

February 20th, 2018

Notice Of Meeting

You are invited to attend the Regulatory & Technical Services Committee Meeting to be held on **Wednesday, 21st February 2018 at 6:00 pm** in the **~Boardroom Monaghan Row Newry~**.

The Members of the Regulatory and Technical Services Committee are:-

Chair: Councillor J Trainor

Vice Chair: Councillor V Harte

Members:

Councillor T Andrews	Councillor J Rice
Councillor C Casey	Councillor W Clarke
Councillor G Craig	Councillor D Curran
Councillor G Fitzpatrick	Councillor L Kimmins
Councillor J Macauley	Councillor M Ruane
Councillor G Stokes	Councillor D Taylor
Councillor J Tinnelly	

Agenda

1.0 Apologies and Chairperson's remarks

2.0 Declarations of 'Conflict of Interest'

3.0 Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 24 January 2018 (Attached)

 *RTS Action sheet.pdf*

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4.0 Regulatory and Technical Services Business Plan - update Q3. (Attached)

 *Q3Businessplan-Feb18.pdf*

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For Consideration and/or Decision - Building Control

5.0 Proposed Development Naming for new housing development at Clontafleece Road, Burren (Attached)

 *Report clontafleece Road Burren.pdf*

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For Consideration and/or Decision - Planning

6.0 January 2018 Planning Committee Performance Report (Attached)

 *Planning Performance Report.pdf*

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7.0 Record of meetings between Planning Officers and Public Representatives 2017 - 2018 (Attached)

 *Feb18 Committee Report.pdf*

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8.0 Current Appeals (Attached)

 *Current Appeals.pdf*

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For Consideration and/or Decision - Facilities Management and Maintenance

9.0 Appointment of Contractor re: Extension at Lough Inch Cemetery (Attached)

For Consideration and/or Decision - Waste Management

10.0 Arc 21 Conference (Attached)

📄 *ARC 21 Conference.pdf*

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**11a Presentation by Mr Adrian Thompson, WDR and RT Taggarts,
Ref: Options Appraisal for Glass in Blue Bins**

**11b Report from Mr Adam Wilkinson, Interim Director, Glass
Collection Assessment (Attached)**

📄 *OptionsappraisalandGlassCollectionAssessment.pdf*

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📄 *Revised - Glass Assessment Presentation V1.2.pdf*

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**12.0 To consider minutes of Waste Strategy Working Group held
on 8 February 2018 (Attached)**

📄 *Report of Waste Strategy Group - 8Feb18.pdf*

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📄 *WasteManagementReport.pdf*

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For Noting

12.0 WRAP letter - Plastic Waste and Recycling Strategy (Attached)

📄 *WRAP - Plastics Strategy Bus Letter 090218.pdf*

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13.0 Historic Action Sheet (Attached)

📄 *Historic Action Sheet RTS15Feb 2018.pdf*

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ACTION SHEET ARISING FROM RTS MEETING HELD ON WEDNESDAY 24 JANUARY 2018

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/008/2018	Bus shelter at Cloughreagh Park, Besbrook	It was agreed not to accept the Officer recommendations as outlined in the report dated 24th January 2018 but that an alternative location be identified for the bus shelter at Cloughreagh Park, Bessbrook.	K Scullion	Permit obtained from TNI to remove bus shelter. Works to commence week beginning 19th February 2018	N
RTS/009/2018	Update on requests for bus shelters	See schedule at the end of Action Sheet. Also agreed Officers investigate replacing the current bus shelter on the Downpatrick Road, Killyleagh with a new modern Perspex type shelter to deter anti-social behaviour	K Scullion K Scullion	No progress to report	N
RTS/010/2018	Development and implementation of The Neighbourhood Services Proposal	Approve report dated 24 January 2018 from Mr L Dinsmore on the implementation of the Neighbourhood Services	L Dinsmore	Proposal adopted. Officers now working to implement the	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Proposal “That the Council adopt the principles of the Neighbourhood Services Proposal, with all Directorates to participate and sign up to the principles to be developed, once agreed.</p> <p>□ The Anti-Litter Working Group to be renamed The Neighbourhood Services Working Group, with meetings to be held at sufficient frequency to ensure the delivery of the project within timeframe”.</p> <p>Also that the Anti-Litter and Dog Fouling Strategies be launched as soon as possible.</p> <p>The issue of the condition of grass verges at the entrances to towns be added to the agenda for the next meeting of the Community Planning Partnership</p>	<p>L Dinsmore</p> <p>DSO to change Committee List</p> <p>L Dinsmore</p> <p>DSO section to forward this for inclusion on agenda</p>	<p>proposals.</p> <p>Actioned</p> <p>This is an operational issue for DFI Roads. J McBride and L Dinsmore to pick up directly with them.</p>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/012/2018	Historic Action Sheet	<p>Councillor Harte referred to Minute RTS/124/2015 - Bus Shelter requests - where it had been agreed that the bus shelter on the Old Warrenpoint Road, Newry be moved as it as being used for anti-social behaviour.</p> <p>Councillor Harte requested that this be actioned as soon as possible.</p>	K Scullion	No progress to report	N

Regulatory & Technical Services Business Plan

2016 - 2017 Business Plan

Key Result Area 1: Resource Management								
Ref.	Key Activities	Owner	Target	Q1 A-J 2017	Q2 J-S 2017	Q3 O-D 2017	Q4 J-M 2018	Comment
Directorate								
A1	Manage Directorate budget within +/- 3% variance for the year 2016/17	All	+/- 3%					
A2	Manage Capital Projects within budget and project timeline	All	+/- 3%					
A3	Build the four new Departmental structures, recruiting against all managerial positions	All	Ongoing					
A4	Effectively implement sickness absence management procedures	All	Ongoing					
A5	Recruit against all vacancies in a timely fashion	All	Ongoing					
Building Control								
A6	Implement a centralised Licensing Unit	CJ	Q3					Licensing Section structure has been approved but slow progress on appointments to date, only one appointment so far this year. Urgent recruitment required but this is dependant upon proceeding beyond tier 5. Dog wardens now transferred to this section.

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A7	Implementation of street café trading/licensing.	CJ	Q2				Lack of staff resources to fully implement this legislation. Will be fully implemented upon resolution of staff structure and recruitment. We are prepared to process applications submitted but are not proactively seeking applications.
A8	Implementation of Road Closure legislation.	CJ	Q3				Lack of Staff resources to fully implement this legislation by 4 September. Will be fully implemented upon resolution of staff structure and recruitment.
Planning							
A9	Replace NI Direct call management with internal call management	AMK	Q3				Progress linked to reducing the number of live planning applications to 750 (currently 930)
A10	Develop and implement agreed mechanism of charging for pre application discussions.	AMK	Q4				Draft papers in preparation. Implementation linked to achieving a reduction in the live planning applications numbers to 750.
A11	Develop and EPIC replacement, working in partnership with the Dept for Infrastructure and other councils as appropriate	AMK	Q4				Working group is progressing with projects to develop a specification for the replacement system and a business case for the replacement system.
Facilities							
A12	Progress capital program to increase burial capacity of Loughinch Cemetery.	KS	Q4				Report to be issued to RTS Committee February 2018 recommending appointment of contractor to undertake works. Subject to approval estimated time for start of works is April 2018 with completion 12 weeks after works commence.
A13	Develop and implement a Christmas Tree/Lights Plan for 2017	KS	Q2				Complete.
A14	Implement an economically sustainable contract for metal fabrication work.	KS	Q2				No progress to date.

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2016 - 2017 Business Plan

A15	Agree and implement rationalised departmental support for events.	KS	Q3					
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Waste								
A16	Effectively administer the four year capital plan for the spend on Fleet Management.	JP	Ongoing					Finance have agreed provision of a Capital Budget for a 4-year period ,ending March 2022. Fleet has confirmed that replacement programme can be met within budget .A detailed annual replacement has been agreed.Work has commenced to prioritise the procurement of vehicles through public tender and established Frameworks.
A17	Agree a project plan to enable rationalisation of Glass collection across the district.	JP	Q2					Project team has completed review with Options appraisal and TEEP Report on preferred option to be submitted to RTS Committee in February 2018.
A18	Implement an effective separate domestic Food Waste Collection services across the District.	JP	Q1					Foodwaste program has been implemented with Progress Report to RTS , October 2017.Project remains Work-in -Progress as Department seeks to realise best potential from this significant project ,with indications to date that project is on target to achieve significant savings.Trends continue to be monitored with additional initiatives to be identified to maintain progress
A19	Progress design, build and opening of HRC for Downpatrick area.	JP	Q3					Project site clearance will commence in target quarter , with build to commence Q4 ,scheduled for completion in Q1 of new financial year. Site clearance has progressed with Tender documents to be released. Agreement to be reached with Estates to finalise key project dates.
A20	Devise strategy for managing local Authority Collected Municipal Waste that ensures we meet NILAS, Recycling and Landfill Diversion targets.	JP	Q3					Council NILAS and Landfill Targets are currently on target and well below the NI average.Recycling performance continues to improve with initiatives ongoing to achieve 50% performance by 2020.
A21	Implement the actions arising out of the Anti-Litter Task Force	JP	Ongoing					A draft Litter Strategy has been drawn up .Requirement to review the Strategy and to implement actions arising. Anti-Litter Strategy will now be integrated into the new Neighbourhood Services Working Group.
Key Result Area 2: People Leadership								
				Q1	Q2	Q3	Q4	

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Ref.	Key Activities	Owner	Target	A-J 2017	J-S 2017	O-D 2017	J-M 2018	Comment
Directorate								
B1	Create an environment that encourages cultural change, bringing together the legacy Down, Newry & Civil Servant cultures into a new NMD culture	All	Ongoing					
B2	Build a strong Regulatory and Technical Services "Lead Team"	All	Ongoing					
B3	Create, monitor and deliver against an ambitious performance improvement plan	All	Ongoing					
B4	Ensure appropriate development opportunities are presented to Lead Team members	All	Ongoing					
B5	Create formal and informal member engagement opportunities (e.g. project based 'task & finish' groups and appropriate 'Working Groups')	All	Ongoing					
B6	Deliver meaningful monthly Directorate updates to the R & TS Committee and the SMT	All	Monthly					
Waste								
B7	Ensure the Strategic Waste Working Group delivers recommendations to Committee.	JP	Ongoing					A number of meetings of the Strategic Waste Group have been held, with strategy agreed. Requirement exists to reconvene the Committee to re-evaluate the strategy, given current updated position regarding related projects and amend the strategy timetables in such respect. Committee has reconvened and has drawn up a Waste Strategy incorporating related aspects for period 2018-20 initially.
Key Result Area 3: Organisation Performance								
				Q1	Q2	Q3	Q4	

Regulatory & Technical Services Business Plan

2016 - 2017 Business Plan

Ref.	Key Activities	Owner	Target	A-J 2017	J-S 2017	O-D 2017	J-M 2018	Comment
Directorate								
C1	Create and publish a forward looking Directorate Business Plan	All	Q1					
C2	Deliver on the projects included in the Directorate Business Plan	All	Ongoing					
C3	Develop a targeted efficiency plan designed to lower costs and improve delivery	All	Q3					
C4	Identify and deliver against a number of critical projects	All	Ongoing					
C5	Report quarterly Business Plan updates to the R&TS Committee	All	Quarterly					
Building Control								
C6	Implementation effective administration of off street car parking.	CJ	Q2					Collaboration ongoing with all other Councils through the regional working groups to deliver long term solutions for transferred car parks. Allocation/ownership of existing legacy car parks still to be resolved. Council have agreed to extend the existing Agency Agreement with TNI until 2022 and the working group are actively pursuing arrangements within the Agreement. Outstanding progress in relation to the monthly maintenance inspections still to be resolved.
C7	Implement an effective monitoring and reporting procedure to demonstrate effective performance in Building Control.	CJ	Q1					KPI's agreed and in place for Building Control to ensure effective performance is achieved. Outputs reported to the Director on a monthly basis. Targets from June 2017 have not been achieved, but are expected to be on target by the end of Q4

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C8	Successfully integrate the administration functions of Building Control and Planning.	CJ	Q4				A working group was set up to review, they reported back on the excessive costs associated with Tascomi Licenses. Agreed to defer progress pending the outcome of the wider Business Support review.
C9	Introduce an information sharing protocol so that following site inspection, BC surveyors can report unauthorised works to Planning.	CJ	Q2				Implemented and ongoing.
C10	Rationalise the provision of bye-law enforcement and dog control services; to ensure district wide effective enforcement and dog control	CJ	Q4				Legal Services to assist with the review of all legacy bye laws and to be complete by end of Q4. In the mean time all existing bye laws are being enforced.
Planning							
C11	Significantly improving planning department performance.	AMK	Ongoing				Dfl quarterly reports demonstrating ongoing improvement.
C12	Continue to focus on significantly reducing the backlog of historic planning applications.	AMK	Ongoing				Backlog reduced from 165 in September 2016 to 65 in October 2017.
C13	Implement improvement plan and performance monitoring that delivers planning application turn round targets (15 weeks)	AMK	Q4				Currently 41% of applications processed within 15 weeks.
C14	Successfully integrate the administration functions of Building Control and Planning.	AMK	Q4				Suspended - to be incorporated within Corporate Business Support Project
C15	Implement an effective monitoring and reporting procedure to demonstrate effective performance enforcement control.	AMK	Q4				Work ongoing
C16	Implement an effective procedure to monitor and manage correspondence.	AMK	Q2				Procedure in place. Monitoring ongoing.

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C17	Introduce a joint inspection procedure for BC staff so that both BC and Planning infringements can be recorded during a single inspection.	AMK	Q3					Work ongoing.
Facilities								
C18	Review Monaghan Row Receptions (General, Building Control, Env Health)	KS	Q2					Project not to proceed - no change required
C19	Progress capital program to increase burial capacity of Loughinch Cemetery.	KS	Q4					Comments as per above.
C20	Develop and implement an automated planned maintenance schedule within the context of a broader council wide asset management strategy.	KS	Q4					Initial meetings held with Council's Corporate Services Directorate. Progress will be limited until review of structures complete and budget provision.
C21	Devise and implement staff procedures to allow the "sharing" of skilled and unskilled staff across Building Maintenance and Grounds Maintenance.	KS	Q4					Progress will be limited until review of structures complete.
C22	Standardise procedures for burials across the council's five municipal cemeteries.	KS	Q3					Function now transferred totally to FM&M Departement. Limited progress made due to other work commitments.
Waste								
C23	Effectively plan for 2018 implementation of rounds optimisation, based on the capability provided by GPS Tracking across the entire fleet.	JP	Q4					Task Group has been formed to address Route Optimisation and to target implementation from 1 April 2019.
C24	Complete planning to enable a 2018 move to three weekly residual waste collections.	JP	Q4			N/A		This aspect requires review with Waste Strategy Group to restate intention to move to a 3xweekly cycle in due course and to reevaluate timing in respect of this matter , to ensure full participation and involvement with Ratepayers - not restated - look to 2020 before introduction.

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C25	Rationalise T&Cs across legacy work forces and implement standardised work practices.	JP	Q4					Current Work- in- Progress - to complete by April 2018
C26	Rationalise the HRC provision across the district, optimising the number of sites, each delivering the same level of service via the same operational procedures.	JP	Q4					Current Work- in- Progress
C27	Rationalise district wide street cleansing, optimising staff resources while delivering extended cleansing (up to 8.00 pm) for tourist areas.	JP	Q4					Current Work-in Progress

Key Result Area 4: Advocacy, external Networking and Communications

Ref.	Key Activities	Owner	Target	Q1 A-J 2017	Q2 J-S 2017	Q3 O-D 2017	Q4 J-M 2018	Comment
Directorate								
D1	Support customisation of local delivery plans and the key R&TS directorate services via active engagement with the DEA fora.	All	Ongoing					
D2	Work with critical partners and stakeholders, to deliver priority projects, eg:- <ul style="list-style-type: none"> • DFI in relation to Planning Policy, EPIC • DAERA, (NIEA) in relation to Waste Management (licensing and reporting) • BCNI regarding standards in Building Control. • NI Licensing Forum in relation to Licensing Legislation. 	All	Ongoing					

Regulatory & Technical Services Business Plan

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D3	Align the directorate delivery plans with the Community Plan through active engagement with the Environmental and Spatial Thematic Delivery Working Group.	All	Ongoing					
Planning								
D4	Publish a time line for the production of the Area Plan.	AMK	Q2					Timetable agreed by Council and accepted by Dfl.
D5 & D6	Work with Agents and Developers to cooperatively streamline regulatory government processes	All	Ongoing					Work ongoing.
Waste								
D7	In partnership AHC, get community involvement in litter management	JP	Ongoing					This matter is ongoing
D8	Work with the wider community to change cultural view on littering.	All	Ongoing					This matter is ongoing

Report to:	Regulatory and Technical Services Committee Meeting
Date of Meeting:	21 February 2018
Subject:	Proposed Development Naming - Ref: SN/2017/0005
Reporting Officer (Including Job Title):	Colum Jackson, Assistant Director of Enterprise, Regeneration and Tourism (Building Control & Regulation)
Contact Officer (Including Job Title):	Fintan Quinn, Head of Licensing and Enforcement

Decisions required:

Members are asked to consider the content of this report and recommendation to the rejection of the proposed development name - Carrick Court, Burren, Newry.

1.0	Purpose and Background:
1.1	<p>DBM Contracts Ltd have proposed the name "Carrick Court" for their new housing development at Clontafleece Road, Burren. The proposed name was submitted to the Council's Licensing Section for consideration under our Development Naming Policy.</p> <p>Please refer to Appendix 1: Development Naming, Postal Numbering and Erection of Nameplates Policy and Procedures – Point 4.0.</p> <p>The statutory basis for this Policy is contained within Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. It empowers Council's to authorise street names within it's area of control. This Order provides for Street naming; Street numbering and the provision of Street signs.</p>
2.0	Key issues:
2.1	<p>The proposal conflicts with the Street Naming Criteria under criterion No.4 – as 'It sounds similar to existing names in the locality'.</p> <p>The existing similar names are: - Carrickdesland Carrick Meadow Carrick Brae Carrick Close</p> <p>The Developer was requested to submit an alternative naming proposal but has requested reconsideration by Council of the original proposal "Carrick Court". The Developer has stated...'We have recently set up a new company "Carrick Court developments" as we will be managing the roads at this development....Refer Appendix 2.</p>

	<p>Under the Council development naming policy,</p> <ol style="list-style-type: none"> 1. If the applicant feels aggrieved by the Licensing Sections evaluation the applicant may appeal in writing via the Licensing Section to the Regulatory and Technical Services Committee stating the grounds for the appeal. This appeal will then be submitted for consideration at the next available Regulatory and Technical Services Committee. <p><u>Irish Language Officer's comments:</u> No Comments</p>
<p>3.0</p>	<p>Recommendations:</p>
<p>3.1</p>	<p>Recommend <u>rejection</u> of the proposed name – 'Carrick Court' and request the Developer to submit an alternative name that does not conflict with the criteria within the street naming policy.</p>
<p>4.0</p>	<p>Appendices</p>
	<p>Appendix 1. – Street Naming Policy Appendix 2. – Letter of Appeal.</p>



Development Naming, Postal Numbering and Erection of Nameplates Policy and Procedures

Matters to be included

- A. New Development Names
- B. New Name for Existing Road (lanes/etc)
- C. Dual Language Nameplates

1.0 Policy Statement

- 1.1 To provide for easy identification of premises by postal services, emergency and delivery services, utility providers and the general public. To ensure signage and naming provisions are delivered in a fair and equitable manner.
- 1.2 To have regard for the protection and promotion of minority languages.

2.0 Policy Aims and Objectives

- 2.1 To assist with way-finding, to strengthen 'pride-in-place', to capture and reflect local townland names/local geographical features/historical feature/events/cultures etc. thereby safeguarding local history and traditional place names for future generations.
- 2.2 To control inappropriate references and suggestions, duplication, disassociation of 'name-to-place' and business interests. To avoid names that are capable of misinterpretation or phonetically similar or which could cause offence. To assist Developers/Agents or other interested parties in choosing an appropriate name.
- 2.3 To facilitate the proper preservation and signposting of Irish and Ulster-Scots place-names and the naming of new housing developments.
- 2.4 To provide a consistent approach to the naming/re-naming of streets across the whole District Council area.
- 2.5 The Council shall allocate a budget for the erection of new road nameplates. This budget must be appropriate and should be kept under review based on the previous year's expenditure.
- 2.6 The Council have delegated powers of decision making to the Director of the Regulatory and Technical Services Department. For the purpose of the implementation of this policy objective, the Director shall implement the principles of progressive realisation when making a decision, in other words the Director shall consider the aspirational policy objectives when making a decision, but to do so in a way that will take into consideration any views expressed by the residents/public/councillors.

3.0 Scope

- 3.1 The statutory basis for this Policy is contained within Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. It empowers Council's to authorise street names within it's area of control. This Order provides for Street naming; Street numbering and the provision of Street signs. It also gives Councils the discretionary power to erect dual language Street signs or secondary nameplates in a language other than English.

- 3.2 In carrying out research for this Policy, the Council has considered the St. Andrews/Good Friday Agreement; The European Charter for Regional and Minority Languages (ratified March 2011); Section 75 of the Northern Ireland Act 1998 and Legal opinion.

4.0 Naming of New Streets /Developments

4.1 Purpose

To provide guidelines for the naming of new streets or developments. Proposals linked to traditional place names will be favourably received and that if such a place name is traditionally in a language other than English, that name will be promoted as the name by which that place shall be known. Suggested names that have the support of local historic/cultural or community groups will be encouraged.

4.2 Criteria

To maintain the rich cultural heritage of the Newry, Mourne and Down District Council area, in naming a street the following criteria must be followed: -

The chosen name must; -

1. Reflect the local townland name, or a local geographical/topographical feature or social, or historical feature.
2. The street name shall not incorporate a person's name unless it is in keeping with the point (1) above.
3. The prefix of the name can only be the same as an existing street or road name prefix in the locality if it is accessed from that street or road.
4. To avoid confusion over addresses the name should not sound similar to an existing street or road name in that locality.
5. The erected nameplate shall express the name in English; and may express that name in any other language, in accordance with the Council's Bilingualism Policy.
6. Although not prescriptive or exhaustive the running order/hierarchy should follow an easily understood pattern:
Road – Street – Avenue – Drive- Lane – Close – Alley.
7. Building Names are not controlled by Legislation and do not form part of this Policy.
8. The local townland name shall be placed at the bottom of all new nameplates. Single language townland names shall be provided on single language nameplates and dual-language townland names shall be placed on all new dual language nameplates.

5.0 Existing Streets - Renaming Streets or Renumbering Buildings

5.1 Purpose

To provide guidance on the renaming or renumbering of existing streets/roads or lanes. In accordance with the requirements of the Local Government (Miscellaneous Provisions) (NI) Order 1995.

5.2 Criteria

The renaming or renumbering of existing streets will normally only be considered in the following circumstances:

1. Where a street name has been 'lost'.
2. To reinstate a traditional or incorrectly spelt name.
3. Where the Emergency Services have reported problems in identifying/locating the street.
4. Where Mail Delivery services or other Statutory Bodies have reported difficulties in locating a street.
5. To remove any confusion with similar street names in the locality
6. Upon receipt of a petition, signed by not less than 50% of the residents of a street/road to change the name.

6.0 Dual Language Street Signs

6.1 Purpose

To provide guidance for the provision of dual-language street names expressing the name of the street in a language other than English, in accordance with the Council's Bilingualism Policy to both existing and new streets.

6.2 Legal Requirement

The Local Government (Miscellaneous Provisions) (NI) Order 1995 Article 11 provides for street naming, street numbering and the provision of street signs. It also gives Councils the **discretionary** power to erect dual language street signs or secondary nameplates in a language other than English.

6.3 Criteria

- Have regard of any views on the matter expressed by occupiers of the street.
- 'For the purposes of this policy residents shall be taken to be a person who resides in a dwelling (one person per dwelling over the age of 18) (including a house, flat, maisonette or house in multiple occupancy (HMO)) located on the street, plus the owner or tenant in actual possession of commercial premises, but not employees within such premises.

- An Elected member can submit a request for a dual-language nameplate on behalf of residents in their electoral area'. (Elected members shall provide the name and address of the resident(s) who they are submitting the request on behalf of.)

The name of the street cannot be used for the purposes of any statutory provision in a language other than English.

6.4 The provision of dual-language street names will normally only be considered in the following circumstances:

6.4.1 In the case of new streets, where the Council has advertised it's intention to do so and has consulted with persons it deems appropriate.

6.4.2 In the case of existing streets, where the Council has been petitioned and/or consulted with persons it deems appropriate, in accordance with the criteria above.

6.4.3 Where a dual-language street name is to be erected, only the traditional and correct forms of the place-name shall be used.

6.5 The local townland name shall be placed at the bottom of all new nameplates. Single language townland names shall be provided on single language nameplates and dual-language townland names shall be placed on all new dual language nameplates.

7.0 Enforcement and Complaints Handling

7.1 Purpose

1. Where it is necessary to consider enforcement action to ensure the display of the correct names and numbers, action will be taken under Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995.
2. Where complaints regarding street signs and numbering are received, these shall be investigated and actioned in accordance with the complaints procedure.

7.2 Criteria

The following actions shall be considered for enforcement :

1. Obscuring of Sign.
2. Removing or defacing.
3. Erection of non-approved or different nameplate.
4. No building number displayed.

8.0 Related Policies/Strategies/Legal Requirements

1. Newry, Mourne and Down District Council Bilingualism Policy and Procedures (Appendix D)
2. Department of Transport Circular Roads (Appendix E)
3. Specification for recycled plastic nameplates (Appendix F)
4. DCAL Strategy to Enhance and Protect the Development of the Irish Language 2015-2035
5. DCAL Strategy to Enhance and Develop the Ulster-Scots Language, Heritage and Culture 2015-2035.
6. Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995

9.0 Definitions

9.1 Street – includes Road, Street, Avenue, Drive, Lane, Close, Gardens, Alley.

10.0 Policy Owner

10.1 Director of Regulatory and Technical Services:

Mr. Canice O'Rourke

11.0 Contact Details in Regard to this Policy are:

11.1 Director of Regulatory and Technical Services:

Mr Canice O'Rourke
Tel: (028) 3031 3201

11.2 Assistant Director of Regulatory and Technical Services (Building Control and Regulation):

Mr Colum Jackson
Tel: (028) 3031 3000

12.0 Policy Authorisation

- | | |
|--|--------------|
| 12.1 Regulatory and Technical Services Committee | 20 May 2015 |
| 12.2 Council Authorised on | 01 June 2015 |

13.0 Policy Authorisation

- | | |
|---------------------|--------------|
| 13.1 Operational on | 02 June 2015 |
|---------------------|--------------|

14.0 Policy Review Date

14.1 The Council will review the operation of this Policy every 4 years (as per the Council's Equality Commitment, paragraph 4.31) or as necessary, and may, subject to Council approval, amend as required for operational reasons or to take into account any legal developments that impact on the Policy.

14.2 Review due date

02 June 2019

15.0 Equality Screening

This Policy has been assessed under the Newry, Mourne and Down District Council's Equality Impact Assessment process and has been screened out as there is no evidence that it will have any differential impact on any of the Groups designated in Section 75 of the Northern Ireland Act 1998.

16.0 Version Control

This policy supersedes any previous Council policy on naming new streets

Version 1.0

Newry, Mourne and Down District Council**Appendix A****A. New Street/Development Naming Procedure****Procedure**

1. Developers should submit an application for a street/development naming to the Council's Licensing Section, Regulatory and Technical Services Department before any promotional or development work is undertaken.
2. The applicant should only recommend one name per street for consideration, outlining how they consider the name complies with the criteria listed in section 4 of the Policy.
3. If the Department considers the name conforms to the criteria, local area councillors and the Council's Irish Language Section will then be consulted. Following consultation their comments will be submitted to the Director for approval.
4. If the Department considers the name does not conform to the criteria in section 4 of the Policy, the applicant will be informed of our evaluation against the criteria and asked to submit an alternative name. When we receive an alternative name and consider it meets the criteria then point 3 will be followed.
5. If the applicant feels aggrieved by the Departments evaluation the applicant may appeal in writing via the Licensing Section to the Regulatory and Technical Services Committee stating the grounds for the appeal. This appeal will then be submitted for consideration at the next available Regulatory and Technical Services Committee.
6. The Committee will consider the name and their recommendation will be taken for ratification at the Monthly Meeting.
7. Following the Monthly meeting the applicant will be informed of the Council's decision within two weeks of the decision being made.
8. If the Monthly Meeting Committee does not accept the proposed name the applicant will be informed of the Council's decision and reasons within two weeks of the decision being made.
9. If following the rejection of a proposed name the applicant does not resubmit an alternative name to the Council within 8 weeks of the date of the decision letter the Council may select a name and notify the applicant of their intention to approve that name, allowing four weeks from the date of the letter before presenting it to the next Regulatory and Technical Services Committee.

10. If a road/development name has been approved by the Council it shall not be considered for change within a 12 month period from the date of approval.
11. Where it is proposed to erect a nameplate within the 30 MPH zone, an urban nameplate (white lettering with a blue background) should be erected and a rural nameplate (black lettering with a white background) should be erected outside the 30 MPH zone.
12. Where it is proposed to erect a nameplate on the wall of a residential property, the permission must be sought from the occupier of the property to do so.
13. Where it is proposed to erect a nameplate on the wall of a commercial property, permission is not required from the occupier. However, the occupier must be advised in relation to the proposal to erect a nameplate on the property. Within 5 days of receiving a notification to erect a nameplate, an occupier of a commercial premises may submit a request in writing for a dual-language nameplate. In this case the request will be dealt with under that procedure.

Newry, Mourne and Down District Council**Appendix B****B. Change of Name of a Street, Road or Lane Procedure****Purpose**

The purpose of this procedure is to provide guidelines for the renaming of small off-shoots off existing streets, road or lane that have a small number of addresses. The object of this procedure is to help maintain a consistent approach to street naming across the whole Council area.

Legal Requirement

The Local Government (Miscellaneous Provisions) (NI) Order 1995 empowers councils to authorise street names within it's area of control.

Procedure

The procedures for seeking and assessing the views of occupiers and the criteria to be applied in deciding whether to rename a street, road, or lane:

1. Upon receipt of a petition, signed by not less than 50% of the residents (based on 1 resident per household over the age of 18) of any given street, road or lane, the Council will consider a survey of the "street" (street will include road or lane) in regards to the name change.
2. The proposed name must meet the criteria set down in this policy for the naming of new streets.
3. If the Department considers the new name conforms to the criteria, local area councillors and the Council's Irish Language Section will then be consulted for their comments.
4. Where the foregoing request has been received the Council will canvass, by post, the residents of all the properties that are listed on the Electoral Register and the Pointer Data address system of that street or the part of a street affected; seeking their views on the request to change the name of the street. The survey shall be carried out by the Council's Licensing Section.
5. Replies will be by way of a pre-paid envelope and must be returned by the date specified in the correspondence. Only those replies received from residents by that date will be taken into consideration.
6. Where all the residents have indicated that they are in favour of the proposed street name change, then the proposal will be presented to the Director of the Regulatory and Technical Services Department for approval.
7. Where any of the responding residents have indicated that they are not in favour of the name change or any of the consultees have not responded, then the proposal will be presented to the Director of the Regulatory and

Technical Services Department for a recommendation not to change the name.

8. If the request is refused any further request will not be considered until the expiry of a 12 month period from the date of refusal.
9. When a decision has been taken to rename a "street" the nameplate erected will be in line with Council policy.
10. Where an application to have an existing street renamed is not approved by the Director of the Regulatory and Technical Services Department or by not reaching the required 100% in favour of the name change then the residents will be notified.
11. Where the Department considers a request from the emergency services, mail delivery services or other statutory bodies who have difficulty locating the street, they shall convince the residents as noted above and consider to rename the street, road or lane upon receiving a majority decision in favour from the residents.
12. Where it is proposed to erect a nameplate within the 30 MPH zone, an urban nameplate (white lettering with a blue background) should be erected and a rural nameplate (black lettering with a white background) should be erected outside the 30 MPH zone.
13. Where a new nameplate is erected. The decision to remove an existing nameplate is to be made by the Licensing Officer where they deem it necessary to do so.
14. Where it is proposed to erect a nameplate on the wall of a residential property, the permission must be sought from the occupier of the property to do so.
15. Where it is proposed to erect a nameplate on the wall of a commercial property, permission is not required from the occupier. However, the occupier must be advised in relation to the proposal to erect a nameplate on the property. Within 5 days of receiving a notification to erect a nameplate, an occupier of a commercial premises may submit a request in writing for a dual-language nameplate. In this case the request will be dealt with under that procedure.
16. Old historical nameplates are to remain in place where they are fitted to an existing wall (or dwelling) where they will not effect directional issues. This is at the discretion of the Licensing Officer.

Newry, Mourne and Down District Council**Appendix C****C. Dual Language Nameplates Procedure****1. Purpose**

The purpose of this procedure is to provide guidelines for the provision of dual-language street nameplates. The object of this procedure is to assist in maintaining a consistent approach to street naming across the whole Council area and promote reasonable responses to the Council's consultation with the residents of a street in regards to their request to the erection of dual-language street nameplates

2. Procedure

The procedures for seeking and assessing the views of occupiers and the criteria to be applied in deciding whether to erect a street nameplate in a language other than English are as follows:

- 2.1 Upon receipt of a petition, signed by a resident of any given street or road, or a Councillor on behalf of a resident as described in the Policy, the Council will consider a survey of the street in regards to the erection of a dual-language street nameplate. Requests are to be made to the Licensing Section of the Regulatory and Technical Services Department.
- 2.2 Where the foregoing request has been received the Council will canvass, by post, the residents of all the properties that are listed on the Royal Mail Addressing system and the Pointer addressing system of that street; seeking their views on the request to erect a dual-language street nameplate. The survey shall be carried out by the Council's Licensing Section.
- 2.3 Replies will be by way of a pre-paid envelope and must be returned by the date specified in the correspondence. Only those replies received from residents by that date will be taken into consideration. The process will be administered in accordance with the principles of the Data Protection Act. All information will be treated in accordance with the Act.
- 2.4 At this stage elected members within that electoral ward will be notified of requests received for dual - language street nameplates.
- 2.5 Where a simple majority of responding residents have indicated that they are in favour of the erection of a dual -language street nameplate, then the proposal will be presented to the Director of the Regulatory and Technical Services Department for consideration recommending that the dual-language street nameplate is erected. The Director having considered the request may agree to permit or not permit the erection of the nameplate.
- 2.6 Where a simple majority of responding residents have indicated

- that they are not in favour of the erection of a dual -language street nameplate, then the proposal will be presented to the Director of the Regulatory and Technical Services Department for consideration recommending that the dual-language street nameplate is not erected.
- 2.7 If the request is refused any further request will not be considered until the expiry of a 12 month period from the date of refusal.
 - 2.8 Where the request is granted in relation to Irish Language, the Irish Language Section will provide the second language form of the street name. The second language will not be used to express the name of the street for statutory purposes.
 - 2.9 With regard to the layout of the street nameplate the second language form of the name shall be located immediately above the English version and the font and size of lettering shall be the same for both.
 - 2.10 Following the Council's decision on the matter all residents of the street will be notified of the decision.
 - 2.11 Where a new nameplate is erected. The decision to remove an existing nameplate is to be made by the Licensing Officer where they deem it necessary to do so.
 - 2.12 Where it is proposed to erect a nameplate within the 30 MPH zone, an urban nameplate (white lettering with a blue background) should be erected and a rural nameplate (black lettering with a white background) should be erected outside the 30 MPH zone.
 - 2.13 Where it is proposed to erect a nameplate on the wall of a residential property, the permission must be sought from the occupier of the property to do so.
 - 2.14 Where it is proposed to erect a nameplate on the wall of a commercial property, permission is not required from the occupier. However, the occupier must be advised in relation to the proposal to erect a nameplate on the property.
 - 2.15 Old historical nameplates are to remain in place where they are fitted to an existing wall (or dwelling) where they will not affect directional issues. This is at the discretion of the Licensing Officer.

Appendix D**Newry, Mourne and Down District Council
Bilingualism Policy****1. Title**

The Bilingualism policy sets out the Council's commitment to facilitate and encourage the promotion and use of both the Irish language and the English language in the Council area.

2. Statement

Council approves this policy to ensure linguistic equality for all who avail of and/or provide Council services as far is reasonably possible.

3. Aim

The aim of this policy is to build on the Council's commitment to celebrate diversity by:

1. The delivery of equality of opportunity for all who avail of and / or provide Council services using progressive realisation
2. To fulfil Council's obligations as contained in the European Charter for Regional or Minority Languages*

4. Scope

The Bilingualism Policy applies to all Council Departments with regard to the functions they deliver and applies to all communication and engagement between internal and external stakeholders.

The policy objectives are to:

- a) Enable everyone who receives or uses Council services, or contributes to the democratic process, to do so through the medium of Irish or English, according to personal choice
- b) To foster and promote the use of Irish in the internal administration of Council, in its dealings with other public bodies and also with bodies that provide services to the public in the District
- c) Recognise that members of the public, Council members, management and employees can express their views and needs better in their preferred language
- d) Recognise that enabling the public to use their preferred language is a matter of good practice and customer care and not a concession
- e) Seek to remove, where possible, restrictions which would discourage or work against the maintenance or development of the language.

* See Appendix 1 - Definitions

5. Related Policies

- Dual Street Name.
- Street Naming and Numbering.
- Corporate Brand Guidelines.
- Guidelines for the Use of the Irish Language in the Council.
- Comply with its statutory requirements under Section 75 of the Northern Ireland Act (1998).
- Linkage to wider policy and legislation¹.

6. Definitions

Definitions at Appendix 1

7. Policy Owner

Eddy Curtis, Director of Strategic Planning and Resources

8. Contact details in regard of this policy are:

Tel: 028 3031 3031 Email: eddy.curtis@newryandmourne.gov.uk

9. Policy Authorisation

Governance Committee Authorised on 9 September 2014

Council Authorised on 7 October 2014

10. Policy Effective Date

8 October 2014

11. Policy Review Date

Policies should be reviewed at least every four years

12. Procedures

Newry, Mourne and Down District Council Irish Language Plan (2015-2019)

13. Equality Impact Assessment

The policy has been equality screened (24 February 2015) and it is recommended it not be subject to an equality impact assessment (with no mitigating measures required).

¹ Detailed at Appendix 2

Appendix 1

DEFINITIONS

Progressive Realisation

The Council will take steps with a view to achieving progressively the full realisation of the Bilingualism Policy using affordable resources.

This is known as the principle of "progressive realisation". It acknowledges that some of the actions may be difficult in practice to achieve in a short period of time and be subject to resource constraints, but requires the Council to act as best it can within its means.

The European Charter for Regional or Minority Languages:

The European Charter for Regional or Minority Languages (ECRML) is a European treaty (CETS 148) adopted in 1992 under the auspices of the Council of Europe to protect and promote historical regional and minority languages in Europe.

Section 75 of the Northern Ireland Act (1998).

The statutory duties under Section 75 require public authorities to have due regard to the need to promote equality of opportunity and also to have regard to the desirability of promoting good relations.

The Good Friday Agreement (Belfast Agreement)

The Good Friday Agreement or Belfast Agreement was signed in Belfast on 10 April 1998 (Good Friday) by the British and Irish governments and endorsed by most Northern Ireland political parties. The concord was endorsed by the voters of Northern Ireland and the Republic of Ireland in separate referenda on 23 May 1998.

St Andrews Agreement

The St Andrews Agreement was an agreement between the British and Irish Governments and the political parties in relation to the devolution of power to Northern Ireland. The agreement resulted from multi-party talks held in St Andrews, Fife, Scotland from 11 October to 13 October 2006, between the two governments and all the major parties in Northern Ireland. It resulted in the restoration of the Northern Ireland Assembly, the formation (on 8 May 2007) of a new Northern Ireland Executive.

Appendix 2

Linkage to wider policy and legislation

This policy relates directly to the following:

The European Charter for Regional or Minority Languages states that policies, legislation and practice are to be based on the following objectives and principles:

- the recognition of the Irish language as an expression of cultural wealth;
- the respect of the geographical area of the Irish language in order to ensure that existing or new administrative divisions do not constitute an obstacle to the promotion of Irish;
- the need for resolute action to promote Irish in order to safeguard the language;
- the facilitation and/or encouragement of the use of Irish, in speech and writing, in private and public life;
- the maintenance and development of links between groups using Irish and other groups in the State employing the Irish language in identical or similar form, as well as the establishment of cultural relations with other groups in the State using different languages;
- the provision of appropriate forms and means for the teaching and study of Irish at all appropriate stages;
- the provision of facilities enabling non-speakers of Irish living in the area where it is used to learn it if they so desire;
- the promotion of study on and research into Irish at universities or equivalent institutions;
- the promotion of appropriate types of transnational exchanges (i.e. cross border exchanges)

Article 10 of The European Charter for Regional or Minority Languages refers specifically to Administrative Authorities and Public Services and the relevant principles designed to guide them:

- To ensure that users of Irish may submit oral or written applications to the administrative authority;
- To allow the administrative authorities to draft documents in Irish;
- To use Irish in debates in their assemblies, without excluding, however, the use of the official language(s) of the State;
- To use or adopt, if necessary in conjunction with the name in the official language(s) of traditional and correct forms of place-names in Irish.

With regard to public services provided by the administrative authorities or other persons acting on their behalf, the Council must undertake to:

- To allow users to submit a request in Irish.
- To provide translation or interpretation as may be required;
- To allow the use or adoption of family names in Irish at the request of those concerned.

Newry, Mourne and Down District Council Bilingualism Procedures

1. TITLE

Newry, Mourne and Down District Council Bilingualism Procedures

2. STATEMENT

Newry, Mourne and Down District Council is committed to the protection and encouragement of the Irish Language. The Council recognises the Irish Language is an expression of cultural wealth and there is a need for the Council to promote Irish in order to safeguard and strengthen it.

3. AIM

The procedures will build on the Council's commitment to celebrate diversity by

3. The delivery of equality of opportunity for all who avail of and / or provide Council services using progressive realisation*
4. To fulfil Council's obligations as contained in the European Charter for Regional or Minority Languages*
5. Comply with its statutory requirements under Section 75 of the Northern Ireland Act (1998)*

4. PRINCIPLES

The procedures apply to all Council business and functions and are intended to deliver linguistic equality for all who avail of and / or provide Council services (using progressive realisation).

The procedures will:

- f) Enable everyone who receives or uses Council services, or contributes to the democratic process, to do so through the medium of Irish or English, according to personal choice
- g) Ensure and promote the use of Irish in the internal administration of Council, in its dealings with other public bodies and bodies that provide services to the public in the Council District
- h) Ensure members of the public, Council members, management and employees can express their views and needs better in their preferred language
- i) Ensure that enabling the public to use their preferred language is a matter of good practice and customer care and not a concession
- j) To ensure members of the public and employees can use their name and address in Irish
- k) To ensure the right of employees to use Irish within the workplace and that of members of the public to use Irish within Council buildings

The Council objectives regarding the Irish Language will be delivered through the following procedures:

5. IDENTITY

5.1 Corporate Identity

The corporate identity, Council image and reputation are all part of the Council's brand. The logo of the Council will be consistent and projected as a primary vehicle for customer contact on all printed material.

Guidance on adopting and using the bilingual corporate identity, as detailed in the Council's Corporate Brand Guidelines, will be issued to staff, designers and others who reproduce the Council's written material.

The title of Council reflects the Council's commitment to promoting the Irish language and should always be bilingual with the Irish language above the English and when side by side the Irish Language should be to the left of the English.

5.2 Signage / Visibility / Exhibitions

The Council will continue to apply Dual Street Name and Street Naming and Numbering policies (which are currently under review). An index of dual-language street names will be maintained and updated. Certain exemptions will apply e.g. safety warnings at quays / harbours which will be dealt with under progressive realization.

A phased implementation plan will be devised for the erection of English and Irish internal and external signage on Council owned properties;

Irish will be incorporated into some display material. Marketing of exhibitions to include Irish using progressive realisation.

6. COMMUNICATION

6.1 Reception

Guidance will be offered to receptionists and telephonists, through the provision of a 'courtesy code', allowing them to respond appropriately to enquiries in Irish.

6.2 Mail and Email

Written communications received in Irish will be responded to in Irish within an agreed timescale. Guidance provided to staff on how to deal with written communications in Irish. Bilingual strap line to be included on Council emails.

6.3 Telephone

Guidance will be given to staff on how to deal with calls from Irish speakers. When no Irish speaker is available calls received in Irish will be returned by an Irish speaking member of staff or outside source where that is the preference of the caller.

6.4 Internal / External Forms

Irish versions of all internal documentation, with the exception of technical/ long documents which will be dealt with using progressive realisation, will be made available to the public and staff on request.

7. COUNCIL ACTIVITIES

- 7.1 Council will work to ensure people attending Council meetings are able to contribute through the medium of Irish, using progressive realisation and where prior notice has been received.
- 7.2 Council will provide interpretation facilities using progressive realisation when requested to do so.
- 7.3 When English and Irish presentations need to be made, simultaneous translation services will be made available to employees who have no knowledge of the Irish language supported by Irish speaking members of staff
- 7.4 Council will establish a budget for delivery of the policy and to follow normal Council business processes i.e. Council sections to include costs / expenditure in yearly estimates and business plans.
- 7.5 According to need and as resources allow, information leaflets, flyers and other Council literature should be available to the public in English and Irish format where appropriate.
- 7.6 According to needs and as resources allow forms will be produced in English and Irish format.

8. PUBLICATIONS

8.1 Printed Material

The Council's main documents will be provided in bilingual format e.g. Corporate Plan, Annual Report and incorporate Irish in non-Irish publications. Irish language versions of materials will be made available to ratepayers upon request.

8.2 Website

The Council's website will include an English and Irish format with the Irish language text updated in line with the English text where possible. Those pages receiving most user traffic, for example main front pages, will be available initially in English and Irish format. Headings of dynamic sections will also be of English and Irish format

9. RELATIONS

9.1 Public Relations

Council will use the Irish language in a range of printed material to increase the visibility of the language e.g. Irish or bilingual versions of selected press releases to be made available.

9.2 Media Relations

Council will issue press releases issued in Irish for the Irish Language media and where possible provide a bilingual spokesperson. Press releases will be selected for translation on the basis of qualitative criteria.

10. PRESENTATIONS

10.1 Public Speaking

Council representatives at civic events will be permitted to use Irish in their presentations and public speaking where advance notice has been provided. Provision of simultaneous interpretation services will be made where resources allow.

10.2 Events

Council will ensure when planning all festivals / civic celebrations consideration is given to the opportunity to promote the Irish language as a component part of these events. Council will support Irish language and cultural activities by facilitating events within Council buildings and venues using progressive realisation.

11. COUNCIL REPRESENTATIVES / STAFF

11.1 Training

Council representatives will be provided with training opportunities in the Irish language the level and type of training required to be identified through the Performance and Development Review process

11.2 Personal Development Review (PDR)

Staff training requirements in the Irish language will be identified as part of the Performance and Development Review process.

12. PROCEDURE OWNER

Gerard McGivern
Council Director

13. CONTACT DETAILS REGARDING THESE PROCEDURES:

gerard.mcgivern@newryandmourne.gov.uk
Tel: 02830313233

14. PROCEDURE AUTHORISATION

Governance Committee Authorised on 10 February 2015.

Council Authorised on

15. PROCEDURES EFFECTIVE DATE

.....

Appendix 1

Definitions

Progressive Realisation

The Council will take steps with a view to achieving progressively the full realisation of the Bilingual Procedures using affordable resources.

This is known as the principle of "progressive realisation". It acknowledges that some of the rights (for example public speaking through the medium of Irish) may be difficult in practice to achieve in a short period of time and be subject to resource constraints, but requires the Council to act as best it can within its means.

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The St Andrews Agreement was an agreement between the British and Irish Governments and the political parties in relation to the devolution of power to Northern Ireland. The agreement resulted from multi-party talks held in St Andrews, Fife, Scotland from 11 October to 13 October 2006, between the two governments and all the major parties in Northern Ireland. It resulted in the restoration of the Northern Ireland Assembly, the formation (on 8 May 2007) of a new Northern Ireland Executive.

Appendix 2

Linkage to wider policy and legislation

These procedures relate directly to the following:

The European Charter for Regional or Minority Languages states that policies, legislation and practice are to be based on the following objectives and principles:

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- the respect of the geographical area of the Irish language in order to ensure that existing or new administrative divisions do not constitute an obstacle to the promotion of Irish;
- the need for resolute action to promote Irish in order to safeguard the language;
- the facilitation and/or encouragement of the use of Irish, in speech and writing, in private and public life;
- the maintenance and development of links between groups using Irish and other groups in the State employing the Irish language in identical or similar form, as well as the establishment of cultural relations with other groups in the State using different languages;
- the provision of appropriate forms and means for the teaching and study of Irish at all appropriate stages;
- the provision of facilities enabling non-speakers of Irish living in the area where it is used to learn it if they so desire;
- the promotion of study on and research into Irish at universities or equivalent institutions;
- the promotion of appropriate types of transnational exchanges (i.e. cross border exchanges)

Article 10 of The European Charter for Regional or Minority Languages refers specifically to Administrative Authorities and Public Services and the relevant principles designed to guide them:

- To ensure that users of Irish may submit oral or written applications to the administrative authority;
- To allow the administrative authorities to draft documents in Irish;
- To use Irish in debates in their assemblies, without excluding, however, the use of the official language(s) of the State;
- To use or adopt, if necessary in conjunction with the name in the official language(s) of traditional and correct forms of place-names in Irish.

With regard to public services provided by the administrative authorities or other persons acting on their behalf, the Council must undertake to:

- To allow users to submit a request in Irish.
- To provide translation or interpretation as may be required;
- To allow the use or adoption of family names in Irish at the request of those concerned.

Department of Transport – Circular Roads**Appendix E**

ROOM C14/18
 2 MARSHAM STREET LONDON SW1P 3EB
 FAX 071-2760818
 TELEX 22221 DOEMAR-G
 DIRECT LINE 071-2765349
 SWITCHBOARD 071-276-3000
 GTN 276

My Ref GT 17/27/03

Your reference:

CIRCULAR ROADS 3193

15 December 1993

The Chief Executive
 County Councils)
 Borough Councils) in England
 District Councils)
 London Borough Councils
 The Town Clerk, City of London

Dear Sir/Madam

STREET NAME PLATES AND THE NUMBERING OF PREMISES

1. This Circular supersedes Circular Roads 35/77 (which now lapses) but does not place any new burdens on local authorities. It updates the advice given in that Circular on design and installation of street name plates and reminds authorities of the need to maintain regular contact with the Royal Mail on new or revised naming and numbering proposals.
2. Councils are asked to ensure that consultation takes place with the appropriate Royal Mail Postcode Centre at an early stage when considering new street naming and building numbering schemes. This is to allow the Postal Services adequate time to comment before agreement is given to a scheme and enables the Council to make changes to proposals in light of any representations received.
3. It is important to both the Royal Mail and the Emergency Services to avoid giving streets similar names within the same locality. The close juxtaposition of similar names such as Park Road, Park Avenue and Park Gate Drive in the same area has proved to be a particular source of difficulty. A great variety of "999" calls are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed.
4. All authorities are reminded of the continuing need to maintain a good standard of street name plates and property numbering schemes and to improve existing

standards where necessary. Both are essential for the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public. It should be remembered that street names need to be legible by night as well as by day. Adherence to the standards set out in the attached Appendices can help to achieve the maximum advantage from expenditure undertaken.

5. The illustration of particular designs in Appendix D is not intended to preclude the use of others which might be more suitable for a particular locality, but the authorities are strongly recommended to adopt approximately the same ratio of legend to background and to avoid unduly thin lettering in order to ensure legibility. Good colour contrast is also important and combinations which are likely to be a particular problem for those who are colour blind should be avoided. It is not suggested that existing plates of character and distinction should not be replaced. The aim should be to promote a good standard of design. This can be achieved by following the criteria set out in Appendix B.
6. Authorities are requested to keep the street name plates and building numbering schemes in their area under review and to ensure they are of a good standard. Street name plates at junctions with main traffic routes should be given the first priority.
7. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, Sections 17-19 of the Public Health Act 1925, and for London Boroughs Part II of the London Building Act (Amendments) Act 1939, as superseded by Section 43 of the London Government Act 1963 and paragraph 14 to Schedule 8 for the Local Government Act 1985.
8. Could you please bring this Circular to the attention of the Chief Surveyor or Engineer and the Chief Financial Officer to your authority.

Yours faithfully

R M Kimber
Assistant Secretary

APPENDIX A

RECOMMENDATIONS FOR THE INSTALLATION OF STREET NAME PLATES

1. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 meters.
2. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
3. Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, name plates will be necessary on both sides of each arm.
4. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than a cross-roads both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.
6. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate all the name plate information indicating the street numbers on either side of the intersection.
9. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in para 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).

10. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
11. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
12. Duplication of street names or nearly similar street names should be avoided within one postal area.

APPENDIX B

RECOMMENDATIONS FOR THE DESIGN OF STREET NAME PLATES

1. Because street name plates are commonly viewed from an angle it is important that wide well-spaced lettering should be used.
2. Capital lettering should be used to avoid confusion with traffic signs, which generally employ lower case lettering.
3. Figures (i) - (vi) illustrate suggested alphabets and designs. It should be noted that the many serif alphabets do not perform well when used on reflectorised backgrounds. Authorities are recommended to employ "sans serif" lettering on reflectorised name plates. Figures (iii) and (iv) employ a "sans serif" Gill letter. Figure (v) - (vi) use the pre 1965 Revised Standard Transport Alphabet. Figure (vii) shows the Transport Heavy Alphabet which is in current use for black legends on traffic signs. The relationship of the stroke thickness to letter height is shown in brackets. (It should not be more than 1:7 and not less than 1:4, to ensure adequate legibility). Figure (v) illustrates a street name plate with a "No Through Road" sign (diagram 816.1) in Traffic Signs Regulations General Directions 1981 (same number in the 1994 TSRGD). This sign may be used with any street name plate to indicate a no through road to vehicular traffic.
4. A 100 mm actual capital letter height of lettering is the recommended standard for both the Standard Transport and Transport Heavy Alphabets. With other alphabets with broader letter forms, 90mm may be used to reduce the length of the plate. Where fixing space is very restricted the design shown in Figure (vi) with either the Standard Transport or Transport Heavy Alphabets at 75 mm capital letter height is preferable to using a 100 mm alphabet with compressed letters and spacing. A 150 mm letter height may be more appropriate on fast main roads.
5. Normally street name plates should have black lettering on a white background with a black border, as this gives the best contrast. Where coloured legends or backgrounds are used, a contrast ratio of at least 7: 1 is required. The use of colour combinations with low contrast, for example bronze or brown lettering on green backgrounds, will result in poor legibility, especially under low pressure sodium street lighting. The white background should be reflectorised wherever plates are likely to be viewed from vehicle headlamps.
6. Only well known abbreviations should be used e.g. Ave., Cres., St., etc.
7. When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.
8. Only durable materials should be used for the construction of name plates and they should be maintained in a clean condition. Where a name plate is mounted on a specially provide post care should be taken to ensure that the appearance of the post and the back of the plate are as pleasing and as unobtrusive as possible. Aircraft grey No. 693 to BS 381c has been found an unobtrusive

colour in most environments when erecting traffic signs and can be applied to street name posts. Black may also be used if preferred.

9. Area colour coding by a background colour on the street name plate is not recommended. There is a loss of good contrast with many colour combinations. A coloured border may be a suitable alternative. Good contrast (a ratio of at least 7: 1) is necessary if this is to be effective.
10. The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle. The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D, E, etc are those which need to be furthest apart; curves in B, C, D, G, etc permit a slight decrease in spacing; right angled letters E, F, L, etc and sloping ones, A, K, V, etc can be closer still; some combinations such as LT, L Y and VA can almost overlap.
11. The minimum spacing between words should be some 40% - 50% of the letter height, dependent on the form of the terminal letters. The end spaces to the border should not be less than would apply if the border were the vertical stroke of an adjacent word, except that some reduction in end spaces may be satisfactory if the line consists of a single word or is the longest line of several. Top and bottom borders should not be less than 50% of the letter height, and spacing between the lines not less than 40% of the letter height.
12. If district names are included on the name plate they should be shown in a smaller or reduced height of lettering. Figure (iv) gives an example.

APPENDIX B**RECOMMENDATIONS ON THE DESIGN OF STREET NAME PLATES**

1. Unlike street name-plates there is no legal requirement for the numbers of premises when displayed to be conspicuous except where authorities have taken special powers in local Acts. Nevertheless, every effort should be made to persuade owners and tenants to ensure that properties are clearly numbered and to adopt the recommendations in paragraph 5 below.
2. Main roads should be numbered so that when travelling away from the centre of town the odd numbers are on the left hand side and even numbers on the right. Succeeding numbers should be approximately opposite one another, even though this may mean the omission of certain numbers where frontages vary (Suffix letters may be used in such cases as an alternative). Side roads should be numbered ascending from the main road.
3. The postal authorities (ie the local Royal Mail Postcode Centre) should be consulted on numbering pedestrian type layouts and other complex urban developments.
4. In small groups of low rise flats, dwellings should be numbered within the ordinary street numbering system, but in tall blocks of flats each flat should be numbered so that the number indicates the floor level. The numbers of the flats contained in each block should also appear at the entrance to the block in a position clearly readable from the roadside.
5. All houses, offices, business establishments and other premises should be numbered, preferably with a minimum size of numerals of 62.5mm, and their numbers should be displayed so as to be in a clearly readable position facing the road. Mounting may be on gates, gate posts, doors or walls as appropriate, but ensuring that there is a good colour contrast between the numerals and the background to which they are fixed.

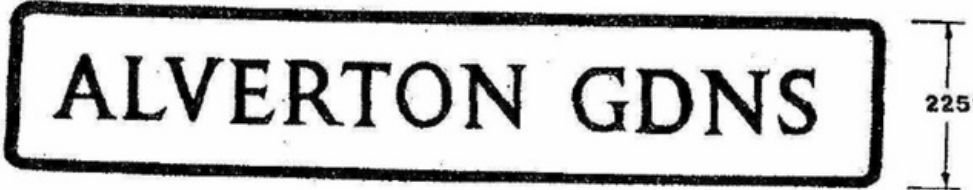


FIG. I KINDERSLEY - 90



FIG. II KINDERSLEY - 90

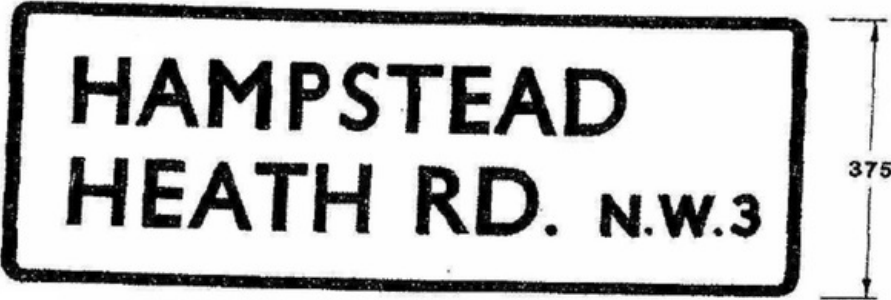


FIG. III GILL (1/2) - 90 & 50



FIG. IV GILL (1/2) - 90 & 50



FIG. V PRE-1965 REVISED STANDARD (1/8) - 100 & 50

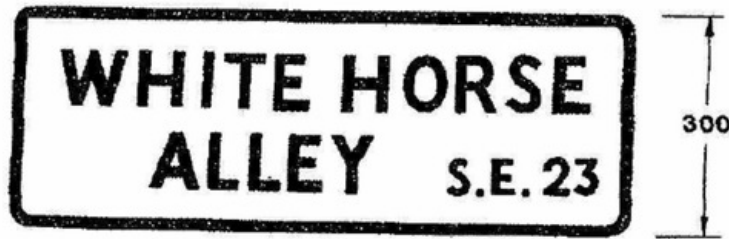


FIG. VI PRE-1965 REVISED STANDARD (1/8) - 75 & 50



FIG. VII TRANSPORT HEAVY (1/5 2) - 105 (related to 75 x-height)

all dimensions in millimetres

Newry, Mourne and Down District Council**Appendix F**

Newry, Mourne and Down District Council have the responsibility of erecting street name plates throughout Newry, Mourne and Down.

This tender is for the supply, delivery and installation of street name plates throughout the Newry, Mourne and Down District.

Specification for recycled plastic street nameplates

1. The posts shall consist of two 1200 x 1800mm long x 100 x 100mm square section black recycled posts (length of posts is relative to depth of name board).
2. Posts shall be mortised to receive 1200 mm x 150 mm (minimum)x 40mm recycled plank to suit the length of name.
3. The plates shall be constructed using high intensity "Scotch lite" reflective material and inlaid into the recycled plank to provide a weather and vandal resistant construction.
4. The lettering shall be 3 m (UK) Limited Vinyls or similar approved, adhered to the sign face, the letter height being 90 mm (2 ~ x ht) Transport Heavy.
5. In some cases it may be necessary to include the words CUL-DE_SAC or LEADING TO or to include an ARROW, NUMBERS etc. This is to be included as part of the same nameplate and the lettering shall be 50 mm (1 ~ x ht) for this wording. Townland names will be required on most nameplates.
6. The nameplate will consist of English and may include a language other than English or may be a single nameplate in a language other than English including accents e.g. faide or other relevant punctuation.
7. Each nameplate supplied to be complete with 40 x 40 x 6mm Steel Angle Frame to BS 4360 43A, 1.2m high and to include a 100mm Angle Tee welded across the base of each upright. The frame should be hot dipped galvanized to BS729 after manufacture and accompanied by British Steel Corporation Test Certificate. Nameplate riveted at 225mm centers to the steel angle frame.
8. Posts to be sunk to a depth of 400 mm below ground level and secured with concrete. Height of posts above ground to be 800 mm. Surface around posts to be reinstated in deferred-set bitumen.
9. All signs are to be supplied and erected within six weeks from the date of the order being placed. The order will include a map, indicating the site where the sign is to be erected. The manufacturer is to confirm receipt of the order and the date the sign will be erected. Newry, Mourne and Down District Council will accept a 3 day margin for the installation of the sign in respect of the date given. The installer will confirm this date

within 3 days of erecting the sign (3 days noted above will exclude weekends and public holidays). Newry, Mourne and Down District Council are currently looking at an electronic method of placing and confirming orders which the installer will be expected to use. No cost implications are envisaged for the installer other than to have an up-to-date computer with access to the internet.

Newry, Mourne and Down District Council - Fixed Price Annual Contract for Supplies and Services

STREET/ROAD NAMEPLATES

Item		Cost	Unit
NAMEPLATES AS PER ATTACHED SPECIFICATION			
1.	One line sign having up to 12 letters at 90 mm (2 ½ ht) including the word ROAD/STREET etc. Cost per complete Nameplate excluding frame.		Each
2.	One line sign having up to 20 letters at 90mm (2 ½ ht) including the word ROAD/STREET etc. Cost per complete Nameplate excluding frame.		Each
3.	Cost of each additional line thereafter with lettering at 90mm (2 ½ ht)		Each
4.	Inclusion of line with lettering at 50 mm (1 ½ x ht)		Each
5.	Additional cost for posts of 1500 mm length (three and four line signs)		Each
6.	Additional cost for posts of 1800 mm length (five and six line signs)		Each
	Single Angle Frame as specified in Item 7 of the Specification, suitable for signs as described, including riveting sign into frame.		
7.	As for items 1 and 2 stated above		Each
8.	As for signs with additional line thereafter		Each

Mr Fintan Quinn
Head of Licensing & Enforcement
Newry & Mourne Council
Monaghan Row
Newry
BT35 8DJ

Martin Fox
DBM CONTRACTS LTD
85 Forest Hills
Newry
BT34 2FN



27/11/2017

Dear Mr Quinn

Ref; Proposed development at Clontafleece road, Burren.

FP/2017/1358

SN/2017/0005

In response to your letter dated 16 th Nov, I wish to propose the following name for our new development at Clontafleece Road, Burren, Warrenpoint.

- CARRICK COURT

We feel it is fitting with the area townland of Carrick, it is a small development of 5 houses.

Yours sincerely

Martin Fox

DBM CONTRACTS LTD



Mr Fintan Quinn
Head of Licensing & Enforcement
Newry & Mourne Council
Monaghan Row
Newry

04/12/17

Dear Mr Quinn
Ref SN/2017/0005
FP/2017/1358

Thank you for your prompt response, where possible can our application be looked at once again where we have proposed the name CARRICK COURT for our new development in Burren .

I have taken on board the reasons for refusal that being there are already 2/3 developments close by with the prefix CARRICK , however there are no other developments on the Clontafleece Road with the name Carrick. If I might also mention The Carrick Road is half mile away from our development.

We have recently set up a new company "Carrick Court developments" as we will be managing the roads at this development, we had felt that all the boxes were ticked in choosing the name Carrick Court, keeping in line with the townland/school etc, not realising that it would be a problem.

If you can reconsider our application it would be much appreciated.

Yours sincerely

A handwritten signature in blue ink that reads 'Martin Fox'.

Martin Fox
DBM CONTRACTS LTD

Liam Hannaway
Chief Executive



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

**Newry, Mourne
and Down**
District Council

SN/2017/0005
FP/2017/1358
30 Nov 2017

Martin Fox
DBM Contracts Ltd
85 'Sycamore' Forest Hills
Newry
BT34 2FN

Dear Sir/Madam

Re: Development at Clontafleece Road, Burren, Warrenpoint

I refer to your proposal for naming of the above development as Carrick Court.

Your proposal does not follow the Council guidelines on street naming:

Criteria 4: Similar existing street names in the locality, Carrick Close, Carrick Brae, Carrick Meadow.

I enclose a copy of the Council's guidelines for naming of housing developments.

I request you submit an alternative proposal for naming in line with the Council guidelines for consideration.

Yours faithfully

Fintan Quinn
Head of Licensing and Enforcement

Enclosure

1.0 Naming of New Streets / Developments

1.1 Purpose

To provide guidelines for the naming of new streets or developments. Proposals linked to traditional place names will be favourably received and that if such a place name is traditionally in a language other than English, that name will be promoted as the name by which that place shall be known. Suggested names that have the support of local historic/cultural or community groups will be encouraged.

1.2 Criteria

To maintain the rich cultural heritage of the Newry, Mourne and Down District Council area, in naming a street the following criteria must be followed: -

The chosen name must -

1. Reflect the local townland name, or a local geographical/topographical feature or social, or historical feature.
2. The street name shall not incorporate a person's name unless it is in keeping with the point (1) above.
3. The prefix of the name can only be the same as an existing street or road name prefix in the locality if it is accessed from that street or road.
4. To avoid confusion over addresses the name should not sound similar to an existing street or road name in that locality.
5. The erected nameplate shall express the name in English; and may express that name in any other language, in accordance with the Council's Bilingualism Policy.
6. Although not prescriptive or exhaustive the running order/hierarchy should follow an easily understood pattern:
Road – Street – Avenue – Drive – Lane – Close – Alley.
7. Building Names are not controlled by Legislation and do not form part of this Policy.
8. The local townland name shall be placed at the bottom of all new nameplates. Single language townland names shall be provided on single language nameplates and dual-language townland names shall be placed on all new dual language nameplates.

Newry, Mourne and Down District Council

A. New Street/Development Naming Procedure

Procedure

1. Developers should submit an application for a street/development naming to the Council's Licensing Section, Regulatory and Technical Services Department before any promotional or development work is undertaken.
2. The applicant should only recommend one name per street for consideration, outlining how they consider the name complies with the criteria listed in section 1 (above).
3. If the Department considers the name conforms to the criteria, local area councillors and the Council's Irish Language Section will then be consulted. Following consultation their comments will be submitted to the Director for approval.
4. If the Department considers the name does not conform to the criteria in section 1, the applicant will be informed of our evaluation against the criteria and asked to submit an alternative name. When we receive an alternative name and consider it meets the criteria then point 3 will be followed.
5. If the applicant feels aggrieved by the Departments evaluation the applicant may appeal in writing via the Licensing Section to the Regulatory and Technical Services Committee stating the grounds for the appeal. This appeal will then be submitted for consideration at the next available Regulatory and Technical Services Committee.
6. The Committee will consider the name and their recommendation will be taken for ratification at the Monthly Meeting.
7. Following the Monthly meeting the applicant will be informed of the Council's decision within two weeks of the decision being made.
8. If the Monthly Meeting Committee does not accept the proposed name, the applicant will be informed of the Council's decision and reasons within two weeks of the decision being made.
9. If following the rejection of a proposed name the applicant does not resubmit an alternative name to the Council within 8 weeks of the date of the decision letter the Council may select a name and notify the applicant of their intention to approve that name, allowing four weeks from the date of the letter before presenting it to the next Regulatory and Technical Services Committee.
10. If a road/development name has been approved by the Council, it shall not be considered for change within a 12-month period from the date of approval.

Newry, Mourne & Down District Council – January

1. Live Applications

MONTH 2017/18	NEW APPLICATIONS	LIVE APPLICATIONS	LIVE APPLICATIONS OVER 12 MONTHS
April	129	1,075	293
May	149	1,058	281
June	149	976	263
July	135	957	250
August	166	959	249
September	140	910	243
October	157	935	230
November	163	912	230
December	83	869	230
January	158	917	228

Newry, Mourne & Down District Council – January

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2. Live Applications by length of time in system

Month 2017/18	Under 6 months	Between 6 and 12 months	Between 12 and 18 months	Between 18 and 24 months	Over 24 months	Total
April	590	192	77	72	144	1,075
May	585	192	76	65	140	1,058
June	550	163	78	55	130	976
July	535	172	73	45	132	957
August	540	170	72	40	137	959
September	488	179	71	35	137	910
October	534	171	63	27	140	935
November	507	175	60	33	137	912
December	461	178	62	38	130	869
January	510	179	69	37	122	917

Newry, Mourne & Down District Council – January

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3. Live applications per Case Officer

Month 2017/18	Average number of Applications
April	67
May	62
June	58
July	50
August	50
September	57
October	58
November	57
December	55
January	50

Newry, Mourne & Down District Council – January

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4. Decisions issued per month

Month 2017/18	Number of Decisions Issued	Number of Decisions Issued under delegated authority
April	123	104
May	174	148
June	214	170
July	149	124
August	140	122
September	174	154
October	162	146
November	178	160
December	118	103
January	96	87

Newry, Mourne & Down District Council – January

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5. Decisions Issued YTD

Month 2017/18	Number of Decisions Issued (cumulative)	Breakdown of Decisions	
April	123	Approvals (111)	90%
		Refusals (12)	10%
May	297	Approvals (266)	90%
		Refusals (31)	10%
June	511	Approvals (450)	88%
		Refusals (61)	12%
July	660	Approvals (579)	88%
		Refusals (81)	12%
August	800	Approvals (704)	88%
		Refusals (96)	12%
September	974	Approvals (863)	89%
		Refusals (111)	11%
October	1,136	Approvals (997)	88%
		Refusals (139)	12%
November	1,314	Approvals (1,145)	87%
		Refusals (169)	13%
December	1,432	Approvals (1,244)	87%
		Refusals (188)	13%
January	1,528	Approvals (1,331)	87%
		Refusals (197)	13%

Newry, Mourne & Down District Council – January

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6. Enforcement Live cases

Month 2017/18	<=1yr	1-2 yrs	2-3 yrs	3-4 yrs	4-5 yrs	5+yrs	Total
April	292	126	95	87	55	83	738
May	286	137	89	91	53	85	741
June	295	138	91	93	53	88	758
July	311	142	89	88	61	88	779
August	321	139	93	80	70	88	791
September	326	146	89	80	74	89	804
October	290	167	87	84	75	91	794
November	277	181	91	76	77	99	801
December	281	192	87	80	79	105	824
January	273	192	96	76	82	111	830

7. Planning Committees 2017/2018

Month	Number of Applications presented to Committee	Number of Applications Determined by Committee	Number of Applications Withdrawn/ Deferred for future meeting
26 April	26	19	7
24 May	39	28	11
21 June	34	18	16
19 July	32	20	12
16 & 23	36	19	17
13	16	10	6
11 October	22	13	9
8 November	38	23	15
6 December	28	15	13
10 January	17	8	9
Totals	288	173	115

Newry, Mourne & Down District Council – January

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8. Appeals

Planning Appeal Commission Decisions issued during January 2018

Area	Number of current	Number of decisions	Number of decisions Allowed	Number of decisions Dismissed	Other decisions
Newry & Mourne	25	4	2	2	
Down	9	2	0	2	
TOTAL	34	6	2	4	

Statutory targets monthly update - up to December 2017 (unvalidated management information)

Newry, Mourne and Down

	Major applications (target of 30 weeks)				Local applications (target of 15 weeks)				Cases concluded (target of 39 weeks)			
	Number received	Number decided/withdrawn ¹	Average processing time ²	% of cases processed within 30 weeks	Number received	Number decided/withdrawn ¹	Average processing time ²	% of cases processed within 15 weeks	Number opened	Number brought to conclusion ³	"70%" conclusion time ³	% of cases concluded within 39 weeks
April	0	1	91.8	0.0%	127	113	19.0	38.9%	35	20	64.2	60.0%
May	1	2	110.4	0.0%	149	157	18.0	43.9%	32	46	61.1	56.5%
June	1	2	73.2	0.0%	124	205	19.2	42.0%	32	21	65.3	55.0%
July	1	1	128.4	0.0%	133	141	20.0	41.1%	32	19	113.0	55.0%
August	2	1	248.8	0.0%	146	134	17.1	38.8%	29	28	63.0	39.3%
September	1	-	0.0	0.0%	124	152	19.3	39.5%	42	25	58.8	44.0%
October	0	2	277.7	0.0%	134	151	18.2	41.1%	29	41	33.0	80.5%
November	0	1	186.6	0.0%	127	166	14.2	53.6%	23	9	51.8	66.7%
December	0	2	272.4	0.0%	110	104	16.4	39.4%	19	5	43.1	60.0%
January	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
February	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
March	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
Year to date	6	12	128.3	0.0%	1,185	1,325	17.6	42.5%	277	214	55.4	57.5%

Source: NI Planning Portal

Note

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

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.

Record of meetings between Planning Officers and Public Representatives 2017-2018

DATE OF MEETING	PLANNING OFFICER'S NAME/S	PUBLIC REPRESENTATIVE'S NAME
3/4/17	A McKay	M Ritchie MP
4/4/2017	A McAlarney	Cllr Walker
20/4/17	P Rooney	M Ritchie MP
27/4/17	A McAlarney	C McGrath MLA
27/04/17	A McAlarney M Keane	Cllr W Clarke
09/05/2017	A McAlarney	C McGrath MLA
11/5/17	A McKay	M Ritchie MP
1/6/17	A McAlarney	C McGrath MLA
2/6/17	G Kerr	Cllr J Tinnelly
20/06/17	A McAlarney	Cllr Walker
04/08/2017	A McAlarney	Colin McGrath
04/08/2017	G Kerr	Cllr David Taylor
15/08/2017	P Rooney G Kerr	Justin McNulty MLA
25/08/2017	G Kerr	Cllr J Tinnelly
06/09/2017	A McAlarney	Cllr Curran
12/09/2017	A McAlarney	Cllr Devlin
15/09/2017	A McAlarney	Colin McGrath
21/09/2017	G Kerr	Cllr David Taylor
05/10/2017	A McAlarney	Colin McGrath (Office staff Carmel OBoyle attending)
05/10/2017	A McAlarney	Sean Doran
6/10/17	A Hay	Cllr Walker + Jim Shannon MP
06/10/2017	A McAlarney	Cllr Walker Jim Shannon
06/10/2017	G Kerr P Rooney	Cllr David Taylor
09/10/2017	G Kerr	Cllr Brian Quinn
20/10/2017	G Kerr O O'Toole	Cllr David Taylor
23/10/2017	G Kerr	Cllr J Tinnelly
24/10/2017	A McKay G Kerr	Cllr J Tinnelly
27/10/2017	P Rooney	Cllr Brian Quinn
31/10/2017	A McAlarney	Cllr Harry Harvey
03/11/2017	G Kerr	Cllr D McAteer
06/11/2017	G Kerr	Cllr G Fitzpatrick

Record of meetings between Planning Officers and Public Representatives 2017-2018

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07/11/2017	L O'Hare	Cllr D McAteer
15/11/2017	A McAlarney	Colin McGrath
17/11/2017	G Kerr	Cllr Brian Quinn
20/11/2017	G Kerr P Rooney	Cllr Brian Quinn
24/11/2017	A Davidson	Cllr David Taylor
28/11/2017	A Davidson	Cllr Terry Hearty
01/12/2017	G Kerr	Cllr J Tinnelly
11/12/2017	A McAlarney	Cllr Walker Jim Shannon MLA
18/12/2017	A McAlarney	Cllr W Clarke
31/01/2018	A McKay	C Hazzard MP

Current Appeals

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AUTHORITY **Newry, Mourne and Down**

ITEM NO	1	PAC Ref:	2016/A0185
Planning Ref:	LA07/2016/0381/	DEA	Crotlieve
APPELLANT LOCATION	Mr Matt Burns Opposite No. 107 Kilbroney Road Rostrevor		
PROPOSAL	Proposed farm retirement dwelling		

APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Written Reps with Site Visit	Date Appeal Lodged	15/12/2016
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	2	PAC Ref:	2016/A0192
Planning Ref:	LA07/2016/0802/	DEA	Crotlieve
APPELLANT LOCATION	Darren O'Hagan 60m NE Of 11a New Line Road Hilltown		
PROPOSAL	^{Newry} Site for dwelling and detached garage		

APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	30/12/2016
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	3		
Planning Ref:	LA07/2016/0365/	PAC Ref:	2016/A0224
APPELLANT	Mr And Mrs McCluskey	DEA	Rowallane
LOCATION	Lands Between 1 Brae Road And 212 Belfast Road Ballynahinch		
PROPOSAL	2no proposed dwelling houses		

APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	27/02/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	4		
Planning Ref:	LA07/2016/0477/	PAC Ref:	2016/A0226
APPELLANT	Mr Caolan Quinn	DEA	Slieve Gullion
LOCATION	50m South-east Of No 106 Carrickgallogly Road Carrickgallogly Belleek		
PROPOSAL	Erection of dwelling		

APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	28/02/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	5		
Planning Ref:	LA07/2015/0946/	PAC Ref:	2017/A0028
APPELLANT	Mark Rice	DEA	Newry
LOCATION	Lands Adjacent And North Of No.46 Lower Foughill Road Jonesborough Armagh.		
PROPOSAL	Proposed retention and extension of existing prefabricated structure to create farm dwelling. (amended description)		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Written Reps with Site Visit	Date Appeal Lodged	10/05/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	6		
Planning Ref:	LA07/2017/0077/	PAC Ref:	2017/A0071/F
APPELLANT	Gary O'Hare	DEA	Crotlieve
LOCATION	Lands Between No. 20B And No. 22 Derrycraw Road Newry		
PROPOSAL	RT34 1RG Construction of 2 No. new detached 1 1/2 storey infill dwellings with detached double garages, associated site works and new access to public road.		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Written Reps	Date Appeal Lodged	24/07/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	7		
Planning Ref:	LA07/2015/1381/	PAC Ref:	2017-A0076
APPELLANT	Mr And Mrs E Kerr	DEA	Slieve Croob
LOCATION	154a Downpatrick Road Teonnaught Ballvnahinch		
PROPOSAL	Conversion and extension of existing stone building to form dwelling plus detached garage and associated site works		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	27/07/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	8		
Planning Ref:	LA07/2017/0624/	PAC Ref:	2017/A0094
APPELLANT	Mary Rooney	DEA	Crotlieve
LOCATION	80A Kilbroney Road Rostrevor BT34 3RI		
PROPOSAL	Single storey side and rear extension		
APPEAL TYPE	DC - Non Determination of a Planning Application		
Appeal Procedure	Written Reps	Date Appeal Lodged	25/08/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	9		
Planning Ref:	LA07/2017/0172/	PAC Ref:	2017/A0114
APPELLANT	SCS	DEA	Newry
LOCATION	Lindsay's Hill Approx 60 Metres South East Of 53-55 North Street Newry BT34 1DD		
PROPOSAL	Renewal of Extant Planning Approval Ref. P/2011/0340/F for residential development of 14 units (of social housing) with new access road from St Clare's Avenue		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	25/09/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	10		
Planning Ref:	LA07/2015/1270/	PAC Ref:	2017/A0119
APPELLANT	Michael Teggart C/O Agent	DEA	Newry
LOCATION	Approximately 70 Metres East Of 51 Ayallogue Road Newry		
PROPOSAL	Erection of dwelling with detached garage on a farm		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	28/09/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	11		
Planning Ref:	LA07/2017/0563/	PAC Ref:	2017/A0121
APPELLANT	Mr John Morgan	DEA	Crotlieve
LOCATION	Land 20m North Of 24 Ballyvally Mayobridge		
PROPOSAL	RT34 2RT 2 dwellings with detached garages to rear		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	22/12/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	12		
Planning Ref:	LA07/2016/1219/	PAC Ref:	2017/A0129
APPELLANT	Mr Alan Montgomery	DEA	Downpatrick
LOCATION	Approx 60m North Of 21 Downpatrick Road Killough		
PROPOSAL	Downpatrick Erection of agricultural building		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	02/10/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO 13
Planning Ref: LA07/2015/0545/ **PAC Ref:** 2017/A0133
APPELLANT Mr P Smith **DEA** Crotlieve
LOCATION 40 Metres South West Of 23a Castlewellan Road
 Hilltown
PROPOSAL Erection of dwelling and detached garage on a farm

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Date Appeal Lodged** 04/10/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

ITEM NO 14
Planning Ref: LA07/2016/1537/ **PAC Ref:** 2017/A0141
APPELLANT P & T Miskelly **DEA** Rowallane
LOCATION Site Adjacent To 35 Darragh Road
 Darragh Cross
 Downpatrick
PROPOSAL Erection of 2no detached houses and associated works

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Date Appeal Lodged** 11/10/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

Current Appeals

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ITEM NO	15		
Planning Ref:	LA07/2017/0145/	PAC Ref:	2017/A0151
APPELLANT	Cathal Sloan	DEA	The Mournes
LOCATION	Lands Approximately 55 Metres South Of 14 Sandy Brae Attical		
PROPOSAL	Site for dwelling and detached garage at existing cluster of development in the countryside		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	30/10/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	16		
Planning Ref:	LA07/2017/0371/	PAC Ref:	2017/A0158
APPELLANT	Kieran And Briege King	DEA	Newry
LOCATION	56a Drumintee Road Meigh Newry		
PROPOSAL	Retention of existing caravan port at rear of dwelling		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Written Reps with Site Visit	Date Appeal Lodged	07/11/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	17		
Planning Ref:	LA07/2015/1123/	PAC Ref:	2017/A0161
APPELLANT	Quayside Propoeties Ltd	DEA	Newry
LOCATION	2-3 Sugarhouse Quay Lisdrumgullion		
PROPOSAL	Newry Demolition of remaining parts of building for health and safety reasons		
APPEAL TYPE	DC - Refusal of LB Consent		
Appeal Procedure	Written Reps with Site Visit	Date Appeal Lodged	15/11/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	18		
Planning Ref:	LA07/2017/0370/	PAC Ref:	2017/A0165
APPELLANT	Fergal Rafferty	DEA	Slieve Gullion
LOCATION	16 Ummeracam Road Silverbridge		
PROPOSAL	Newry Retention of two storey projection to southern gable of dwelling, alterations to bay windows at front of dwelling and alterations to window fenestration to side and front elevations of dwelling		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	15/11/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO 19
Planning Ref: LA07/2017/0687/ **PAC Ref:** 2017/A0168
APPELLANT Steven And Diane Campbell **DEA** The Mournes
LOCATION 30m North Of 94 Greencastle Road
 Kilkeel
 RT34, 4DF
PROPOSAL Infill site for new dwelling and garage in existing cluster (amended plans)

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure Written Reps with Site Visit **Date Appeal Lodged**
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

ITEM NO 20
Planning Ref: LA07/2016/1647/ **PAC Ref:** 2017/A0169
APPELLANT DBM Contracts **DEA** Newry
LOCATION 20 Metres East Of 6 Daisy Hill
 Carnagat
 Newry
PROPOSAL Erection of two dwellings and retention of retaining walls

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Date Appeal Lodged** 22/11/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

Current Appeals

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ITEM NO	21		
Planning Ref:	LA07/2017/1039/	PAC Ref:	2017-A0170
APPELLANT	Blackgate Property Developments	DEA	Newry
LOCATION	Lands 25 Metres North Of No. 42 Parkhead Crescent Newry		
PROPOSAL	Co Down Erection of detached single storey garage and change of house type 1 to include sunroom at plot 1, of previously approved planning application (P/2009/0198/F).		
APPEAL TYPE	DC - Non Determination of a Planning Application		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	23/11/2017
Date of Hearing		14/03/2018	
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	22		
Planning Ref:	LA07/2017/0375/	PAC Ref:	2017/A0177
APPELLANT	Mr Declan Kearney	DEA	Slieve Gullion
LOCATION	30m West Of 34 Station Road Adavoyle Killeavy		
PROPOSAL	Farm Dwelling and Garage		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Written Reps	Date Appeal Lodged	
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	23		
Planning Ref:	LA07/2017/0786/	PAC Ref:	2017/A0178
APPELLANT	Walter Watson	DEA	Slieve Croob
LOCATION	4 Drumnaquoile Road Castlewellan		
PROPOSAL	Replacement dwelling and detached garage		

APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	04/12/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	24		
Planning Ref:	LA07/2017/0856/	PAC Ref:	2017/A0181
APPELLANT	Brian Hollywood	DEA	Slieve Gullion
LOCATION	20 Lough Road Mullaghbawn RT35 9XP		
PROPOSAL	Proposed change of use from Spa Centre Business to dwelling with some minor renovations		

APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	06/12/2017
Date of Hearing		15/03/2018	
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	25	PAC Ref:	2017/A0186
Planning Ref:	LA07/2017/1174/	DEA	Slieve Croob
APPELLANT	Brendan McCartan Esq		
LOCATION	Approx 18m North Of 156 Downpatrick Road Rallynahinch		
PROPOSAL	Dwelling & garage		

APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	11/12/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	26	PAC Ref:	2017/A0188
Planning Ref:	LA07/2017/0319/	DEA	Slieve Gullion
APPELLANT	Mr Sean O'Hare		
LOCATION	10A Limekiln Road Newry RT35 71 X		
PROPOSAL	Retention of authorised treatment facility for end-of-life vehicles, including access road and all associated site infrastructure, including areas of hardstanding, drainage systems, all buildings, structures, racks, fencing and gates		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	12/12/2017
Date of Hearing		18/04/2018	
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

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ITEM NO	27		
Planning Ref:	LA07/2017/0018/	PAC Ref:	2017/A0189
APPELLANT	Rozanna Huq	DEA	Downpatrick
LOCATION	To The South Of 24 Crossgar Road East Crossgar BT30 9ER		
PROPOSAL	Proposed 2no infill dwellings and garages (Amended site plan received re: Site splays).		
APPEAL TYPE	DC - Conditions of Approval		
Appeal Procedure		Date Appeal Lodged	11/12/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	28		
Planning Ref:	LA07/2017/0114/	PAC Ref:	2017/A0202
APPELLANT	Mr Vincent McGuinness	DEA	Newry
LOCATION	210m South 30 Low Road Killeavy Newry		
PROPOSAL	Retention of existing industrial units and yard area for use as a waste transfer station. Includes associated car parking, external storage are and weighbridge.		
APPEAL TYPE	DC- Refusal of Planning Permission		
Appeal Procedure		Date Appeal Lodged	22/12/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

Current Appeals

ITEM NO 29
Planning Ref: LA07/2017/1138/ **PAC Ref:** 2017/A0209
APPELLANT Bernard Morgan **DEA** Newry
LOCATION Adjacent To And Immediately South East Of No.1 Newtown Court
 Newtown Road
 Clonhogue
PROPOSAL Erection of Agriculture Buildings

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Date Appeal Lodged** 11/01/2018
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

ITEM NO 30
Planning Ref: LA07/2016/0952/ **PAC Ref:** 2017/A0213
APPELLANT D & M Downey **DEA** Newry
LOCATION 113-117 Dublin Road
 Newry
 RT35 RQP
PROPOSAL Sub-division of part of existing bulky goods retail warehouse (No 115)
 to provide 3 No. ground floor class A1 retail units with new shopfronts
 (the 3 No. units to operate without compliance with the bulky goods
 condition on approval P/1993/0605); and western extension of site area

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Date Appeal Lodged** 18/01/2018
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

Current Appeals

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ITEM NO 31
Planning Ref: LA07/2016/1331/ **PAC Ref:** 2017/A0214
APPELLANT Ms Joanna Magee **DEA** Downpatrick
LOCATION Lands Adjoining And Between 57 And 61 Churchtown Road
Downpatrick
PROPOSAL Two detached dwellings and garages

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Date Appeal Lodged** 23/01/2018
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

ITEM NO 32
Planning Ref: LA07/2017/1078/ **PAC Ref:** 2017/AO163
APPELLANT Clear Channel NI LTD **DEA** Newry
LOCATION Buttercrane Quay Opposite
Buttercrane Shopping Centre
PROPOSAL ^{Newry} Conversion of existing six sheet display unit incorporated into an
existing Adshel Bus Shelter to a six sheet digital display screen

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Written Reps** **Date Appeal Lodged** 15/11/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

Current Appeals

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ITEM NO 33
Planning Ref: LA07/2017/0053/ **PAC Ref:** 2017/E0027
APPELLANT Joan Henderson **DEA** Crotlieve
LOCATION 200m South East Of 21 Levallyreagh Road
Rostrevor
PROPOSAL ^{Newrv}
This application has been submitted to demonstrate that the planning approval P/2010/1299/F has been lawfully implemented

APPEAL TYPE DC- Refusal of CLUD
Appeal Procedure **Written Reps** **Date Appeal Lodged** 13/10/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

ITEM NO 34
Planning Ref: LA07/2017/1400/ **PAC Ref:** 2017/E0046
APPELLANT Nu Screen Ltd **DEA** Slieve Croob
LOCATION 70 Ballywillwill Road
Castlewellan
PROPOSAL ^{RT31 91 G}
Erection of engineering workshop and the carrying on of a fabrication and glazing business

APPEAL TYPE DC- Refusal of Planning Permission
Appeal Procedure **Date Appeal Lodged** 17/01/2018
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

Agenda Item:	Facilities Management and Maintenance
Report to:	Regulatory & Technical Services Committee
Subject:	Extension to Lough Inch Cemetery
Date:	21 st February 2018
Reporting Officer:	Adam Wilkinson
Contact Officer:	Kevin Scullion

Decisions Required

Decisions required: Members are asked to note the contents of the report and agree to recommendation in section 3.1.

1.0	<p><u>Purpose & Background</u></p> <p>1. Council has agreed to provide an extension to Lough Inch Cemetery. All statutory approvals have been obtained and a capital budget of £170,000 is available for this project. The extension is required to accommodate future burials at this site with the extension providing an additional 237 burial plots in the field adjoining the existing cemetery.</p> <p>The contract is to include new Bitmac surfaced access road, footpaths, fencing, grass areas with planting and external lighting as well as civil engineering works to establish a new burial area on a sloping site. Works will entail upgrades and improvements to the existing drainage system.</p> <p>It is expected that the works will take 12 weeks and should not prohibit continuing use of the existing cemetery during these works.</p>
2.0	<p><u>Key Issues</u></p> <p>2.1</p> <ul style="list-style-type: none"> • There is a requirement to provide additional burial space in Lough Inch Cemetery and all statutory approvals have been obtained. • A capital budget of £170,000 has been provided in the rates estimates for this project. • NMMDC Estates and Project Management Department have obtained a quotation to carryout the works from Whitemountain Quarries through a Central Government Framework Agreement. The quotation is for £170,000, which includes a 10% contingency.
3.	<p><u>Recommendations</u></p>

0	
3.1	That members approve the appointment of Whitemountian Quarries to complete the works to extend Lough Inch Cemetery at an estimated cost of £170,000.
4.0	<u>Resource Implications</u>
4.1	<ul style="list-style-type: none"> Estimated costs for completion of works is £170,000, which is within the capital budget for this project.
5.0	<u>Appendices</u>
5.1	None.

Report to:	Regulatory and Technical Services Committee
Date of Meeting:	2 March 2018
Subject:	Attendance at Arc 21 Conference – Advancing a Municipal Waste Service
Reporting Officer (Including Job Title):	Adam Wilkinson Interim Director, Regulatory & Technical Services
Contact Officer:	Liam Dinsmore , Head of Waste-Processing

Decisions Required

To appoint Councillors and Officers to attend Conference Event

1.0 Purpose & Background

1.1 To advise delegates/Council/ as to detail of Conference and to encourage Councillors and Officers to participate in this event.

2.0 Key Issues

2.1 Waste Management continues to be one of the unique challenges facing Councils. It directly impacts on every resident, business and visitor to our Council area. It is important that Waste Services, controlled by the Council, continue to progress and advance forward.

2.2 The Conference has been organized by Arc 21 for the 6 no. constituent Councils which form Arc 21.

2.3 The Conference will provide an opportunity for delegates to be updated on current matters relating to the Waste Service.

2.4 The Conference is free and open to all Councillors and Officers.

3.0 Recommendations

It is recommended that the following attend:-

3.1 Chairperson and Vice Chairperson of the Regulatory and Technical Services Committee.

3.2 Members of the Waste Strategy Committee.

3.3 Interested Officers to be nominated by the Director, from Waste Services.

4.0 Appendices

4.1 Attachments - Letter from John Quinn, Chief Executive, Arc 21.
- Programme
- Programme Background Notes



Working with our partners
to prevent, recover and
dispose of waste

All Councillors:

Antrim and Newtownabbey Borough Council, Ards and North Down District Council, Belfast City Council, Lisburn & Castlereagh City Council, Mid and East Antrim Borough Council, Newry, Mourne and Down District Council

***Advancing a Municipal Waste Service
Morning Conference
Friday 2 March 2018 @ 10am
Belfast Metropolitan College, Titanic Campus, Belfast***

The conference has been organised by arc21 for the 261 Councillors in the six constituent councils which form arc21.

Waste management continues to be one of the major challenges facing councils. It directly impacts on every resident, business and visitor in each council area. It is important that waste services controlled by the councils continue to progress and advance forward.

A number of speakers from throughout the island and from across the water in GB will make a series of presentations on this evolution.

The conference will offer a unique opportunity to hear from eminent and highly respected individuals and to question them. It will also enable councillors to informally chat about the issues with their colleagues over a light lunch at the end of the morning conference.

Coffee and tea will be available from 9.30am with the presentations scheduled to start at 10am. We hope to finish just before 1pm with a light lunch. There is parking at the car park located under the building.

This event is free and open to all our Councillors and Officers. Attendance will be by prior registration. Councillors and Officers wishing to attend can register via notification to info@arc21.org.uk or by directly contacting Heather Campbell at arc21.

I'm confident that everyone coming will benefit from attending this relatively short conference which has been specially tailored to succinctly cover the topical issues without getting bogged down with detailed legal or technical intricacies

John Quinn
Chief Executive

arc21
Belfast Castle
Antrim Road
Belfast BT15 5GR
T. 028 9037 3000
E. info@arc21.org.uk
W. www.arc21.org.uk





arc21

Annual Conference
'Advancing a Municipal Waste Service'

Friday 2nd March 2018
 Belfast Metropolitan College, Titanic Campus, Belfast

Programme

	<i>Registration & Tea/Coffee</i>	09:30-10:00
1.	Introduction and Welcome <i>John Quinn, arc21</i>	10:00-10:05
2.	NI Policy Activities <i>Owen Lyttle, DAERA</i>	10:05-10:30
3.	The Economy, Councils and Waste <i>Alan McVicker, SIB</i>	10:30-10:50
4.	Partnership Working <i>John Enright, Local Partnerships</i>	10:50-11:10
5.	Managing Waste in North London <i>Andrew Lappage, North London Waste Authority</i>	11:10-11:30
6.	The North Yorkshire Experience <i>Ian Fielding, North Yorkshire County Council</i>	11:30-11:50
7.	Local Economic Benefits from a Waste Facility <i>John Ahern, Indaver Ireland and UK</i>	11:50-12:10
8.	ROI, An Overview <i>Sean Scott, Connacht Ulster WERLA</i>	12:10-12:30
9.	Question and Answer Session	12:10-12:30
10.	Summary and Closing Remarks	12:55-13:00
	<i>Lunch</i>	13:00

The logo for arc21 features the text 'arc21' in a lowercase, sans-serif font. To the right of the text is a semi-circular arc composed of small, dark dots.

*Annual Conference
Advancing a Municipal Waste Service
Programme Background Notes*

Owen Lyttle, DAERA

The Department of Agriculture, Environment and Rural Affairs (DAERA) was established in May 2016, following a reduction in the number of government departments under the Fresh Start Agreement. It drafts waste legislation and develops national waste management policy. It also incorporates the Northern Ireland Environment Agency.

It is keen to foster partnership working arrangements with Councils including support to improve recycling rates and positively contribute to the economic health of Northern Ireland. As the process of developing of a new Waste Strategy will soon commence, the outworking of Brexit as it affects waste including municipal services will be the subject of ongoing consideration by the Department. Equally emerging issues such as the Chinese Waste Import Restrictions may influence central government thinking.

As the acting Head of Waste Policy, Owen is actively involved in driving the Department's activities with respect to current and future policies.

Alan McVicker, SIB

The Strategic Investment Board have four key responsibilities which include helping the public sector develop and deliver major programmes and projects. They act as a conduit between public and private sector, encouraging maximum market interest in the Executive's infrastructure programme. They provide an interface with broader social groupings including partnering between government departments, local government, the private and third sectors, promoting positive transformation and accelerating the delivery of programmes.

The above includes significant involvement with the waste sector in Northern Ireland as changes to further utilise waste as a resource continue.

Alan is a Strategic Adviser & Head of Council Support Unit within SIB and also acts as Chairperson of the Circular Economy Task & Finish Steering Group. Accordingly, he is uniquely placed to articulate measures and potential infrastructure that Northern Ireland may look to develop towards growing the economy and the role of councils therein.

John Enright, Local Partnerships

Local Partnerships is a joint venture between HM Treasury and the Local Government Association (LGA). They were formed in 2009 to help the public sector deliver at a local level. They aim to work with various people in local and national government and other public sector bodies to deliver effective, timely and cost effective solutions to the challenges they face- for the public good.

In recent times they have produced six regional reviews throughout England focussing on efficiencies achieved in services associated with waste management. They have also produced a 'Guide to Potential Corporate Vehicles' as an introduction to some of the vehicles that can be used for collaboration and the delivery of services.

John Enright is a Project Director and is currently the waste programme lead for joint working including the regional case studies programme.

Andrew Lappage, North London Waste Authority

The North London Waste Authority (NLWA) is made up of seven north London boroughs (Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest). Nearly 1.9 million residents live in the NLWA area. NLWA is responsible for helping the seven north London boroughs dispose of the 850,000 tonnes of waste they collect every year. The North London Waste Authority was established in 1986 and is the statutory waste disposal authority for seven local authorities. The Authority is made up of 14 councillors, two from each of the seven north London boroughs. It is these 14 councillors that ultimately make decisions relating to the disposal of north London's waste. The Authority meets five times a year but additional meetings can be held.

The North London Waste Authority (NLWA) and its constituent boroughs already have a strong record of partnership working, and a clearly defined set of strategies created in partnership, which define how they work and the decisions they make. The Mayor of London's spatial strategy for the capital, the London Plan, sets a target of working towards sending the equivalent of zero waste to landfill by 2031.

The Authority is the owner of LondonWaste Ltd (LWL), which operates a number of waste facilities.

Andrew Lappage is a key member of the NLWA senior management team holding the post of Head of Operations.

Ian Fielding, North Yorkshire County Council

North Yorkshire County council is a county council in England. We are responsible for providing a wide range of public services to around 600,000 people living in around 256,600 households in North Yorkshire.

The county covers an area of over 800,000 hectares with around 600,000 people living in around 256,600 households in North Yorkshire. The council is made up of an elected assembly of 72 councillors. The council works with district and borough councils and the City of York to manage waste and improve resource recovery in their area.

The council are part of a partnership with nine members which is known as the York and North Yorkshire Waste Partnership. North Yorkshire County council are also part owners with the City of York Council of Yorwaste which is a waste management company. The company reportedly manages over half a million tonnes of waste per year, employing over 350 staff.

Ian Fielding is an assistant Director with the Council and he can count waste in his portfolio of service responsibility.

John Ahern, Indaver Ireland and UK

The Indaver Group had its roots established from municipalities in Belgium They manage around 5 million tonnes of waste per annum and achieves a turnover of more than EUR 500 million with about 1,700 employees. They have various operations in nine countries throughout Europe. In ROI, they operate a number of facilities from an EFW in Meath to Recycling Centres in Limerick.

John Ahern is the Executive Chairman with Indaver Ireland and UK and has experience of delivering waste facilities through from concept to operation.

Sean Scott, Connacht Ulster WERLA

There are three Waste Enforcement Regional Lead Authorities (WERLAs) in the Republic of Ireland.

The WERLAs have responsibility for coordinating waste enforcement actions within regions, setting priorities and common objectives for waste enforcement, ensuring consistent enforcement of waste legislation across the three existing waste management planning regions while still leaving local authority personnel as first responders on the ground to specific breaches of waste legislation. The WERLAs will facilitate more streamlining of the tasks currently undertaken in the waste enforcement area.

Sean is currently the Regional Coordinator for the Connacht Ulster Waste Enforcement Regional Lead Authority, which is led by Donegal and Leitrim County Councils acting as a joint consortium. He has twenty years' experience in the environment field in both the public and private sector.

Report to: Regulatory and Technical Services Committee Meeting

Date of Meeting: 21 February 2018

Subject Options Appraisal and Glass Collection Assessment for Mourne and Down District Council

Date 14 February 2018

Reporting Officer Adam Wilkinson, Interim Director of Regulatory and Technical Services

Contact Officer Liam Dinsmore, Head of Waste Processing

Decisions Required

1.0 Purpose and Background

The Council considered a Report dated 19 December 2017 ,with recommendation that an Options Appraisal be undertaken to review different collection methods for collection of Mixed Dry Recyclate, within the current statutory requirements.

Report to be submitted during February 2018, to provide direction to the Council, with respect to available collection methodologies whilst giving due regard to quality of recyclates, convenience to the householder and to ensure best (MDR) capture rates in the most economic manner.

The Purpose of this Report is to draw together the workings of the 'Glass-in Blue Bins' Project Team, the discussions of the Waste Strategy Group and the Report commissioned from WDR and RT Taggarts regarding this matter.

In this manner, a recommendation is set down below, based on current information, with respect to the collection of MDR Wastes in the immediate future.

2.0 Key Issues

2.1 A Project Team was set up in October 2017, to review collection methodologies relating to the collection of MDR Waste, giving due regard to collection rates, quality aspects, economic and convenience aspects .

2.2 The review methodology included on-site options review , discussions with operators, review of market conditions and discussions with Trade Unions. The scope of the review has included the commissioning of an independent report from WDR and RT Taggart to examine costs and options in relation to various collection models.

2.3 The Project Team has revisited all options and recognises that the waste commodity market is volatile, noting that any significant change in technical capability of the Council's collection vehicles, will potentially commit the Council to such change for a 6-7 year period, at significant capital cost.

3.0 Recommendations

3.1 It is recommended, following consideration of the Report submitted by WDR and RT Taggart's Review by the Project Team and discussion with the Waste Strategy Group, that Newry, Mourne and Down Council, extend a co-mingled collection service across its District for the collection of paper, card, metals and glass, as soon as possible and targeted for implementation by 1 April 2019.

3.2 It is recommended that the Director of Neighbourhood Services arrange for the preparation of a Report, to be submitted to the March Meeting of the Regulatory and Technical Services Committee, which clearly details a Project Plan, with timelines to achieve an implementation of a co-mingled collection service, for MDR Wastes, across the Council District by 1 April 2019, at latest.

Report to address issues such as:-

- Route Optimisation
- Procurement issues relating to tendering for disposal of Co- Mingled Mixed Dry Recyclates, as collected by Council's collection services, across the Council District.
- Relevant timelines and reporting dates to achieve stated objectives.

3.3 It is recommended that collection method as is proposed, be reviewed should the MDR contract be renewed or changed again at some time in the future, to reappraise market conditions and recycle rates achieved

at that point in time.

4.0 Cost Implications

- 4.1 Cost implications for recommended service option, extension of a co-mingled collection system, are lowest of options considered, due to the fact that no investment will be required for alternative collection methods.
- 4.2 Communications will be required to inform affected householders as to any changes, with costs to be met from operational savings.
- 4.3 A computerised Route Optimisation, in-cab technology for refuse trucks and Vehicle Tracking System has already been provided for, in current IT Capital provision.

5.0 Appendices

- 5.1 Slide presentation - Glass Collection Assessment, WDR and R T Taggart 2018**



WDR & RT TAGGART

ARCHITECTURE

CIVIL ENGINEERING

STRUCTURAL ENGINEERING

WASTE AND ENERGY

MASTERPLANNING

TOWN PLANNING

LANDSCAPE

HEALTH AND SAFETY




PROJECT MANAGEMENT

BIM CONSULTANTS

Adrian Thompson

**MDR – Glass Collection Options
Assessment**



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Wednesday 21st February 2018



WDR & RT TAGGART

ARCHITECTURE

CIVIL ENGINEERING

STRUCTURAL ENGINEERING

WASTE AND ENERGY

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BIM CONSULTANTS

PROGRAMME

- Councils Legal Requirements
- Terms of Reference
- TEEP Route Map
- Glass Collection Options Assessed
- Assessment of Options
- Quality of Recyclate
- Cost of Service
- Impact on Recycling Rates
- Glass Capture Rate
- Public Perception
- TEEP Outcomes
- Preferred Option

Councils Legal Requirements

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- Regulation 18 of the Waste Regulations (Northern Ireland) 2011
- Requires the separate collection of:
 - Paper
 - Plastic
 - Metal
 - Glass
- Unless it is not Technically, Environmentally and Economically Practicable (TEEP)
- Must pass all 3 tests



Terms of Reference

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WDR & RT TAGGART

Assessment of options associated with glass collection

- Review current systems and quantity of glass collected
- Determine a preferred option based on costs, quantity and quality of recyclate

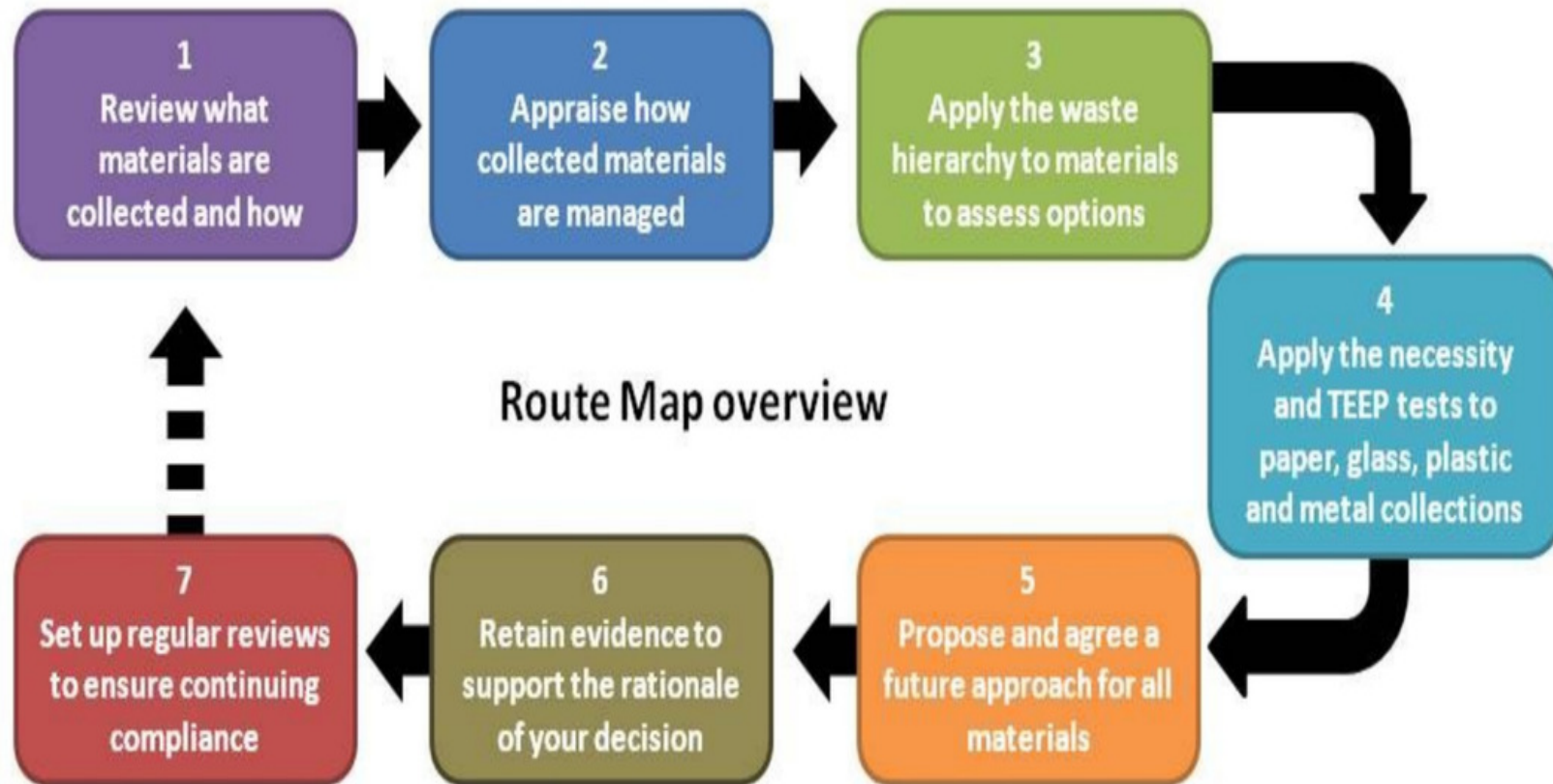
Source separated kerbside collection system was previously discounted by the Council



TEEP Route Map

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Steps 1 and 2 - Background information

Step 3 - Covers regulation 17 for the waste hierarchy, therefore not included in the assessment.

Step 4 - Covers regulation 18 for source segregation tests (necessity / practicability tests).

Steps 5 to 7 - Post assessment, involving sign off, evidence retention and re-evaluation.

Glass Collection Options Assessed

To ascertain the most preferable option for the collection of mixed dry recyclables, the following options were assessed:

- Glass collected in bottle banks
- Glass not included in co-mingled collection but in a separate kerbside collection:
 - Either with separate vehicles
 - Or via a RCV with a glass pod
- Glass included in fully co-mingled collection along with other mixed dry recyclables



Assessment of Options

WDR & RT TAGGART

Each of the above options were scored against six criteria, each with equal weighting. The scoring for the options under each criteria is as below:

- 1 – Least Preferable
- 2 – Neutral Impact
- 3 – Most Preferable

As no option scored better than the fully co-mingled collection of glass, the most preferable option would be to operate the co-mingled collection of MDR including glass across the entirety of the Council

*Assumed bottle banks would result in glass in the (Newry) blue bin under a contract where this cannot be processed

Criteria	Fully Co-Mingled Collection	Separate Kerbside Collection	Bottle Bank Collection
Ability to divert further glass from the black bin	3	2	1
Contamination in co-mingled collection	3	2	1
Cost of collection service	2	1	3
Potential negative impact on recycling rates	3	2	1
Public perception and participation in the service	3	2	1
Quality of paper and card*	2	3	1
Total Score (/ 18)	16	12	8

Detailed Assessment – Quality of Recyclate

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WDR & RT TAGGART

At present co-mingled MDR, including glass, approximately 57% of Council area

Evidence suggests that co-mingled recyclables are subject to a higher processing costs

WRAP Case Study ‘Aldridge plant’ Birmingham:

- **MRF which accepts glass co-mingled**
- **Produces marketable materials to paper mills in UK and Europe**
- **75% of the glass processed to ensure the glass cullet acceptable by re-processors**

www.letsrecycle.com, Re-Gen Waste Ltd:

- **Contract with High 5 Recycling Group**
- **95% of the glass processed by Re-Gen back to bottle**



Detailed Assessment – Cost of Service

100

WDR & RT TAGGART

Costs of Bottle Bank Operation

Item	Cost
Transition Costs	
Education	£30,000
Vehicles for attendants of bottle banks for cleaning / maintenance (2 Vehicles)	£60,000
Total Transition Cost	£90,000
Operational Costs	
Bottle bank contract	£0
Saving on MDR processing contract ¹	-£215,100
Staff for cleaning/maintenance of bottle banks (2No.)	£61,600
Potential additional costs due to increased residual waste ²	£223,700
Additional operating cost over and above existing service	£70,200

*Figure rounded to the nearest £100.

¹MDR processing cost based on contract for MDR without glass.

²Potential increase in residual tonnage in Newry and Mourne area equivalent to current Down composition (26%) glass. Therefore, 1,904 tonnes

Detailed Assessment – Cost of Service

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WDR & RT TAGGART

Co-Mingled Collection with Separate Glass Collection

Item	Cost
Transition Costs	
Education	£30,000
5 glass collection vehicles (4 operational + 1 spare)	£550,000
1 glass box and lid per household ¹	£257,300
Total Transition Cost	£837,300
Annual Operational Costs	
Saving on MDR processing contract ²	-£215,100
Glass processing contract ³	£0
4 Vehicle drivers for separate collection vehicle ⁴	£123,300
8 Loaders , 2 per vehicle ⁵	£222,000
Vehicle maintenance ⁶	£12,000
Savings on residual waste disposal of glass ⁷	-£342,600
Additional operating cost over and above existing service	-£200,400

*Figure rounded to nearest £100

¹Based on 68,606 households

²MDR processing cost

³Assumed as zero value and zero processing costs.

⁴Council net cost of employee £30,836.

⁵Council net cost of employee £27,747.

⁶Council estimate of £3,000/year/vehicle.

⁷Based on the potential to divert 3,195 tonnes of glass from Down

Detailed Assessment – Cost of Service

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WDR & RT TAGGART

Co-Mingled Collection with Separate Glass Collection Via Pod Vehicle (Implemented over Vehicle Replacement)

Item	Cost
Transition Costs	
Education	£30,000
Additional cost of glass pod when purchasing vehicles (13)	£325,000
Additional vehicles due to increased collection round time ¹ (4)	£740,000
Additional 7.5t vehicle for assisted lift collections (3)	£330,000
1 glass pod per household ²	£205,800
Total Transition Cost	£1,630,800
Annual Operational Costs	
Savings on MDR processing contract ³	-£215,100
Glass processing contract ⁴	£0
Additional staff costs due to increased collection round time ⁵	£280,600
Driver for assisted lift collections	£92,400
Vehicle maintenance ⁶	£57,000
Savings on residual waste disposal of glass ⁷	-£342,600
Additional operating cost over and above existing service	-£127,700

¹Figure rounded to the nearest £100.

¹Collection round will take 25% longer due to two containers to empty, glass pod and bin. Based on 50% of crew time spent collecting bins. Therefore, a 25% increase in collection time is estimated to require 4 additional vehicles at a cost of £185,000.

²Based on 68,606 households.

³MDR processing cost based on contract for MDR without glass.

⁴Assumed as zero value and zero processing costs.

⁵Council net cost of driver £30,836. Council net cost of collection crew employee £27,747. Currently 13 rounds with 1 driver and 2 collection crew. Collection round will take 25% longer due to two containers to empty, glass pod and bin. Based on 50% of crew time spent collecting bins.

⁶Council estimate of £3k/year per vehicle for 7.5t and £12k for RCV

⁷Based on the potential to divert 3,195 tonnes of glass from Down

Detailed Assessment – Cost of Service

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WDR & RT TAGGART

Co-Mingled Collection with Separate Glass Collection Via Pod Vehicle (Implemented Year 1)

Item	Cost
Transition Costs	
Education	£30,000
Additional cost of glass pod when purchasing vehicles ¹ (17)	£3,145,000
Additional 7.5t vehicle for assisted lift collections (3)	£330,000
1 glass pod per household ²	£205,800
Total Transition Cost	£3,710,800
Annual Operational Costs	
Savings on MDR processing contract ³	-£215,100
Glass processing contract ⁴	£0
Additional staff costs due to increased collection round time ⁵	£280,600
Drivers for assisted lift collections	£92,400
Vehicle maintenance ⁶	£57,000
Savings on residual waste disposal of glass ⁷	-£342,600
Additional operating cost over and above existing service	-£127,700

*Figure rounded to the nearest £100.

¹Collection round will take 25% longer due to two containers to empty, glass pod and bin. Based on 50% of crew time spent collecting bins. Therefore, a 25% increase in collection time is estimated to require 17 vehicles at a cost of £185,000.

²Based on 68,606 households.

³MDR processing cost based on contract for MDR without glass.

⁴Assumed as zero value and zero processing costs.

⁵Council net cost of driver £30,836. Council net cost of collection crew employee £27,747. Currently 13 rounds with 1 driver and 2 collection crew. It is considered that the collection round will take 25% longer due to two containers to empty, glass pod and bin. Based on 50% of crew time spent collecting bins.

⁶Council estimate of £3k/year per vehicle for 7.5t and £12k for RCV.

⁷Based on the potential to divert 3,195 tonnes of glass from Down.

Detailed Assessment – Cost of Service

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Co-Mingled Collection Including Glass

Item	Cost
Transition Costs	
Education ¹	£15,000
Total Transition Cost	£15,000
Annual Operational Costs	
Increase in MDR processing contract ²	£79,000
Savings on residual waste disposal of glass ³	-£342,600
Additional operating cost over and above existing service	-£263,600

*Figure rounded to the nearest £100

¹Based on 68,606 households.

²Potential MDR contract rate of £55/t)

³Based on the potential to divert 3,195 tonnes of glass from Down

Detailed Assessment – Cost of Service

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Comparison of Collection Options Transition and Operational Costs

Option	Bottle Banks	Co-Mingled with Separate Glass Vehicle	Co-Mingled with Separate Glass Via Pod Vehicle - Over 7 Years	Co-Mingled with Separate Glass Via Pod – Year 1	Co-Mingled Including Glass
Transition Costs	£90,000	£837,300	£1,630,800	£3,710,800	£15,000
Additional Operating Cost	£70,200	-£200,400	-£127,700	-£127,700	-£263,600*

*A reduction in the current co-mingled MDR including glass processing cost, due to economies of scale and greater tonnage, would result in significant annual savings. Savings could be in the order of £10/t+

Detailed Assessment – Impact on Recycling Rates

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- Increased effort to segregate waste is likely to result in poorer participation or miss-use of service
- Removal of glass from the blue bin in Newry & Mourne could result in glass in the black bin, reducing recycling rate
- WRAP Report 'Household Waste Recycling Centre Guide' 2012, areas of social deprivation, increased economic pressure results in recycling receiving a low priority. Therefore, greater efforts are required to change the public's participation of kerbside segregation
- 26.7% of the waste analysed for the legacy Down area was glass
- Glass volume in Down black bin potentially due to not having a kerbside collection of glass
- Potential that 4,500 tonnes of glass in legacy Down black bin
- By comparison 7.8% of the black bin in Newry & Mourne was glass
- Potential to significantly increase recycling rates

Detailed Assessment – Glass Capture Rate

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2016/17 Validated Figures

Newry, Mourne and Down District Council glass capture rate 34%

Northern Ireland average 39%

Mid Ulster District Council glass capture rate 53% (co-mingled collection including glass)

2014/15 Validated Figures

Magherafelt District Council 57%

Newry and Mourne District Council 51%

Dungannon and South Tyrone Borough Council 44%

Cookstown District Council 44%

Northern Ireland Average 41%

All the above had co-mingled collections including glass



Detailed Assessment – Public Perception

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- The convenience of a recycling service is key to the success of diverting recyclables from the black bin
- Cambridge City Council, Cambridge Council (2012) - fully co-mingled MDR collection service
 - Overall participation rate of 91%
 - Most common materials recycled were paper (36%), glass (31%) and card (15%)
 - Co-mingled collection of glass allowed a capture rate of 89%
- NM&D District Council currently have a co-mingled collection including glass to 57% of households
- This presents the Council with an issue as a greater kerbside service provided to the majority of households
- If glass was removed from the blue bin in Newry & Mourne this could receive resistance from householders and could ultimately have a negative impact on participation in the recycling scheme
- This could result in glass not being presented for separate collection, either ending up in the black bin or being deposited in the blue bin, due to historic behaviours. The latter would result in non-contract material in the blue bin with associated additional treatment costs

TEEP Outcomes

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Collection System	Technical Practicability	Environmental Practicability	Economic Practicability
Household kerbside collection system			
Co-mingled with bottle banks	☐	X	X
Co-mingled collection with separate glass collection	X	X	X
Co-mingled collection with separate glass collection via pod vehicle	X	☐	X
Fully co-mingled kerbside collection	☐	☐	☐

Preferred Option

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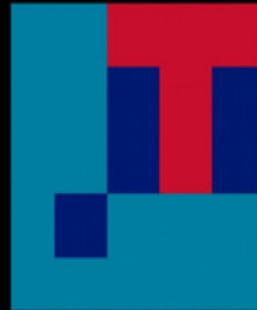
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Co-mingled collection of MDR including glass

Assessed as having:

- Little to no transition costs
- Low operational cost
- Ensures consistency of service to the majority of households
- Has the potential to increase recycling rates
- Potential for reduced contract rate therefore annual saving
- Unsure if separate glass collection would deliver annual savings due to
 - Limited container capacity
 - Large transition costs in year 1
 - Potential vehicle reliability issues – additional hydraulics







WDR & RT TAGGART

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Report of the Strategic Waste Working Group on 8 February 2018.

Present at the Meeting held at the Board Room, Monaghan Row Offices were:

Cllr C Casey, Chairperson
Cllr J Tinnelly
Cllr G Stokes
Cllr S Burns

Mr Adam Wilkinson Interim Director RTS
Mr Roland Moore, Asst. Director
Mrs Tara Cunningham, Asst. Waste Management and Recycling Officer
Mr Liam Dinsmore, Head of Waste Processing

Mr Adrian Thompson WDR and RT Taggart's
Mr Owen Lyttle, Acting Head of Waste Management, DAERA.

Apology recorded: Cllr J McCauley

1. To consider current status with respect to recycling rates at Newry, Mourne and Down District Council.

Mr Dinsmore advised that current recycle rate achieved was conservatively estimated at 44% and distributed updated copy of the Recycling Strategy, which the Strategic Waste Strategy Group was working to. (Read: Waste Strategy February 2018)

Mr Dinsmore advised that the Strategy set down the key issues the Waste Strategy Group were addressing and added that the Strategy would be updated to reflect any changes or decisions.

Mr Dinsmore circulated graphs detailing current performance, demonstrating reduction in Black bin waste at 10%; increase in Brown and Blue Wastes at 28% and 3% respectively, for 9 month period to December, when compared against the previous year.

Members noted results from Waste Compositional Report, commissioned January 2018, as demonstrated that 60% of wastes contained in Black bins could be recycled and that by targeting these wastes, recycle rates could be raised further.

Action: Waste Strategy Report February 2018: Noted

2. Presentation by Mr Adrian Thompson, WDR and RT Taggart.

Mr Wilkinson advised that Mr Thompson had completed an Options Appraisal as had been commissioned by the Council, relating to Options for collection of Glass and in relation to glass in Blue Bins.

Mr Wilkinson went on to say that following consideration of the Report, details to be provided by way of PowerPoint Presentation, the Strategic Working Group should be in a position to make recommendation to the RTS Committee, with respect to the collection of glass.

Mr Thompson, thanking Mr Wilkinson for introduction, proceeded to present his Report to the Committee.

Following the Presentation, Cllr Casey invited Councillors to comment.

Cllr Burns advised that he received the Report well and that was, in his opinion, 'A proper evidence based report' as clearly set down the direction of travel. Cllr Burns went on to say that going forward consideration was needed with respect to procurement issues relating to any new Tender and that consideration needed to be given to the proper implementation of the report to the 43% of the District as would be impacted.

Cllr Tinnelly added his comments saying that Option 4 of the Report appeared to be the Option to be recommended to RTS.

Cllr Stokes advised that Report filled in all the blanks and said he also would support the recommendation.

Councillor Casey advised that he concurred with what had been said.

Responding to Councillors, Mr Wilkinson said that as directed, he had assembled a Project Team to review all aspects relating to glass collection and blue bins, to ensure that a decision was made to reflect current conditions.

Mr Wilkinson outlined the stages followed by the Project Team and said that the Team were in agreement with the findings.

Action: On proposal of Cllr Burns, seconded by Cllr Tinnelly, it was agreed that Option 4, as detailed in the Report, be recommended to RTS, to commence process to implement a co-mingled collection of glass across the Council District.

3. To consider Grant-Aid Application to DAERA, ref: Communications Strategy.

Cllr Casey welcomed Mr Owen Lyttle, Acting Head of Waste Policy, Environmental Policy Division of DAERA, to the meeting .

It was noted that Mr Lyttle had responsibility which covered waste prevention and recycling policies as well as delivery of programmes and projects to support the Northern Ireland Waste Management Strategy.

Mr Dinsmore advised that Mrs Tara Cunningham had prepared an Application for grant-aid, in the value of £60,000 to be submitted to Mr

Lyttle's Department, seeking funding for a Communications Grant, aimed to further boost the Councils Recycling performance.

Mr Lyttle indicated that the Grant was in the final stages of consideration and that application had been drawn up in conjunction with the Department. Mr Lyttle confirmed that the initiatives proposed had potential to increase the Councils recycling performance by 3-4 % points.

Mr Lyttle encouraged members to include both 'persuasive' policies and 'assertive' policies, in its Communications approach and commended the Council for progress which had been achieved to the Councils recycling rate during 2017, achieved through Food Waste Initiatives.

Action: No proposer or seconded required: Report was noted.

For consideration at the RTS Committee Meeting to be held on Wednesday 21 February 2018.

Signed: P.W. Dinsmore
Head of Waste Processing and Enforcement
Date: 14 February 2018



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

Newry, Mourne
and Down
District Council

WASTE STRATEGY REPORT

**PREPARED BY P W DINSMORE
HEAD OF WASTE PROCESSING, ENFORCEMENT & BUSINESS SUPPORT
FEBRUARY 2018**

Proposals Waste Strategy to achieve 50 % recycle rate by 2020

Councillors to note current recycle rate is 46.7% for first two quarters of 2017/18 as achieved primarily through implementation of Brown Bin Project.

Project has added a full 6% when compared to last year.

Empathise must now be to identify strategies and target areas to continue to increase the recycling rate.

Strategies are listed as:

-Immediate to March 2018

-Year April 2018/19

-Year April 2019/20

1: Immediate Strategies

Item	Aspects	Comments	Comments Action Req'd.
Project Brown Bin	1: Complete distribution of bins 2: Provide 5000 caddies and liners in 2018/19 3: Agree cut-off for free brown bins	1: Practically complete 2: Review of caddies requested 3: Implement requirement for householders to have required bins	1. Order 5000 caddies for availability 2018/19 2. Procure liners to value approx. £110k 3. Brown bins to be paid for effective 1 April 2018
Project Glass at Blue Bins	1: Provide final recommendation to Council in March 2018.	1: TEEP currently being completed with Options Analysis	1. Submit proposal to RTS, February 2018, for ratification by full Council March 2018.
Communications Strategy	1: Submit grant-aid application for funding for target communications strategy	1: Build on success of "No Food Waste Sticker" 2: Target door-Stepping to householders	1. Submit proposals for Communications Strategy to Waste Strategy 8 Feb 2018 for ratification RTS Feb 2018
Liaise with NIHE to ensure	1: Evidence exists that Policy	1: Letter to be sent to NIHE to	1. Letter to NIHE, 6 February 2018.

all housing stock has 3 bins	change is required by NIHE	advise as to requirements	
Double and Overfilled bins	Side Waste is not acceptable and as such Services are required to enforce	1: Re-launch Policy of 1x bin per household and enforce no side waste.	1.Place detail to Website 2.Instruction to all squads as to Policy 3. Inform Customer Services and Supervision as to Policy.
Commercial Waste	1:Write to all Commercial Customers to advise that collection schedule is Black/ Blue on alternative weeks	1: Discontinue twice weekly and weekly Black Collection Service.	1. Advise all Commercial Customers as to revised collection procedures at Invoice March 2018.
Caravan Wastes	1:Meet with Caravan Operators to advise that collections will be subject to charges to include collection and disposal costs, effective 1 April 2018	1: Significant change for Operators . Policy could be to phase in charges over two year period and to offer food collection caddy for all caravans.	1.Outstanding. Set up meeting with Legal Services in attendance by end - Feb 2018 to advise as to revised charge.
School Wastes	Review educational outreach to schools including use of cartoon /elf character in Communications Strategy	1: Review with AHC to discuss Eco-school 2: Review Environmental Calendar.	1. Outstanding. Set up meeting with AHC to discuss in-house arrangements
Issue Contracts for Waste Disposal	1: Collection and treatment of Household Recycling Centre Waste at Downpatrick	Contracts overdue for Tender.	1.Site clearance 90% complete. 2.Confirm date for Tender advertisement. 3.Retender Hook

	2: Additional Hire for Hook Lift ,Newry 3: Wood Waste 4. Finalise arrangements Brown bin Charges		Collection Service, new Tender to apply from 1 April 2018 4. Confirm prices for Brown Bin Collection
Licence Application new Civic Site	Apply for Site Licence for receipt of Commercial Waste		1. Application ready for submission. Awaiting final plans.
Contamination Stickers	1: Develop common method to advise householders as to contamination	1: Two different systems currently in use	1. New contamination band agreed. Source and implement across Council as per Communications Strategy.

Strategies to pursue 2018/19

Item	Aspects	Comment	Update 5 th January 2018
Continue to target 'No food Waste in Black Bin'	Maintain reduced tonnage in black	Important to monitor and track tonnages	1. Reduced tonnage anticipated as savings in Rates Estimates. 2. Seek to implement Enforcement Policies . 3. Further target in new Communications Strategy
Project Glass at Blue Bin	Consider TEEP Report and Options Appraisal Feb 2018.	1. Seek to achieve economies of scale from optimised routes. 2. Seek to increase blue and decrease black bin	1. Project Plan for Route Optimisation to be established to achieve implementation for 1 st April 2019 . 2. All tonnages being tracked.

		tonnages 3. Standardise Communications Strategy across the District 3:1 Calendars 3:2 Web Site	3. Communications strategy submitted for implementation to April 2018.
Implement revised Waste Collection and Entrance and Usage Policy at Household Recycling Centre, to agree and provide a common Policy across the District	Include standardisation of hours. Target for recycling initiatives. Target Commercial Waste.	Will impact on recycle rates and reduce residual wastes reported Consider role for Education and Enforcement Officers with respect to Policies	1. Savings anticipated to Rates estimates with Disposal Costs reduced 2. Process anticipated in Communications Strategy for consideration 8/2/18.
Implement new Household Recycling Centre at Killough Road, Downpatrick	New state of the art site	Schedule to open August 2018. Target new Policies to coincide	Revised Entrance and Usage policy must be in place to coincide with opening.
Communications	1: Website 2: Door-stepping 3: Review policies and procedures missed bins 4. Terms and Conditions 5. Staff Training	All grouped under common heading but strategies in these areas are essential drivers to achieve goal at 50%	Communications strategy to be launched 8 February 2018 with any items as listed under this sub-heading to be noted and addressed.
Tenders for Waste Disposal and Collection	Develop new Tenders to best achieve target rate 1: Mixed Dry Recyclate : Review target materials 2: Sweeper Wastes 3: Hardcore	Continue review for Tenders / Contracts	Important to have current Contracts in place in order to ensure good service arrangements and to protect recycling rates.
Develop	Monitor impact	Important to	1. Recent

<p>statistical/analysis to map tonnages in wastes</p>	<p>of strategies for different waste streams</p>	<p>track streams and adjust policies and operations to address any adverse issues impacting on recycled tonnages collected.</p>	<p>compositional analysis for Black bin has best informed additional targeting for Black bin. Important to track impact of various initiatives.</p>
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Waste Strategies to pursue 2019/20

Recycle rate to end March 2018, is on target to achieve rate at circa 47% . This rate attributable to Food Waste Project and to “No Food Waste in Black Bin”stickers, in the main. Increased rate at order of 6%, as was projected .

The Communications Project and Glass from Blue bins have potential to increase rates to 52%-56%, propelling Council from lower performing to upper- tier performing .

Progress during period to 2019 will critically impact on decisions relating to 2019. By this point new Brown and MDR Contracts should be awarded and arrangements at HRC’s will have been bedded-in .

Communications and householder awareness should be high and Council should be targeting householders that perform poorly with respect to recycling.

Black Bin Wastes will by this stage be approx 15% lower than 2016/17 baseline .

Item	Aspect	Comment	Action Required
Consider revised collection frequency for bins	Potentially with reduced black bin wastes ,Council to consider that black bin collection could be reduced to 1/3 weeks	1: Achieve collection economies 2: Further reduce black bin wastes	Council to consider long-term disposal options for black/residual in waste stream . Consider Waste Compositional survey for best informed decisions.
Service review	Critically review all operational policies to achieve greater operational economies and identify any further refinement for waste collection to improve recycling	Review and update Waste Strategy. Review to consider best practice apt other Councils	Impact of decisions 2016/2018 should now be clear, to allow next steps to be best informed. New Target Communication strategies will be required with new packaging policies anticipated to be developed by central government. Quality of Recyclate should be closely monitored.
Set targets towards 65% recycling by 2030.			Confirm recycle rate for NMDDC at >50% by 2020.

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Banbury, Oxon.
OX16 5BH
wrap.org.uk



9 February 2018

Dear Stakeholder,

Plastic Waste and Recycling Strategy

Thank you for your contribution to the challenge Paul Vanston and I were given by the Environment Secretary just before Christmas. With your help, we were able to put in a comprehensive set of outline proposals from stakeholders on how the UK could respond and reduce the environmental damage caused by the way we use and dispose of plastic. We focused on plastic packaging as it accounts for around 70% of our plastic waste. In our response to the Environment Secretary we emphasised the positive role that plastic packaging plays in protecting goods and preventing food waste.

The Environment Secretary has asked WRAP to lead and drive this important work forwards. During further discussions with Defra and the Environment Secretary I have built on the proposals Paul and I sent before Christmas. I do intend to continue the collaboration with Paul Vanston as I believe that, through its membership and wider value chain relationships, INCPEN is well placed to help facilitate the progress the Environment Secretary has asked me to lead. I have put forward a programme of four interdependent and mutually supporting areas where action is needed:

- Action by businesses to change how they design and use plastic packaging;
- Action by Government to reform the plastic packaging producer responsibility regulation;
- Action by local authorities and the recycling sector to increase the quantity and quality of plastic packaging collected for recycling; and
- Action by citizens to change how they use and dispose of plastic packaging.

Action by Business

WRAP recently announced a new collaborative plastics initiative (working title Circular Plastics Commitment) that will bring businesses together to take collaborative voluntary action. This sector agreement will be the first national implementation of the Ellen MacArthur Foundation's New Plastic Economy. It has the full backing of Government and is included in the 25 Year Environment Plan. It provides an opportunity for business to demonstrate to Government and to the public the leadership it is taking to respond to the challenge. It will involve major retailers, brands and plastic packaging suppliers signing up to ambitious targets to:

- Eliminate unnecessary and problematic packaging and plastic products;
- Ensure all plastic packaging is practically recyclable (not just technically possible); and
- Use recycled plastic in their packaging and products where possible.

We already have a number of leading brands and retailers on board. A high-profile launch with the founding signatories is planned for the spring and we would welcome the involvement of more businesses in this. Please get in touch if you would like to know more.

Action by Government

When Paul and I spoke to organisations across the value chain before Christmas, we found widespread support for change to the current packaging producer responsibility regime. We now need to build on this work to secure speedy cross-sector agreement on effective producer responsibility reforms. This would mean proposing fast track changes to the current PRN system to improve packaging environmental outcomes, including for plastics. We would be looking for measures to support the aims of the Circular Plastics Commitment and ensure take-up by the value chain as a whole.

Principles developed to date, including by the packaging supply chain at the Roundtable on 14 December 2017, provide a very helpful starting point but we need to put forward more detail on how we think changes could be implemented. We will certainly have to propose increasing the recycling targets for plastic packaging and also probably have to consider splitting the targets by plastic type - as already happens with metals. We need a common position on what we think are ambitious but achievable targets. There will be a balance to be had here. If we are not radical enough, our proposals will not be acceptable to government or the public.

I am proposing to arrange a series of workshops during February and March followed by a summit in April to bring all stakeholders together to agree the final set of recommendations to be put forward to Government. We will also set up an on-line submission process for those not attending workshops to engage with us. Please let us know if you would like to be invited to these workshops.

Action by Local Authorities and the Recycling Sector

Recycling more plastics and preventing them from leaking into the environment requires consistent collections of material at home, at work and on-the-go. WRAP has already worked with Defra, local authorities, retailers, brands and recyclers to develop a Framework for Greater Consistency in household recycling. This specifies a common set of materials to be collected from all households across England, including plastic bottles, pots, tubs and trays. Further work is needed to consider the collection of plastic films from households and recycling away from home. We are helping a number of local authorities to evaluate the Framework for change. We have asked for stronger political support for the Framework to incentivise transition. We expect this to be considered as part of the Resources and Waste Strategy.

There is also a need for development in the sorting and recycling of plastic packaging. Building on previous activities under the Consistency Programme, further engagement with waste management companies will be needed to look into the changes needed at sorting, recycling and waste treatment plants.

Action by Citizens

WRAP research highlights that barriers to recycling include a lack of understanding for some citizens, and a lack of motivation for others. WRAP already runs the UK's national recycling campaign – Recycle Now. We will continue to use this to help people understand why and how to recycle. We will also run a specific plastics campaign linked to the Circular Plastics Commitment. The campaign is currently funded by Defra and supplemented by carrier bag charge donations from some retailers. In the longer term a reformed Producer Responsibility system could provide funding to increase its reach and impact. We would be keen to use the campaign to explain the value of packaging as well

as how to recycle it. We would welcome business support to do this. Please get in touch if you would like to support or collaborate with us through Recycle Now.

We can only make progress if we all work together – plastic producers, packaging manufacturers, food and drink manufacturers, retailers, brands, local authorities, waste companies, recyclers and governments. Paul and I look forward to fruitful, future cooperation with you; and we are keen to have wide involvement in this process.

We gratefully ask leading organisations in the packaging supply chain, local government, waste & resource management, and reprocessing sectors to freely pass this letter on to your members and partner organisations.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Gover', with a long horizontal flourish extending to the right.

Marcus Gover, Chief Executive, WRAP

HISTORIC**ACTION SHEET – REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING****21 February 2018**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		RTS MEETING – 18 MAY 2016			
RTS/78/2016	Council Public Amenity Space near the Council public toilets at Castlewellan		K Scullion	It was further agreed that the suggestion of providing dancing fountains in Castlewellan Square would be investigated.	N
RTS/87/2016	Tender for final capping at Drumanakelly Landfill Site	Agreed to tender for the final capping at Drumanakelly Landfill Site	J Parkes/L Dinsmore	Part 4 now completed. Part 5 at Tender Stage for works. Officers meeting held on 8 September, with anticipation that Tender	N

21 February 2018

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				Documents are ready to be released by Estates Dept. Tender documents available ready for release. Tender documents available ready for release. Contractor currently on site contract approximately 40 percent complete.	
		RTS MEETING – 9 DECEMBER 2015			
RTS/142/2015	Old Furniture at Council Recycling Sites	Council adopt a policy that people leaving old furniture at Council amenity sites be given the opportunity to donate it to charity and that expressions of interest be sought from charitable organisations to collect this furniture for upgrading and re-use.	J Parkes/L Dinsmore	Expressions of Interest Document has been completed but is currently held pending consideration of other issues relating to operation of Civic Sites. It is anticipated that report will be transferred to a later meeting of RTS.	N

21 February 2018

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		RTS MEETING – 18 NOVEMBER 2015			
RTS/124/2015	Bus Shelter requests	Councillor Casey referred to the bus shelter on the Old Warrenpoint Road and said it was being used for anti-social behaviour purposes - officials investigate if this could be moved and report back to the Committee.	K Scullion	Being considered under current policy requirements.	N