

August 17th, 2017

Notice Of Meeting

You are invited to attend the Regulatory & Technical Services Committee Meeting to be held on **Wednesday, 23rd August 2017 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 S Burns
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 "Conflicts of Interest".
- 3.0 Action sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 21 June 2017. (Attached).

 *Action Sheet - 21 June 2017.pdf*

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For Consideration and/or Decision

- 4.0 Regulatory and Technical Services Business Plan - Update Q1

 *Q1 Business Plan as at August 2017.pdf*

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Planning

- 5.0 July 2017 Planning Committee Performance Report

 *JULY 2017 Planning Committee Performance Report.pdf*

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- 6.0 Record of Meetings between Planning Officers and Public Representatives

 *Planning - 16 August 2017 Committee Report.pdf*

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- 7.0 Current Appeals - July 2017

 *Planning - Current Appeals July 2017.pdf*

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Waste Management

- 8.0 Brown Bin Evaluation

Copy report to follow

- 9.0 Extension of Lease - Cloonagh Road Civic Amenity Site, Downpatrick

 *CloonaghRoad10082017.pdf*

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For Noting

10.0 Report re: Request the use of Council Car Park at The Square, Warrenpoint from Bells Amusements from 2nd to 29th August 2017	
<i>Report - Use of Council car park at the Square Warrenpoint.pdf</i>	<i>Page 41</i>
11.0 Report re: Energy and Performance of Buildings Regulations 2008	
<i>Report - Energy and Performance of Building Regulations 2008.pdf</i>	<i>Page 43</i>
<i>Letter from Director of ESS Properties Division@ Enforcement of the Energy Performance of Buildings Regulations.pdf</i>	<i>Page 45</i>
<i>SLA between NMDDC and EPB Team.pdf</i>	<i>Page 46</i>
12.0 Arc21 Joint Committee Members' Monthly Bulletin 29 June 2017	
<i>JC021-29June17-Members' Bulletin.pdf</i>	<i>Page 60</i>
13.0 Arc21 Joint Committee Members' Monthly Bulletin 27 July 2017	
<i>ARC21 JC 27 July Members' Monthly Bulletin.pdf</i>	<i>Page 63</i>
14.0 Arc21 Joint Committee Meeting - Minutes of Thursday 30 March 2017	
<i>arc21 JC March 2017 Minutes.pdf</i>	<i>Page 65</i>
15.0 Arc21 Joint Committee Meeting - Minutes of Thursday 29 June 2017	
<i>ARC21 JC 29 June 2017 Minutes.pdf</i>	<i>Page 70</i>
16.0 Historic Action Sheet	
<i>Historic Action Sheet.pdf</i>	<i>Page 75</i>

Invitees

Cllr Terry Andrews	terry.andrews@nmandd.org
Cllr Naomi Bailie	naomi.bailie@nmandd.org
Cllr Patrick Brown	patrick.brown@nmandd.org
Cllr Robert Burgess	robert.burgess@nmandd.org
Cllr Stephen Burns	stephen.burns@nmandd.org
Lorraine Burns	lorraine.burns@nmandd.org
Cllr Pete Byrne	pete.byrne@nmandd.org
Mr Gerard Byrne	gerard.byrne@nmandd.org
Cllr Michael Carr	michael.carr@nmandd.org
Mrs Dorinnia Carville	dorinnia.carville@nmandd.org
Cllr charlie casey	charlie.casey@nmandd.org
Cllr William Clarke	william.clarke@nmandd.org
Cllr Garth Craig	garth.craig@nmandd.org
Cllr Dermot Curran	dermot.curran@nmandd.org
Ms Alice Curran	alice.curran@nmandd.org
Cllr Laura Devlin	laura.devlin@nmandd.org
Ms Louise Dillon	louise.dillon@nmandd.org
Cllr Sean Doran	sean.doran@nmandd.org
Cllr Cadogan Enright	cadogan.enright@nmandd.org
Cllr Gillian Fitzpatrick	gillian.fitzpatrick@nmandd.org
Cllr Glyn Hanna	glyn.hanna@nmandd.org
Mr Liam Hannaway	liam.hannaway@nmandd.org
Cllr Valerie Harte	valerie.harte@nmandd.org
Cllr Harry Harvey	harry.harvey@nmandd.org
Cllr Terry Hearty	terry.hearty@nmandd.org
Cllr David Hyland	david.hyland@nmandd.org
Cllr Liz Kimmins	liz.kimmins@nmandd.org
Cllr Mickey Larkin	micky.larkin@nmandd.org
Mr Michael Lipsett	michael.lipsett@nmandd.org
Cllr Kate Loughran	kate.loughran@nmandd.org
Cllr Jill Macauley	jill.macauley@nmandd.org
Colette McAteer	colette.mcateer@nmandd.org
Cllr Declan McAteer	declan.mcateer@nmandd.org
Cllr Oksana McMahon	oksana.mcmahon@nmandd.org
Cllr Andrew McMurray	andrew.mcmurray@nmandd.org
Eileen McParland	eileen.mcparland@nmandd.org
Cllr Roisin Mulgrew	roisin.mulgrew@nmandd.org
Cllr Mark Murnin	mark.murnin@nmandd.org
Mrs Aisling Murray	aisling.murray@nmandd.org
Cllr Barra O Muiri	barra.omuiri@nmandd.org
Cllr Pol O'Gribin	pol.ogribin@nmandd.org
Cllr Brian Quinn	brian.quinn@nmandd.org

Cllr Henry Reilly	henry.reilly@nmandd.org
Cllr Michael Ruane	michael.ruane@nmandd.org
Cllr Gareth Sharvin	gareth.sharvin@nmandd.org
Cllr Gary Stokes	gary.stokes@nmandd.org
Sarah Taggart	sarah-louise.taggart@nmandd.org
Cllr David Taylor	david.taylor@nmandd.org
Caroline Taylor	Caroline.Taylor@downdc.gov.uk
Cllr Jarlath Tinnelly	jarlath.tinnelly@nmandd.org
Cllr John Trainor	john.trainor@nmandd.org
Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@nmandd.org
Adam Wilkinson	adam.wilkinson@nmandd.org

ACTION SHEET ARISING FROM RTS MEETING HELD ON WEDNESDAY 21 JUNE 2017

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/70/2017	Start time of RTS Meetings 2017/2018	Approve the proposed dates for the R&TS Committee Meetings for June 2017-May 2018 as circulated. The R & TS Committee Meetings would start at 6.00 pm.	DSO	Completed – dates and times in diary and minute pad	Y
RTS/72/2017	Brown bins in urban areas	Approve the recommendation in the report that as a set project to address food waste regulations and recycling targets, that the Council grant the issuing of 3,000 140L brown bins, caddies and liners to those households that require a food waste collection service. This would incur a non-budgeted cost of	J Parkes	As per recommendation, residents have now started to receive a 140L brown bin, caddy and pack of liners. Completed	N Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p style="text-align: center;">£39,150</p> <p>but this cost however should be covered by reduced waste processing costs.</p> <p>Agreed under delegated authority from the Chief Executive, that any interested Councillor could attend a free seminar organised by WRAP on Thursday 22 June 2017 in the Hilton, and that they would be entitled to claim mileage for attending.</p>			
RTS/73/2017	RTS Business Plan 2017/2018	Approve the Regulatory and Technical Services Business Plan for 2017/2018.	A Wilkinson		Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/76/2017	Planning Performance Management Framework	Approve the draft response to the consultation on the Planning Performance Management Framework and that the submission of the draft response to the Department for Infrastructure be made by 30 June in order to meet the consultation deadline.	K Bingham	Completed – response had been returned to Department	Y
RTS/77/2017	Newcastle Entry into Britain in Bloom	Council agree to supply 10 surplus metal hanging baskets, surplus bedding plants (max value £200), surplus rubber safety mats for use by Ark Community for their activities within their centre at Castlewellan Road, Newcastle. Council agree to have a four man squad of its Grounds	K Scullion		Y Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Maintenance Squad assist Autism NI with works to turn their existing garden at Island Park into a sensory garden (maximum one Saturday).			
RTS/78/2017	Abandoned boat in Dundrum Bay	<p>Agreed that the recommendation in the report dated 21 June 2017 should not be approved and that due to health and safety concerns, expressions of interest be sought for the removal of the abandoned boat from Dundrum Bay.</p> <p>Mr Scullion advised that the Council would have to obtain a licence first from DAERA before the boat could be removed.</p>	K Scullion	<p>Expressions of interest to be advertised in local Press before end of August and on Council e-procurement.</p> <p>DAERA has confirmed that removal of boat is a licensable activity requiring Council to make an application. Minimum processing time is 4 months from submission of completed application.</p>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/79/2017	Kilbroney Cemetery Capital Project	Agreed to transfer £30,000 capital surplus from capital projects within the Regulatory and Technical Services Directorate for works at Kilbroney Cemetery, Rostrevor.	K Scullion		Y
RTS/80/2017	Options for glass recycling	Agreed the Council appoint an Independent Consultant to provide an independent economic appraisal on the three Options for glass recycling, outlined in the report presented to Committee, and also that a fourth option be included and costed i.e. that the current	J Parkes		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>arrangement for blue bin material to include glass which exists in the legacy Newry and Mourne area should be extended throughout the District.</p> <p>N.B. This recommendation was changed at the Council meeting on 3 July 2017 to:-</p> <p>The amendment to Minute RTS/80/2017 was AGREED being that Council accept option 1, this being glass collection pods on refuse collection vehicles.</p> <p>AGREED: The Minutes were agreed as an accurate record, with the exception of minute RTS/80/2017 and</p>		<p>Management are now progressing option 1 – Glass collection pod on refuse vehicles with blue bin tray insert for glass. This service will be implemented during 2018/2019. A timetable for the project will be provided to Councillors in due course.</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		adopted on the proposal of Councillor Burns, seconded by Councillor Ruane.			
RTS/83/2017	Christmas Illuminations Celebrations	<p>To continue with the present arrangements for Christmas celebrations for the current year and that a Working Group be set up to consider options for 2018 and beyond.</p> <p>Agreed the Working Group meet in August/September 2017 and that the issue of Membership of the Group be referred to the Party Representatives' Forum for agreement.</p>	<p>K Scullion</p> <p>S Kieran/E McParland</p>	<p>Have been advised to include on PR agenda for next meeting</p>	Y
RTS/84/2017	Victoria Lock Gates	<p>Agreed officers investigate and report back to Councillors on why the Lock Gates at Victoria Lough were not working and when it was anticipated that the gates would be operable again.</p>	K Scullion	<p>There was an issue in June this year with the Control Panel which operates the opening and closing of the</p>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Agreed that boat owners who wanted to exit the Lough be kept advised of progress and if necessary temporary arrangements be put in place to enable them to leave if required.		gates. This was repaired and the gates have been operational since early July.	

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.
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.

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2016 - 2017 Business Plan

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					
A10	Develop and implement agreed mechanism of charging for pre application discussions.	AMK	Q4					
A11	Develop and EPIC replacement, working in partnership with the Dept for Infrastructure and other councils as appropriate	AMK	Q4					
Facilities								
A12	Progress capital program to increase burial capacity of Loughinch Cemetery.	KS	Q4					
A13	Develop and implement a Christmas Tree/Lights Plan for 2017	KS	Q2					
A14	Implement an economically sustainable contract for metal fabrication work.	KS	Q2					
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					Updating present plan.
A17	Agree a project plan to enable rationalisation of Glass collection across the district.	JP	Q2					Project plan to be submitted during Q2.
A18	Implement an effective separate domestic Food Waste Collection services across the District.	JP	Q1					Food waste service now in place, working on providing a more robust service.
A19	Progress design, build and opening of HRC for Downpatrick area.	JP	Q3					Project is running behind schedule, likely to be Q4 before site is operational.
A20	Devise strategy for managing local Authority Collected Municipal Waste that ensures we meet NILAS, Recycling and Landfill Diversion targets.	JP	Q3					At present progressing waste strategy.
A21	Implement the actions arising out of the Anti-Litter Task Force	JP	Ongoing					Implementing actions.
Key Result Area 2: People Leadership								
Ref.	Key Activities	Owner	Target	Q1 A-J 2017	Q2 J-S 2017	Q3 O-D 2017	Q4 J-M 2018	Comment
Directorate								

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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 oppoertunities 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					
Key Result Area 3: Organisation Performance								
Ref.	Key Activities	Owner	Target	Q1 A-J 2017	Q2 J-S 2017	Q3 O-D 2017	Q4 J-M 2018	Comment
Directorate								

Regulatory & Technical Services Business Plan

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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.
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 o a monthly basis. Targets from April 2017 have been achieved.
C8	Successfully integrate the administration functions of Building Control and Planning.	CJ	Q4				Ongoing to be fully implemented by Q4.
C9	Introduce an information sharing protocol so that following site inspection, BC surveyors can report unauthorised works to Planning.	CJ	Q2				Commenced and ongoing, to be fully operational by end of Q2.

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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					
C12	Continue to focus on significantly reducing the backlog of historic planning applications.	AMK	Ongoing					
C13	Implement improvement plan and performance monitoring that delivers planning application turn round targets (15 weeks)	AMK	Q4					
C14	Successfully integrate the administration functions of Building Control and Planning.	AMK	Q4					
C15	Implement an effective monitoring and reporting procedure to demonstrate effective performance enforcement control.	AMK	Q4					
C16	Implement an effective procedure to monitor and manage correspondence.	AMK	Q2					
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					
Facilities								

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C18	Review Monaghan Row Receptions (General, Building Control, Env Health)	KS	Q2				Review to be initiated along with Council's Corporate Directorate in August/September
C19	Progress capital program to increase burial capacity of Loughinch Cemetery.	KS	Q4				Comment 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 Department.
Waste							
C23	Effectively plan for 2018 implementation of rounds optimisation, based on the capability provided by GPS Tracking across the entire fleet.	JP	Q4				Progressing rounds optimisation.
C24	Complete planning to enable a 2018 move to three weekly residual waste collections.	JP	Q4				Progressing as part of the above plan.
C25	Rationalise T&Cs across legacy work forces and implement standardised work practices.	JP	Q4				Progressing with unions.
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				HRC provision report to be submitted to September's RTS Committee.

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C27	Rationalise district wide street cleansing, optimising staff resources while delivering extended cleansing (up to 8.00 pm) for tourist areas.	JP	Q4					Progressing, however having difficulty in providing present late cover requirements.
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:- • 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					
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					

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D5 & D6	Work with Agents and Developers to cooperatively streamline regulatory government processes	All	Ongoing				
Waste							
D7	In partnership AHC, get community involvement in litter management	JP	Ongoing				
D8	Work with the wider community to change cultural view on littering.	All	Ongoing				

Newry, Mourne & Down District Council -

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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

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

3. Live applications per Case Officer

Month 2017/18	Average number of Applications
April	67
May	62
June	58
July	50

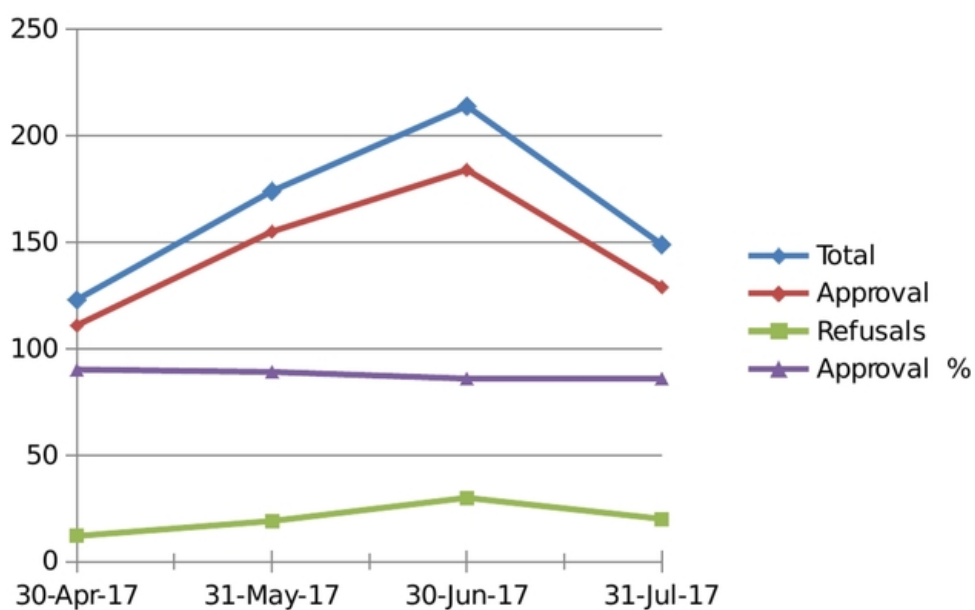
Newry, Mourne & Down District Council -

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

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%



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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

7. Planning Committee

Month	Number of Applications presented to Committee	Number of Applications Determined by Committee	Number of Applications Withdrawn/ Deferred for future meeting
26 April 2017	26	19	7
24 May 2017	39	28	11
21 June 2017	34	18	16
19 July 2017	32	20	12
Totals	131	85	46

8. Appeals

Planning Appeal Commission Decisions issued during July 2017

Area	Number of current	Number of decisions	Number of decisions Allowed	Number of decisions Dismissed	Other decisions
Newry & Mourne	21	5	0	2	1 allowed in part 2 Withdrawn
Down	11	1	0	1	-
TOTAL	32	6	0	3	3

Statutory targets monthly update - up to June 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%	37	20	64.2	60.0%
May	1	2	110.4	0.0%	148	157	18.0	43.9%	32	46	61.1	56.5%
June	2	2	73.2	0.0%	121	204	19.3	41.7%	32	20	59.7	55.0%
July	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
August	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
September	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
October	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
November	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
December	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
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	3	5	92.6	0.0%	396	474	18.8	41.8%	101	86	61.1	57.0%

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.

Current Appeals

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AUTHORITY **Newry, Mourne and Down**

ITEM NO	1	PAC Ref:	2016/A0005
Planning Ref:	P/2014/0303/O	DEA	The Mournes
APPELLANT	Michael Horner		
LOCATION	Adjacent To And North Of 36 Belmont Road Kilkeel		
PROPOSAL	^{Newry} Erection of Infill Dwelling and Detached Garage		

APPEAL TYPE	Plg Refusal: permissions	Date Appeal Lodged	05/04/2016
Appeal Procedure			
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/A0041
Planning Ref:	P/2014/0853/F	DEA	Crotlieve
APPELLANT	S Meade		
LOCATION	To The Immediate North And East Of 16 Rostrevor Road Hilltown.		
PROPOSAL	Retention of two light industrial units, erection of three light industrial units.		

APPEAL TYPE	Plg Refusal: permissions	Date Appeal Lodged	01/07/2016
Appeal Procedure	Informal Hearing		
Date of Hearing		16/09/2016	
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

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ITEM NO	3	PAC Ref:	2016/A0135
Planning Ref:	P/2014/0649/O	DEA	The Mournes
APPELLANT	Mr Joseph Walls		
LOCATION	60 Metres East Of No.20 Sandbank Road Hilltown County Down BT34 5XU		
PROPOSAL	Site for Farm Dwelling (amended address)		

APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	13/10/2016
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	4	PAC Ref:	2016/A0148
Planning Ref:	LA07/2015/0877/F	DEA	The Mournes
APPELLANT	Mr Diarmid Sloan		
LOCATION	10 Tullybrannigan Brae Newcastle BT33 0DG		
PROPOSAL	Roof space conversion, replacement roof and 2 storey extension		

APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure	Written Reps	Date Appeal Lodged	01/11/2016
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	5		
Planning Ref:	LA07/2015/1244/F	PAC Ref:	2016/A0166
APPELLANT	Barney Mackin	DEA	Crotlieve
LOCATION	19.3m North-East Of No27B Derrycraw Road Derrycraw		
PROPOSAL	^{Newrv} Erection of farm dwelling and garage		
APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure	Written Reps with Site Visit	Date Appeal Lodged	30/11/2016
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:	LA07/2016/1041/C	PAC Ref:	2016/A0172
APPELLANT	Joseph O'Hare	DEA	Crotlieve
LOCATION	Lands North Of And Adjacent To 53 Mayo Road Mayobridge		
PROPOSAL	^{Newrv} Dwelling and domestic garage on gap/infill site (amended address)		
APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure	Informal Hearing	Date Appeal Lodged	05/12/2016
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

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ITEM NO	7		
Planning Ref:	LA07/2016/0381/C	PAC Ref:	2016/A0185
APPELLANT	Mr Matt Burns	DEA	Crotlieve
LOCATION	Opposite No. 107 Kilbroney Road Rostrevor		
PROPOSAL	Proposed farm retirement dwelling		
APPEAL TYPE	Plg Refusal: permissions		
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	8		
Planning Ref:	LA07/2016/0802/C	PAC Ref:	2016/A0192
APPELLANT	Darren O'Hagan	DEA	Crotlieve
LOCATION	60m NE Of 11a New Line Road Hilltown		
PROPOSAL	^{Newry} Site for dwelling and detached garage		
APPEAL TYPE	Plg Refusal: permissions		
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			

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ITEM NO 9
Planning Ref: LA07/2016/0510/C **PAC Ref:** 2016/A0204
APPELLANT Robert Laurence Annett **DEA** The Mournes
LOCATION Adjacent And West Of 60 Corcreaghan Road
 Kilkeel
 RT34 ASI
PROPOSAL Dwelling on a farm

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Written Reps** **Date Appeal Lodged** 23/01/2017
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: LA07/2016/0826/C **PAC Ref:** 2016/A0211
APPELLANT Kevin Donaghy **DEA** Slieve Gullion
LOCATION Lands To The West And Rear Of Nos 22 And 24 Ballynabee Road
 Maghernahely
 Bessbrook
PROPOSAL Proposed erection of detached dwelling and garage

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Written Reps** **Date Appeal Lodged** 02/02/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

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ITEM NO	11		
Planning Ref:	LA07/2015/0647/C	PAC Ref:	2016/A0214
APPELLANT	PR Jennings	DEA	Rowallane
LOCATION	15m North Of 39 Listooder Road Crossgar		
PROPOSAL	Erection of farm dwelling (additional information received)		
APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure		Date Appeal Lodged	10/02/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	12		
Planning Ref:	LA07/2016/0365/C	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	Plg Refusal: permissions		
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			

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ITEM NO	13	PAC Ref:	2016/A0226
Planning Ref:	LA07/2016/0477/F	DEA	Slieve Gullion
APPELLANT	Mr Caolan Quinn		
LOCATION	50m South-east Of No 106 Carrickgallogly Road Carrickgallogly		
PROPOSAL	Belleek Erection of dwelling		

APPEAL TYPE	Plg Refusal: permissions	Date Appeal Lodged	28/02/2017
Appeal Procedure			
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	14	PAC Ref:	2016//E0005
Planning Ref:	P/2015/0147/LDP	DEA	Newry
APPELLANT	Mr Gabriel McEvoy		
LOCATION	14m South West Of No 255 Dublin Road Killeen		
PROPOSAL	Newry Erection of agricultural building and associated hardstanding area, including removal of existing stone wall to provide access from existing agricultural yard.		

APPEAL TYPE	Plg Refusal: permissions	Date Appeal Lodged	02/05/2017
Appeal Procedure			
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

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ITEM NO	15	PAC Ref:	2016-E0045
Planning Ref:	LA07/2015/0166/L	DEA	The Mournes
APPELLANT	Mr Ronald Sloan		
LOCATION	29 Leitrim Road Kilkeel		
PROPOSAL	A Certificate of Lawfulness confirming that the construction of the works undertaken were lawful under planning reference P/2009/0663/F and P/2009/1484/F, and therefore constitute a material start to the dwelling approved under reference P/2009/0663/F.		
APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure		Date Appeal Lodged	24/01/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	16	PAC Ref:	2017/0061
Planning Ref:	LA07/2016/1212/C	DEA	Crotlieve
APPELLANT	Thomas Grant		
LOCATION	Adjacent & Immediately South Of 20 Ryan Road Mayobridge		
PROPOSAL	Newrv Replacement dwelling on farm (Amended site Address)		
APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure		Date Appeal Lodged	06/07/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

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ITEM NO	17		
Planning Ref:	LA07/2015/0429/F	PAC Ref:	2017/A0002
APPELLANT	Rory And Kerri Farrell	DEA	Crotlieve
LOCATION	Site 11 The Avenue Burren		
PROPOSAL	New two storey house with attached garage and associated external works		
APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure		Date Appeal Lodged	04/04/2017
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:	LA07/2016/0150/C	PAC Ref:	2017/A0016
APPELLANT	Alan & Ronald Davidson	DEA	Crotlieve
LOCATION	Adjacent And Immediately South Of No.17 Ardaragh Road Newry Co. Down BT34 1NY		
PROPOSAL	Erection of managers dwelling and domestic garage		
APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure		Date Appeal Lodged	21/04/2017
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: LA07/2015/0093/F **PAC Ref:** 2017/A0020
APPELLANT Maurice Walsh **DEA** Slieve Croob
LOCATION 14A Belfast Road
 Dundrum
 Newcastle
PROPOSAL Change of use of existing shed from light industrial for storage and distribution associated with oyster/mussel farming. (retrospective)

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Date Appeal Lodged** 28/04/2017
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: LA07/2016/1147/C **PAC Ref:** 2017/A0026
APPELLANT Noel Ross **DEA** Rowallane
LOCATION Between 1 Drumgiven Road And 37 Creevyargon Road
 Ballynahinch
PROPOSAL Infill site for 2 dwellings and associated domestic garages.

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Date Appeal Lodged** 08/05/2017
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:	LA07/2016/0736/F	PAC Ref:	2017/A0027
APPELLANT	Mr Noel Ritchie	DEA	Slieve Croob
LOCATION	To The Rear 102 Drumsnade Road Drumaness RT24 RN1		
PROPOSAL	Retrospective application for retention of timber frame domestic dwelling on site of storage shed		

APPEAL TYPE	Plg Refusal: permissions		
Appeal Procedure		Date Appeal Lodged	09/05/2017
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	22		
Planning Ref:	LA07/2015/0946/F	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	Plg Refusal: permissions		
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			

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ITEM NO 23
Planning Ref: LA07/2016/0557/F **PAC Ref:** 2017/A0030
APPELLANT Mr And Mrs Oliver Reavey **DEA** Slieve Gullion
LOCATION 85 Newtown Road
 Camlough
PROPOSAL ^{Newrv}
 Retention of dwelling as constructed previously approved under
 planning ref P/2015/0186/RM

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Informal Hearing** **Date Appeal Lodged** 15/05/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

ITEM NO 24
Planning Ref: LA07/2016/0557/F **PAC Ref:** 2017A0030
APPELLANT Mr And Mrs Oliver Reavey **DEA** Slieve Gullion
LOCATION 85 Newtown Road
 Camlough
^{Newrv}
PROPOSAL

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Date Appeal Lodged** 15/05/2017
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	25	PAC Ref:	2017/A0033
Planning Ref:	LA07/2017/0092/F	DEA	The Mournes
APPELLANT	Mr Fintan McMullan		
LOCATION	16 Mourn View Avenue Newcastle Newcastle		
PROPOSAL	Extension to front of dwelling (Retrospective)		

APPEAL TYPE	Plg Refusal: permissions	Date Appeal Lodged	22/05/2017
Appeal Procedure			
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/A0044
Planning Ref:	LA07/2016/1323/F	DEA	The Mournes
APPELLANT	Cathal Sloan		
LOCATION	14 Sandy Brae Attical Kilkeel		
PROPOSAL	Partial conversion of existing domestic garage to provide ancillary residential accommodation.		

APPEAL TYPE	Plg Refusal: permissions	Date Appeal Lodged	08/06/2017
Appeal Procedure	Informal Hearing		
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 27
Planning Ref: LA07/2016/0762/C **PAC Ref:** 2017/A0045
APPELLANT Mr G Sharvin **DEA** Downpatrick
LOCATION Lands 10m West Of 89 Killard Road
 Ballyhornan
 Downpatrick
PROPOSAL Proposed one and half storey bungalow and detached garage
 (Amended Site Location)

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Date Appeal Lodged** 08/06/2017
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: LA07/2017/0199/F **PAC Ref:** 2017/A0047
APPELLANT Paul Burke **DEA** Downpatrick
LOCATION 12 Marshallstown
 Ballynoe Road
 Downpatrick
PROPOSAL Retention of portion of existing domestic store as replacement for
 substandard aged domestic stores

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Date Appeal Lodged** 08/06/2017
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	29	PAC Ref:	2017/A0058
Planning Ref:	P/2015/0067/O	DEA	Slieve Gullion
APPELLANT	Mrs M McKnight		
LOCATION	40m South Of 4 Molly Road Lower Jonesborough		
PROPOSAL	Dwelling and garage		

APPEAL TYPE	Plg Refusal: permissions	Date Appeal Lodged	21/06/2017
Appeal Procedure			
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

ITEM NO	30	PAC Ref:	2017/A0071/F
Planning Ref:	LA07/2017/0077/F	DEA	Crotlieve
APPELLANT	Gary O'Hare		
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	Plg Refusal: permissions	Date Appeal Lodged	24/07/2017
Appeal Procedure			
Date of Hearing			
Date Statement of Case Due for Hearing			
Date Statement of Case Due - Written Representation			
Date of Site Visit			

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ITEM NO 31
Planning Ref: LA07/2015/1381/F **PAC Ref:** 2017-A0076
APPELLANT Mr And Mrs E Kerr **DEA** Slieve Croob
LOCATION 154a Downpatrick Road
 Teconnaught
 Rallvnahinch
PROPOSAL Conversion and extension of existing stone building to form dwelling
 plus detached garage and associated site works

APPEAL TYPE Plg Refusal: permissions
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 32
Planning Ref: LA07/2016/1296/C **PAC Ref:** 2017/A009
APPELLANT Mr And Mrs John Curran **DEA** Slieve Croob
LOCATION Opposite 2 And 4 Magheralone Road
 Drumaness
 Rallvnahinch
PROPOSAL Proposed 1No. dwelling and garage with associated site works

APPEAL TYPE Plg Refusal: permissions
Appeal Procedure **Date Appeal Lodged** 11/04/2017
Date of Hearing
Date Statement of Case Due for Hearing
Date Statement of Case Due - Written Representation
Date of Site Visit

Report To:	Regulatory and Technical Services Committee
Subject:	Extension of Lease - Cloonagh Road Civic Amenity Site, Downpatrick
Date of Meeting:	23 August 2017
Reporting Officer:	Adam Wilkinson, Interim Director of Regulatory and Technical Services
Contact Officer:	Liam Dinsmore, Head of Waste Processing, Enforcement and Business Support

Decision Required:	Approval to extend the current lease for Cloonagh Road Civic Amenity Site, Downpatrick, for the period of six months with an option for the Council to extend for a further six month period if required.
1.0 Purpose and Background:	
1.1	The Council currently leases land at Cloonagh Road for the purposes of providing a Civic Amenity Site for the town.
1.2	The current lease will expire on 31 August 2017.
1.3	The owner of the site has agreed to permit the Council to extend the Lease for a further 6 months with an option for the Council to extend for a further six month period if required i.e. maximum of 12 months.
1.4	The owner of the site has applied an inflationary increase to the current rental of £402.97 per week which brings the new weekly rental to £410.00.
1.5	The Council has acquired land at Killough Road, Downpatrick, to facilitate a new Household Recycling Centre for Downpatrick but to allow for the planning application process, tender process and construction works in relation to the new site, a minimum 6 month lease is required for the existing site to ensure that this amenity continues to be available to the public.
2.0 Key Issues:	
2.1	The need to ensure continuity of service pending the development of the new Household Recycling Centre.
2.2	The landlord has offered the Council flexibility in terms of an option to renew the lease for a further six month period if required at the end of the 6 month term, dependent upon progress with the new Civic Amenity Site at Killough Road.

2.3	On termination of the Lease, which is likely to occur in the incoming financial year, Council will be required to undertake some housekeeping repairs to return the site to the condition in which it was received. A site survey will be undertaken at the relevant time and, if required, a sum will be set aside for any required works in the Rates Estimates.
3.0	Resource Implications:
3.1	A minimal increase in the current rental from £402.97 to £410.00 per week.
4.0	Equality and Good Relations Implications:
5.1	None identified.

Report to:	Regulatory and Technical Services committee
Date of Meeting:	23 August 2017
Subject:	Request the use of a Council car park at The Square, Warrenpoint, from Bells Amusements from 2 to the 29 August 2017.
Reporting Officer (Including Job Title):	Colum Jackson Assistant Director Building Control and Regulation.
Contact Officer (Including Job Title):	Colum Jackson Assistant Director Building Control and Regulation.

Decisions required:		For Noting
1.0	Purpose and Background:	
1.1	<p>Bells Amusements submitted a request to the Council to use part of the Square car park in Warrenpoint from the 2 to the 29 August 2017 as a Fun Fair.</p> <p>Previously Bells Amusements were given permission to use this car park for their summer funfair for approximately 40 years under annual licence agreements, but were displaced in 2016 due to the Public Realm scheme. They had been relocated at the Council car park at Havelock Place in Warrenpoint for the duration of the Public Realm scheme in 2016, as well as St Patricks Day and Easter 2017.</p>	
2.0	Key issues:	
2.1	<p>The recommendation was made under Delegated Authority to offer the car park at Havelock Place, Warrenpoint to Bells Amusement from 2 to the 29 August 2017.</p> <p>The decision was based on a recommendation taken from a recent Off Street Car Parking Strategy. The strategy identified The Square car park as a heavily utilised facility whereas, the Havelock Place Car park was found to be under-utilised and could be considered as an alternative site for leisure development. In addition consideration was given to the displacement of large numbers of vehicles for an extended period of time and the impact that this was likely to have on the surrounding streets and upon local businesses.</p> <p>In making the decision other requests were also taken into account such as a request to use the same car park by the committee of the Maidens of Mourne festival.</p> <p>Elmer Bell contacted the council and requested that this offer be reviewed with a view to locating back into the Square. Elmer made representation to local Crotlieve Councillors arguing his case to have the recommendation reversed based on the fact that he was under the impression that he was displaced on a temporary basis.</p> <p>It was agreed to hold a Crotlieve Councillors meeting to address this</p>	

	issue and a meeting was convened in Warrenpoint Town Hall on the 4 July 2017.
3.0	Recommendations: For Noting
3.1	<p>The recommendation from the Crotlieve Councillors meeting on the 4 July 2017 was to uphold the previous decision to offer Bells Amusements the car park at Havelock Place Warrenpoint from the 2 to the 29 August 2017.</p> <p>A recommendation was made to review this decision after the Summer to determine a future request in 2018.</p>
4.0	Resource implications
4.1	Staff attending meetings, site visits and the preparation of reports and Licence agreements.
5.0	Equality and good relations implications:
5.1	Consultation with the Warrenpoint Chamber of Commerce took place to gauge their opinion prior to the decision being made.
6.0	Appendices
	None

Report to:	Regulatory and Technical Services committee
Date of Meeting:	23 Aug 2017
Subject:	Energy and Performance of Buildings Regulations 2008 as amended. (EPB)
Reporting Officer (Including Job Title):	Colum Jackson. Assistant Director of RTS, Building Control and Regulation
Contact Officer (Including Job Title):	Colum Jackson. Assistant Director of RTS, Building Control and Regulation.

Decisions required:

Members are asked to note the content of this report and to continue to enforce the EPB Legislation in partnership with a dedicated central enforcement EPB team funded by the DoF.

Decision - **For Noting**

1.0

Purpose and Background:

1.1

The enforcement responsibility of the Energy Performance of Buildings (Certificates and Inspections) Regulations (NI) 2008 (as amended) referred to as the EPB Regulations transferred to the councils on the 3 December 2009. The responsibility to enforce this legislation was dedicated to the Building Control Section within each of the district councils.

Full details of the EPB Regulations are available from the DoF or from www.buildingcontrol-ni.com

To ensure the enforcement was conducted in an equitable, practical and consistent manner, the then Department of Finance and Personnel (the Department) embarked upon a pilot scheme whereby Belfast City Council (BCC) took on a facilitating roll on behalf of all 26 councils. Their roll was to co-ordinate and support enforcement with the other 25 councils and report back to the Department on the activities of all other district councils. As such the Department provided annual funding to BCC to facilitate the central enforcement team in a co-ordinating roll.

A Service Level Agreement (SLA) was agreed and signed on an annual basis between BCC and all other councils. The SLA clarifies the rolls and responsibilities of all parties in satisfying the requirements of the EU Directive, the EPB Regulations and in delivering the requirements of the Enforcement Protocol 2017 -2018. The SLA is an essential element which outlines how the EPB Team will work in partnership with district councils to collate data, determine EPB compliance levels and address any matters arising from quarterly feedback.

The Department now wish to continue the same process with BCC and the other 11 councils and have agreed funding for the 12017/18 financial year.

2.0	Key issues:
2.1	<p>To Date the Feedback data from district councils has proved invaluable in providing statistical information and evidence of EPB Regulations enforcement across N.Ireland.</p> <p>The satisfactory enforcement of the above Regulations has ensured that the Department and councils have satisfied their obligations and ensured that EU infractions have not been imposed to date.</p> <p>The Department of Finance (DoF) requires all 11 councils to sign a SLA to ensure a consistent approach to the delivery of the above legislation. See Appendix 'A' for a copy of the SLA.</p>
3.0	Recommendations:
3.1	<p>Recommendation is to continue the enforcement of the EPB Regulations in partnership with the central enforcement team which is funded by the DoF.</p> <p>For Noting.</p>
4.0	Resource implications
4.1	<p>The DoF have agreed a business case for 2017/18 for the continued co-ordination of the enforcement of the above Regulations by the district council central enforcement team (BCC). A budget allocation of £150,000 has been made available.</p> <p>Our council enforces the above Regulations through our Building Control team in partnership with the BCC central enforcement team.</p>
5.0	Equality and good relations implications:
5.1	NONE
6.0	Appendices
	Appendix A : Service Level Agreement.



Stephen Hewitt
Building Control Manager
Belfast City Council

Building Standards Branch
Properties Division
3rd Floor Northland House
3 – 5a Frederick Street
BT1 2NR

3 July 2017

Dear Stephen

ENFORCEMENT OF THE ENERGY PERFORMANCE OF BUILDINGS (CERTIFICATES & INSPECTIONS) REGULATIONS (NORTHERN IRELAND) 2008 (AS AMENDED)

The Department has now agreed a business case for 2017/18 for the continued co-ordination of enforcement of the above Regulations by the district council central enforcement team. A budget allocation of £150,000 has been made available.

The attached Enforcement Protocol for 2017/18 has been reviewed by Building Standards Branch and amended to reflect the restructured NI government Departments. Please could you arrange for this and the associated SLAs to be signed and returned?

Regards

A handwritten signature in cursive script, appearing to read "DC McDonnell".

DC McDonnell

Director of ESS Properties Division

Service Level Agreement

between

**Newry, Mourne and Down
District Council**

and

**EPB Team (facilitating authority)
1 April 2017 - 31 March 2018**

Effective Date: 01 April 2017

Approval of the Service Level Agreement

This document identifies the roles of all parties to ensure effective working in partnership to satisfy the requirements of the EU Directive, the EPB Regulations and in delivering the requirements of the EPB Enforcement Protocol 2017-2018

In signing below, I agree to the terms and conditions outlined in this

Service Level Agreement

Signed

Head of Newry, Mourne and Down District Council Building Control

or

Chief Executive of Newry, Mourne and Down District Council

Date

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 - 8.1 Service Availability
 - 8.2 Request for Service
 - 8.3 Service Provider Responsibilities

- 9.0 Customer Responsibilities
 - 9.1 Provision of quarterly EPB Feedback information

- 10.0 Amendments and Revisions to Service Level Agreement

1.0 Forward

Enforcement responsibility for the Energy Performance of Buildings (Certificates and Inspections) Regulations (NI) 2008 (as amended) referred to as the 'EPB Regulations' transferred to district councils on 3 December 2009. The exception to this is enforcement relating to district councils' own relevant buildings which remains with the Department of Finance and Personnel (DFP), restructured in 2016 as the Department of Finance (DoF).

District councils (as the enforcement authority) should be seen to lead the way in demonstrating EPB compliance with regard to council owned/leased relevant buildings. Councils must ensure that the appropriate energy certificates are in place as required: Energy Performance Certificate (EPC); Display Energy Certificate (DEC) and Air-conditioning Inspection Report (ACIR).

Belfast City Council (BCC), with the approval of the other district councils, has coordinated enforcement of the EPB requirements on behalf of all district councils since January 2010 through a dedicated EPB Team funded by the DoF. The Co-ordination, administration and management of EPB activities are carried out in accordance with an Enforcement Protocol (between DoF and BCC) and follows the guiding principles of the Government's Regulators Code. This code requires that regulatory activity is carried out in a way which is transparent, accountable, proportionate, consistent and targeted only at cases in which action is needed.

This Service Level Agreement (SLA) clarifies the roles and responsibilities of all parties in satisfying the requirements of the EU Directive, the EPB Regulations and in delivering the requirements of the Enforcement Protocol 2017-2018. The SLA is an essential element which outlines how the EPB Team will work in partnership with district councils to collate data, determine EPB compliance levels and address any matters arising from quarterly feedback.

To date the feedback data from district councils has proved invaluable in providing statistical information and evidence of EPB Regulations enforcement across N.Ireland. This information has been used by the DoF to respond to a number of potential infraction proceedings which Europe has presented to the UK Region. The feedback data documents the EPB activities being carried out by councils: level and nature of compliance, volume of enforcement letters issued, number of site visits and various awareness raising activities.

Meetings between DoF representatives, the EPB Team manager, a representative of the Building Control Managers and a Belfast City Council manager are held on a quarterly basis to review the enforcement activities undertaken by the 11 councils during the previous quarter. This provides opportunity for all parties to discuss any issues that may have arisen with the operation of the Protocol or this SLA and to agree the emphasis for forthcoming enforcement activities.

2.0 Terms of Reference

For the purpose this document the following terms of reference include:

Service Provider: The Energy Performance of Buildings (EPB) Team

Customer: Building Control Manager/ Head of Service on behalf of the Council

Stakeholders: Elected Council Members, Building Control staff of the 11 councils in N.Ireland, DoF, members of the public/ members of industry affected by EPB Regulations

Document owner: Head of Building Control or

Chief Executive of Newry, Mourne and Down District Council

3.0 Agreement Overview

This Agreement represents a Service Level Agreement (the Agreement) between the Energy Performance of Buildings Team (the Service Provider) and the Council Building Control Manager (the Customer).

Each of the 11 councils in N.Ireland are responsible for the provision of EPB related services required to support and sustain enforcement of the EPB Regulations 2008 and any subsequent amendments to these regulations.

This Agreement remains valid until superseded by a revised agreement mutually endorsed by the Customer.

This Agreement outlines the parameters of all EPB related activities as identified in Section 9.0 Customer responsibilities, these are mutually understood by the stakeholders. This Agreement does not supersede current processes and procedures unless explicitly stated herein.

4.0 Goals & Objectives

The **purpose** of this Agreement is to ensure that the proper elements and commitments are in place to provide a consistent EPB related service support and delivery between the Customers and the Service Provider and to promote positive working in partnership.

The **goal** of this Agreement is to obtain mutual agreement on EPB related service provision between the Service Provider and the Customer.

The **objectives** of this Agreement are to:

- Fulfill the EPB enforcement requirements set out by the EPB Regulations
- Clearly define ownership, accountability, roles and/or responsibilities
- Present a clear, concise and measurable description of service provision to the Customer
- Monitor and raise levels of compliance for properties affected by the EPB Regulations
- Satisfy the requirements of the EPB Enforcement Protocol 2017-18 set out by the Department of Finance (DoF) and agreed with the facilitating council.

5.0 Periodic Review

This Agreement is valid from the Effective Date outlined herein until further notice. This Agreement should be reviewed at a minimum once per fiscal year; however, in lieu of a review during any period specified, the current Agreement will remain in effect.

The Customer is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the primary stakeholders and communicated to all affected parties. The Customer will inform the Document Owner of all subsequent revisions and obtain mutual agreements / approvals as required.

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Amendments and revisions are records in Section 10.0 of this SLA.

Document owner:	Chief Executive of the Council
Customer:	Building Control Manager/ Head of Service on behalf of the Council
Review Period:	as required and within 12 months from 01 April 2017
Review Date:	before 31 March 2018

6.0 Confidentiality

The Service Provider will treat as strictly confidential all information acquired by it from, or about the other councils, and external suppliers. No party will disclose such information to any other party, directly or indirectly, except where disclosure is required by law or is with the relevant parties' prior written consent.

Whilst under the conditions of the Protocol, the EPB Team are required to report to the DoF where any council within which EPB compliance has not been scrutinised during a reporting period; the EPB Team may be required to identify any such council.

The DoF will monitor the EPB Activities of district councils by carrying out an audit of that council's processes, enforcement activities and means to record / act upon findings, and awareness raising activities.

7.0 Variations

There may be circumstances during the year which prevent the full discharge of the Service Level Agreement through no fault of any party. Circumstances in which variations may occur during the period of the Service Level Agreement may include:

- Non-provision of responsibilities by the Service Provider or Customer
- Significant changes in the anticipated workload

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- New regulations or change in policy
- Performance of Hardware / Software

All parties will discuss the need for any variation to the Service Level Agreement at the earliest opportunity and will make any variation by mutual agreement.

8.0 Service Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

The following sections provide relevant information as to the extent of services provided by the EPB Team in order to maintain a consistent level of support during this period.

8.1 Service Availability

Service Provider coverage parameters specific to the services covered in this Agreement are as follows:

- Telephone support : 0900 to 1700 Monday – Friday
- Calls received out of office hours will be forwarded to a mobile phone and best efforts will be made to answer / action the call, however there will be a backup answer phone service
- Email support: 0900 to 1700 Monday – Friday
- Emails received outside of office hours will be collected, however no action can be guaranteed until the next working day
- On-site assistance guaranteed within 72 hours during the business week

8.2 Request for Service

In support of services outlined in this Agreement, the Service Provider will respond to service related incidents and/or requests submitted by the Customer within the following time frames. The priority level will be determined by the Service Provider.

- 0-5 hours (during business hours) for issues classified as **High** priority.
- Within 12 hours for issues classified as **Medium** priority.
- Within 5 business days for issues classified as **Low** priority.

Remote assistance will be provided in line with the above timescales dependent on the priority of the support request.

8.3 Service Provider Responsibilities

The following Services to be provided are covered under this Agreement:

- Manned free phone and mobile telephone support available to the general public and 11 council building control services
- Email support available to the general public and all council building control services
- Each district council will have a dedicated support officer from within the EPB Team who will aim to provide assistance and advice on specific queries or opinions related to EPB regulations when required within one week of receiving the query.
- Monthly assistance provided by the dedicated EPB support officer to each council for EPB enforcement activities. This will be commensurate to individual council requirements in relation to EPB activity
- Dissemination of quarterly DoF reports to all councils along with any outcomes and relevant information arising within 10 days of the meeting.

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- Provision of advice, guidance and interpretation of EPB legislation with the aim of achieving consistency of EPB enforcement across all councils
- Provision of DoF liaison on behalf of the councils
- Provision of Landmark Register liaison through the DoF on behalf of the councils
- Through DoF liaison, the provision of monthly reports from the Landmark Register to assist with data collection, enforcement and EPB awareness activities
- Provision of training for any revisions / amendments to the EPB Regulations or recasts to the EU Directive
- Provision of EPB related information and web links to use on individual council websites where available
- Presentations to stakeholders as requested or required
- Provision of EPB Regulations related legal opinions
- Provision of EPB related data for individual council committee reports
- Attendance at relevant council committee meetings upon request
- Offer guidance and support with enforcement procedure and proceedings
- Provision of EPB related media information and articles within budget requirements
- Reporting to BCNI Committee and BCNI Managers upon request
- Provision of EPB advisory leaflets and literature within budget requirements
- Any revision or amendment to the SLA will be communicated and documented to the Customer

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Date

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9.0 Customer Responsibilities

Customer responsibilities in support of this Agreement include:

- Availability of a customer representative when resolving EPB related requests or related incidents
- Councils shall maintain paper and/or electronic records in such a way that enables the DoF to verify enforcement activities undertaken in any given quarter. Such information should identify clearly verification checks or audits on the work being undertaken to enforce the EPB Regulations. If required, the DoF and/or NI Audit office will be given access to all relevant documentation to demonstrate that the EPB Regulations are being enforced.
- To facilitate the requirements of DoF officials (including those from its internal audit and from the NI Audit Office), access may be given to all relevant documentation to facilitate random verification spot checks on the work being undertaken to enforce the EPB Regulations.
- The enforcing council will underwrite the cost of any court proceedings.
- Provision of council EPB feedback data is required to assist in determining levels of compliance (as stipulated by the DoF) in the quarterly report and must be forwarded to the Service Provider within five business days from the end of quarter period

9.1 Provision of quarterly EPB Feedback information

The EPB feedback data required from the Customer (as complied within the quarterly EPB Team feedback form) includes the following information:

EPC (Energy Performance Certificate):

- number of marketing estate agents or private agents in council area
- number of marketing estate agents or private agents visited/checked for compliance in domestic and non-domestic sectors for properties for both sale and rental (on site, on internet, in press, etc)
- number of properties being advertised by a marketing agent which do not have the EPC energy rating indicator on all their advertising commercial media. To determine if an agent is compliant, if 90+ % of properties have a valid EPC energy rating indicator on commercial media (website, third party website, press, brochure, window display, radio etc.) they may be deemed as being compliant.
- number properties identified as having to display the EPC (where an EPC has been carried out and the building has a floor area over 500m² and which are visited by the public, for example restaurant, retail, school) and the number of properties compliant
- number of new build or buildings modified into units to be used separately
- number of new build or buildings modified into units to be used separately with EPCs lodged on the Landmark Register
- where compliance is not found, the reasons for this
- and the enforcement action taken for any non-compliance

DEC (Display Energy Certificate):

- number of properties visited which require a DEC (with a floor area over 250m² of a building which is whole or part publically funded and which is visited by the public);
- number of properties with valid DEC (in date and correctly displayed) and which have a valid advisory report (AR) issued
- number of advisory reports which are not valid, ie have expired the seven year period and the building is still required to have a DEC

- where compliance is not found, the reasons for this
- and the enforcement action taken for any non-compliance

Air-conditioning Systems:

- number of properties identified as requiring an air-conditioning inspection report (ACIR) to be carried out (system has an output greater than 12kW, is used for the comfort cooling and uses refrigerant gas)
- the number of properties with air-conditioning which are compliant, ie. have a valid ACIR lodged onto the Landmark Register
- number of ACIR which are not valid, ie have expired the five year period and the air-conditioning system is still in use
- where compliance is not found, the reasons for this, and
- any enforcement action taken for non-compliance

Complaints and queries:

- any complaints and queries to council in respect of EPC, DEC or air-conditioning, the action taken and the outcome or action carried out by the council to resolve the situation.

Enforcement Correspondence:

- number and nature of breaches identified,
- number of enforcement letters issued (Letters 1 and 2)
- extent of compliance gained as a result of enforcement letters issued
- action taken and outcome
- where compliance is not found, the reasons for this
- number of Penalty Charge Notices issued by nature of breach and associated income
- number of Penalty Charge Notices (PCN) withdrawn and reason for withdrawal; and details of any County Court appeals.

MEMBERS' MONTHLY BULLETIN

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

Item 3 - Minutes of Joint Committee meeting 020 held on 20 March 2017

For approval

The Joint Committee's approval is sought for the minutes of the meeting held on 20 March 2017.

'IN COMMITTEE' ITEMS - COMMERCIALY CONFIDENTIAL

Item 5 - Minutes of Joint Committee meeting 020 held 'in committee' on 20 March 2017

For approval

The Joint Committee's approval is sought for the minutes of the meeting held 'in committee' on 20 March 2017.

Item 7 - Residual Waste Treatment Project

For noting

The Procurement Process - Procurement activities have been reduced to a low level of intensity to minimise nugatory expenditure until there is better visibility on the direction of planning issues. A programme of work is being developed so as to step up activities as required.

PAC hearing - The PAC issued its report to the Department of Infrastructure on 9 March 2017. In the devolved administration arrangements, the Minister (acting through the Department) is required to make the determination on the planning application.

Grid Connection - arc21 responded to two consultation exercises that the Utility Regulator ran that may inform how grid connection for facilities such as arc21's energy from waste plant could be secured.

The Joint Committee is asked to note the report.

Item 8 - Tender for Supplies Contract - to be tabled

For approval

The Joint Committee is asked to approve the recommendations outlined in the report.

RETURN TO MAIN AGENDA

Item 9 - Contracts and Performance Update

For noting

Tonnages being treated through the Organic Waste Treatment Contract are notably higher than for the same period last year.

All Councils received bagged compost in time for Compost Week 2017 giveaway at the reduced rate.

The monthly level of contamination in Lot 1 MRF Contract increased monthly from March to May 2017 and rose in Lot 2 between April and May 2017.

Increased throughput through the Bring Contract in May 2017 across Glass, Paper and Textiles.

The new arc21 Haulage Contract commenced 1st June 2017.

The Joint Committee is asked to note the report.

Item 10 - Audit Committee Annual Report

For noting

The Joint Committee is presented with the Audit Committee annual report, setting out the achievements and key issues in respect of the year to March 2017, for information purposes.

The Joint Committee is asked to note the report.

Item 11 - Audit Committee Update Report

For noting

The Joint Committee is presented with the Audit Committee report for information purposes.

The report contains:

- Executive Summary of the meeting held on 2 June 2017;
- The approved Minutes of the meeting held on 26 January 2017;
- The Effectiveness of the Audit Committee for the year to March 2016;
- The updated Terms of Reference;
- The recently developed Audit Committee Handbook;
- The Draft Statement of Accounts for the year to March 2017; and
- The Supplier Payments Summary April 2016 to April 2017.

The Joint Committee is asked to note the report.

Item 12 - Recycling GAP Analysis - verbal report

For noting

The Joint Committee is asked to note the report.

Item 13 - AOB

Next Meeting: Thursday 27 July 2017 to be hosted by Belfast City Council in Malone House



JOINT COMMITTEE
27 July 2017

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MEMBERS' MONTHLY BULLETIN

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

Item 3 - Minutes of Joint Committee meeting 021 held on 29 June 2017**For approval**

The Joint Committee's approval is sought for the minutes of the meeting held on 29 June 2017.

'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL**Item 5 - Minutes of Joint Committee meeting 021 held 'in committee' on 29 June 2017****For approval**

The Joint Committee's approval is sought for the minutes of the meeting held 'in committee' on 29 June 2017.

Item 7 - Residual Waste Treatment Project**For noting**

The Procurement Process - Procurement activities have been reduced to a low level of intensity to minimise nugatory expenditure until there is better visibility on the direction of planning issues. A programme of work is being developed so as to step up activities as required.

PAC hearing - The PAC issued its report to the Department for Infrastructure on 9 March 2017. In the devolved administration arrangements, the Minister (acting through the Department) is required to make the determination on the planning application.

Grid Connection – The Utility Regulator has made determinations in relation to the two consultations arc21 responded that may inform how grid connections for facilities such as arc21's energy from waste plant could be secured.

The Joint Committee is asked to note the report.

RETURN TO MAIN AGENDA

Item 8 - Contracts and Performance Update

For noting

Quarterly Tonnages being treated through the Organic Waste Treatment Contract are 15% up on the same period last year.

Quarterly Tonnages being treated through the MRF contracts consistent with the same period last year.

The quantum of recompense in respect of the caddy liners that failed the tests is the subject of ongoing discussion.

The Joint Committee is asked to note the report.

Item 9 - 2016/17 Waste Statistics

For noting

The Joint Committee is asked to note the statistical information relative to key waste statistics covering the year 2016/17.

Item 10 - Recycling Gap Analysis

For noting

The Joint Committee will be provided with a verbal report for noting.

Item 11 - 2016/17 Customer Survey

For noting

The annual arc21 Customer Survey was undertaken in May/June 2017 and the results are provided for information.

The Joint Committee is asked to note the report.

Next Meeting: Thursday 31 August 2017 to be hosted by Mid and East Antrim Borough Council in The Braid Centre, Ballymena

ITEM 3
ARC21 JOINT COMMITTEE
Meeting No 020
Hosted by Ards and North Down Borough Council
MINUTES
Thursday 30 March 2017

Members Present:

Councillor M Rea	Antrim and Newtownabbey Borough Council
Councillor A Cathcart	Ards and North Down Borough Council
Alderman A Carson	Ards and North Down Borough Council
Councillor M Collins	Belfast City Council
Councillor O Gawith	Lisburn & Castlereagh City Council
Councillor D O'Loan (<i>Chair</i>)	Mid and East Antrim Borough Council
Councillor B Adger	Mid and East Antrim Borough Council
Councillor R Wilson	Mid and East Antrim Borough Council
Councillor D Curran	Newry, Mourne and Down District Council
Councillor G Craig	Newry, Mourne and Down District Council

Members' Apologies:

Councillor M Goodman	Antrim and Newtownabbey Borough Council
Councillor A M Logue	Antrim and Newtownabbey Borough Council
Alderman R Gibson (<i>Deputy Chair</i>)	Ards and North Down Borough Council
Councillor G Milne	Belfast City Council
Councillor J Bunting	Belfast City Council
Councillor L Poots	Lisburn & Castlereagh City Council
Alderman J Tinsley	Lisburn & Castlereagh City Council
Councillor S Burns	Newry, Mourne and Down District Council

Officers Present:

J Quinn	arc21
R Burnett	arc21
G Craig (<i>Secretary</i>)	arc21
K Boal	arc21
A Goldthorpe	arc21
L Mayne	Antrim and Newtownabbey Borough Council
D Lindsay	Ards and North Down Borough Council
C Quinn	Belfast City Council
H Moore	Lisburn & Castlereagh City Council
N Patrick	Mid and East Antrim Borough Council
J Parkes	Newry, Mourne and Down District Council

Officers' Apologies:

H Campbell	arc21
J Green	arc21
G Girvan	Antrim and Newtownabbey Borough Council
N Grimshaw	Belfast City Council
P Thompson	Mid and East Antrim Borough Council
C O'Rourke	Newry, Mourne and Down District Council

Apologies

Apologies were noted.

Action: Noted

Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement. There were no conflicts noted.

Action: Noted

Minutes

The minutes of Joint Committee meeting 019 held on 26 January 2017 were agreed.

Action: Agreed

Matters Arising from the Minutes

There were no matters arising.

Action: Noted

The Chair advised Members that the meeting would now be formally dealt with 'in committee'.

In Committee

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

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

1. In Committee Minutes of Joint Committee Meeting No. 019 held on 26 January 2017.
Action: Agreed
2. Matters arising – The Post Elections Decision Making Process paper.
Action: Noted
3. Residual Waste Treatment Project.
Action: Noted
4. Haulage Tender Report.
Action: Agreed

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

Contracts and Performance Update

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

A summary of the key discussions are replicated as follows:

- *Tonnages being treated through the Organic Waste Treatment Contract remain higher than for the same period last year.*
- *The monthly level of contamination at the MRFs slightly increased from January to February.*
- *Analysis of textile bank tonnage has identified levels of contamination at 6% in January 2017. A contamination guide has been developed for site staff.*
- *Following protracted discussions a settlement has been agreed with the supplier of caddy liners due to issues of non-conformance. Consideration being given to purchasing a digital micrometer to enhance contract monitoring activities.*
- *Prognosis with regard to this year's NILAS target remains optimistic for the arc21 region as a whole.*
- *It is recommended that the Joint Committee endorse the main elements of the street sweepings service contract specification as follows:*
 - *Service contract for the delivery of street sweepings to a nominated delivery site(s) and thereafter for treatment including a recycling and recovery component;*
 - *Contract shall expire on the 29 November 2019 with an optional extension of up to a further 12 months;*
 - *No minimum guaranteed tonnage;*
 - *Core payment based on Price per Tonne of Feedstock Material delivered as a charge to the Authority/Member Councils;*
 - *Provision for the accommodation of deliveries during night time hours;*
 - *Default Schedule of Penalties applied for non-performance; and*
 - *Evaluation shall be on the basis of the most economically advantageous tender received with the application of a quality/price based on a 30% / 70% ratio split.*
- *It is recommended that the Joint Committee agree to seeking a 12 months extension to the WEEE Contract for the collection and processing of household WEEE material from Designated Collection Facilities (DCF's) under the control of a Council; and*
- *It is recommended that the Joint Committee agree to seeking a 12 months extension to the Batteries Contract for the collection and processing of household batteries from Designated Collection Facilities (DCF's) under the control of a Council;*

Following discussion the Joint Committee agreed to endorse the recommendations in relation to the approval of the main elements of the street sweepings contract specification and the extension of the WEEE and Batteries contracts, and note the rest of the report.

Action: Agreed

In terms of the Educational Vehicle service, reference was made to the potential use at the forthcoming Garden Ireland event in Antrim. Mr Burnett confirmed that he would check the availability of the vehicle in this regard.

Action: Mr Burnett

WEEE Regulations 2013 - Proposed Collection Targets for 2017

Mr Burnett presented a report to advise the Joint Committee on the consultation originating from DEFRA.

He reported that DEFRA had contacted a number of key stakeholders, including arc21, inviting comments on proposals relating to the setting of 2017 WEEE collection targets for producers.

Comments were invited by 10 March 2017 and following consultation with a number of parties, and in view of the time constraints, a response was formulated and submitted within the prescribed timeframe. A copy of which was presented for noting.

Following discussion the Joint Committee agreed to note the response.

Action: Noted

WEEE Improvement Fund Project

Mr Burnett presented a report to advise the Joint Committee on the final position in respect to the WEEE Improvement Fund re-use project.

He reported that, arc21, in conjunction with ERP and Refresh Appliances, was successful in obtaining £60,000 of grant funding from the UK WEEE Improvement Fund in December 2015 to increase the capability for re-use. This followed a UK wide competition for a limited amount of funding.

In our grant application, we proposed to double the number of sites served by Refresh Appliances with associated doubling of units collected and tonnes reused.

Refresh Appliances is a social enterprise organisation which was established in 2013 with a pledge to reduce waste, improve the environment and help young people gain truly valuable skills in a growing industry. It collects predominantly 'white good' type items e.g. cookers, washing machines, tumble dryers etc. and restores them using trained technicians and engineers. Following extensive safety and quality tests they are made available for sale to the public.

Mr Burnett reported that the actual increase in tonnage diverted to reuse was 45.1% greater than predicted and that this clearly demonstrated that adopting a partnership approach which utilises the appropriate skill set from local government, social enterprises and the private sector in Northern Ireland can deliver sustainable economic, environmental and social benefit.

Members enquired if more details could be provided about the figures on refurbishment and Mr Burnett confirmed that he would look into this matter.

Action: Mr Burnett

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Consultation on an Industrial Strategy for Northern Ireland

Mr Burnett presented a report to advise the Joint Committee on the consultation issued by the Department for the Economy.

He reported that the purpose of the consultation was to seek views on the Department for the Economy's proposals for a new Industrial Strategy entitled '*Economy 2030*'.

The closing date for responses is 25 April 2017.

The consultation paper poses seven generic questions, however it is considered more appropriate to submit a written response which enables the focus of the response to be concentrated on matters relevant to the function of arc21. A draft response was presented for consideration.

It was recommended that the Joint Committee endorse the draft response, subject to any further amendments to take account of further contributions or developments prior to the closing date, for submission to the Department for the Economy.

Following discussion the Joint Committee agreed to endorse the response.

Action: Agreed

AOB

Mr Craig reported that the main telephone number for the arc21 offices had now changed to 02890 373000 and asked Members and Officers to note the new number. He also reported that the Fax Number was being cancelled due to there being no longer a need for fax facilities.

Action: Noted

Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 27 April 2017 and hosted by Belfast City Council.

Action: Noted

Chairman

ITEM 3
ARC21 JOINT COMMITTEE
Meeting No 021
Hosted by Antrim and Newtownabbey Borough Council
MINUTES
Thursday 29 June 2017

Members Present:

Councillor B Duffin	Antrim and Newtownabbey Borough Council
Councillor M Rea	Antrim and Newtownabbey Borough Council
Alderman R Gibson (<i>Deputy Chair</i>)	Ards and North Down Borough Council
Councillor A Cathcart	Ards and North Down Borough Council
Councillor D O'Loan (<i>Chair</i>)	Mid and East Antrim Borough Council
Councillor B Adger	Mid and East Antrim Borough Council
Councillor D Curran	Newry, Mourne and Down District Council

Members' Apologies:

Alderman A Carson	Ards and North Down Borough Council
Councillor G Milne	Belfast City Council
Councillor J Bunting	Belfast City Council
Councillor M Collins	Belfast City Council
Councillor O Gawith	Lisburn & Castlereagh City Council
Councillor L Poots	Lisburn & Castlereagh City Council
Alderman J Tinsley	Lisburn & Castlereagh City Council
Councillor R Wilson	Mid and East Antrim Borough Council
Councillor G Craig	Newry, Mourne and Down District Council
Councillor S Burns	Newry, Mourne and Down District Council

Officers Present:

J Quinn	arc21
G Craig (<i>Secretary</i>)	arc21
H Campbell	arc21
K Boal	arc21
B McKeown	arc21
M Laverty	Antrim and Newtownabbey Borough Council
T Walker	Belfast City Council
P Thompson	Mid and East Antrim Borough Council
A Wilkinson	Newry, Mourne and Down District Council
J Parkes	Newry, Mourne and Down District Council

Officers' Apologies:

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

Apologies

Apologies were noted.

Action: Noted

The Chair welcomed the new Joint Committee Member from Antrim and Newtownabbey Borough Council, Councillor Brian Duffin, to the meeting.

He informed the meeting of the recent passing of a former Member, Councillor Mervyn Jones, and on behalf of the Committee noted his deepest sympathies to the Family.

He advised that Mr Canice O'Rourke, Director of Newry, Mourne and Down District Council was retiring tomorrow and on behalf of the Committee thanked him for his support and input over the years and wished him a happy and healthy retirement. Accordingly, he welcomed Mr Adam Wilkinson to the Committee who was the new officer representative from Newry, Mourne and Down District Council.

Finally, the Chair informed the Committee that Mr Ricky Burnett, Policy and Operations Director at arc21, had recently taken ill but that he was recovering well at home and hoped to return to work shortly. Best wishes were forwarded accordingly.

Action: Noted

Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement. There were no conflicts noted.

Action: Noted

Minutes

The minutes of Joint Committee meeting 020 held on 20 March 2017 were agreed.

Action: Agreed

Matters Arising from the Minutes

Page 6 - Education Vehicle - Mr Craig informed the meeting that, following enquiries in relation to participating at the Garden Ireland event in Antrim, arc21 was unable to be represented at this event due to the fact that it had been oversubscribed and that participation could be looked at for 2018 and the associated costs involved.

Page 6 - WEEE Improvement Plan - Mr Craig presented a breakdown of the appliances collected from Recycling Centres by Refresh Appliances Ltd for refurbishment and reuse. Following discussion a Member requested that it would be useful to find out the actual amount of appliances left at the Bring Centres in total.

Action: Mr Burnett

The Chair advised Members that the meeting would now be formally dealt with 'in committee'.

In Committee

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

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

1. In Committee Minutes of Joint Committee Meeting No. 020 held on 20 March 2017. **Action: Agreed**
2. Matters arising - there were no matters arising. **Action: Noted**
3. Residual Waste Treatment Project. **Action: Noted**
4. Tender for Supplies Contract. **Action: Agreed**

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

Contracts and Performance Update

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

A summary of the key discussions are replicated as follows:

- *Tonnages being treated through the Organic Waste Treatment Contract are notably higher than for the same period last year.*
- *All Councils received bagged compost in time for Compost Week 2017 giveaway at the reduced rate.*
- *The monthly level of contamination in Lot 1 MRF Contract increased monthly from March to May 2017 and rose in Lot 2 between April and May 2017.*
- *Increased throughput through the Bring Contract in May 2017 across Glass, Paper and Textiles.*
- *The new arc21 Haulage Contract commenced on 1st June 2017.*

Following discussion the Joint Committee agreed to note the report.

Action: Agreed

Audit Committee Annual Report

Mr Craig presented Members with the Audit Committee annual report setting out the achievements and key issues in respect of the year to March 2017.

This included the following:

1. Members who served on the Audit Committee

Councillor Owen Gawith – Chair; Alderman Angus Carson – Deputy Chair; Councillor Beth Adger; Councillor Stephen Burns; and the independent member Mr John Balmer (Antrim and Newtownabbey Borough Council).

In addition, during the year Alderman Alan Graham and Councillor Declan O'loan served on the Audit Committee and the Chair of the Audit Committee recorded his appreciation of both Alan and Declan for their commitment and service.

2. The key issues dealt with by the Audit Committee during the year

The purpose of this report is to provide a summary to the Joint Committee of the key issues that have been considered and discussed by the Audit Committee during the 2016/17 financial year, the assurances received and the areas requiring attention.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Audit Committee Update Report

Mr Craig presented Members with an update on the activities the Audit Committee dealt with recently for information purposes.

The report contained:

- *The Executive Summary of the meeting held on 2 June 2017;*
- *The approved Minutes of the meeting held on 26 January 2017 (approved on 2 June 2017);*
- *The Effectiveness of the Audit Committee for the year to March 2016;*
- *The updated Terms of Reference;*
- *The recently developed Audit Committee Handbook;*
- *The Draft Statement of Accounts for the year to March 2017; and*
- *The Supplier Payments Summary April 2016 to April 2017.*

In regards to the Draft Statement of Accounts, Mr Craig informed Members that the accounts had now been presented to the Local Government Auditor for review and that the review process had recently got underway. He informed Members that the Joint Committee had performed satisfactorily, from a financial point of view, in the year to March 2017.

Mr Craig also took the opportunity to thank Mr McKeown, the arc21 Principal Accountant who was in attendance, for his continued help and support in the preparation of the Accounts.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

AOB

Site Tour to Cookstown Textile Recyclers in Randalstown - following the meeting Members were asked to meet in the foyer to board a coach to the facility.

Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 27 July 2017 and hosted by Newry, Mourne and Down District Council in Downshire Civic Centre, Downpatrick.

Action: Noted

Chairman

HISTORICACTION SHEET – REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING23 August 2017

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		RTS MEETING – 18 MAY 2016			
RTS/77/2016	Additional Off-road car parking at Kilbroney Municipal Cemetery, Rostrevor	Officers undertake a feasibility study into request to provide additional off street car parking at Kilbroney Municipal Cemetery, Rostrevor, and as part of the study to consider best use of the piece of ground identified for possible parking as opposed to using the greenfield site.	K Scullion	No progress to report as yet.	N
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	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				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	Part 4 now completed. Part 5 at Tender Stage for works.	N
		RTS MEETING – 20 APRIL 2016			
RTS/60/2016	Opening and closing of toilets in Newcastle	An audit/review of all Council owned toilets be carried out looking at issues such as usage; consultation with users; possibility of charging a minimal fee for usage with any money raised to be put back into upgrading toilet facilities; details of cleaning schedules; opening/closing times; extended opening hours during busy periods. A report be brought back to a subsequent R&TS Meeting on	J Parkes	A detailed evaluation of all public toilets, including condition, footfall and cleaning regime is being carried out with a view of bringing back recommendations for Members to consider.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		these issues.			
		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	Ongoing. Putting together expressions of interest document. To go out next month	N
		RTS MEETING – 18 NOVEMBER 2015			
RTS/123/2015	Lease agreement – Hilltown Handball Court	Council enter into a lease agreement in respect of Hilltown Handball Court.	K Scullion	In progress - issue with right of way.	N
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	K Scullion		N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>investigate if this could be moved and report back to the Committee.</p> <p>Councillor Casey asked if officials could investigate if a bus shelter could be provided on the Drummond Road, off the Armagh Road if this area was in the Newry, Mourne and Down Council area.</p>		Being considered under current policy requirements.	N
RTS MEETING 17 JUNE 2015					
RTS/73/2015	Japanese Knotweed and Giant Hogweed, Rossmara Park, Warrenpoint	<p>Appoint external contractors to carry out works to rebuild the wall in line with Building Control and engineer reports.</p> <p>Clarification from the Council's Solicitor with regards to the expenditure of accrued money from the legacy Newry and Mourne District Council for the</p>	C Jackson	<p>Engineering Company carried out bore hole testes on site October 2016. Results of tests used as a design solution. Remedial work costs received are excessive. Revised design</p>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>maintenance of the wall.</p> <p>To convene a meeting with the Housing Executive at the highest level to ascertain maintenance of this area after Japanese knotweed and giant hogweed has been eradicated and works to the wall completed.</p>		<p>solution Feb 2017 to go back to tender March 2017.</p> <p>Tender process carried out in March 2017 and a contractor to be appointed in due course. Work completed.</p>	
RTS/46/2015	Summary Review Report – Reservoir Bill (NI) Future	To include the costs of this survey work in the 2016/17 Rate Estimates with a view to carrying out the Reservoir Surveys in the Spring of 2016.		Estimates costs will be added for consideration to next year's budget estimates.	N