

May 18th, 2018

**Notice Of Meeting**

You are invited to attend the Regulatory & Technical Services Committee Meeting to be held on **Wednesday, 23rd May 2018 at 6:00 pm** in the **~Boardroom Monaghan Row Newry~**.

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

**Chair:** Councillor J Trainor

**Vice Chair:** Councillor V Harte

**Members:**

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

# Agenda

- 1.0 Apologies and Chairperson's Remarks.
- 2.0 Declarations of "Conflict of Interest".
- 3.0 Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 18 April 2018. (Attached).

📎 *RTS Action Sheet.pdf*

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## *Presentations*

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- 4.0 Presentation by Habitat by Jenny Williams, Chief Executive Habitat NI.

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## *For Consideration and/or Decision*

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- 5.0 To consider the following Notice of Motion in the name of Councillor W Clarke re.Council phasing out the use of single use plastic products (Attached)..

**Newry, Mourne and Down Council will become a single use plastic free council by phasing out the use of single use plastic products such as bottles, cups, cutlery and drinking straws in Council activities, any new catering contracts which come up for tender will also include a requirement to cut single-use plastic waste.**

**Council will also encourage our facilities users, local businesses and other local public agencies to do the same by promoting alternatives, such as reusable water bottles, Council will provide a free water dispenser in our main reception areas in civic and leisure buildings and to investigate installing water drinking fountains throughout the Council area."**

- Councillor McMurray be invited to be in attendance for discussion on this item
- (NB: This Motion was referred from the Council Meeting of 8 May 2018)

📎 *Report re. Notice of Motion.pdf*

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## *For Consideration and/or Decision - Building Control and Licensing*

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**6.0 Car park tariff pre-review report. (Attached)**  
📄 *Report -Carpark tariffs.pdf* Page 13

**7.0 Anti-Social Behaviour in the area to the rear of the Town Hall, Warrenpoint. (Attached).**  
📄 *Report - Antisocial behaviour.pdf* Page 15

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***For Consideration and/or Decision - Planning***

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**8.0 Planning 2018 Planning Committee Performance Report. (Attached).**  
📄 *April 2018 Committe Performance Report.pdf* Page 21

**9.0 Record of meetings between Planning Officers and Public Representatives 2017-2018. (Attached).**  
📄 *Record of Mtg between Planning Officers & Public Reps 2017-2018.pdf* Page 24

**10.0 Current Appeals. (Attached).**  
📄 *Current Appeals.pdf* Page 26

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***For Consideration and/or Decision - Facilities Management and Maintenance***

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**11.0 Report re. Bus Shelter requests. (Attached).**  
📄 *Report re. Bus Shelter Requests.pdf* Page 37

**12.0 Report re. Abandoned Boat in Dundrum Bay. (Attached).**  
📄 *Report re. Abandoned Boat in Dundrum Bay.pdf* Page 42

**13.0 Report re. Participation in Best Kept/Tidy Towns and Ulster in Bloom Competitions. (Attached).**  
📄 *Report re. Participation in Best Kept Tidy Towns and Ulster in Bloom Competitions.pdf* Page 53

**14.0 Report re. Revised Charges and Incomes – Cemeteries. (Attached).**  
📄 *Report re. revised Charges and Income - Cemeteries.pdf* Page 56

## **15.0 Report re. Request from Libraries NI to erect a sign at the Upper Square, Castlewellan. (Attached).**

 *Report re. Request form Libraries NI to erect a sign at the Upper Square, Castlewellan.pdf*

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### *For Consideration and/or Decision - Waste Management*

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## **16.0 Report re. Bulky Collection Service. (Attached).**

 *Report re. Bulky Collection.pdf*

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### *For Noting*

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## **17.0 Historic Action Sheet.**

 *Historic Action Sheet RTS 23 May2018.pdf*

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### *Items Restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (NI) 2014*

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## **18.0 Report re: Charges for collection and disposal of waste at Caravan sites (To follow).**

This item is deemed to be exempt 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.

 *Report - Caravan Sites May 18.pdf*

*Not included*

## **19.0 Report re. Bunscoil an luir. (Attached).**

This item is deemed to be exempt 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.

 *Report Bunscoil an luir.pdf*

*Not included*

# Invitees

Cllr Terry Andrews	<a href="mailto:terry.andrews@nmandd.org">terry.andrews@nmandd.org</a>
Cllr Naomi Bailie	<a href="mailto:naomi.bailie@nmandd.org">naomi.bailie@nmandd.org</a>
Cllr Robert Burgess	<a href="mailto:robert.burgess@nmandd.org">robert.burgess@nmandd.org</a>
Lorraine Burns	<a href="mailto:lorraine.burns@nmandd.org">lorraine.burns@nmandd.org</a>
Cllr Pete Byrne	<a href="mailto:pete.byrne@nmandd.org">pete.byrne@nmandd.org</a>
Mr Gerard Byrne	<a href="mailto:gerard.byrne@nmandd.org">gerard.byrne@nmandd.org</a>
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Cllr William Walker	<a href="mailto:william.walker@nmandd.org">william.walker@nmandd.org</a>
Mrs Marie Ward	<a href="mailto:marie.ward@nmandd.org">marie.ward@nmandd.org</a>

**ACTION SHEET ARISING FROM RTS MEETING HELD ON WEDNESDAY 18 APRIL 2018**

<b>Minute Ref</b>	<b>Subject</b>	<b>Decision</b>	<b>Lead Officer</b>	<b>Actions taken/ Progress to date</b>	<b>Remove from Action Sheet Y/N</b>
RTS/046/2018	Action Sheet update – refuse collection charges for Caravan Park Owners	<b>A report be brought back to the RTS Committee on this matter</b>	L Dinsmore	<b>Report going to May meeting.</b>	
RTS/047/2018	Neighbourhood Services Business Plan 2018-2019	<b>Adopt the proposed Neighbourhood Services Business Plan as detailed in Appendix 2 circulated at the meeting.</b>	R Moore	<b>Complete</b>	Y
RTS/048/2018	Neighbourhood Services Transformation Project	<p><b>Officers continue to undertake research into benchmarking and best practice for the Neighbourhood Services Proposal.</b></p> <p><b>A workshop be arranged before the end of June 2018 for all Elected Members to help shape the vision and requirements for the new service.</b></p> <p><b>Members note the indicative delivery framework in Appendix 1 as the proposed approach to the Neighbourhood Services Transformation.</b></p>	R Moore	<p><b>Ongoing</b></p> <p><b>In progress</b></p>	<p>N</p> <p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/049/2018	ERT Business Plan	<b>Note the contents of the Report and to agree to The Enterprise, Regeneration and Tourism Business Plan (2018-19) and to approve the section of the Business Plan which referred to Neighbourhood Services Supporting Actions 2018-2019 (7.0).</b>	M Ward	<b>Noted</b>	
RTS/050/2018	Street Trading designation at Mary Street/The Square, Rostrevor	<b>Taking into consideration that there was available trading days at the existing designated area in The Square and both traders were willing to share the pitch, refuse the request to designate Mary Street/The Square, Rostrevor for Street Trading.</b>	C Jackson	<b>Refusal issued to applicant for Mary Street ,but Licence issued to trade in the Square</b>	Y
RTS/051/2018	Proposed installation of height restriction barriers at Downs Road and Glen River car parks in Newcastle	<b>Approval to install bespoke concept design Height Restriction Barriers, incorporating a silhouette of the Mountains of Mourne, at Downs Road and Glen River car parks (a total of 3 height restriction barriers) and the associated spend and also to</b>	C Jackson	<b>Order placed for barriers and all work to be complete by the end of June 2018.</b>	Y



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p><b>authorise the reconfiguration of Donard car park to facilitate dedicated motor home parking.</b></p> <p><b>Noted that the bespoke barriers were more expensive than the basic barrier but the proposal was made on the basis of maintaining and enhancing the seafront location of the car parks which were in an area of outstanding natural beauty and also to reflect the huge investment of the legacy Down Council in upgrading the promenade.</b></p> <p><b>Authority be delegated to officers to procure the most suitable bespoke height restriction barriers.</b></p> <p><b>Officers continue to review the allocation of 6 dedicated motor home bays in Donard Park to ensure this was sufficient to meet demand.</b></p>			
RTS/056/2018	Regen Waste Facility at Carnbane Newry	<b>A Cross Party delegation of Councillors, who had already met</b>	A McKay/Eoin Devlin	<b>Meeting to be arranged.</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>with the residents, meet again to include representatives from the Council's Environmental Health Department and the Planning Enforcement Team; representatives from NIEA and local residents to discuss issues of concern regarding the operation of the Regen Recycling facility at Carnbane.</p>			
RTS/057/2018	Capital Project – Public Conveniences	<p><b>Endorsement of the action plan as outlined below:-</b></p> <p><b>In order to move this project forward, and a number of other FM&amp;M capital projects, it was proposed to establish a Project Team using existing resources within the Department, with agreement of Human Resources Department. The Project Teams role would be formed initially for the duration of this financial year with a review of this taking place as part of the overall review of the Neighbourhood Services (NS) Directorate.</b></p>	K Scullion	<b>Proposal with HR for consideration/ Agreement/ Action</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>All existing Danfo PC's would be inspected by Danfo Contractor to identify issues with each unit which require remedial action and that these actions be addressed prior to the summer season.</p> <p>A review be carried out in relation to cleaning frequency and extent of cleaning carried out on the Danfo PC's and changes required to keep these units to an acceptable standard be agreed and implemented.</p> <p>Requests for new or relocation of PC facilities be considered first by the cross Directorate Study Group (to be established) with recommendations coming back to the RTS Committee for consideration.</p> <p>At the request of Councillor Clarke it was also agreed that a printed record be kept on the wall of each public convenience showing when they were cleaned.</p>		<p>Inspections completed 12 May 2018. Awaiting recommendation for repairs.</p> <p>Under consideration.</p> <p>Noted</p> <p>Noted</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/058/2018	Capital Projects: FM&M Department	<b>Proceed to tender for the projects listed in Appendix A (circulated). The award of tender would follow, subject to award within the agreed budget provided for each of the capital projects listed:-</b>	K Scullion	<b>Further reports on progress with various agreed capital projects to be provided when available.</b>	Y
RTS/059/2018	Environmentally sustainable option of planting Christmas trees	<b>Seek agreement with local communities identified within the Report to the planting of a Christmas tree at an agreed location in the community where it could be shown that the site was suitable.</b>  <b>Officers investigate suitable site(s) within all the District Electoral Areas where sustainable trees could be planted for this season, including locations put forward by Members at the meeting – Kilcoo, Clough, Killyleagh.</b>	K Scullion	<b>No further progress to report to date.</b>	Y
RTS/060/2018	Acquisition of vehicles 2017-2022	<b>To note the above report.</b>	L Dinsmore	<b>Update report scheduled for August meeting.</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/061/2018	Presentation by Jenny Williams, Chief Executive, Habitat	<p><b>Habitat NI be invited to May RTS Committee to make a presentation on their organisation and plans in the District.</b></p> <p><b>That officers undertake "an Expression of Interest" process to implement a re-use scheme with appropriate partner(s) within the Council District and that proposal be submitted to Council, June 2018.</b></p>	Lorraine Burns/Barbara McMillan	<p><b>Presentation scheduled for May meeting.</b></p> <p><b>Ongoing</b></p>	<p>Y</p> <p>N</p>
RTS/062/2018	Completion of Household Civic Amenity Site at Downpatrick	<p><b>RPS, Consulting Engineers to be appointed to prepare Bill of Quantities for NEC 3 Contract, Option B Contract, with associated Budget Planning and Final Report at cost of £6439.00.</b></p> <p><b>Existing Lease to be extended at Cloonagh Road for a further period of 6 months, to ensure a CAS site continues to be available during the construction phase for the new site, with option for month to month extensions if required.</b></p>	L Dinsmore	<p><b>Ongoing</b></p> <p>Arrangements currently being made to extend lease.</p>	<p>N</p> <p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>Regular Project Progress Reports as to progress to be communicated to Committee during the Construction Phase.</b>		Ongoing	N
RTS/063/2018	Fleet Policy	<p><b>The Fleet Policy as submitted be endorsed by RTS Committee and thereafter by the Council.</b></p> <p><b>The Fleet Policy be implemented and amended as necessary to operationalize the Policy and be reviewed at the end of a six-month period and thereafter every 4 years, to ensure it remained reflective of legislative developments.</b></p>	L Dinsmore	<p><b>Review scheduled for October.</b></p> <p>Ongoing</p>	N
RTS/064/2018	Filling of vacant posts in Refuse and Cleansing	<b>Note the report and that to ensure the completion of the process it was required that Human Resources and Refuse Management work closely so that all posts could be filled on a permanent basis, within target timelines.</b>	L Dinsmore	<b>Ongoing</b>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>It was hoped to achieve full staffing by the end of June 2018.</b>			
RTS/065/2018	Council representative on arc21	<b>Officers contact Arc21 to ensure their records were updated to reflect that Councillor W Clarke was the Council representative on Arc21 (replacement for Councillor S Burns) and that he should be receiving invitations to future meetings.</b>	R Moore	<b>Complete</b>	Y
		<b>ITEMS LISTED BELOW WERE TAKEN IN CLOSED SESSION</b>			
RTS/068/2018	Proposal to purchase Christmas illuminations	<b>Approve the recommendations detailed in para 3.1 of the Officer's report and that all items be fully checked and verified by appropriate Council staff before being purchased.</b>	K Scullion	<b>In Progress</b>	Y
RTS/069/2018	Concrete pathway to Dechomet Cemetery, Moneyslane	<b>Approve the recommendations detailed in paragraph 3.1 of the Officer's report with a further condition agreed by the Committee to put a cap on the final budget for the contract.</b>	K Scullion	<b>In progress</b>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
RTS/070/2018	Bio Waste Contract	<b>To approve the recommendations detailed in para 3.0 of the Officer's report</b>	R Moore	<b>Complete</b>	Y
RTS/071/2018	Review of "glass in blue bins process"	<b>Note the review of "Glass in Blue Bins Process" by the Audit Services Manager</b>	G Byrne	<b>Noted</b>	



<b>Report to:</b>	Regulatory and Technical Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> May 2018
<b>Subject:</b>	Notice of Motion received from Councillor Clarke
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)
<b>Contact Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)

<b>Decisions required:</b>	
To consider the Notice of Motion agree to Officer's recommendations:	
<ul style="list-style-type: none"> <li>• <b>Establish cross-departmental Officer working group to develop action plan for motion.</b></li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>To consider Motion referred from Council Meeting of 8 May 2018:</p> <p>"Newry, Mourne and Down Council will become a single use plastic free council by phasing out the use of single use plastic products such as bottles, cups, cutlery and drinking straws in council activities, any new catering contracts which come up for tender will also include a requirement to cut single-use plastic waste.</p> <p>Council will also encourage our facilities users, local businesses and other local public agencies to do the same by promoting alternatives, such as reusable water bottles, Council will provide a free water dispenser in our main reception areas in civic and leisure buildings and to investigate installing water drinking fountains throughout the council area."</p>
1.2	Councillor Clarke formally proposed the motion, which was seconded by Councillor McMurray and referred, in accordance with Standing Order 16.1 (6), to the RTS Committee for consideration and report.
<b>2.0</b>	<b>Key issues:</b>
2.1	The motion and issues contained therein, if adopted, will require cross-departmental working as no single Directorate or Department has responsibility for addressing the issues raised in the motion.
2.2	<p>Should the RTS committee agree to the motion, then a cross-departmental Officer working group should be established to address the required actions. This should include Officers from Environmental Health, Sustainability, Waste Management, Procurement, Facilities Management and Maintenance, Leisure &amp; Sport and any other relevant Officers.</p> <p>The working group should meet and develop an action plan for the issues detailed in the motion and report back to the RTS committee for approval on the action plan.</p>

<b>3.0</b>	<b>Recommendations:</b>
3.1	That the Committee agree to establish cross-departmental Officer working group to develop action plan for motion and report back to RTS committee for approval.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time to set up working group and develop action plan. Any additional resource implications will be highlighted as part of action plan.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	N/A

<b>Report to:</b>	Regulatory and Technical Services Committee.
<b>Date of Meeting:</b>	23 <sup>rd</sup> May 2018
<b>Subject:</b>	Car Park tariff pre review report
<b>Reporting Officer (Including Job Title):</b>	Mr Colum Jackson, Assistant Director, Enterprise, Regeneration and Tourism.
<b>Contact Officer (Including Job Title):</b>	Mr Gary McCurry, Duty Manager, Off Street Parking Function.

**Decisions required:** Members are asked to note the contents of the report.

**For noting only.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>On 19<sup>th</sup> January 2018, a sitting of a special Council in the Downpatrick Civic Centre chambers ratified the decision to increase the car parking tariff to an equitable 40p per hour across all 11 Pay and Display Council operated facilities. Incorporated within this decision was the undertaking to conduct a 6 month review post implementation. The amended tariff came into effect on 4<sup>th</sup> April 2018, therefore the review period would commence during October 2018.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>The intended review will undertake an analysis of car park occupancy and revenue data post 4<sup>th</sup> April 2018, in comparison to a similar preceding period. Furthermore, consideration will be attributed to the following contributions:</p> <ul style="list-style-type: none"> <li>• Comments provided by members of the public.</li> <li>• Comments provided by members of the business community.</li> <li>• Submissions provided by elected representatives.</li> <li>• Any other relevant submissions.</li> </ul> <p>The 40 pence per hour tariff introduced on 4<sup>th</sup> April 2018 provides a standardized and equitable fee across all 11 charged car parks within the District, regardless of which settlement utilized, however regular users can benefit from a reduced rate via the monthly or quarterly 'season ticket' option, which would equate to 32.5 pence per hour. Details regarding season tickets are advertised on the Council website.</p>
<b>3.0</b>	<b>Recommendations:</b>
3.1	Members are asked to note the content of this report. This report is for ' <b>Noting Only.</b> '
<b>4.0</b>	<b>Resource implications:</b>
4.1	N/A
<b>5.0</b>	<b>Equality and good relations implications:</b>

5.1	N/A
<b>6.0</b>	<b>Appendices:</b> None

<b>Report to:</b>	Regulatory & Technical Services Committee.
<b>Date of Meeting:</b>	23rd May 2018
<b>Subject:</b>	Anti-Social Behaviour in the area to the rear of the Town Hall Warrenpoint.
<b>Reporting Officer (Including Job Title):</b>	Mr Colum Jackson, Assistant Director, Enterprise, Regeneration and Tourism.
<b>Contact Officer (Including Job Title):</b>	Mr Gary McCurry, Duty Manager, Off Street Parking Function.

**Decisions required: - *To note the contents of the report and consider my proposed course of action.***

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>Arising from the Warrenpoint DEA Forum, an issue exists with regards to Anti-Social Behaviour (ASB), in the area to the rear of Warrenpoint Town Hall, which is in proximity to two small Council operated public car parks, Kings Lane and East Street.</p> <p>The car park locus is reasonably concealed from the main thoroughfares within the town and offers an element of seclusion for congregating youths.</p> <p>Statistics collated and published by the Police Service of Northern Ireland (PSNI), identified approximately 15-20 incidents of ASB in this general area throughout 2017. Additionally, there have been 5 incidents of ASB reported from Jan-Mar 2018. The precise location and exact nature of the incidents cannot be determined as collated data only makes reference to ASB and generalises the location as being in the vicinity of the car parks. Undoubtedly many instances go unreported therefore it would be fair to assume that the figure should possibly be increased.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>An issue identified as possibly contributing to the ASB, is the presence of a significant concrete wall which demarcates the perimeter of both car parks, which allegedly provides convenient seating for those partaking in the ASB. In view of this, I was requested to research associated costs and general viability in removing the wall in the hope of alleviating or minimising the ASB.</p> <p>A contractor has thus provided the quotation at Appendix 1.</p> <p>It is essential to have the perimeter of the car park demarcated by some type of boundary in order to prevent encroachment by vehicles onto pedestrian walkways. If the wall was removed then the boundary line as per option 1 (back to back kerb line), could potentially create a trip hazard and option 2 (bollards), would simply provide seating on bollards as opposed to the wall.</p> <p>Furthermore, I would have grave concerns that removing the wall could possibly</p>

	<p>encourage gathering youths to sit on the bonnets of cars parked in the car park, thus compounding the problem.</p> <p>Research was also conducted with regards to the installation of anti-sitting studs, placed on top of the walls to deter the behaviour however, health and safety concerns were highlighted around this type of apparatus, with the potential to cause injury resulting in litigation.</p> <p>Three additional factors should also be taken into consideration:</p> <p>(a). Recent improvement works at Warrenpoint Municipal Park are due for completion in August of this year. This could potentially have a bearing on attracting the youths away from the car parks and become the new focal point, as the park will incorporate apparatus for young persons.</p> <p>(b). The new apartment development at Kings Lane, which is directly beside and overlooks both the car parks concerned, is also near completion. With residents occupying these apartments, this decreases the seclusion of the area and increases the likelihood of ASB being reported to the PSNI, which in turn should reduce, minimise the problem.</p> <p>(c). The car park lighting at these sites is dated. Prior to the onset of the winter months it would be my intention to upgrade the existing lamps to LED lighting. This action should significantly improve the quality and brightness of the lighting in the area, which again should help reduce/displace incidents of ASB, as offenders tend to gravitate to more dimly lit areas.</p> <p>I do not believe that the removal of the wall is the solution to this ASB issue. The removal and associated civil work cost of around £4000, would not guarantee resolution, indeed it could possibly introduce other problems.</p> <p>The three factors identified above should make a positive contribution regarding the issue. Other avenues should also be explored with relevant agencies, i.e. PSNI/PCSP or youth work organisations to possibly engage with the youths, if not previously carried out.</p>
<b>3.0</b>	<b>Recommendations: -</b>
3.1	<ul style="list-style-type: none"> <li>• RTS Committee Members are asked to note the content of the above report and agree with my proposed course of action, i.e. Install LED lighting in the car parks and maintain the presence of the existing car park walls.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<ul style="list-style-type: none"> <li>• Cost of purchase and installation of LED lighting for the sites. (Approximately £1500)</li> </ul>
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	<ul style="list-style-type: none"> <li>• This solution would exhibit a proactive and practical approach to alleviating the ASB, whilst providing value for money.</li> </ul>
<b>6.0</b>	<b>Appendices</b>

Appendix 1: Quotation for wall removal.

Appendix 2: Overview of area

Appendix 3: Photographs of car park boundary walls.

**Appendix 1:**

**To demolish the car park wall and dispose of the associated rubble. £1800 + VAT.  
Options for boundary line:**

**(1). To supply and lay kerb boundary line, with kerbs laid in a double line back to back. £1920 + VAT.**

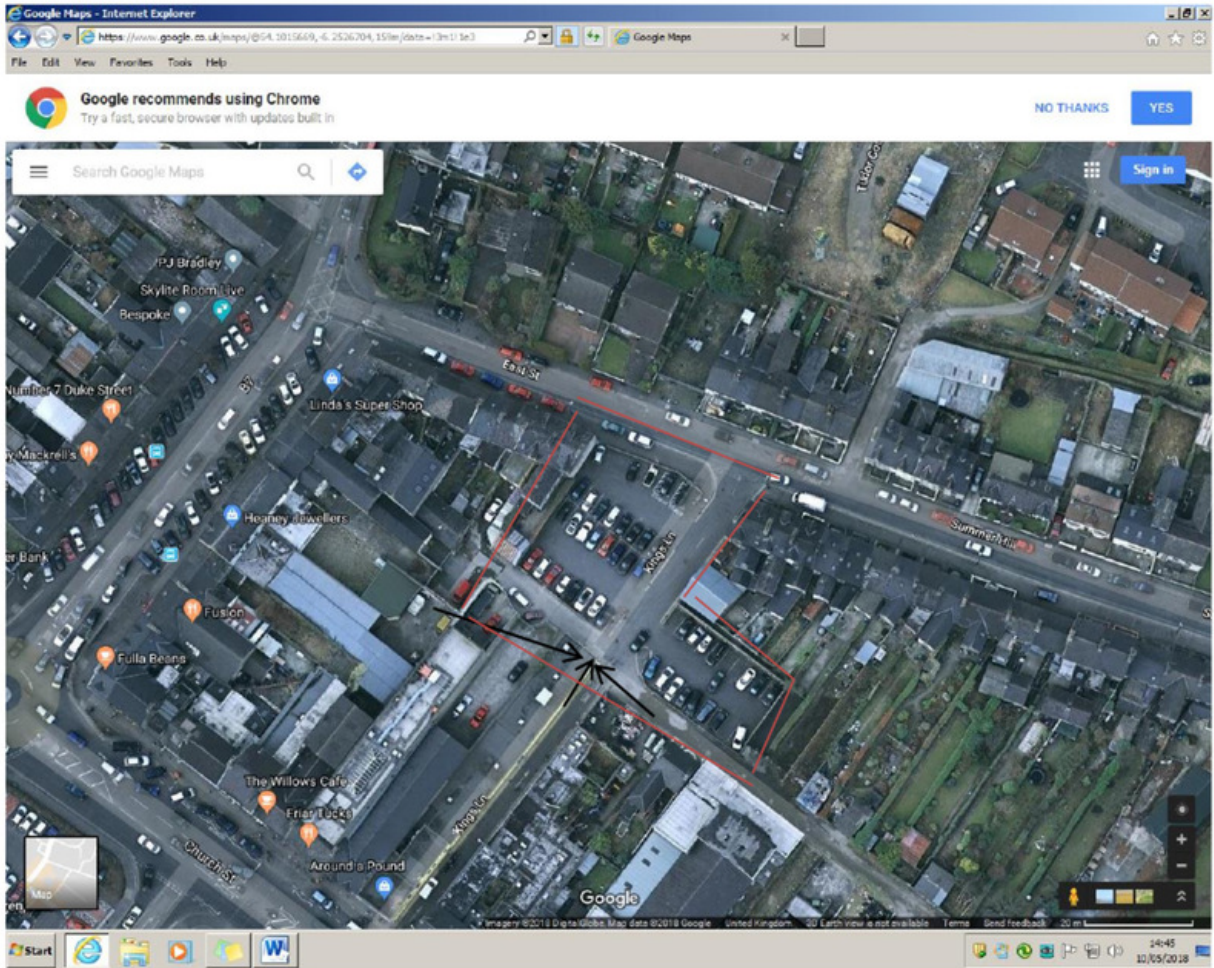
**OR**

**(2). To supply and install concrete traffic bollards as a boundary line. £3125 + VAT.**

**Total cost would therefore be in the region of £3720 - £4925 + VAT dependent upon the specification required.**

**Appendix 2:**

- **Red outline borders the car parks concerned.**
- **Black arrow identifies the new apartment block location.**





**Appendix 3:**



Appendix 3: Continued.



## Newry, Mourne & Down District Council – April 2018

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### 1. Live Applications

MONTH 2017/18	NEW APPLICATIONS	LIVE APPLICATIONS	LIVE APPLICATIONS OVER 12 MONTHS
April	129	914	222

### 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	510	182	79	33	110	<b>914</b>

### 3. Live applications per Case Officer

Month 2017/18	Average number of Applications per Case Officer
April	51

### 4. Decisions issued per month

Month 2017/18	Number of Decisions Issued	Number of Decisions Issued under delegated authority
April	130	111

### 5. Decisions Issued YTD

Month 2017/18	Number of Decisions Issued	Breakdown of Decisions	
April	130	Approvals (103)	79%
		Refusals (27)	21%

### 6. Enforcement Live cases

Month 2017/18	<=1yr	1-2 yrs	2-3 yrs	3-4 yrs	4-5 yrs	5+yrs	Total
April	305	220	101	77	84	124	<b>911</b>

## Newry, Mourne & Down District Council – April 2018

22

### 7. Planning Committee

Month	Number of Applications presented to Committee	Number of Applications Determined by Committee	Number of Applications Withdrawn/ Deferred for future meeting
11 April 2018	25	20	5
<b>Totals</b>	<b>25</b>	<b>20</b>	<b>5</b>

### 8. Appeals

#### Planning Appeal Commission Decisions issued during April 2018

Area	Number of current appeals	Number of decisions issued	Number of decisions Allowed	Number of decisions Dismissed	Other decisions
Newry & Mourne	15	4	1	3	0
Down	6	1	0	1	0
<b>TOTAL</b>	<b>21</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>0</b>

## Newry, Mourne & Down District Council – April 2018

23

### Statutory targets monthly update - up to February 2018 (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 <sup>1</sup>	Average processing time <sup>2</sup>	% of cases processed within 30 weeks	Number received	Number decided/withdrawn <sup>1</sup>	Average processing time <sup>2</sup>	% of cases processed within 15 weeks	Number opened	Number brought to conclusion <sup>3</sup>	"70%" conclusion time <sup>3</sup>	% of cases concluded within 39 weeks
April	0	1	91.8	0.0%	127	113	19.0	38.9%	35	20	64.2	60.0%
May	1	2	109.7	0.0%	150	157	17.4	45.9%	32	46	60.5	56.5%
June	2	2	72.4	0.0%	125	205	18.4	42.9%	32	21	64.5	52.4%
July	1	1	127.2	0.0%	133	141	18.8	41.8%	32	19	111.8	52.6%
August	1	1	247.6	0.0%	145	134	16.3	42.5%	29	28	61.6	42.9%
September	1	-	0.0	0.0%	132	153	18.2	41.2%	46	25	57.4	48.0%
October	0	2	276.3	0.0%	136	152	17.4	44.1%	29	41	31.6	85.4%
November	0	1	185.2	0.0%	130	167	14.0	54.5%	24	9	50.4	66.7%
December	1	2	271.0	0.0%	123	104	16.2	39.4%	19	5	41.7	80.0%
January	0	-	0.0	0.0%	126	94	19.1	44.7%	21	14	57.4	64.3%
February	0	2	214.6	0.0%	85	118	16.3	47.5%	26	23	48.6	60.9%
March	0	-	0.0	0.0%	0	-	0.0	0.0%	0	-	0.0	0.0%
<b>Year to date</b>	<b>7</b>	<b>14</b>	<b>131.2</b>	<b>0.0%</b>	<b>1,412</b>	<b>1,538</b>	<b>17.2</b>	<b>44.2%</b>	<b>325</b>	<b>251</b>	<b>53.4</b>	<b>60.2%</b>

#### Note

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

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

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

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

DATE OF MEETING	PLANNING OFFICER'S NAME/S	PUBLIC REPRESENTATIVE'S NAME
3/4/17	A McKay	M Ritchie MP
4/4/2017	A McAlarney	Cllr Walker
20/4/17	P Rooney	M Ritchie MP
27/4/17	A McAlarney	C McGrath MLA
27/04/17	A McAlarney M Keane	Cllr W Clarke
09/05/2017	A McAlarney	C McGrath MLA
11/5/17	A McKay	M Ritchie MP
1/6/17	A McAlarney	C McGrath MLA
2/6/17	G Kerr	Cllr J Tinnelly
20/06/17	A McAlarney	Cllr Walker
04/08/2017	A McAlarney	Colin McGrath
04/08/2017	G Kerr	Cllr David Taylor
15/08/2017	P Rooney G Kerr	Justin McNulty MLA
25/08/2017	G Kerr	Cllr J Tinnelly
06/09/2017	A McAlarney	Cllr Curran
12/09/2017	A McAlarney	Cllr Devlin
15/09/2017	A McAlarney	Colin McGrath
21/09/2017	G Kerr	Cllr David Taylor
05/10/2017	A McAlarney	Colin McGrath (Office staff Carmel OBoyle attending)
05/10/2017	A McAlarney	Sean Doran
6/10/17	A Hay	Cllr Walker + Jim Shannon MP
06/10/2017	A McAlarney	Cllr Walker Jim Shannon
06/10/2017	G Kerr P Rooney	Cllr David Taylor
09/10/2017	G Kerr	Cllr Brian Quinn
20/10/2017	G Kerr O O'Toole	Cllr David Taylor
23/10/2017	G Kerr	Cllr J Tinnelly
24/10/2017	A McKay G Kerr	Cllr J Tinnelly
27/10/2017	P Rooney	Cllr Brian Quinn
31/10/2017	A McAlarney	Cllr Harry Harvey
03/11/2017	G Kerr	Cllr D McAteer
06/11/2017	G Kerr	Cllr G Fitzpatrick
07/11/2017	L O'Hare	Cllr D McAteer
15/11/2017	A McAlarney	Colin McGrath
17/11/2017	G Kerr	Cllr Brian Quinn
20/11/2017	G Kerr P Rooney	Cllr Brian Quinn

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

25

24/11/2017	A Davidson	Cllr David Taylor
28/11/2017	A Davidson	Cllr Terry Hearty
01/12/2017	G Kerr	Cllr J Tinnelly
11/12/2017	A McAlarney	Cllr Walker Jim Shannon MLA
18/12/2017	A McAlarney	Cllr W Clarke
31/01/2018	A McKay	C Hazzard MP
02/02/2018	A McAlarney	Cllr Walker
13/02/2018	A McAlarney	Cllr Enright
16/02/2018	A McAlarney	Colin McGrath MLA
22/02/2018	A McAlarney	Cllr William Walker
09/03/2018	A McAlarney	Cllr Sharvin
21/03/2018	A McAlarney	Colin McGrath
26/03/2018	A McAlarney	Cllr Walker
29/03/2018	A McAlarney	Cllr Sharvin
23/04/2018	A McAlarney	Cllr Walker Cllr Andrews
27/04/2018	A McAlarney	Cllr Burgess
30/04/2018	A McAlarney	Cllr Walker
30/04/2018	A McAlarney	Cllr Fitzpatrick





## Current Appeals

27

<b>ITEM NO</b>	<b>3</b>		
<b>Planning Ref:</b>	LA07/2017/0371/	<b>PAC Ref:</b>	2017/A0158
<b>APPELLANT</b>	Kieran And Briega King	<b>DEA</b>	Newry
<b>LOCATION</b>	56a Drumintee Road Meigh		
<b>PROPOSAL</b>	Newry Retention of existing caravan port at rear of dwelling		
<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>	<b>Written Reps with Site Visit</b>	<b>Date Appeal Lodged</b>	07/11/2017
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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<b>ITEM NO</b>	<b>4</b>		
<b>Planning Ref:</b>	LA07/2015/1123/	<b>PAC Ref:</b>	2017/A0161
<b>APPELLANT</b>	Quayside Propoeties Ltd	<b>DEA</b>	Newry
<b>LOCATION</b>	2-3 Sugarhouse Quay Lisdrumgullion		
<b>PROPOSAL</b>	Newry Demolition of remaining parts of building for health and safety reasons		
<b>APPEAL TYPE</b>	DC - Refusal of LB Consent		
<b>Appeal Procedure</b>	<b>Written Reps with Site Visit</b>	<b>Date Appeal Lodged</b>	15/11/2017
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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## Current Appeals

28

**ITEM NO** 5  
**Planning Ref:** LA07/2017/0687/ **PAC Ref:** 2017/A0168  
**APPELLANT** Steven And Diane Campbell **DEA** The Mournes  
**LOCATION** 30m North Of 94 Greencastle Road  
 Kilkeel  
 RT34, 4DF  
**PROPOSAL** Infill site for new dwelling and garage in existing cluster (amended plans)

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

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

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

## Current Appeals

29

<b>ITEM NO</b>	<b>7</b>		
<b>Planning Ref:</b>	LA07/2017/0786/	<b>PAC Ref:</b>	2017/A0178
<b>APPELLANT</b>	Walter Watson	<b>DEA</b>	Slieve Croob
<b>LOCATION</b>	4 Drumnaquoile Road Castlewellan		
<b>PROPOSAL</b>	Replacement dwelling and detached garage		

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

<b>ITEM NO</b>	<b>8</b>		
<b>Planning Ref:</b>	LA07/2017/0856/	<b>PAC Ref:</b>	2017/A0181
<b>APPELLANT</b>	Brian Hollywood	<b>DEA</b>	Slieve Gullion
<b>LOCATION</b>	20 Lough Road Mullaghbawn RT35 9XP		
<b>PROPOSAL</b>	Proposed change of use from Spa Centre Business to dwelling with some minor renovations		

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

## Current Appeals

30

<b>ITEM NO</b>	<b>9</b>		
<b>Planning Ref:</b>	LA07/2017/0319/	<b>PAC Ref:</b>	2017/A0188
<b>APPELLANT</b>	Mr Sean O'Hare	<b>DEA</b>	Slieve Gullion
<b>LOCATION</b>	10A Limekiln Road Newry BT35 7LX		
<b>PROPOSAL</b>	Retention of authorised treatment facility for end-of-life vehicles, including access road and all associated site infrastructure, including areas of hardstanding, drainage systems, all buildings, structures, racks, fencing and gates		
<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>	<b>Informal Hearing</b>	<b>Date Appeal Lodged</b>	12/12/2017
<b>Date of Hearing</b>		<b>18/04/2018</b>	
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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<b>ITEM NO</b>	<b>10</b>		
<b>Planning Ref:</b>	LA07/2017/0018/	<b>PAC Ref:</b>	2017/A0189
<b>APPELLANT</b>	Rozanna Huq	<b>DEA</b>	Downpatrick
<b>LOCATION</b>	To The South Of 24 Crossgar Road East Crossgar BT30 9ER		
<b>PROPOSAL</b>	Proposed 2no infill dwellings and garages (Amended site plan received re: Site splays).		
<b>APPEAL TYPE</b>	DC - Conditions of Approval		
<b>Appeal Procedure</b>		<b>Date Appeal Lodged</b>	11/12/2017
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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## Current Appeals

31

<b>ITEM NO</b>	<b>11</b>		
<b>Planning Ref:</b>	LA07/2017/0563/	<b>PAC Ref:</b>	2017/A0201
<b>APPELLANT</b>	Mr John Morgan	<b>DEA</b>	Crotlieve
<b>LOCATION</b>	Land 20m North Of 24 Ballyvally Mayobridge		
<b>PROPOSAL</b>	RT34 2RT 2 dwellings with detached garages to rear		
<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>	<b>Informal Hearing</b>	<b>Date Appeal Lodged</b>	09/03/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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

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## Current Appeals

32

<b>ITEM NO</b>	<b>13</b>		
<b>Planning Ref:</b>	LA07/2017/1138/	<b>PAC Ref:</b>	2017/A0209
<b>APPELLANT</b>	Bernard Morgan	<b>DEA</b>	Newry
<b>LOCATION</b>	Adjacent To And Immediately South East Of No.1 Newtown Court Newtown Road Clonogue		
<b>PROPOSAL</b>	Erection of Agriculture Buildings		
<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>	<b>Informal Hearing</b>	<b>Date Appeal Lodged</b>	11/01/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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<b>ITEM NO</b>	<b>14</b>		
<b>Planning Ref:</b>	LA07/2016/0952/	<b>PAC Ref:</b>	2017/A0213
<b>APPELLANT</b>	D & M Downey	<b>DEA</b>	Newry
<b>LOCATION</b>	113-117 Dublin Road Newry		
<b>PROPOSAL</b>	RT35 RQP Sub-division of part of existing bulky goods retail warehouse (No 115) to provide 3 No. ground floor class A1 retail units with new shopfronts (the 3 No. units to operate without compliance with the bulky goods condition on approval P/1993/0605); and western extension of site area		
<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>	<b>Informal Hearing</b>	<b>Date Appeal Lodged</b>	18/01/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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## Current Appeals

33

**ITEM NO** 15  
**Planning Ref:** LA07/2016/1331/ **PAC Ref:** 2017/A0214  
**APPELLANT** Ms Joanna Magee **DEA** Downpatrick  
**LOCATION** Lands Adjoining And Between 57 And 61 Churchtown Road  
 Downpatrick  
**PROPOSAL** Two detached dwellings and garages

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

**ITEM NO** 16  
**Planning Ref:** LA07/2017/0770/ **PAC Ref:** 2017/A0228  
**APPELLANT** Mr And Mrs J McPolin **DEA** Slieve Croob  
**LOCATION** 13 Downpatrick Road  
 Ballynahinch  
 RT24 RSH  
**PROPOSAL** Proposed detached garage, rear extension to dwelling and extended  
 site curtilage

**APPEAL TYPE** DC- Refusal of Planning Permission  
**Appeal Procedure** **Date Appeal Lodged** 20/02/2018  
**Date of Hearing**  
**Date Statement of Case Due for Hearing**  
**Date Statement of Case Due - Written Representation**  
**Date of Site Visit**

## Current Appeals

34

<b>ITEM NO</b>	<b>17</b>		
<b>Planning Ref:</b>	LA07/2017/0823/	<b>PAC Ref:</b>	2017/A0246
<b>APPELLANT</b>	Adrian McParland	<b>DEA</b>	Slieve Gullion
<b>LOCATION</b>	Adjacent And 30m South-west Of No.20 Newry Road Belleek		
<b>PROPOSAL</b>	Armanh Site for dwelling and garage (Policy CTY8)		

<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>		<b>Date Appeal Lodged</b>	09/03/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

<b>ITEM NO</b>	<b>18</b>		
<b>Planning Ref:</b>	LA07/2017/1095/	<b>PAC Ref:</b>	2017/A0251
<b>APPELLANT</b>	Mr William Jordan	<b>DEA</b>	Rowallane
<b>LOCATION</b>	1 Milltown Lane Carsontown Road Saintfield		
<b>PROPOSAL</b>	Detached garage and store (partly constructed)		

<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>		<b>Date Appeal Lodged</b>	15/03/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			



## Current Appeals

35

<b>ITEM NO</b>	<b>19</b>		
<b>Planning Ref:</b>	LA07/2017/1175/	<b>PAC Ref:</b>	2017/A0252
<b>APPELLANT</b>	Stuart Moffett	<b>DEA</b>	Crotlieve
<b>LOCATION</b>	15m West And To The Rear Of 81 Cloughanramer Road Newry		
<b>PROPOSAL</b>	RT34 1OG Erection of a dwelling on a farm		
<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>		<b>Date Appeal Lodged</b>	09/03/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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<b>ITEM NO</b>	<b>20</b>		
<b>Planning Ref:</b>	LA07/2017/1627/	<b>PAC Ref:</b>	2017/A0254
<b>APPELLANT</b>	Mr Gerard Donnelly	<b>DEA</b>	Slieve Gullion
<b>LOCATION</b>	20 Metres East Of 15 Newry Road And 45 Meters North Of 96 Maphoner Road Mullaghbawn		
<b>PROPOSAL</b>	Proposed 2 No. dwellings on an in-fill site		
<b>APPEAL TYPE</b>	DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>		<b>Date Appeal Lodged</b>	21/03/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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## Current Appeals

<b>ITEM NO</b>	<b>21</b>		
<b>Planning Ref:</b>	LA07/2017/1400/	<b>PAC Ref:</b>	2017/E0046
<b>APPELLANT</b>	Nu Screen Ltd	<b>DEA</b>	Slieve Croob
<b>LOCATION</b>	70 Ballywillwill Road Castlewellan		
<b>PROPOSAL</b>	RT31 91 G Erection of engineering workshop and the carrying on of a fabrication and glazing business		
 <b>APPEAL TYPE</b>	 DC- Refusal of Planning Permission		
<b>Appeal Procedure</b>		<b>Date Appeal Lodged</b>	17/01/2018
<b>Date of Hearing</b>			
<b>Date Statement of Case Due for Hearing</b>			
<b>Date Statement of Case Due - Written Representation</b>			
<b>Date of Site Visit</b>			

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<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> May 2018
<b>Subject:</b>	Report on Bus Shelter Requests
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)
<b>Contact Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director Facilities Management & Maintenance

<b>Decisions required:</b>	
To note the contents of the report, and consider and agree to:	
<ul style="list-style-type: none"> <li><b>Bus Shelter Recommendations</b></li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department for Infrastructure to erect and maintain on any road within the district, shelters for the protection from weather of persons waiting to enter public service vehicles.</p> <p>At its Monthly Meeting held on 7<sup>th</sup> September 2015 the Council agreed a policy and set of procedures to be used to address requests for the erection and removal of bus shelters in the Council area.</p> <p>Attached at Appendix 1 is a report providing an update on requests with recommendations provided for approval/consideration.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	The recommendations provided are in line with Council Policy on bus shelters.
<b>3.0</b>	<b>Recommendations:</b>
3.1	That the Committee approve the recommendations and or give direction on matters contained within Appendix 1.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time. Capital budget within this financial year for provision of bus shelters. Capital budget of £135,000 over financial years 2017/18 to 2021/2022
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Report on Bus Shelter Requests

## **Appendix 1: Report on Bus Shelter Request**

### **Section A: Bus Shelters Requests for consideration to Approve/Decline**

#### **1. New bus shelter at Ballymagreehan Road, Castlewellan**

##### **Background & Summary of Findings to date**

An initial request was received on 6<sup>th</sup> March 2017 for a bus shelter to be erected at Ballymagreehan Road, Castlewellan

Table 1 below summarises consultation process which has been carried out having regard to Council Policy Requirements.

**Table 1**

<b>Consultee</b>	<b>Response</b>	<b>Comment</b>
Transport NI	TNI objected as they have concerns that the proposed location may result in the visibility splay at the junction being obscured for drivers emerging onto the main A50 from Ballymagreehan Road	Does not comply with Policy
PSNI	No objections	Complies with Policy
Translink	Only 2 buses serve this location per day. There would be a few school children in the morning going to St. Malachy's but not enough to warrant a shelter	Does not comply with Policy
Local property owners/residents within 50 metre radius of proposed site	One property consulted within a 50m radius. No reply to survey	Complies with Policy

#### **Recommendations**

A bus shelter should not be erected at this location as it does not fulfill all the criteria as per council policy. Usage numbers in a rural location must be a minimum of 10 during the course of a day and Translink expressed concerns regarding road safety issues.

## **2. New bus shelter at Carnany/Bavan Road, Mayobridge**

### **Background & Summary of Findings to date**

An initial request was received on 14<sup>th</sup> February 2017 for a bus shelter to be erected at the junction of Carnany Road/Bavan Road, Mayobridge

Table 2 below summarises consultation process which has been carried out having regard to Council Policy Requirements.

**Table 2**

<b>Consultee</b>	<b>Response</b>	<b>Comment</b>
Transport NI	No objections in principle.	Complies with Policy
PSNI	No objections	Complies with Policy
Translink	Approximately 50 children in the morning	Complies with Policy
Local property owners/residents within 50 metre radius of proposed site	3 properties located within 50 metres of proposed location. No reply from any of the occupiers.	Complies with Policy

### **Recommendations**

A bus shelter should be erected at this location as it meets all the criteria as per Council Policy.

## **3. New bus shelter at Drummond Road/Gosford Road, Newry**

### **Background & Summary of Findings to date**

An initial request was received on 5<sup>th</sup> September 2016 for a bus shelter to be erected at the junction of Drummond Road/Gosford Road, Newry.

Table 3 below summarises consultation process which has been carried out having regard to Council Policy Requirements.

**Table 3**

<b>Consultee</b>	<b>Response</b>	<b>Comment</b>
Transport NI	No objections in principle.	Complies with Policy
PSNI	No objections	Complies with Policy
Translink	Less than 10 passengers per day use this bus stop.	Does not comply with Policy
Local property owners/residents within 50 metre radius of proposed site	No properties within a 50 metre radius	N/A

**Recommendations**

A bus shelter should not be erected at this location as it does not fulfill all the criteria as per Council policy. Usage numbers in a rural location must be a minimum of 10 during the course of a day which are not met in this instance.

**Section B: Bus Shelter Requests under Consideration**

Table 4 below lists requests under consideration with comment on progress

**Table 4**

<b>Location</b>	<b>Comment</b>
Ballyculter Crossroads, Strangford	Being considered under policy – no findings to report.
Upper Strangford Road, Ardglass	Being considered under policy – no findings to report.
Sheepbridge roundabout, Belfast Road, Newry (Newry Bound)	Translink usage figures do not meet criteria. SELB do not keep a usage record. As matters stand application fails to meet minimum usage criteria.
Killard Road/Killard Avenue, Ballyhoran	Translink usage figures do not meet criteria. SELB do not keep a usage record. As matters stand

	application fails to meet minimum usage criteria.
Ballyhornan Village	Translink usage figures do not meet criteria. SELB do not keep a usage record. As matters stand application fails to meet minimum usage criteria.
Silverbridge Road, Newry	All consultations are complete. Proposed site for bus shelter is on private land so permission of land owner is to be sought.
Longstone Road, Ballymartin	Translink usage figures do not meet criteria. SELB do not keep a usage record. As matters stand application fails to meet minimum usage criteria.
Extension to existing Bus shelter on Belfast Road, Saintfield	Translink consulted but no response to date.

<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> May 2018
<b>Subject:</b>	Abandoned Boat in Dundrum Bay
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)
<b>Contact Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director Facilities Management & Maintenance

<b>Decisions required:</b>	
To note the contents of the report, and consider and agree to:	
<ul style="list-style-type: none"> <li><b>Removal of abandoned boat in Dundrum Bay</b></li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Council has ownership rights in relation to Dundrum Bay. For a number of years now there has been an abandoned boat within the bay. The condition of the boat has deteriorated over time and it has not been possible to require the owner to take action to remove the boat from the Bay.</p> <p>This matter was considered at the RTS Committee in June 2017 with the following recommendation being approved.</p> <p><b>On the proposal of Councillor Clarke, seconded by Councillor Burns it was 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.</b></p> <p>The Council invited suitably qualified Contractors for inclusion on a restrictive list, through a PQQ process, as part of a two stage tendering process, to enable the appointment of a Main Contractor to remove the abandoned boat. From this, two contractors have been appointed for a future tender to appoint one contractor to remove the boat. As part of this process a report on the condition of the boat was provided and this is attached at Appendix 1.</p> <p>Recent inspection of the boat has found further physical deterioration of the boat with the port side of the hull having fallen away but still connected.</p> <p>As previously reported, Council Officers have had discussions with DAERA who indicated that it was their view that a Marine Licence would be required for the removal of this boat. There is a four-month processing turnaround on complete applications.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	As noted above.



<b>3.0</b>	<b>Recommendations:</b>
3.1	Proceed to apply for a Marine Licence for the removal of the abandoned boat at Dundrum Bay and upon receipt of Marine licence or exemption from licence, arrange for removal of the boat from one of the two selected contractors appointed on the Restrictive List.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer Time to complete Marine Licence Process and appointment of contractor. Cost to remove boat which will be determined through tender to appoint contractor.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	Appendix 1: Marine Engineer Report on Dundrum Boat.

# CUMMINS MARINE SURVEYS

44

Inismorr House  
42 Main Street  
Dundrum  
C. Down BT 330LY  
N.Ireland

R.G.Cummins, CEngMarEng FIMarEST,FRINA  
Marine Surveyor & Consultant Engineer

Tel 027843751574  
Mob 07802401481

email: regcumminssurveyor@hotmail.com

**Date 5th August 2017**

This is to certify at the request of Mr Kevin Scullion Assistant Director, Facilities Management and Maintenance, Greenbank Industrial Estate, Newry, BT34 2QU, Co.Down

I carried out an inspection on the damaged motor boat in Dundrum Inner Bay, Co.Down on 4th August 2017

## **Vessel's dimensions:**

Overall Length 20.7 mtrs (68 ft)

Estimate overall width of vessel 3.65 mtrs (12 ft)

Breadth at stern of vessel 2.90 mtrs ( 9ft 6ins)

Depth of 9ft taken on port side from gunwale (top side) to ground sand level at mid length of the vessel

## **Construction of vessel:**

Vessel is an all wooden construction of double diagonal planking approx 25mm thick built up on oak hull frames with an oak keel. Vessel has an aluminium superstructure (wheelhouse) with port and starboard side deck walkways of wooden planking approx 1 mtr wide along each side of the superstructure.

Aft of the wheelhouse is an open style deck with wooden deck planking.

Wheelhouse superstructure is positioned at a distance of 4.3 mtrs from the stern extends over a length of 8.8 mtrs.

## **History of vessel:**

Information at hand this motor boat was built before start of world war II. Vessel was towed by owner many years ago from Kilkeel to Dundrum. Owner moored this vessel in its present position on the northern side in Dundrum Bay at a distance of approx 300 mtrs from the entrance onto the shore. This entrance can be assessed off the main Newcastle to Belfast road convenient to the weekly car market site.

## **Present state of this motor boat.**

Vessel is lying on its starboard side facing seawards entrance into Dundrum Bay. Vessel does not float due to the forward starboard section of the vessel being broken away. When the tide is in, water enters the lower part of the hull. When the tide leaves the vessel the water drains out of the vessel. Vessel is only partly submerged when the tide surrounds the vessel.

**Present Condition of The Vessel :****Port side of vessel:**

Port side of the vessel is still in one piece from the stern to the bow. Hull planking in reasonable sound condition

**Stern of vessel:**

Stern section of the vessel still in one piece. Stern section is in reasonable sound condition. Aft section of the keel is above the sand which would be convenient to slide a lifting sling under this section of the keel.

**Starboard side of vessel:**

Aft section of the hull on the starboard side from the stern towards the bow of the vessel over a distance of 13mtr still in one piece. At this distance to the stem (foremost part) of the vessel, hull side has all broken away and missing. Approx length of the hull side missing 8 mtrs.

**Keel:**

Keel of the vessel is still fitted which extends to the bow of the vessel, being securely fastened to the port side of the hull frames and planking. Keel is partially buried in the sand.

**Superstructure - Wheelhouse:**

Superstructure is in one piece which appears in a fair and sound condition. Front windows and some side windows still fitted.

Wheelhouse floor still fitted appears in reason condition. Wheelhouse floor is above the water level when the tide surrounds the vessel in most cases

Aft wooden deck still in one piece no holes or pieces of decking broken or missing

Deck walkways around each side of the wheelhouse still fitted, no holes or parts of deck walkways missing

Directly below the front of the wheel house there is bulkhead which separated the engine room from the front end of the vessel. This bulkhead is broken, sections of this bulkhead missing which leaves free access for water to enter engine compartment and along the entire length of the hull of the vessel.

Forward part of the deck has been broken away from the hull sides, lying on the sand close by starboard side of the hull.

Vessel is fitted with 2 x 8 cylinder marine diesel engines. Both engines and most of the engine compartment would be submerged at high water level.

I would estimate weight of this vessel to be in the region of 30 tons ?

**Access to the Vessel:**

Vessel is lying on reasonable hard ground a mixture of shingles and sand. Ground from entrance onto the shore to the vessel is over mixture of shingles and sand reasonable hard surface. Local oyster farm employees drive over this ground with large tractor and heavy trailer

As a rough guide tide would be clear of the vessel approx 2 hrs before low water time depending on the height of the tide, at least a window of 4 hrs for working. This would need to be more precisely checked.

Should you require any additional information or photographs please feel free to contact me

Kind regards

**Signed: R.Cummins**    *CEngMarEng FIMarEST,FRINA*

**Marine Surveyor**



No.1 photo showing port side of vessel overall length 20.7 mtrs



No. 2 photo showing starboard side of vessel



No.3 photo showing stern view & starboard side of vessel



No.4 photo showing forward section of starboard side hull planking missing. Fore deck in one piece broken away from vessel. Bulkhead division into engine compartment



No.5 photo showing starboard side of vessel



No.6 showing starboard side of hull missing. Keel still fitted



No.7 photo showing vessel sitting on shingles & sand. Aft section of the Keel is raised above the sand (convenient for sliding lifting sling under this part of the keel )



No.8 photo showing 2 x 8 cylinder engines





No.9 photo showing inside wheelhouse



No.10 photo showing ground to vessel



No.11 photo showing tractor driving on shore - ground reasonable hard

<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> May 2018
<b>Subject:</b>	Participation in Best Kept/Tidy Towns and Ulster in Bloom Competitions
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)
<b>Contact Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance ) Liam Dinsmore, Assistant Director: Waste (Acting)

**Decisions required:**

To note the contents of the report:

- **Promotion of community participation in Best Kept/Tidy Towns and Ulster in Bloom competitions**

**1.0 Purpose and Background:**

1.1 The Council continues to support both the Northern Ireland Amenity Council's Best Kept Awards and Translink Ulster in Bloom, both of which look for community participation in making local environments clean and green. Appendix 1 provides a list of the towns and villages which have been entered into each of the competitions.

Best Kept Awards seek out entries which show our towns, villages, schools, healthcare facilities and housing areas in their best light and which demonstrate communities who have pride in their surroundings. Ulster in Bloom looks at entries coming from cities, towns and villages across Northern Ireland focussing on their horticultural achievement, environmental responsibility, and community participation.

The themes involved in participation in Best Kept Awards and Ulster in Bloom are all essential aspects of the Council's Neighbourhood Services initiative, giving communities greater pride and control over the appearance of their local environment. Setting up links with local Groups will take time, effort, and even more so to maintain. Currently resources are not being directed to do this in an effective way. As part of the forthcoming review of the Neighbourhood Services Directorate we will have an opportunity to review this.

However, for this coming year, when Judges from both Best Kept Awards and Ulster in Bloom will be visiting our city, towns and villages between June to August we will make contact with relevant communities in these areas through use of our DEA network of contacts. Letters will be issued to all relevant groups identified to make them aware of the Best Kept Awards and Ulster in Bloom, what the Council is doing in their specific areas which will be of interest to the Judges and the types of activities that communities can do as a means to showing their areas in the best way possible.

**2.0 Key issues:**

- 2.1
- Council continues to support both the Northern Ireland Amenity Council's Best Kept Awards and Translink Ulster in Bloom and has entered a number of towns and villages

	<p>into this year's competitions, which will be judged, between June to August 2018.</p> <ul style="list-style-type: none"> <li>• The themes involved in participation in Best Kept Awards and Ulster in Bloom are all essential aspects of the Council's Neighbourhood Services initiative.</li> <li>• Community participation is an essential part of having and maintaining clean and green local communities.</li> <li>• Through contact with local communities, we enhance their knowledge of participation in Best Kept Awards and Ulster in Bloom and how by working together we make our local communities places to be proud of.</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	For noting.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	Appendix 1: List of entries to Northern Ireland Amenity Council's Best Kept Awards and Translink Ulster in Bloom

Appendix 1: List of entries to Northern Ireland Amenity Council's Best Kept Awards and Translink Ulster in Bloom

<b>Competition</b>	<b>List of Council Entries</b>
Northern Ireland Amenity Council's Best Kept Awards	Newry, Annalong, Bessbrook, Castlewellan, Crossgar, Crossmaglen, Drumaness, Dundrum, Killyleagh, Mayobridge, Rostrevor, Saintfield, Downpatrick, Ballynahinch, Kilkeel, Newcastle, Warrenpoint, Annsborough, Bryansford, Burren, Clough, Killough, Seaforde, Strangford, and Ardglass
Translink Ulster in Bloom	Newry, Warrenpoint, Downpatrick, Newcastle, Ballynahinch, Crossmaglen, Bessbrook, Saintfield, Castlewellan, Killyleagh, Crossgar, Dundrum, Killough, Strangford, Clough, Bryansford, Annsborough, and Burren

<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> May 2018
<b>Subject:</b>	Revised Charges and Incomes - Cemeteries
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)
<b>Contact Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director Facilities Management & Maintenance
<b>Decisions required:</b>	
To note the contents of the report: <ul style="list-style-type: none"> <li>• <b>Revised Burial Charges</b></li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>At the Council Meeting on Tuesday 8<sup>th</sup> May 2018 the following recommendation was agreed.</p> <p><b><i>AGREED: It was agreed on the proposal of Councillor Macauley, seconded by Councillor Taylor that this Council adopt a policy whereby as a gesture of goodwill at a difficult time in any parent's lives, and following the example of other local councils in Northern Ireland, Council will waive, at this stage, the cost of opening a grave only for those under 18 years, and if necessary write to the Department for Communities, Mr David Sterling, and Prime Minister Theresa May, to ensure that we as citizens of the UK receive the same benefits as those grieving parents in Mainland UK.</i></b></p> <p>Attached at Appendix 1 are the revised charges to reflect this agreed change to our charges for Cemeteries. This variation to the charging scheme became operational on the 15<sup>th</sup> May 2018 and is applied to all requests from this date. The revised charges are not retrospective.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	As noted above.
<b>3.0</b>	<b>Recommendations:</b>
3.1	For Noting.
<b>4.0</b>	<b>Resource implications</b>
4.1	There will be a reduction in income to this service because of this change.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	Appendix 1: Revised Charges & Incomes for Cemeteries

## Appendix 1

**CHARGES & INCOME - CEMETERIES**

EFFECTIVE FROM 15th MAY 2018

TYPE OF FACILITY / ACTIVITY	DETAILS	2018
Private Grave	Resident	250.00
	Non Resident	500.00
First Opening	Resident	210 *
	Non Resident	600*
Second Opening	Resident	210*
	Non Resident	600*
Burial of Cremated Remains/Burials under Headstones (stillbirths)	Resident	50*
	Non Resident	100*
Transfer Burial Rights	Resident	40.00
	Non Resident	95.00
Duplicate Grant Per Plot	Resident	40.00
	Non Resident	95.00
Exhumations	Resident	400.00
	Non Resident	400.00
Additional charge for burials after 3.00pm week days	Resident	50*
	Non Resident	50*
Search fees (Deeds not produced)	Resident	0.00
	Non Resident	0.00
Approval for Erection of Headstone	Resident	50.00
	Non Resident	50.00

\* Note following Council decision taken on 8th May 2018 these opening charges will be waived for anyone being buried who is under the age of 18 years at the time of death.

<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> May 2018
<b>Subject:</b>	Request from Libraries NI to erect a sign at the Upper Square, Castlewellan.
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)
<b>Contact Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director Facilities Management & Maintenance

**Decisions required:**

To note the contents of the report, and consider and agree to::

- **Erection of a Sign at Upper Square, Castlewellan**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Council has received a request from Libraries NI to erect a sign on Council land adjacent to the Library at the Upper Square in Castlewellan. The purpose of the sign would be to identify the building as a library for visitors to the town but also alert visitors to the availability of access to free WIFI and computers.</p> <p>Due to the Grade B Listing of the Market House, Libraries NI are unable to attach a sign to the building itself. The approximate dimensions for the sign would be 1500mm wide x 1000mm, but Libraries NI is willing to take direction from the Council about the height or exact position of the sign.</p> <p>The proposed area for the sign would be at the edge of the planting area on the gable end of the building on the Downpatrick side of the town.</p> <p>Under the Scheme of Delegation a Director can approve use of Council land without taking it to a Committee for approval but this is generally used for one-off events like fun-days rather than long-term agreements such as this request.</p> <p>Committee approval is sought to agree to this request in principle with delegation being given to the Neighbourhood Services Directorate to agree with Libraries NI on size of sign, its location, information contained on the sign and whether this agreement between Council and Libraries NI will be completed by the by exchange of letter or through a formal Licence Agreement.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	As note above.
<b>3.0</b>	<b>Recommendations:</b>
3.1	To approve in principle the request from Libraries NI to erect a sign on Council land at the Upper Square, Castlewellan. Delegation of authority to the NS Directorate to agree on size of sign, its location, information contained on the sign and whether this agreement between Council and Libraries NI will be completed



	the by exchange of letter or through a formal Licence Agreement.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	Appendix 1: None

<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Date of Meeting:</b>	23 May 2018
<b>Subject:</b>	Bulky Collection Service
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Director of Neighbourhood Services (Acting)
<b>Contact Officer (Including Job Title):</b>	Liam Dinsmore, Assistant Director Waste (Acting)

<b>Decisions required:</b>	
To note the contents of the report, and consider and agree to:	
•	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Council provides a pre-paid Bulky Collection Service. Details regarding items to be collected as part of this Service, are as attached in Appendix 1 .</p> <p>Issue has been raised that the definition for Bulky Collection is too strict, with respect to definition for 'bagged waste' to be reviewed.</p> <p>Issue has also been raised that Policy with respect to collection of Building Wastes should be reviewed for exceptional cases.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>The Bulky Collection Service is provided, to provide a collection service for items of Household Wastes as are too big to place into a wheeled bin. The Service is pre-paid and pre-booked at time of payment .</p> <p>The Service is defined in a document, to provide direction to staff as administer requests for the Service Refer : Appendix 1. Extract from Interim Policy Document. Householders have an option to transport items to any of the Council's Household Recycling Centres, where non-hazardous household wastes will be received free of charge.</p> <p>A review for Entrance and Usage Policies at Household Civic Amenity Sites is currently underway.</p> <p>Building Materials e.g. doors, kitchen cupboards, windows are specifically not collected as part of a Bulky Collection Service, with view that householder should make alternative arrangements for removal of such items, with relevant Trade.</p> <p>The Bulky Collection Service is normally provided by a Team comprising two staff members, to facilitate handling, with items pre-sorted at disposal for recycling.</p> <p>Normally bagged wastes are not collected as part of the Council's Refuse Collection Service, except in exceptional circumstances.</p> <p>Definition has also been applied for non-inclusion of bagged wastes to the Bulky Collection Service.</p> <p>Waste presented in bags can present handling difficulties e.g. if sharps are placed in bags.</p> <p>Position is presented that on occasion householders may place household wastes such as carpet tiles and lino lengths into bags, to package these for collection and to keep them dry.</p>

	Proposal is made that from time to time, some discretion is required regarding the listing of items to be collected.
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>3:1 It is recommended that direction does be given to Customer Services Staff receiving requests for Bulky Collection Service, to exercise a 'discretion' with the definition of bagged waste. Discretion will not be applied to wastes normally presented in wheeled bins or in-lieu of a wheeled bin collection.</p> <p>3:2 With respect to collection of building and renovation wastes, no change is recommended to the Council Policy. It is however considered that Customer Services Staff do be directed to refer specific and occasional requests as will occur, to Line Manager for further advice and direction.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	There are no resource implications
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	No equality and good relations issues apply.
<b>6.0</b>	<b>Appendices</b>
	<b>Appendix 1</b> : Extract from Interim Policy Document

## Bulky Waste Removal

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### INTRODUCTION

#### 1. Council Policy with respect to the Collection of Bulky Items from Households

- Council provides a Bulky Collection Service, whereby householders may request collection of items as are too large to fit into the householder's standard wheeled bin.
- The Service is provided to remove household items but is not a 'household clearance' service.
- A charge applies for the Service, as is payable in advance. Service will be provided, normally within 10 working days and an allocated date will be agreed, in advance with the household requiring the collection.

#### 2. The definition for a Bulky Collection is derived from WRAP (Waste and Resources Action Programme)

The definition of Bulky Waste for the purpose of this policy is

- Any articles of waste that exceeds 25 kilograms in weight; and for
- Any articles of waste which doesn't fit or cannot be fitted in to a household wheeled bin
- Applies to items listed in paragraph 2.1

#### 3. Bulky items included in this definition may also be accepted as the Councils Household Recycling Centres provided the householder transports them to one of the sites. Householders must however note that license conditions for the sites will prevent the receipt of some items of household waste e.g. oil tanks and building debris.

## 2 COUNCIL POLICY WITH RESPECT TO THE COLLECTION OF BULKY ITEMS

### 2.1 *Definition of Bulky Collection*

A Bulky Collection may be provided to any Householder, following payment of the relevant fee.

Collection charge for the Service is £10 including Vat for a maximum of 5 items.

There are exceptions as to what may be collected as part of the Service.

Include	Exclude
Furniture	Kitchen Units
Three Piece Suite (3 items)	Bathroom Units
White goods (cooker, fridge, hob, washing machine)	Windows/Doors
Bicycles	Radiators/Storage Heaters
Carpets/Rugs/Underlay	Building Debris
Garden furniture	Fencing or Garden Sheds
Portable Household items	Greenhouse
Kennels	Coal Bunkers
	Oil Tanks
	Garden Waste
	Bagged Household Waste*

Distinction is to differentiate between household items and those as are fixtures within a household.

\*described as wastes of a nature as are normally presented for collection in a Wheeled Bin for collection.

### 2.2 *Payment*

Payment must be made in advance and is accepted at any of the following locations. Payment may be made in person or by telephone with a valid credit card.

List of locations where collection can be booked (alphabetical listing)

Newry, Mourne and Down District Council		
Location	Address	Telephone
Ballynahinch Centre	55 Windmill Street, Ballynahinch	028 9756 1950
Market House	The Square, Ballynahinch	028 9756 4050
Crossmaglen Community Centre	Cardinal O'Fiaich Square Crossmaglen	028 3086 1949
Ballymote Sports and Wellbeing Centre	96 Glebetown Drive, Downpatrick	028 4461 2919
Down Art Centre	2-6 Irish St, Downpatrick	028 4461 0747
Down Leisure Centre	Downpatrick	028 4461 3426
Downshire Civic Centre	Ardglass Road, Downpatrick	028 4461 0800
Kilkeel Sports Centre	Mourne Esplanade, Kilkeel	028 4176 4666
Bridge Centre	Killyleagh	028 4482 8648
Newcastle Centre	Central Promenade, Newcastle	028 4372 5034
Council Offices	Monaghan Row, Newry	028 3031 3031
Sean Hollywood Arts Centre	1A Bank Parade, Newry	028 3031 3180

Warrenpoint Town Hall	Church St, Warrenpoint	028 4175 2256
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### **2.3 Refunds**

- A refund will be made in respect of any cancellations made up to 24 hours before collection is due.
- A refund will not be made in the event that materials are not in situ when collection staff call to household that requested the collection.
- Council reserves the right to apply an additional charge, should a call back situation apply.

### **2.4 Service Stipulations**

- Following booking, the householder will be advised as to the collection day to apply with requirement for the householder to state their Name, Address, Postcode and contact telephone number. Householder to advise as to the collection point and access.
- Householders are normally required to leave the items to the frontage of the house, with no access problems. In exceptional circumstances and by arrangement, an alternative collection point may be pre-arranged at time of booking. The householder is required to leave items to frontage of house with no access problems. Dogs must be chained. Soft furnishings and mattress/carpet/rugs/underlay to be covered to ensure they are not soaked.
- Service staff are not authorised to enter houses or flats unless a specific approved arrangement is made as such householders must place items out for collection.
- Council staff will leave an acknowledgement slip to confirm that collection was made and to seek comment from households regarding quality of service provided.
- **Customer Services Staff will refer any additional request and/or service request not detailed in this Policy, to Line Manager for advice. In this respect a contact number may be requested for purpose of call-back.**

**HISTORIC****ACTION SHEET – REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING****23 May 2018**

<b>Minute Ref</b>	<b>Subject</b>	<b>Decision</b>	<b>Lead Officer</b>	<b>Actions taken/ Progress to date</b>	<b>Remove from Action Sheet Y/N</b>
		<b>RTS MEETING – 18 MAY 2016</b>			
<b>RTS/78/2016</b>	<b>Council Public Amenity Space near the Council public toilets at Castlewellan</b>		<b>K Scullion</b>	It was further agreed that the suggestion of providing dancing fountains in Castlewellan Square would be investigated.	<b>N</b>
<b>RTS/87/2016</b>	<b>Tender for final capping at Drumanakelly Landfill Site</b>	<b>Agreed to tender for the final capping at Drumanakelly Landfill Site</b>	<b>J Parkes/L Dinsmore</b>	Stage 5 Capping works are progressed with Capping presently approximately 90% complete.	<b>N</b>

23 May 2018

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>RTS MEETING – 9 DECEMBER 2015</b>			
RTS/142/2015	Old Furniture at Council Recycling Sites	Council adopt a policy that people leaving old furniture at Council amenity sites be given the opportunity to donate it to charity and that expressions of interest be sought from charitable organisations to collect this furniture for upgrading and re-use.	J Parkes/L Dinsmore	Expressions of Interest Document has been completed but is currently held pending consideration of other issues relating to operation of Civic Sites. It is anticipated that report will be transferred to a later meeting of RTS. Position remains as previous, with intent that this matter will be progressed by June 2018.	<b>N</b>