

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

RTS/M

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**Minutes of the Regulatory and Technical Services Committee Meeting held on Tuesday 20 November 2018 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry**

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**Chairperson:** Councillor C Casey

**Members:** Councillor T Andrews Councillor W Clarke  
Councillor G Craig Councillor D Curran  
Councillor G Fitzpatrick Councillor H Harvey  
Councillor A McMurray Councillor G Stokes  
Councillor D Taylor

**Officials in Attendance:** Mr R Moore, Director of Neighbourhood Services  
Ms M Ward, Director of Enterprise, Regeneration and Tourism  
Mr J McBride, Assistant Director, Waste Management  
Mr A McKay, Chief Planning Officer  
Mr L Dinsmore, Head of Waste Processing  
Mr K Scullion, Assistant Director Facilities Management and Maintenance  
Mr E Newell, Acting Assistant Director, ERT  
Ms G Kane, Head of Facilities Management  
Ms C McAteer, Democratic Services Officer

**RTS/165/2018: APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Trainor, Ruane and Macauley.

Councillor Casey advised that Johnny McBride had been appointed as Assistant Director, Waste Management on a temporary basis for a number of months due to the absence of the substantive post holder. He welcomed Johnny and wished him well in his new role.

**RTS/166/2018: DECLARATIONS OF "CONFLICTS OF INTEREST"**

There were no declarations of Conflicts of Interest.

**RTS/167/2018: INVITATION TO APPLY FOR THE PARTICIPATION TO URBELAC-4-EC & IDB PROGRAM**

Mr Hannaway, Chief Executive, advised he had been contacted by the Co-Ordinator of URBELAC Network, a programme co-funded by DG REGIO and the Inter-American Development Bank which focused on harmonising social development, urban productivity and environmental protection in the context of the increasing concentration of population in urban areas and the central role played by cities in development processes. This edition of the programme involved 18 cities, 9 of which were from Europe, and invited Newry, Mourne and Down District Council to participate. The focus would be on the Circular Economy.

Mr Hannaway said all participation costs would be covered by the URBELAC Network and he recommended the Council get involved and submit an application.

**AGREED:**                    **On the proposal of Councillor Stokes, seconded by Councillor Craig, it was agreed to recommend the Council participate in the URBELAC-4-EC&IDB Program at no cost to the Council.**

**RTS/168/2018:**        **ACTION SHEET OF THE REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 17 OCTOBER 2018**

**Read:**                      Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 17 October 2018. *(Circulated)*.

**AGREED:**                    **It was unanimously agreed the Action Sheet of 17 October 2018 be noted and actions removed as marked.**

#### **FOR CONSIDERATION AND/OR DECISION**

**RTS/169/2018:**        **NEIGHBOURHOOD SERVICES BUSINESS PLAN UPDATE**

**Read:**                      Report dated 20 November 2018 from Mr R Moore, Director of Neighbourhood Services regarding mid-year assessment of Directorate Business Plans 2018-2019 . *(Circulated)*.

**AGREED:**                    **On the proposal of Councillor Stokes , seconded by Councillor Andrews , it was agreed to recommend approval of the Mid-Year Assessment of the Neighbourhood Services Business Plan 2018-2019 outlined in Appendix 1.**

**RTS/170/2018:**        **HOLIDAY ARRANGEMENTS FOR CHRISTMAS AND NEW YEAR FOR NEIGHBOURHOOD SERVICES**

**Read:**                      Report dated 20 November 2018 from Mr Liam Dinsmore, Head of Waste Processing and Gail Kane, Head of Facilities Management regarding holiday arrangements for Christmas and New Year for Refuse Collection and Household Recycling Centres and Burial Arrangements. *(Circulated)*.

**AGREED:**                    **On the proposal of Councillor Stokes, seconded by Councillor Andrews , it was agreed to recommend:-**

- a. Arrangements as circulated be noted.**
- b. Arrangements be made to publicise alternative dates e.g. newspaper, as appropriate, advertisement, web-site and social media.**
- c. Hours of business for Household Recycling Centres to be prominently displayed at sites.**
- d. Details relating to Burials to be communicated to all Undertakers and Funeral Homes, as required, together with relevant call-out numbers for Duty Officer.**

In response to a query from Councillor Andrews, Mr Moore said that updated bin collection calendars would be issued when the new bin contract commenced in April 2019. A limited number of calendars had been printed and would be available on request together with a digital version.

**FOR CONSIDERATION AND/OR DECISION –  
BUILDING CONTROL AND LICENSING**

**RTS/171/2018: STREET TRADING DESIGNATION AT ORIEL DRIVE,  
DOWNPATRICK**

**Read:** Report dated 20 November 2018 from Mr F Quinn, Head of Licensing and Enforcement, regarding a request to designate a site at Oriel Drive, Downpatrick, for Street Trading. *(Circulated)*.

**AGREED:** **On the proposal of Councillor Curran , seconded by Councillor Andrews , it was agreed to recommend that taking into consideration the request received and the consultation to date, to designate Oriel Drive, Downpatrick for street trading and to advertise for potential traders and physically mark out the trading bay.**

**PLANNING**

**RTS/172/2018: CURRENT APPEALS**

**Read:** Report of current appeals in October 2018. *(Circulated)*.

**AGREED:** **On the proposal of Councillor Craig, seconded by Councillor Clarke, it was unanimously agreed to note the above Report.**

**RTS/173/2018: RECORD OF MEETINGS BETWEEN PLANNING OFFICERS AND  
PUBLIC REPRESENTATIVES NOVEMBER 2018-2019**

**Read:** Report on Record of Meetings between Planning Officers and Public Representatives November 2018-2019. *(Circulated)*.

**AGREED:** **On the proposal of Councillor Craig, seconded by Councillor Clarke, it was unanimously agreed to note the above Report.**

**RTS/174/2018: PLANNING COMMITTEE PERFORMANCE REPORT  
- OCTOBER 2018**

**Read:** Report on Planning Committee Performance for October 2018. *(Circulated)*.

**NOTED:** **On the proposal of Councillor Craig, seconded by Councillor Clarke, it was unanimously agreed to note the above Report.**

## **FOR CONSIDERATION AND/OR DECISION – FACILITIES MANAGEMENT AND MAINTENANCE**

### **RTS/175/2018: BUS SHELTER AT BALLYMACARN ROAD, SPA, BALLYNAHINCH**

**Read:** Report dated 20 November 2018 from Ms G Kane, Head of Facilities Management advising a request had been received on behalf of Alan McCoubrey to relocate the bus shelter at Ballymacarn Road, Spa, Ballynahinch, in order to comply with planning conditions as part of his proposed application to erect new dwellings and garages at Ballymacarn Road, Spa, Ballynahinch. *(Circulated)*.

**AGREED:** **On the proposal of Councillor Harvey, seconded by Councillor Craig, it was unanimously agreed to recommend approval in principle to the removal of this bus shelter to allow this development to proceed, subject to satisfactory proof that this was a planning requirement. Should the bus shelter be removed then its replacement would be subject to the new site meeting the requirements of the Council Bus Shelter Policy.**

In response to a query from Councillor Casey, Mr Scullion confirmed a request for a bus shelter at Drummond Road on the main Armagh Road, Newry, had failed on the grounds that there was not sufficient usage at this location.

**AGREED:** **It was agreed officials investigate ownership/usage of a bus shelter further up the Armagh Road and report back to the RTS Committee.**

## **WASTE MANAGEMENT**

### **RTS/176/2018: REVIEW OF OPERATIONS AT HOUSEHOLD RECYCLING CENTRES**

**Read:** Report dated 20 November 2018 from Mr L Dinsmore, Head of Waste Processing re: progress relating to review of operations at household recycling centres. *(Circulated)*

**AGREED:** **On the proposal of Councillor Clarke, seconded by Councillor Andrews, it was unanimously agreed to approve the following recommendations:-**

- 1. Officers finalise a Review for HRC's to meet Key Issues. Target for completion by end Q3.**
- 2. In anticipation that savings will be achieved through a better distribution of wastes at the centres and better control of wastes as received, that appropriate target reduction be made to Rates Estimates.**
- 3. To facilitate the completion and scope of the Report, Council approve the following principles:**

**(a) Council to continue to accept Commercial Wastes (at a limited number of sites), details to be provided at centres to be**

proposed in the Review Report, with appropriate controls to be identified.

- (b) **Report to make recommendations relating to opening hours and staffing levels to be achieved at no additional cost.**
- (c) **Recommendations to ensure that waste receipting protocols are harmonised across the Council District.**
- (d) **Appropriate safeguarding practices be adopted to ensure the principle of a 'safe place of work' for centre staff, including the consideration of a 'barring policy' for centre users who do not adhere to centre protocols relating to conduct and the receipt of waste.**
- (e) **Consideration to be made to amend Centre Licence to accept rubble to amount at 25 kgs in accordance with definition of Household Waste.**
- (f) **Proposals to be brought forward to provide clarity in respect of wastes received from charities and other groups.**
- (g) **In recognition as to significant Communications Strategy required, Officers to work with WRAP, to seek to secure funding for costs of such campaign. Consideration to also be given to better communicate and to rebrand the centres as 'Household recycling centres.'**

**At the request of Councillor Clarke it was also agreed that officials investigate the provision of permits for van drivers who dispose of rubbish for members of the public.**

**RTS/177/2018: FINANCIAL RE-PROFILING FOR CAPITAL BUDGET**

**Read:** Report dated 20 November 2018 from Mr Liam Dinsmore, Head of Waste Processing re: re-profiling for Waste Management 2018/2019: Waste Management Budget. *(Circulated)*.

**AGREED:** **On the proposal of Councillor Stokes, seconded by Councillor Craig, it was agreed to recommend that the Waste Management Budget be re-profiled to accommodate the Projects as detailed in the report circulated, within the current Rates Capital Project Budget.**

**RTS/178/2018: DFI RE: WEED-SPRAYING IN THE NEWRY, MOURNE AND DOWN AREA**

**Read:** Letter dated 30 October 2018 from the Department of Infrastructure regarding weed-spraying in the Newry, Mourne and Down Area. They advised that work was expected to be completed by the end of October/early November 2018 – however this would be dependent on weather conditions as dry, calm conditions were required for spraying to be fully effective. *(Circulated)*.

**AGREED:** **It was unanimously agreed to note the above correspondence.**

Members commented that there should be a more joined-up approach on this issue between the various Statutory Agencies including DFI Roads; the Council and NIHE.

## **FOR NOTING**

### **RTS/179/2018: HISTORIC ACTION SHEET**

**Read:** Historic Action Sheet. (*Circulated*).

**AGREED:** **On the proposal of Councillor Craig, seconded by Councillor Stokes, it was unanimously agreed the Historic Action Sheet be noted and actions removed as marked.**

### **ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014**

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

**On the proposal of Councillor Stokes, seconded by Councillor Taylor, it was agreed to exclude the public and press from the meeting during discussion on these items.**

### **RTS/180/2018: LEASE OF UNIT 2 WARRENTPOINT SQUARE, WARRENPPOINT**

**Read:** Report dated 20 November 2018 from Mr Kevin Scullion, Assistant Director of Facilities Management regarding approval to extend the lease of Unit 2, Warrenpoint Square, Warrenpoint. (*Circulated*).

### **RTS/181/2018: ARC 21 REVENUE COSTS**

**Read:** Report dated 20 November 2018 from Mr Roland Moore, Head of Neighbourhood Services informing Members of the proposed Council contribution to ARC21 revenue costs for the three year period from 2019/20 to 2021/22 as detailed in Appendix 1. (*Circulated*).

### **RTS/182/2018: VEHICLE PROCUREMENT UPDATE**

**Read:** Report from Mr Roland Moore, Director of Neighbourhood Services regarding Five (5) year capital budget plan for Replacement Vehicles – Revised Vehicles Replacement Priorities. (*Circulated*).

**Councillor Andrews proposed and Councillor Stokes seconded to come out of closed session.**

**When the Committee was out of closed session the Chairman reported the following had been agreed:-**

Extension of lease of Unit 2 Warrenpoint Square

**AGREED:** **On the proposal of Councillor Taylor, seconded by Councillor Craig, it was agreed to approve the recommendation outlined in Section 4 of the report dated 20 November 2018 to approve the extension of the lease for Extreme 26 at Unit 2, The Square,**

**Warrenpoint for a further 5 years based on the information contained in the report and also to approve seeking Expressions of Interest for Unit 1 at Warrenpoint Square to be leased out as a retail unit**

ARC 21 Revenue Costs

**AGREED:** On the proposal of Councillor Curran, seconded by Councillor Craig, it was agreed to approve the recommendation outlined in Section 3 of the report dated 20 November 2018 to agree to the Council contribution to ARC 21 costs over the three year period from 2019/20 to 2021/2022 as per Appendix 1 circulated with the report.

5 Year Capital Budget Plan for replacement vehicles –  
Revised vehicle replacement priorities

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Fitzpatrick, it was agreed to approve the recommendations outlined in Section 3 of the report dated 20 November 2018 to:-

- 1) **Approve recommendations to replace 4-No existing Refuse Collection vehicles in 2018/19 period.**
- 2) **Approve recommendation to replace these vehicles by utilising the ESPO Purchasing Framework No.215, Direct Award, at the cost outlined in the report at paragraph 3.1. These vehicles are:-**
  - **2011 RCV, Reg. SJZ 3488**
  - **2011 RCV, Reg. SJZ 4057**
  - **2011 RCV, Reg. SJZ 4058**
  - **2012 RCV, Reg. TJZ 6559**
- 3) **Approve recommendation that future changes in vehicle replacement priorities can be undertaken by Council Officers without the need for prior RTS/NS Committee approvals, subject to changes remaining within the 5-Year Capital Vehicle Replacement Budget (2017-22).**

There being no further business the meeting ended at 7.00 pm.

For adoption at the Council Meeting to be held on Monday 3 December 2018.

**Signed:** **Councillor Charlie Casey**  
**Chairperson of Regulatory & Technical Services Committee**

**Signed:** **Mr R Moore**  
**Director of Neighbourhood Services**