

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

RTS/M

Minutes of the Regulatory and Technical Services Committee Meeting held on Wednesday 23 January 2019 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry

Vice Chairperson: Councillor J Rice

Members:

Councillor T Andrews	Councillor W Clarke
Councillor G Craig	Councillor D Curran
Councillor G Fitzpatrick	Councillor H Harvey
Councillor Macauley	Councillor M Ruane
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 C Jackson, Assistant Director, Enterprise, Regeneration and Tourism
Mr J McBride, Assistant Director, Waste Management
Mr K Scullion, Assistant Director Facilities Management and Maintenance
Ms C McAteer, Democratic Services Officer

RTS/001/2019: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillors Casey, Kimmins, McMurray and Trainor.

Councillor Rice said he would like to take this opportunity to pass on his deepest sympathy to the family and friends of the late Billy Lemon, former Council employee. He said Billy was part of the Council's Maintenance team for over 10 years before his retirement last year. Billy was part of the Council family and this was clear to see during his illness when so many of his former work colleagues visited and attended him during his final weeks.

Councillor Rice said Billy would be fondly remembered by all who knew him within the Council.

RTS/002/2019: DECLARATIONS OF "CONFLICTS OF INTEREST"

There were no declarations of Conflicts of Interest.

RTS/003/2019: ACTION SHEET OF THE REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING HELD ON TUESDAY 18 DECEMBER 2018

Read: Action Sheet of the Regulatory and Technical Services Committee Meeting held on Tuesday 18 December 2018. *(Circulated)*.

Agreed: **On the proposal of Councillor Harvey, seconded by Councillor Clarke, it was agreed the Action Sheet of 18 December 2018 be noted and actions removed as marked.**

FOR CONSIDERATION AND/OR DECISION

RTS/004/2019: URBELAC UPDATE

Read: Report dated 23 January 2019 from Mr Roland Moore, Director of Neighbourhood Services re: Newry, Mourne and Down District Council as a participant City in the URBELAC network. *(Circulated)*

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

- 1. The Council continue its commitment to the URBELAC (4th Edition) and attendance at the next two meetings.**
- 2. The Council agree in principle to the development of a Manifesto on the Circular Economy, which the Council would endeavour to promote within the Council area at the end of the programme.**

BUILDING CONTROL AND LICENSING

**RTS/005/2019: ENERGY PERFORMANCE OF BUILDINGS
- PENALTY CHARGE NOTICE**

Read: Report dated 23 January 2019 from Mr Edwin Newell, Head of Building Control re: information sessions for Estate Agents on Energy Performance of Buildings – Penalty Charge Notice and the procedure which the Council would use to ensure compliance, in line with the EPB legislation and agreed by all 11 Councils. *(Circulated)*.

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

1. **Where non-compliance was identified by the Council Officer, a warning letter would be issued to the Estate Agent.**
2. **The Council Officer would then re-visit the Estate Agent two weeks following the date of the warning letter. If non-compliance was still apparent a Penalty Charge Notice for £200 would be issued to the Estate Agent for the first offence.**
3. **Further offences would have a further £200 Penalty Charge Notice issued for each advertisement not displaying an EPC.**

However the delegates were reassured that the Council would follow all reasonable steps to work with and alongside Estate Agents to ensure compliance and that the use of a Penalty Charge Notice would only be used as a last resort to enforce the legislation.

RTS/006/2019: HEIGHT RESTRICTION BARRIERS, NEWCASTLE - UPDATE

Read: Report dated 23 January 2019 from Mr Gary McCurry, Duty Manager, Off Street Parking Function advising the completion date for the proposed installation of Height Restriction Barriers (HRBs) at two car parking sites in Newcastle, namely Downs Road and Glen River (Patten's Bridge) car parks, had been delayed and outlining the key issues for this. *(Circulated)*.

AGREED: **On the proposal of Councillor Clarke, seconded by Councillor Craig, it was agreed to note the above update and advice from the Mr Jackson that the barriers would be erected by 15 March 2019.**

PLANNING

RTS/007/2019: CURRENT APPEALS – DECEMBER 2018

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

AGREED: **On the proposal of Councillor Stokes, seconded by Councillor Ruane, it was agreed to note the above report.**

AGREED: **At the request of Councillor Clarke it was agreed Officers get details of the claim for a full award of costs allowed in part, in respect of the appeal in relation to an agricultural building, Dublin Road, Killeen and advise him of the sum involved.**

RTS/008/2019: RECORD OF MEETINGS BETWEEN PLANNING OFFICERS AND PUBLIC REPRESENTATIVES 2018-2019 – JANUARY 2019

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

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Ruane, it was agreed to note the above report.

RTS/009/2019: REGISTER OF CONTACTS Q3 OCTOBER – DECEMBER 2018

Read: Report on Register of Contacts Q3 October – December 2018.
(Circulated)

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Ruane, it was agreed to note the above report.

**RTS/010/2019: PLANNING COMMITTEE PERFORMANCE REPORT
- DECEMBER 2018**

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

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Ruane, it was agreed to note the above report.

WASTE MANAGEMENT

RTS/011/2019: REVIEW OF WASTE MANAGEMENT CHRISTMAS/NEW YEAR OPERATIONS

Read: Report dated 23 January 2019 from Mr Johnny McBride, Assistant Director of Waste Management (Acting) updating Members with a summary of findings and recommendations from a review of operations over the Christmas/New Year holiday period and outlining a number of recommendations which affected both the refuse collection and household recycling centre service.
(Circulated)

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

- 1. From an operational perspective, finalising Christmas / New Year holiday arrangements before the RTS Committee meeting in November to enable an**

- integrated operational plan (refuse collection & HRCS) to be implemented in the month of December (i.e. contractor arrangements, communications / key messages, contingency planning etc.);**
- 2. Continuing with the current arrangements in respect of communications until a time the Council agrees to and implements new refuse collection routes. The routes optimisation project would be included as part of the Neighbourhood Services project; and**
 - 3. Standardising communications activities between the two legacy areas in relation to Christmas / New Year holiday arrangements to ensure maximum impact and cost effectiveness. Recommendations to be presented to a future Committee meeting for Member consideration. An implementation date for the introduction of glass recycling in the legacy DDC area would be a key enabler for this.**

Councillor Stokes advised that Councillor Devlin had asked that he raise two issues at the meeting namely that when new arrangements were agreed that households again be issued with a hard copy calendar of dates detailing their refuse collection schedules and also that customers be advised via social media etc. when skips at household recycling centres were full and could not accept additional material.

Councillors Andrews, Craig and Clarke agreed that there was a need for improved communications regarding refuse collections and household recycling centre services.

RTS/012/2019: REPORT OF MEMBER WORKSHOP – REVIEW OF OPERATIONS AT HOUSEHOLD RECYCLING CENTRES

Read: Report dated 23 January 2019 from Mr L Dinsmore, Head of Waste Processing and Enforcement seeking approval from the Committee to the report of the Elected Member Workshop held on 7 January 2019 to consider the recommendations of a review of operations at the Council’s Household Recycling Centres (HRCs) and mandating Officials to begin to work-up the next steps in accordance with the following:- *(Circulated)*

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

General Access & Usage Policy

- 1. Officers to give further consideration to the potential implications for fly-tipping arising from the implementation of greater restrictions;**
- 2. Further information required in relation to the cost of processing residual waste, as well as volume information in relation to the various waste streams managed via HRCs;**

3. The identification of what arrangements are available for the Council to support small businesses in the disposal of their waste;
4. Restrictions in relation to trailer and van size to be more specific. Members commented that a single-axle trailer limit was too restrictive as these trailer-types were becoming increasingly uncommon;
5. Further information required on the rationale for proposed limits / thresholds for specific waste materials (i.e. paint); and
6. Careful consideration to be given to the potential communications required to advise users of the Council's HRCs as to the rationale for, as well as the specific policy changes.

Construction / DIY Policy

1. More detail required from Officers in relation to the proposed limits / thresholds for the receipt and processing of specific construction / DIY waste materials.

Commercial Waste Policy

1. Further information required in relation to the legislative / licensing provisions and what the Council is / is not permitted to do in relation to the disposal of commercial tyres;
2. Further information concerning the administration and benefits of the proposed permit system; and
3. More detail required from Officers in relation to travel times / number of business serviced by the proposed designated HRCs for commercial waste.

Re-use Policy

1. Avoiding competition between re-use partners with regard to access to materials at HRCs; and
2. Investigating the potential of a scheme, whereby businesses can leave materials for all groups to collect materials from HRCs rather than limiting the amount of re-use partners to a select few.

HRC Opening Hours

1. Further information and analysis required on the volumes receipted on each day at each HRC;
2. Officers to consider extending opening hours into the evenings during Monday – Saturday as an alternative to Sunday opening; and
3. Costed options to be presented to the RTS Committee for future consideration.

It was also recommended Officers develop new operating procedures for the new Downpatrick HRC, in accordance with the guiding principles as previously agreed by the Committee in November 2018. This would be required to be undertaken concurrently with the HRC review due to the opening date of the new site, however new policy decisions based on the HRC review would then be implemented at the Downpatrick HRC (and all the Council's HRCs thereafter).

At the request of Councillor Clarke it was also agreed as part of the review of operations at Household Recycling Centres, that officers investigate the possibility of hiring skip removal lorries to remove full skips at the Bann Road site, particularly coming into Spring when there would be an increase in green waste.

Councillor Clarke asked that it be placed on record the Committee's appreciation and thanks to all front line staff and refuse collection staff for their hard work, particularly over the busy Christmas period.

FOR NOTING

RTS/013/2019: ARC 21 MEMBERS MONTHLY BULLETIN – 4 DECEMBER 2018

Read: ARC 21 Members Monthly Bulletin 4 December 2018. *(Circulated)*.

AGREED: **It was unanimously agreed to note the contents of the above monthly bulletin.**

RTS/014/2019: HISTORIC ACTION SHEET

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

AGREED: **It was unanimously agreed the Historic Actions 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

Items 15, 16, 17 and 18 were 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 Andrews, seconded by Councillor Macauley, it was agreed to exclude the public and press from the meeting during discussion on these items.

RTS/015/2019: NATURAL WORLD PRODUCTS (NWP) LTD – RECYCLING ARRANGEMENTS FOR 2018-19

Read: Report dated 23 January 2019 from Mr Liam Dinsmore, Head of Waste Processing and Enforcement advising Members of the rates with NWP Ltd for 2018-2019. *(Circulated)*

RTS/016/2019: FIXED WIRE TESTING

Read: Report dated 23 January 2019 from Mr Aidan Mallon, Head of Maintenance re: business case for appointment of a contractor to undertake annual fixed electrical wiring and emergency lighting testing (3 year contract). *(Circulated)*

RTS/017/2019: DUNDRUM PUBLIC CONVENIENCES

Read: Report dated 23 January 2019 from Gail Kane, Head of Facilities, re: request for Council to express an interest in land within Dundrum Village for the purpose of siting a public convenience. *(Circulated)*

RTS/018/2019: STRANGFORD ROAD DEPOT

Read: Report dated 23 January 2019 from Gail Kane, Head of Facilities re: Strangford Road Dept – parking arrangements post new school development and long term viability of the site. *(Circulated)*

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

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

Natural World Products Ltd – Recycling Arrangements for 2018-2019

AGREED: On the proposal of Councillor Craig, seconded by Councillor Harvey, it was agreed to note the inflationary rise to the rates in 2019 in relation to the Council's recycling arrangements.

Business Case for appointment of a contractor to undertake annual Fixed Electrical Wiring and Emergency Lighting Testing (3 year contract)

AGREED: On the proposal of Councillor Craig, seconded by Councillor Curran, it was agreed to approve the recommendation outlined in Section 3 of the report dated 23 January 2019 to note the content of the report and associated Business Case and to accept the conclusion of the Business Case that Option 2 was the preferred option. Option 2 would see the appointment, through a tender process, of a competent Electrical Contractor, who would undertake annual tests and where required, agreed remedial works.

Request for Council to express an interest in land within Dundrum Village for the purpose of siting a public convenience

AGREED: On the proposal of Councillor Clarke, seconded by Councillor Craig, it was agreed to approve the recommendation outlined in Section 3 of the report dated 23 January 2019 to note the content of the report and to approve the proposed response as outlined and also that the Council apply for outline planning permission for the proposed development of a public convenience on land within Dundrum Village in consultation with the site owner.

Strangford Road Depot – parking arrangements post new school development and long term viability of site

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to approve the recommendation outlined in Section 3 of the report dated 23 January 2019 to note the content of the report and to approve the 4 No. recommendations in relation to proposed parking arrangements for the development of a car park facility at Strangford Road Depot.

It was also agreed Mr K Scullion investigate the current position regarding a commitment given by legacy Down District Council that a memorial would be provided in memory of those who had died in the former workhouse located on the Strangford Road Depot site.

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

For adoption at the Council Meeting to be held on Monday 4 February 2019.

**Signed: Councillor Rice
Vice-Chairperson of Regulatory & Technical Services Committee**

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