

At the Council Meeting held on Monday 8 January 2018 the RTS Minutes were discussed and the following amendment was agreed:-

An amendment to Minute RTS/162/2017 – Future Service Delivery – Off Street Parking – was agreed on the proposal of Councillor Murnin, seconded by Councillor Carr, “to defer the decision on Off-Street Car Parking until a Special Council Meeting the following week in order to consider the matter and bring it to a resolution”.

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

RTS/M

Minutes of the Regulatory and Technical Services Committee Meeting held on Tuesday 19 December 2017 at at 6.00 pm in the Boardroom, District Council Offices, Monaghan Row, Newry

Chairperson: Councillor J Trainor

Members:

Councillor T Andrews	Councillor S Burns
Councillor C Casey	Councillor W Clarke
Councillor D Curran	Councillor D Taylor
Councillor J Tinnelly	Councillor G Stokes

Officials in Attendance: Mr L Hannaway, Chief Executive
Mr A Wilkinson, Interim Director Regulatory & Technical Services
Mr A McKay, Chief Planning Officer
Mr C Jackson, Assistant Director of Building Control and Regulations
Mr K Scullion, Assistant Director Facilities Management and Maintenance
Mr L Dinsmore, Head of Waste Processing, Enforcement and Business Support
Ms P McKeever, Democratic Services Officer

RTS/146/2017: APOLOGIES AND CHAIRPERSON’S REMARKS

Apologies were received from Councillors Macauley, Ruane, Harte, Fitzpatrick and Craig.

Councillor Andrews asked that a 'Get Well' card be sent to Councillor Harte on behalf of the Committee.

AGREED: On the proposal of Councillor Andrews seconded by Councillor Casey it was agreed to send a 'Get Well' Card to Councillor Harte on behalf of the Committee.

The Chairperson acknowledged this was the last meeting to be held in 2017. He thanked staff for their hard work throughout the year particularly staff in refuse collection.

RTS/147/2017: DECLARATIONS OF "CONFLICTS OF INTEREST"

Declarations of 'Conflicts of Interest' were received from Councillors Casey, Clarke, Stokes and Taylor.

RTS/148/2017: ACTION SHEET OF THE REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 22 NOVEMBER 2017

Read: Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 22 November 2017. *(Circulated)*.

In response to a query from Councillor Clarke regarding the availability of caddies in public buildings, Mr Dinsmore replied that the rates estimates allowed for the provision of an additional 6,000 caddies.

Agreed: On the proposal of Councillor Andrews seconded by Councillor Clarke it was agreed that the provision of free brown bins be extended until March 2018

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

FOR CONSIDERATION AND/OR DECISION – BUILDING CONTROL

RTS/149/2017: APPLICATION FOR AMUSEMENT PERMIT AT 4 MARGARET SQUARE, NEWRY

Read: Report dated 19 December from Mr Colum Jackson, Assistant Director of Regulatory & Technical Services regarding an Application for Amusement Permit at 4 Margaret Square, Newry. *(Circulated)*.

Agreed: On the proposal of Councillor Trainor seconded by Councillor Andrews it was agreed to consider the content of this Report and any representation made,

Members are asked to consider the legal advice provided on the 22 November 2017, and to grant an Amusement Permit for premises at 4 Margaret Street, Newry.

FOR CONSIDERATION AND/OR DECISION - PLANNING

RTS/150/2017: RECORD OF MEETINGS BETWEEN PLANNING OFFICERS AND PUBLIC REPRESENTATIVES 2017-2018

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

Agreed: **The report of meetings between Planning Officers and Public Representatives was noted.**

RTS/151/2017: DECEMBER 2017 - PLANNING COMMITTEE PERFORMANCE REPORT

Read: Report on Planning Committee Performance for December 2017 *(Circulated)*.

Agreed: **The Planning Committee Performance Report was noted.**

Councillor Casey acknowledged the huge workload being undertaken by Case Officers. Mr McKay replied that the figures documented were the average case load per officer, he continued saying that although it was very challenging, the staff were very resilient and recruitment was on going, additional staff would be starting and staff were moved around to ensure that case loads were divided up fairly.

Councillor Tinnelly referred to the number of live applications in the system and commented that although there was a significant reduction in the numbers in the system under 6 months and up to and including 18 months, that cases in the system between 18 months and 24 months and those in the system for over 24 months appeared to be stagnant. He enquired as to the reason for this. Mr McKay replied that applications age each day and acknowledged that while some of the outstanding applications came from the legacy councils and some were problematic, there was significant movement on the older applications and said that the figure was down to 60 from 167 a year ago.

RTS/152/2017: CURRENT APPEALS – OCTOBER 2017

Read: Report of current appeals in October 2017 *(Circulated)*.

Agreed: **The report of current appeals in October 2017 was noted.**

FOR CONSIDERATION AND/OR DECISION
– FACILITIES MANAGEMENT & MAINTENANCE

RTS/153/2017: BUS SHELTER AT CLOUGHREAGH PARK, BESSBROOK

Read: Report dated 19 December 2017 from Mr Adam Wilkinson,
Interim Director of Regulatory & Technical Services.
(Circulated)

Mr Scullion provided background to the report.

Councillor Stokes proposed not to proceed with the recommendation for the following two reasons:

1. The special circumstances of the family whose house was located beside the proposed bus shelter
2. He understood that it was no longer a bus stop.

Councillor Taylor also expressed concern if the bus shelter was to be located at the proposed site. He said it would have a detrimental impact on neighbouring families and in particular one family with delicate medical issues, which because of the open forum of the meeting he did not want to discuss. He said he wasn't opposed to a bus shelter being sited on the road, rather the proposed location.

Mr Scullion said Translink had confirmed it was a well utilised service and up until August 2017 two buses used this route, however this proved problematic when both buses were on the route at the same time due to cars being parked on both sides of the road. Currently one bus used this route on an hourly basis which offered a service to Bessbrook and Newry and was used by both school children and local residents. It was a 'hail' service and the proposed location for the shelter was in the widest part of the road. He said he had liaised with PSNI and was not aware of any anti social behaviour issues.

Councillor Taylor proposed amending the recommendation to look at an alternative location on the road. This proposal was not seconded.

Councillor Clarke proposed and Councillor Casey seconded that the recommendation be upheld, however an amendment should be made stating that the situation be monitored for anti-social behaviour over a six month period as opposed to the twelve months contained in the recommendation. Councillor Clarke added there was an onus on the Council to provide the infrastructure that goes with public transport.

Councillor Curran expressed concern at passengers having to cross the road to avail of the bus service. Mr Scullion said it was inevitable some people would have to do this but said that Translink had confirmed it was still a serviceable route and during inclement weather the shelter would offer protection to passengers.

Councillor Stokes proposed and Councillor Taylor seconded not to proceed with the recommendation and to have a meeting with DEA to discuss further.

The Chairperson then referred back to the original proposal made by Councillor Clarke and seconded by Councillor Casey which was that the recommendation be upheld and the situation monitored for anti-social behaviour over a six month period as opposed to the twelve months contained in the recommendation.

This proposal was put to a vote by way of a show of hands and voting was as follows:

For: 5
Against: 3

The proposal was declared carried.

Councillor Clarke then asked if a site meeting could be arranged to which Slieve Gullion DEA Committee be invited. He said it was important to establish feedback from both Translink and PSNI. Mr Scullion said that every effort would be made to arrange a site visit in January to take place in a meeting room in Cloughrea Community Centre to which DEA Committee, RTS Committee and all interested Councillors would be invited.

Councillor Tinnelly asked that an update to the proposed bus shelter at Sheepbridge be provided to Members at the January 2018 RTS Committee Meeting.

Agreed: On the proposal of Councillor Clarke seconded by Councillor Casey it was agreed that a site meeting would take place in Cloughrea Community Centre to which DEA Committee, RTS Committee and all interested Councillors be invited to establish all feedback received from Translink and PSNI. Every effort would be made to ensure this meeting would take place in January 2018.

Agreed: An update to the proposed bus shelter at Sheepbridge be provided to Members at the January 2018 RTS Committee Meeting.

RTS/154/2017: LEASE OF PUBLIC TOILETS AT BESSBROOK

Read: Report dated 19 December 2017 from Mr Adam Wilkinson, Interim Director of Regulatory & Technical Services.
(Circulated).

Agreed: On the proposal of Councillor Taylor seconded by Councillor Curran it was agreed Council seek a valuation from LPS and thereafter enter into a three year lease

agreement from 2018 for the rental of the public conveniences at Bessbrook Town Hall.

RTS/155/2017: PROPOSED COUNCIL PUBLIC CONVENIENCE STUDY GROUP

Read: Report dated 19 December 2017 from Mr Adam Wilkinson, Interim Director of Regulatory & Technical Services.
(Circulated).

Agreed: **On the proposal of Councillor Clarke seconded by Councillor Burns it was agreed the Committee to note the contents of the above Report and agree to the setting up of a cross Directorate Study Group to gather relevant information concerning the use and operation of our PC's so that in making consideration concerning future spend and use of our PC's all relevant issues are considered.**

FOR CONSIDERATION AND/OR DECISION – WASTER MANAGEMENT

RTS/156/2017: REVIEW OF RESOURCE LEVELS IN THE REFUSE SECTION

Read: Report dated 19 December 2017 from Mr Adam Wilkinson, Interim Director of Regulatory & Technical Services.
(Circulated).

General discussion took place and all members were in agreement that the collection of waste in the district was paramount and staffing issues in relation to this needed to be addressed. Mr Wilkinson said he was currently working with HR and Union representatives on staff 'Terms and Conditions' differentials between the two legacy councils.

Councillor Curran congratulated Mr Wilkinson on the approach he had taken so far, stating that refuse collection was a statutory obligation and Mr Wilkinson was to be commended in how he was dealing with the challenging issues around this.

Councillor Andrews commended staff on the roll out of the brown bins. He said he was pleased to see temporary staff getting permanent contracts and said this would go far in boosting staff morale.

Agreed: **On the proposal of Councillor Burns seconded by Councillor Stokes it was agreed Council adopt a phased approach to address the staffing resource issues.**

- 1. Phase 1 – Council undertake to ensure 100% of the required staffing level is employed on permanent contracts. This will require the recruitment of 1 HGV**

driver, 2 Macpac drivers, making the 10 staff recruited as part of the food waste expansion project permanent and making 4 of the current FTE posts permanent and recruiting permanently for all current vacant posts.

- 2. Phase 2 – Council allow for an absence rate of 20% and employ additional staff required on temporary 12 month contracts to allow the completion of the route optimisation exercise. This will require the recruitment of 7 HGV drivers, 1 Macpac Driver and 10 loaders/general operatives.**
- 3. A significant number of new waste collection vehicles are to be procured over the next three years, as part of the Council's commitment to delivering the Capital programme. A suitable number of existing vehicles will be retained to ensure there is sufficient vehicle back-up to cater for general maintenance of the fleet and breakdowns.**

RTS/157/2017: OPTIONS APPRAISAL FOR THE COLLECTION OF MIXED DRY RECYCLABLES

Read: Report dated 19 December 2017 from Mr Adam Wilkinson, Interim Director of Regulatory & Technical Services.
(Circulated)

Agreed: **On the proposal of Councillor Stokes seconded by Councillor Burns it was agreed Council to approve a timetable with respect to completion of Options Appraisal for the collection of Mixed Dry Recyclates at Newry, Mourne and Down Council.**

RTS/158/2017: UPDATE WITH RESPECT TO DEVELOPMENT OF NEW CIVIC AMENITY SITE AT DOWNPATRICK

Read: Report dated 19 December 2017 from Mr Adam Wilkinson, Interim Director of Regulatory & Technical Services.
(Circulated).

Agreed: **It was unanimously agreed by Members to note and approve proposed timeline for construction of new Household Civic Amenity Site, Killough Road, Downpatrick.**

RTS/159/2017: ACCESS TO CIVIC AMENITY SITES FOR THE DISPOSAL OF COMMERCIAL WASTE

Read: Report dated 19 December 2017 from Mr Adam Wilkinson, Interim Director of Regulatory & Technical Services.
(*Circulated*)

In response to a query from Councillor Clarke regarding if it was possible to monitor the scenario of the 'man with a van' collecting waste from house holders and taking it to amenity sites, Mr Wilkinson replied that this was a very difficult situation for attendants to monitor at sites and said a more robust policy was required. He added that it was not a quick fix, but it was on the radar to be looked at.

Councillor Tinnelly asked if there were any statistics available on fly tipping and if it was feasible to keep this under control by issuing commercial licences.

Mr Dinsmore replied that licence conditions were to be reviewed as part of the Civic Amenity Site Review.

Agreed: **On the proposal of Councillor Tinnelly seconded by Councillor Andrews it was agreed: -**

- 1. It is recommended that there is no change in the current Council Policy with respect to receiving of Commercial waste at Civic Amenity Sites.**
- 2. It is recommended that any commercial waste as is sought to be received at Household Civic Amenity Sites is redirected to licensed sites at Camlough and Kilkeel, where payment may be received.**
- 3. To facilitate small business premises, it is recommended that all sites may receive small quantities of cardboard and paper waste only, where such wastes are delivered in car boot and do not exceed 3 bags of such recyclable wastes.**
- 4. Vehicles providing a collection and disposal service for household waste e.g. bulky waste are categorised as commercial waste and shall be directed to Camlough or Newry, where payment must be made.**
- 5. As part of the Civic Amenity Site Review, license conditions be reviewed and consideration be given as to best location, if any, for receipting and conditions for receipting of wastes from small business i.e. commercial wastes.**

FOR NOTING

RTS/160/2017: REFUSE ARRANGEMENTS AND OPENING HOURS FOR HOUSEHOLD CIVIC AMENITY SITES DURING THE CHRISTMAS AND NEW YEAR PERIOD

Read: Report regarding refuse arrangements and opening hours for household Civic Amenity Sites during the Christmas and New Year period. (*Circulated*)

Noted: **It was agreed to note the refuse arrangements and opening hours for household civic amenity sites during the Christmas and New Year period.**

RTS/161/2017: HISTORIC ACTION SHEET

Read: Historic Action Sheet (*Circulated*).

Agreed: **It was agreed to note the Historic Action Sheet.**

ITEM TAKEN IN CLOSED SESSION

RTS/162/2017: FUTURE SERVICE DELIVERY – OFF STREET PARKING

Agreed: **On the proposal of Councillor Andrews seconded by Councillor Curran it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information in accordance with part 1 of schedule 6 of the local government act (NI) 2014**

Read: Report dated 19 December 2017 from Mr Colum Jackson, Assistant Director of Regulatory & Technical Services regarding the future service delivery of Off-Street Parking Enforcement, Penalty Charge Notice (PCN) processing and associated functions. (*Circulated*)

Agreed: **On the proposal of Councillor Andrews seconded by Councillor Tinnelly it was agreed the Committee come out of closed session.**

Agreed: **When the Committee came out of closed session the Chairperson reported it had been agreed on the proposal of Councillor Tinnelly seconded by Councillor Clarke:**

- 1. Note that AECOM has completed its analysis in relation to the future delivery options for Off-Street**

Car Parking and therefore agree to extending the existing Agency Agreement with the Department for Infrastructure for the provision of the above services for a further period of 3 years from 1 November 2019 until 31 October 2022;

- 2. Note the proposals to utilise the findings of the AECOM analysis to improve the service delivery. This can be achieved by mitigating the risk of costs associated with successful appeals by introducing Alpha Numeric keypads on all Pay & Display ticket machines within the District. Installation costs for this technology covering the 31 Pay and Display ticket machines within the District, would equate to £30,000 with potential annual savings of £10,000. The installation outlay would therefore be recovered after a 3 year period.**
- 3. To consider the recommendation from AECOM to remove the £1 for 3 hours and implement the basic acceptable tariff of 40p/hour in all charged car parks within the District, with effect from April 2018. This adjustment has the potential to increase Pay and Display revenue by approximately £75,000 per annum. The Off-Street tariff of 40p/hour would remain well below the present On-Street tariff which stand at 60p/hour.**
- 4. Note the proposal to actively market and promote Cashless parking, which will assist consumer convenience and reduce cash collection costs to Council.**

There being no further business the meeting ended at 7.40pm

For adoption at the Council Meeting to be held on 8 January 2018

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

**Signed: Mr A Wilkinson
Interim Director Regulatory & Technical Services**