

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

RTS/M

Minutes of the Regulatory and Technical Services Committee Meeting held on Wednesday 18 April 2018 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry

Chairperson: Councillor J Trainor

Members:

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

Officials in Attendance: Mr L Hannaway, Chief Executive
Mr R Moore, Director of Neighbourhood Services (Acting)
Ms M Ward, Director of Enterprise, Regeneration and Tourism
Mr L Dinsmore, Assistant Director (Acting) Neighbourhood Services (Waste)
Mr C Jackson, Assistant Director of Building Control and Regulations
Mr A McKay, Chief Planning Officer
Mr K Scullion, Assistant Director Facilities Management and Maintenance
Ms C McAteer, Democratic Services Officer

RTS/044/2018: APOLOGIES AND CHAIRPERSON'S REMARKS

An apology was received from Councillor V Harte.

RTS/045/2018: DECLARATIONS OF "CONFLICTS OF INTEREST"

There were no declarations of "Conflicts of Interest."

RTS/046/2018: ACTION SHEET OF THE REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 21 MARCH 2018

Read: Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 21 March 2018. ***(Circulated)***.

Matters arising – RTS/037/2018 – Waste Management Scale of Charges 2018-2019

Councillor Taylor said he had been approached by the owner of a Caravan Park who had expressed concerns that proposed charges for bin collections had the potential to significantly increase the amount they would have to pay – in 2017 the collection charges were £2,170 but under the suggested prices this could potentially rise to £37,000.

In response Mr Dinsmore said he had met with Caravan Operators and he still had to meet with a Group in the former legacy Down Area. He said this was a work in progress and the changes were a result of having to charge for both collection and disposal of refuse.

Mr Dinsmore advised a report would be brought back to a future RTS Meeting on this issue.

Agreed: It was unanimously agreed to note the Action Sheet.

FOR CONSIDERATION AND/OR DECISION

RTS/047/2018: NEIGHBOURHOOD SERVICES BUSINESS PLAN 2018-2019

Read: Report from Mr Roland Moore, Acting Director of Neighbourhood Services dated 18 April 2018 re: Neighbourhood Services Business Plan 2018/19. *(Circulated)*

Agreed: On the proposal of Councillor Craig, seconded by Councillor Curran, it was agreed to recommend that the Committee adopt the proposed Neighbourhood Services Business Plan as detailed in Appendix 2 circulated at the meeting.

RTS/048/2018: NEIGHBOURHOOD SERVICES TRANSFORMATION PROJECT

Read: Report from Mr Roland Moore, Acting Director of Neighbourhood Services dated 18 April 2018 re: Neighbourhood Services Transformation Project. *(Circulated)*. The report noted the RTS Committee previously agreed to the "Neighbourhood Services Proposal" in January 2018. This proposal was the high-level vision for the new Directorate. Officers had identified the need to develop a detailed Neighbourhood Services Transformation Project which would clearly articulate what the new service would look like and what projects would be required to affect this transformation.

Agreed: On the proposal of Councillor Fitzpatrick, seconded by Councillor Craig, it was agreed to recommend: -

- **Officers continue to undertake research into benchmarking and best practice for the Neighbourhood Services Proposal.**
- **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.**
- **Members note the indicative delivery framework in Appendix 1 as the proposed approach to the Neighbourhood Services Transformation.**

RTS/049/2018: ERT BUSINESS PLAN

Read: Report from Ms Marie Ward, Director of Enterprise, Regeneration & Tourism dated 18 April 2018 regarding ERT Business Plan 2018-2018. *(Circulated)*.

Agreed: On the proposal of Councillor Curran, seconded by Councillor Ruane, it was agreed to 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).

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

RTS/050/2018: REPORT RE: STREET TRADING DESIGNATION AT MARY STREET/THE SQUARE, ROSTREVOR

Read: Report from Mr Fintan Quinn, Head of Services for Licensing and Enforcement dated 18 April 2018 regarding Street Trading designation at Mary Street/The Square, Rostrevor. *(Circulated)*

AGREED: On the proposal of Councillor Tinnelly, seconded by Councillor Ruane, it was agreed that 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, the recommendation was to refuse the request to designate Mary Street/The Square, Rostrevor for Street Trading.

(Councillor Rice joined the meeting – 6.15 pm).

RTS/051/2018: PROPOSED INSTALLATION OF HEIGHT RESTRICTION BARRIERS AT DOWNS ROAD AND GLEN RIVER CAR PARKS IN NEWCASTLE

Read: Report from Mr Gary McCurry, Duty Manager, Off Street Parking Function dated 18 April 2018 regarding proposed installation of height restriction barriers at Downs Road and Glen River Car Parks in Newcastle. *(Circulated)*

AGREED: On the proposal of Councillor Clarke, seconded by Councillor Macauley, it was unanimously agreed to recommend 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 authorise the reconfiguration of Donard car park to facilitate dedicated motor home parking.

It was 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.

AGREED: It was also agreed that authority be delegated to officers to procure the most suitable bespoke height restriction barriers.

AGREED: It was agreed that officers continue to review the allocation of 6 dedicated motor home bays in Donard Park to ensure this was sufficient to meet demand.

FOR CONSIDERATION AND/OR DECISION - PLANNING

RTS/052/2018: MARCH 2018 – PLANNING COMMITTEE PERFORMANCE REPORT

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

AGREED: It was unanimously agreed to note the above Report.

Mr McKay said Planning staff had been involved in a Judicial Review over the last number of months in relation to a decision taken by the Planning Committee to grant approval for a social housing scheme in Crossgar. He advised the Judge had reached a judgement and had confirmed the Council's decision to grant planning permission.

RTS/053/2018: RECORD OF MEETINGS BETWEEN PLANNING OFFICERS AND PUBLIC REPRESENTATIVES 2017-2018

Read: Report of Meetings between Planning Officers and Public Representatives. *(Circulated)*

AGREED: It was unanimously agreed to note the above Report.

RTS/054/2018: CURRENT APPEALS – MARCH 2018

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

AGREED: It was unanimously agreed to note the above Report.

RTS/055/2018: REGISTER OF CONTACTS 14 JANUARY – MARCH 2018

Read: Register of Contact 14 January – March 2018. *(Circulated)*

AGREED: It was unanimously agreed to note the above report.

RTS/056/2018: RESIDENTS' CONCERNS – REGEN WASTE FACILITY AT CARNBANE, NEWRY

Councillor Casey and Councillor Taylor advised that following a request from residents, a cross party delegation of Councillors had met with residents from the Carnbane area, Newry, to discuss their concerns regarding the possible impact on their health as a result of the operation of the nearby Regen Recycling Facility. The residents had asked for the Council's support for their request that an Independent Environmental Impact Assessment be carried out on the operation of the facility.

Councillors Craig, Tinnelly and Stokes spoke in support of the comments made and said the concerns and issues raised by residents needed to be addressed.

AGREED: On the proposal of Councillor Fitzpatrick, seconded by Councillor Taylor, it was unanimously agreed that a Cross Party delegation of Councillors, who had already met 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.

**FOR CONSIDERATION AND/OR DECISION
- FACILITIES MANAGEMENT AND MAINTENANCE**

RTS/057/2018: CAPITAL PROJECT, PUBLIC CONVENIENCES

Read: Report from Mr Kevin Scullion, Assistant Director Facilities Management and Maintenance, dated 18 April 2018 regarding Capital Project, Public Conveniences. *(Circulated)*.

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was unanimously agreed to recommend the endorsement of the action plan as outlined below:-**

- **In order to move this project forward, and a number of other FM&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.**
- **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.**
- **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.**
- **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.**
- **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.**

Councillor Clarke said it was important that the Project Team meet with representatives from Autism and Dementia Groups to get their feedback on equipment they would like incorporated into any new or upgraded PC facilities to ensure they were user friendly.

In response to a query from Councillor Macauley regarding an update on the toilets in Killeel following their recent vandalism, Mr Scullion said a meeting was held with local Councillors regarding this facility and officers would be looking at ways of improving out of hours security.

RTS/058/2018: CAPITAL PROJECTS, FM&M DEPARTMENT

Read: Report from Mr Kevin Scullion, Assistant Director Facilities Management and Maintenance, dated 18 April 2018 regarding Capital Project, FM&M Department. *(Circulated)*

AGREED: **On the proposal of Councillor Ruane, seconded by Councillor Craig, it was agreed to recommend approval to proceed to tender for the projects listed in Appendix A (see below). It was agreed the award of tender would follow, subject to award within the agreed budget provided for each of the capital projects listed:-**

Appendix A: Facilities Management & Maintenance Capital Projects 2018 to 2022

Project	2018/19 £	2019/20 £	2020/21 £	2021/22 £
Bus Shelters	45,000	30,000	30,000	30,000
Dechomet Graveyard – Pathway*	25,000	-	-	-
Kilbroney Municipal Cemetery Extension	125,000	-	-	-
Warrenpoint Graveyard Extension	125,000	-	-	-
Provision of Navigational Aids	20,000	20,000	10,000	-
Public Convenience Upgrades	400,000	400,000	400,000	-
Re-aligning Pathway at Mourne Esplanade Kilkeel	50,000	-	-	-
Replacement of Emergency Lights at Greenbank Depot	40,000	-	-	-
Provision of Secondary Glazing - Downshire Civic Centre	18,000	-	-	-
Refurbishment of Depot Kilkeel & Grounds Depot Rostrevor	20,000	-	-	-
Upgrading CCTV/Fire Alarms/Burglar Alarms – Various sites	15,000	15,000	15,000	15,000
Replacement of Safety Tiles in Play Parks	100,000	-	-	-
Replacement of Christmas Illuminations	40,000	20,000	20,000	20,000
Heater Boiler Replacement	20,000	20,000	20,000	20,000
Provision of Heating in Downshire Civic Centre	-	100,000	-	-
Provision of gas heating at Buscoil an luir**	110,000	-	-	-

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Notes

*Indications are that budget of £25,000 will be insufficient for scheme proposed. Separate report to be provided.

**Tender issued.

RTS/059/2018: PROPOSAL TO PROVIDE TO LOCAL COMMUNITIES AN ENVIRONMENTALLY SUSTAINABLE OPTION OF PLANTING CHRISTMAS TREES

Read: Report from Mr Kevin Scullion, Assistant Director Facilities Management and Maintenance, dated 18 April 2018 regarding proposal to provide to local Communities an environmentally sustainable option of planting Christmas trees. *(Circulated)*

AGREED: **On the proposal of Councillor Tinnelly, seconded by Councillor Ruane, it was agreed to recommend seeking 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.**

AGREED: **It was also agreed that 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.**

FOR CONSIDERATION AND/OR DECISION
- FACILITIES MANAGEMENT AND MAINTENANCE

RTS/060/2018: ACQUISTION OF VEHICLES 2017-2022

Read: Report from Mr Liam Dinsmore, Assistant Director of Waste (Acting) dated 18 April 2018 regarding acquisition of vehicles 2017-2022. *(Circulated)*. The report outlined the following:

- Vehicles be replaced 2017-2022, in accordance with the target replacement schedule as circulated at Appendix No. 1.
- Replacement of existing vehicles to be subject to the completion of a Capital Appraisal Form, detailing the Business Case for the replacement of such vehicle authorised by the Fleet Manager, Assistant Director and Director.
- Vehicles listed at Appendix No. 2 as circulated, to be replaced in accordance with their planned replacement year. Exception may arise, in instances where Fleet Manager may recommend early replacement of any vehicle, due say to accidental damage and such consideration should be provided for during replacement decisions. Similarly a vehicle may be retained longer than scheduled but always in the best interest of the condition of the Fleet.
- Any vehicles, which were additional to the existing fleet, would require a detailed Business Case to be raised by the user Department subject to separate approval by Council at Rates Estimates.

- A Progress Report to be considered by Committee on a six-monthly cycle, with first Report due August 2018.

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

RTS/061/2018: **REQUEST FOR PRESENTATION BY JENNY WILLIAMS, CHIEF EXECUTIVE, HABITAT**

Read: Report from Mr Liam Dinsmore, Assistant Director of Waste (Acting) dated 18 April 2018 regarding request for presentation by Jenny Williams, Chief Executive, Habitat. *(Circulated)*

AGREED: **On the proposal of Councillor Clarke, seconded by Councillor Craig, it was unanimously agreed to recommend that Habitat NI be invited to May RTS Committee to make a presentation on their organisation and plans in the District.**

It was also agreed that officers undertake "an Expression of Interest" process to implement a re-use scheme with appropriate partner(s) within the Council District and that a proposal to be submitted to Council, June 2018.

RTS/062/2018: **PROGRESS REPORT WITH RESPECT TO COMPLETION OF HOUSEHOLD CIVIC AMENITY SITE AT DOWNPATRICK**

Read: Report from Mr Liam Dinsmore, Acting Assistant Director Waste Management dated 18 April 2018 regarding progress Report with respect to completion of household Civic Amenity Site at Downpatrick. *(Circulated)*.

AGREED: **On the proposal of Councillor Curran, seconded by Councillor Casey, it was unanimously agreed to recommend: -**

- **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.**
- **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.**
- **Regular Project Progress Reports as to progress to be communicated to Committee during the Construction Phase.**

RTS/063/2018:

FLEET POLICY

Read:

Report from Mr Liam Dinsmore, Acting Assistant Director, Waste Management dated 18 April 2018 regarding the Fleet Policy. *(Circulated)*

AGREED:

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

- **The Fleet Policy as submitted be endorsed by RTS Committee and thereafter by the Council.**
- **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.**

In response to comments from Councillor Andrews, Mr Dinsmore said he would give consideration to suggestions that there should be additional training to improve skills and perhaps an awards scheme to give drivers an incentive to compete to improve their driving skills.

RTS/064/2018:

FILLING OF VACANT POSTS IN REFUSE AND CLEANSING

Read:

Report from Mr Liam Dinsmore, Acting Assistant Director, Waste Management, dated 18 April 2018 re: filling of vacant posts in Refuse and Cleansing. *(Circulated)*.

AGREED:

It was unanimously agreed to 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.

It was hoped to achieve full staffing by the end of June 2018.

FOR NOTING

RTS/065/2018:

ARC 21 JOINT COMMITTEE MEETING MINUTES THURSDAY 29 MARCH 2018

Read:

Arc 21 Joint Committee Meeting Minutes dated 219 March 2018. *(Circulated)*

AGREED:

It was agreed to note the Arc 21 Joint Committee Meeting Minutes held on Thursday 29 March 2018.

AGREED:

At the request of Councillor Rune, it was agreed 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.

RTS/066/2018: ARC 21 JOINT COMMITTEE MEMBERS MONTHLY BULLETIN 29 MARCH 2018

Read: Arc 21 Joint Committee Members Monthly Bulletin 29 March 2018. *(Circulated)*

AGREED: **It was agreed to note the Arc 21 Joint Committee Members Bulletin dated 29 March 2018.**

RTS/067/2018: HISTORIC ACTION SHEET

Read: Historic Action Sheet. *(Circulated)*

AGREED: **It was agreed to note the historic Action Sheet.**

Councillor Andrews referred to the historic issue of old furniture at Council recycling sites and said he was looking forward to seeing the final recommendations in relation to this matter.

The Chairperson advised that item Nos, 24, 25, 26 and 27 were exempt items under paragraph 3 of 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 Craig, seconded by Councillor Curran, it was agreed to exclude the public and press from the meeting during discussion on these items.

When the Committee came out of closed session on the proposal of Councillor Andrews, seconded by Councillor Stokes, the Chairman reported the following had been agreed in relation to the 4 items which had been discussed in closed session:-

RTS/068/2018: PROPOSAL TO PURCHASE CHRISTMAS ILLUMINATIONS

Read: Report from Mr Kevin Scullion, Assistant Director Facilities Management and Maintenance, dated 18 April 2018 regarding Report re: proposal to purchase Christmas illuminations. *(Circulated)*

AGREED: **The Chairman reported it had been agreed on the proposal of Councillor Andrews seconded by Councillor Ruane, to 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. The proposal had been put to a vote by way of a show of hands-**

FOR: 11
AGAINST: NIL

ABSTENTIONS: 2

RTS/069/2018: REPORT RE: PROPOSAL TO PROVIDE A CONCRETE PATHWAY TO DECHOMET CEMETERY, MONEYSLANE

Read: Report from Mr Kevin Scullion, Assistant Director Facilities Management and Maintenance, dated 18 April 2018 regarding proposal to provide a concrete pathway to Dechomet Cemetery, Moneyslane. *(Circulated)*

AGREED: **The Chairman reported it had been agreed on the proposal of Councillor Craig, seconded by Councillor Macauley, to 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.**

RTS/070/2018: BIO WASTE CONTRACT

Read: Report from Mr Roland Moore, Acting Director of Neighbourhood Services dated 18 April 2018 regarding Bio Waste Contract. *(Circulated)*

AGREED: **The Chairman reported it had been agreed on the proposal of Councillor Stokes, seconded by Councillor Craig, to approve the recommendations detailed in para 3.0 of the Officer's report.**

RTS/071/2018: REVIEW OF "GLASS IN BLUE BIN PROCESS"

Read: Report from Mr Gerard Byrne, Audit Services Manager, re: review of "glass in blue bin process". *(Circulated)*

(Councillor Taylor left the meeting – 8.10 pm).

AGREED: **The Chairman reported it had been agreed to note the review of "Glass in Blue Bin Process" by the Audit Services Manager.**

There being no further business the meeting ended at 8.15 pm.

For adoption at the Council Meeting to be held on Tuesday 8 May 2018.

**Signed: Councillor John Trainor
Chairperson of Regulatory & Technical Services Committee**

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