunction with the Planning Committee. It will then require approval by resolution of the Council.
62. The Strategy Policy and Resources Committee, in conjunction with the Planning Committee, shall ensure that the Local Development Plan is monitored annually, particularly in terms of the availability of housing and economic development land.
63. The Strategy, Policy and Resources Committee, in conjunction with the Planning Committee, shall review the Local Development Plan every five years.

SITE VISITS

64. Site visits may be arranged subject to Committee agreement. They should normally only be arranged where the impact of the proposed development is difficult to visualise from the plans and other available material and the expected benefit outweighs the delay and additional costs that will be incurred.
65. No one, other than Members of the Committee and Officers plus any other statutory consultees, may participate in a site visit.
66. Members will not carry out their own unaccompanied site visits as there may be issues around permission to access the land, they will not have all of the relevant information from the relevant Planning Officer and, if a Councillor is seen with an applicant or objector, it might lead to allegations of bias.
67. A nominated officer shall attend the site visit and will record the date of the visit, attendees and any other relevant information. This record will be placed on the planning application file/electronic record.
68. The Chairperson, or Deputy Chairperson in the Chairperson's absence, with the assistance of Council Officers present, will ensure that the site visit is conducted in accordance with this Protocol and the Code of Conduct for Councillors and will ensure that the merits of the application are not discussed.
69. The Planning Officer will remind Members, at the outset of the site visit, of the proposal and the main issues.



Scheme of Delegation: Delegation of Planning Applications, Enforcement and other Planning Matters.

Introduction

Section 31 of The Planning Act (NI) 2011 requires that the Council must prepare a scheme of delegation by which any application for planning permission for a development within the category of local developments or any application for consent, agreement or approval required by a condition imposed on a grant of planning permission for a development within that category is to be determined by a person appointed by the Council.

Part 4 Section 7 of the Local Government Act (Northern Ireland) 2014 allows a Council Committee to delegate certain matters to an officer of the Council. In relation to the scheme of delegation for planning applications, enforcement and other planning matters the person appointed by the Council to exercise delegated powers is the Chief Planning Officer within the Council and those officers nominated by this officer in writing. Any reference to the Chief Planning Officer in Part 1-4 shall also be deemed to be a reference to those officers.

Scheme of Delegation for Planning Applications

The scheme of delegation for the determination of applications has been agreed by Newry, Mourne and Down District Council and is set out in the following paragraphs.

Part 1. Planning Applications required under the Planning Act to be determined by the Planning Committee

The Planning Act (NI) 2011 and the Planning (Development Management) Regulations (Northern Ireland) 2015 state that the following categories of application cannot be delegated to officers:

- Applications which fall within the 'Major' category of development;
- An application for planning permission where the application is made by the Council or an elected member of the Council;
- The application relates to land in which the Council has an interest or estate.

Part 2. Delegated Planning Applications

The Chief Planning Officer is authorised to determine all planning applications that fall within the 'Local' category of development, applications in relation to tree preservation and those which relate to the issuing of consents and approvals, with the following exceptions:

- An application recommended for refusal;
- Applications which are significantly contrary to the development plan and which are recommended for approval;



- Applications attracting six or more material planning objections from different addresses where the officer's recommendation is for approval;
- Applications attracting a material planning objection from a statutory consultee, where the officer's recommendation is for approval;
- An application which the Chief Planning Officer considers should be brought before and decided by the Planning Committee;
- Applications referred to the Planning Committee by a Member of the Council who represents the DEA in which the land to which the application relates is situated, although in exceptional circumstances members from outside the DEA may be permitted to request the referral of an application to Committee. Any such referral, or request for referral where the application is not in the Member's DEA, must be made in writing to the Chief Planning Officer within 25 days of receipt of the application and accompanied by a material planning reason;
- Applications which are submitted by members of staff directly involved in the consideration of planning applications and officers of the Council at the level of Head of Service or above.

Part 3. Delegation of Enforcement Matters

The Chief Planning Officer is authorised to carry out the enforcement responsibilities set out within The Planning Act (Northern Ireland) 2011, together with all regulations and orders made under the said legislation, on behalf of the Council.

Part 4. Determination of Other Planning Matters

The following functions are also delegated to the Chief Planning Officer:

- The issuing of a certificate of lawful use or development;
- The making of a non-material change to a planning permission;
- The issuing of a correction notice;
- The screening of and determination decisions on development proposals required under the Environmental Impact Assessment or Habitats Regulations;
- Executing works in default of compliance with any notice or order or in an emergency, where empowered by statute, and recovering the costs of so doing;
- Temporary listing of buildings in urgent cases;
- Lodging objections, in consultation with the Chief Executive, in relation to local planning applications where the Council has been notified as part of the neighbourhood notification scheme;



- Generally carrying out all other statutory powers connected to the exercise of the planning functions which have been conferred upon the Council which are not specifically provided for within this Scheme of Delegation.

The Chief Planning Officer may, having taken legal advice, refer a decision back to Committee for reconsideration.



MEMBERS' MONTHLY BULLETIN

The purpose of this Bulletin is to provide Members with an executive summary of the various agenda items which will be considered by the Joint Committee at its forthcoming meeting. The titles highlighted in blue relate to the various agenda items.

Item 3 - Minutes of Joint Committee meeting 010 held on 25 February 2016

For approval

The Joint Committee's approval is sought for the minutes of the meeting held on 25 February 2016.

'IN COMMITTEE' ITEMS - COMMERCIALY CONFIDENTIAL

Item 5 - Minutes of Joint Committee meeting 010 held 'in committee' on 25 February 2016

For approval

The Joint Committee's approval is sought for the minutes of the meeting held 'in committee' on 25 February 2016.

Item 6 - Residual Waste Treatment Project

For noting

The Procurement Process - Procurement activities have been reduced to a low level of intensity to minimise nugatory expenditure until there is better visibility on the direction of planning issues.

Planning Application – arc21 issued Councils with a report and legal advices and opinions in relation to the Planning Appeals Commission (PAC) hearing process for them to consider and come to a decision on whether or not to proceed with the process. A procedural pre hearing meeting was held by the PAC on the 9 March 2016 at their offices in Belfast and a revised timetable set, with the hearing now to open on Tuesday 11 October 2016. The revised timetable was arrived at following representations around the desirability to comply with environmental regulations.

The Joint Committee is asked to note the report.



RETURN TO MAIN AGENDA

Item 7 - Contracts and Performance Update

For noting

The monthly level of contamination at the MRF has marginally increased in February to just over 14%.

The NIEA have issued the operators of Mullaghglass landfill site with an Enforcement Notice in respect of their Odour Management Plan.

Antrim Transfer Station for Organics opened and commenced operations on 21 March 2016.

The position with respect to meeting this year's NILAS target at an arc21 level remains encouraging. It is likely that the arc21 transfer protocol will require to be initiated during the summer.

The future procurement programme (excluding the RWTP) has been developed and is presented for information.

The Joint Committee is asked to note the report.

Item 8 - Waste Management Plan

For noting

The Department has asked if all the arc21 Councils have ratified the duly determined Waste Management Plan and have been advised that Antrim and Newtownabbey Borough Council have yet to do so.

The Joint Committee is asked to note the report.

Item 9 - 2013 WEEE Regulations - Proposed Collection Targets for 2016

For noting

BIS have contacted a number of key stakeholders, including arc21, inviting comments on proposals relating to the setting of 2016 WEEE collection targets for producers.

The Joint Committee is asked to note the response and report.



JOINT COMMITTEE
7 April 2016

Item 10 - arc21 Customer Survey 2015/16**For noting**

The annual arc21 Customer Survey will be undertaken in April 2016. Members of the Joint Committee and Steering Group are encouraged to participate in the survey.

The Joint Committee is asked to note the report.

Item 11 - NILAS 2014/15 - Final Reconciliation**For noting**

NIEA have issued the final reconciliation position for NILAS 2014/15.

The Joint Committee is asked to note the report.

Item 12 - Governance Arrangements - Updated Standing Orders**For approval**

The Joint Committee, at its meeting held on 30 April 2015, was presented with Draft Standing Orders under which the proceedings of the Joint Committee would be regulated.

The Joint Committee recommended one change to the Draft Standing Orders that is in respect of Clause 9 (Quorum) where it wished to reduce the number of Participant Councils to be represented from 4 down to 3.

The Terms of Agreement refer to 4 Participant Councils being represented at a quorate meeting of the Joint Committee and Members are asked, in the light of experience to date, to consider reverting back to this number, thus keeping it in line with the Terms of Agreement.

In addition, following legal clarity around the voting arrangements as set out in the Local Government (Northern Ireland) Act 2014, the Joint Committee is asked to consider updating the Standing Orders, as they need to be brought more formally into line with the Act in this regard.

cont'd



Following consideration of the updated Standing Orders, in accordance with Clause 6.4 of the Terms of Agreement, the Standing Orders require to be presented to Participant Councils to be agreed and adopted.

The Joint Committee is asked to approve the recommendations in order that the Standing Orders can be presented to Participant Councils to be agreed and adopted.

Item 13 - Newry, Mourne and Down District Council Membership

For noting

The Joint Committee, at the meeting held on 5 November 2015, expressed support for a proposal from Newry, Mourne and Down District Council which would involve, over the next three years, making a contribution commensurate with the estimated access it will require to the services provided by arc21 to meet the needs of the former Newry and Mourne component.

At the meeting held on 25 February 2016 the Joint Committee was informed that the next step in the governance cycle involved the proposal being presented to the Participant Councils for approval.

The report that is planned to be sent to the Participant Councils, setting out in more detail the proposal from Newry, Mourne and Down District Council, is attached.

The Joint Committee will be further updated when the matter has been through the democratic cycle in the Participant Councils.

The Joint Committee is asked to note the report that is planned to be sent to Participant Councils seeking their endorsement of the proposal from Newry, Mourne and Down District Council in respect of the contributions payable, for access required by the former Newry and Mourne component, for the services provided by arc21.

Next Meeting: Thursday 28 April 2016 at 10.30am, hosted by Lisburn & Castlereagh City Council

ITEM 2
Minutes
arc21 Steering Group Meeting No 008
Tuesday 16 February 2016 @ 10.30am
Belfast Castle

Present:

Antrim & Newtownabbey Borough Council	Lisa Mayne Michael Laverty
Ards & North Down Borough Council	Nigel Martin David Lindsay
Belfast City Council	Tim Walker (<i>Chair</i>)
Newry, Mourne & Down District Council	Joe Parkes
arc21	John Quinn George Craig Karen Boal Heather Campbell (<i>Acting Secretary</i>) Cheryl Johnson

1. Apologies

Apologies were received from Mr Ricky Burnett, Mr John Green, Ms Geraldine Girvan, Mr Nigel Grimshaw, Ms Siobhan Toland, Mr Cormac Quinn, Ms Heather Moore, Mr Albert Reynolds, Mr Philip Thompson and Mr Canice O'Rourke.

2. Minutes of Steering Group Meeting 007

Minutes of Steering Group Meeting 007 held on 19 January 2016 were proposed by Mr Joe Parkes and seconded by Mr David Lindsay.

Action: Agreed

3. Matters Arising

The Chair called for any matters arising from these minutes and the following issues were raised.

Bring Sites - Ms Johnson reported that following discussion with the contractor in relation to the overflowing banks during the Xmas period they had noted some delays due to weather warnings, although on checking those noted as overflowing there was still around 20% capacity left and therefore still compliant within the contract terms. She advised that the contractor had been asked to monitor the banks over the Easter period to help inform seasonality issues going forward.

Action: Noted

NWP Proposal - Mr Craig informed the meeting that the NWP contract amendment proposal was now subject to a legal review and that he hoped that this would be concluded in time for the next meeting.

In addition, Mr Craig stated that he was waiting on information from Belfast City Council in respect of the Dargan Road site.

Action: Mr Craig

4. Conflicts of Interest Statement

The Chair called for any conflicts of interest in relation to the matters to be discussed at the meeting. There were none.

Action: Noted

5. Confidential Matters

Matters of a confidential nature were discussed and recorded separately.

Action: Noted

6. Contracts and Performance Update

Ms Johnson presented a report to advise the Steering Group on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts.

She reported that no major operational difficulties had been experienced with the key contracts during the month.

Mrf – contamination was marginally up although this is not unusual for this time of the year. She noted that Mr Burnett was still awaiting confirmation of nominees from some of the councils to attend a working a group tasked with developing an action plan to minimise the contamination rate and encouraged the names to be forwarded ASAP so that an inaugural meeting can be arranged.

Action: ALL

Ms Johnson reported that a mixed paper consignment bound for China had been returned to Bryson voluntarily by the Broker in Rotterdam for moisture level sampling. Pictures of the process were presented for information. She advised that Mr Burnett was in attendance at the inspection along with a representative from NIEA. She was happy to report that the moisture levels were under the 1.5% level accepted by China and therefore the consignment was sent back to the Broker for onward transit. Officers were encouraged by the processes and procedures in place by the Contractor in achieving this.

Landfill – Ms Johnson reported that no major operational difficulties had been experienced apart from the turnaround times on one particular day due to damaged nets from high winds. Ms Johnson advised that the nets were fixed within 2 – 3 hours but that this incident had caused delays to some vehicles.

Bring Sites – Ms Johnson reported that the level of textiles collected in January was up by around 22% which may be due to a number of textile retail outlets closing.

Organic Waste - Ms Boal reported that no major difficulties had had been experienced other than on one day with the weighbridge failure and, due to this problem, turnaround times increased with vehicles diverted to be weighed elsewhere. She reported that Councils will however be compensated for the extra mileage involved in using the weighbridge facilities at another site.

In relation to Compost week, she advised that orders had been placed with NWP and arc21 will be in contact with Officers to confirm delivery dates in due course.

She reported that NWP were keen to promote more use by Councils of the compost produced through the contract and that a meeting would be arranged with representatives from all Councils to discuss this potential.

Ms Boal advised that the Transfer Station at Antrim was nearing completion and hoped to be operational by March 2016.

NILAS - Ms Johnson reported that the position with respect to meeting this year's NILAS target at an arc21 level remains encouraging, although it was now looking likely that the transfer protocol would need to be initiated with respect to the position of one council.

Contract Revenue Share - Mr Craig presented a report to update the Steering Group on sources of income due under the arc21 waste management contracts. In terms of the MRF Contract, he advised that Councils who are trying to estimate the MRF Revenue Share for the whole year - for end of year budgeting purposes - should consider applying a rate of £25 per tonne for the last quarter.

Following discussion the Steering Group noted the report.

Action: Noted

7. Food Waste From Businesses

Ms Boal presented a report to remind Officers about the forthcoming food obligations, in respect of food waste created by specified businesses, which will come into force on 1 April 2016.

Mr Walker advised that within Belfast there was a commercial waste trial in place and it was anticipated that around 50 companies presently involved in this trial would be signing up to the new service. When the legislation was fully introduced, the Council estimated that around 900 businesses may be contracted.

Mr Lindsay enquired as to how the food obligations would be policed and Ms Boal advised that there were no indications regarding this.

Following discussion the Steering Group noted the report.

Action: Noted

8. Wastedataflow

Ms Boal presented a report to clarify the role of arc21 in the wastedataflow return process including a measure to mitigate against the risk of late submissions of quarterly returns. It was acknowledged that arc21 is not in a position to 'approve' or 'validate' the data provided for any quarter by each council and as such the onward submission to the NIEA at level 30 undertaken by arc21 is an administrative step in the process.

Mr Lavery queried the administrative step carried out by arc21 and the pressure of submitting the information to arc21 two days before the deadline when pressures were already on Councils in compiling the data.

Ms Boal advised that she would inform Mr Burnett of this concern.

Following discussion the Steering Group noted the report.

Action: Ms Boal

9. Meeting with European Commission, Brussels

Mr Quinn informed the Steering Group of a meeting with the European Commission on 5 February in Brussels which he had attended with a delegation from arc21.

He reported that an agenda had been prepared in advance and some of the key issues discussed included the following:

Definition of Municipal Waste:

- *Purpose of change is to extend the coverage;*
- *Reference to difficulties in capturing information, currently a range of 4 methods for reporting to Eurostat, seeking to standardise;*
- *Options being considered include categorisation by waste code or joint questionnaire;*
- *Would like Eurostat to have more of a roll to include site visits if possible; and*
- *Reference to Eurostat study currently being undertaken in respect of issues with the statistics.*

Incentivisation

- *Member States will need to report how they have incentivised change;*
- *EC identified "Pay as you Throw" being a powerful tool in many countries to encourage change in behaviour;*
- *Noted that incentivisation through taxes did have unintended consequences and referenced CLO to landfill as capping as being perceived to have been misused with a potential to encourage irregular/illegal activities.*

Backfilling

- *New definition and separate reporting aimed at overcoming anomalies between guidance and policy;*
- *Aim is to avoid backfilling being a back door to landfill;*
- *Member States will need to record separately;*

- *European Parliament currently doing a study on construction and demolition wastes which is intended to be available in May 2016 and will inform position in respect of landfill*
- *Definition likely to be subject to further refined before finalisation*

Incinerator Bottom Ash (IBA)

- *Bottom Ash won't count towards 10% MSW landfill (EC think it is transformed from MSW into C&I waste)*
- *No concept of it being incorporated into marketable products or counting towards recycling although when challenged (e.g. incorporation of IBA into concrete products) the EC acknowledged that would have to be looked at.*

Recycling

- *No country currently achieving 65% recycling*
- *Acknowledgement that some returns may go "down" as a result of application of new definition*
- *Expected tension between EU Parliament (who will want >65%, probably 70%) and national governments (who will want lower target <65%)*
- *"Good performers" references*
 - *Germany*
 - *Flanders*
 - *Parts of Netherlands*
 - *Oxfordshire (reporting 60%)*
 - *In terms of food waste Northern Italy / Milan were noted*

10% cap on landfill

- *Relates only to municipal solid waste*

Innovation / EU funds potentially accessible

- *Cohesion funding (need to check if it is available at Member state level)*
- *Horizon 2020*

On-going dialogue

- *Face to face meetings best*
- *Key staff member has Irish connection (partner in Waterford)*

Commission official consider there are clear benefits from separate collection as there is much less requirement for sorting downstream.

EC acknowledged that their perception of the UK co-mingled systems was not perhaps up to date.

Extent of segregation in UK at the kerbside of different materials not appreciated.

EC "Preferred mix" outlined as:

- *65% Recycling*
- *25% EfW*
- *10% Landfill*

EC not have strict interpretation in terms of "self sufficiency" but here are obvious advantages in terms of environmental factors and economics (e.g. under utilisation of potential reachable EfW facilities (Germany / Poland)

He advised that a paper would also be presented to the Joint Committee.

Mr Quinn reported that the Commission officials had been most accommodating and welcomed the direct communication. He also reported that he intended to keep the communication channels open and had extended an invitation to them to visit NI in the future which was gratefully received and welcomed.

Following discussion the Steering Group noted the report.

Action: Noted

10. Council Update (Open Forum)

Newry Mourne and Down District Council – Mr Parkes advised that the Council was in the process of looking at their estimates for next year.

Antrim & Newtownabbey Borough Council - Ms Mayne advised that the council was rolling out a commercial food waste scheme and also was issuing the new stack recycling bins.

Ards & North Down Borough Council – Mr Lindsay reported that the council was heavily involved in developing a food waste campaign and that Members had visited the NWP facility at Glenside which had been very successful.

Belfast City Council – Mr Walker advised that the Council had been carrying out successful commercial food waste trials.

He also advised that, through CIWM, he was trying to arrange a trip to Antwerp to visit some of the circular economy schemes and facilities in practice as seen at last year's ISWA Conference.

11. AOB

Haulage contract – Ms Johnson confirmed to Officers that a contract initiation meeting would be arranged with the proposed contractor immediately following the alcatel period to allow sufficient time to prepare for contract commencement and to address the concerns raised by Officers.

arc21 RWTP conference – Ms Campbell reminded officers of the forthcoming arc21 conference to be held on Monday 29 February at The MAC Theatre Belfast and asked officers to promote this within their councils and encourage attendance.

Action: Noted

Next Meeting: Tuesday 22 March 2016 at 10.30am hosted by arc21 at Belfast Castle.

ITEM 3
ARC21 JOINT COMMITTEE
Meeting No 010
Hosted by Ards and North Down Borough Council
MINUTES
Thursday 25 February 2016

Members Present:

Councillor J Bingham	Antrim and Newtownabbey Borough Council
Alderman R Gibson	Ards and North Down Borough Council
Alderman A Carson	Ards and North Down Borough Council
Alderman A Graham	Ards and North Down Borough Council
Councillor O Gawith	Lisburn & Castlereagh City Council
Alderman J Tinsley	Lisburn & Castlereagh City Council
Councillor B Adger	Mid and East Antrim Borough Council
Councillor D O'Loan	Mid and East Antrim Borough Council
Councillor R Wilson	Mid and East Antrim Borough Council
Councillor G Craig (<i>Chair</i>)	Newry, Mourne and Down District Council

Members' Apologies:

Councillor N Kells	Antrim and Newtownabbey Borough Council
Councillor M Rea	Antrim and Newtownabbey Borough Council
Councillor J Bunting	Belfast City Council
Councillor G Carroll	Belfast City Council
Councillor R Brown	Belfast City Council
Councillor L Poots	Lisburn & Castlereagh City Council
Councillor D Curran	Newry, Mourne and Down District Council
Councillor S Burns	Newry, Mourne and Down District Council

Officers Present:

J Quinn	arc21
R Burnett	arc21
G Craig (<i>Secretary</i>)	arc21
H Campbell	arc21
K Boal	arc21
M Lavery	Antrim and Newtownabbey Borough Council
T Walker	Belfast City Council
A Reynolds	Lisburn & Castlereagh City Council
P Thompson	Mid and East Antrim Borough Council
C O'Rourke	Newry, Mourne and Down District Council

Officers' Apologies:

J Green	arc21
G Girvan	Antrim and Newtownabbey Borough Council
N Grimshaw	Belfast City Council
D Lindsay	Ards and North Down Borough Council
H Moore	Lisburn & Castlereagh City Council

Apologies

Apologies were noted.

Action: Noted

Draft Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement. No Conflicts of Interest were noted.

Action: Noted

Minutes

The minutes of Joint Committee meeting 009 held on 28 January 2016 were agreed.

Action: Agreed

Matters Arising from the Minutes

There were no matters arising.

Action: Noted

The Chair advised Members that the meeting would now be formally dealt with 'in committee' and reminded them that the reports were commercially sensitive and confidential.

In Committee

Matters of a confidential and commercially sensitive nature were discussed under this agenda item and recorded accordingly.

Following discussion on the commercially sensitive matters, the Chair advised Members that the meeting would now return to the main agenda but whilst 'in committee' there were three matters discussed as follows:

1. In Committee Minutes of Joint Committee Meeting No. 009 held on 28 January 2016. Action: Agreed
2. Residual Waste Treatment Project report. Action: Noted
3. Municipal Waste Disposal Contract. Action: Agreed

The Chair advised Members that the meeting would now return to the main agenda.

Contracts and Performance Update

Mr Burnett presented a report to advise the Joint Committee on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts.

A summary of the discussion is reported below.

MRF - As anticipated the monthly level of contamination at the MRF has marginally increased from 13.5% in December to 13.7% in January. As indicated in last month's report it is not unusual for peak levels to be experienced at this time of the year.

A report was presented in relation to a recent sequence of events concerning the export of a consignment of mixed paper from Bryson destined for a paper mill in China. Mr Burnett presented a montage of photographs to illustrate the inspection process at the Bryson plant.

Bring Sites - The amount of textiles collected in January was up by c22% from that collected during the months of November and December.

Organic Waste – Ms Boal reported that the Antrim Transfer Station was scheduled to be operational during March 2016.

NILAS – Mr Burnett reported that the position with respect to meeting this year's NILAS target at an arc21 level remains encouraging.

Following discussion the Joint Committee agreed to note the report. **Action: Noted**

**Meeting with European Commission, Brussels,
regarding Circular Economy Proposals**

Mr Quinn presented a report to provide an overview of the discussions that took place during a recent visit to meet European officials to discuss the implications of the proposed Circular Economy Package. During the meeting clarification and further information was sought on a number of the proposals to enable greater understanding of the issues and direction of travel.

Mr Quinn noted that the officials had been very welcoming and encouraged the direct communication. He also noted that a proposed visit by the officials to Northern Ireland was discussed for the future.

Following discussion the Joint Committee agreed to note the report. **Action: Noted**

AOB

arc21 Waste Conference – Ms Campbell reminded Members of the details of the forthcoming arc21 waste conference to be held on Monday 29 February at The MAC Theatre Belfast and encouraged all Members to attend. **Action: Noted**

Governance arrangements with Newry, Mourne and Down District Council - Mr Craig provided Members with a brief overview of the governance arrangements with Newry, Mourne and Down District Council and confirmed that the proposal from the Council regarding a stepped approach to its contributions in line with its requirements for the former Newry and Mourne District Council, having been accepted by the Joint Committee, would be presented to the Participant Councils. **Action: Mr Craig**

Next Meeting

The Chair advised that the next scheduled meeting would be held on Thursday 7 April 2016 and hosted by Belfast City Council at Malone House, commencing at 10.30am.

Chairman