

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Technical & Environmental Services Committee Meeting, held, in committee, in the Committee Room, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Tuesday, 5 June at 7.30 p.m.

**PRESENT:** Councillor Jeffers  
(in the Chair)

**ALDERMAN:** Mrs Rice MBE

**COUNCILLORS:** Mrs A Beattie  
J Beattie  
Mrs M Chambers  
Mrs S Duncan  
C Hall  
J Spratt

**APOLOGIES:** Apologies were received on behalf of Alderman Norris, Councillors Hanvey and Henderson

**IN ATTENDANCE:** Director of Technical & Environmental Services, Building Control Manager, Client Manager, Acting Operational Services Manager (Cleansing) Acting Operational Services Manager (Parks), Acting Environmental Health Manager and Assistant Members' Services Officer

**TABLED : MINUTES OF THE TECHNICAL & ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON 1 MAY 2007**

### **REPORT FROM BUILDING CONTROL MANAGER (copy previously circulated)**

#### **T&ESC/2007/222 : SCHEDULE OF APPLICATIONS**

The Building Control Manager detailed the schedule of applications approved by the Building Control Service for the period of 1 April to 30<sup>th</sup> April 2007.

Noted.

#### **T&ESC/2007/223 : REPORTS ON APPLICATIONS, INSPECTIONS AND SOLICITORS ENQUIRIES**

The Building Control Manager outlined the details in respect of the above

Noted.

**T&ESC/2007/224 : PERFORMANCE INDICATORS – FULL PLAN APPLICATIONS FOR OCTOBER 2006 TO March 2007**

The Building Control Manager took Members through the detail in respect of the performance indicators as set out in the Business Plan for 2006/2007.

Noted

**T&ES/2007/225 : STAFFING ISSUES 2006/2007**

The Building Control Manager advised Members that he wished to draw to Members' attention the reason why some of the performance indicators had not been met. He explained that during the year there had been considerable changes in professional staff within the Building Control Service Unit. He added that these changes resulted in the Senior Building Control Officer's post not being filled for 3 months and a Building Control Officer's post not being filled for 5 months. He outlined that three different people had held the post of Senior Building Control Officer.

He continued by stating that there had been considerable changes to the Building Regulations during this time, and all professional staff had received considerable training to ensure that they were capable of undertaking their work.

Councillor J Beattie congratulated the Officers within the Building Control Unit for their performance during staff shortages.

Councillor Chambers outlined that the issue of staff shortages did not relate solely to the Technical & Environmental Services Department, but that all departments were facing staffing problems due to the uncertainty of RPA. She proposed that the Council writes to the Minister explaining the staffing difficulties, and asking that she expedite the RPA process.

Councillor Mrs Beattie seconded the proposal.

Councillor Spratt outlined that the Minister was already aware of the staffing problems and had undertaken to progress the matter as quickly as was possible.

Following discussion, it was

RESOLVED : That the Council be recommended to agree to write to the Minister asking that the RPA process be expedited as quickly as possible in order to assist in addressing staffing uncertainties.

**T&ESC/2007/226 : HEALTH AND SAFETY CSR CARD TRAINING HELD ON 8 MARCH 2007**

The Building Control Manager advised Members that he and two other Officers within the Building Control Service had successfully completed the

above training course, and would be awarded the CSR Card for visiting site professionals.

Noted.

**T&ESC/2007/227: MINUTES OF THE SOUTH EASTERN GROUP BUILDING CONTROL COMMITTEE MEETING HELD IN DOWN DISTRICT COUNCIL ON 12 MARCH 2007**

Councillor Spratt noted that a study visit was being organised to Southern Germany, and asked if there was any cost implications for Castlereagh Borough Council.

Councillor J Beattie outlined that he noticed there was another trip mentioned in the Minutes, and he was concerned at the financial impact the trips would have for ratepayers when setting the rates. He asked that a report on the study visit to Germany be tabled at a future meeting of the Technical & Environmental Health Committee.

Noted

**T&ESC/2007/228 : STREET NAMING AT 183 SAINTFIELD ROAD, NEWTOWNBRED A.**

The Building Control Manager advised Members that Ravara Properties Limited had proposed the street name of 'Lenaghan Heights' for 5 dwellings, on a site at 183 Saintfield Road, Newtownbreda.

He added that the request met with the requirements of the Council's Street Naming Policy, as the word 'Lenaghan' was in use in the area.

Councillor Duncan expressed the view that by naming the street Lenaghan Heights would be very confusing for postal workers.

RESOLVED: That the Council be recommended that the street name of 'Lenaghan Heights' be allocated to the 5 No dwellings, under construction by Ravara Properties Limited, at 183 Saintfield Road, Newtownbreda.

**T&ESC/2007/229 : STREET NAMING AT KNOCKBRACKEN ROAD/BALLYMACONAGHY ROAD, CAIRNSHILL**

The Building Control Manager advised Members that Taggart Homes Limited had proposed the development name of 'Manse Wood' for a proposed development of 200-300 dwellings on lands at Knockbracken Road/Ballymaconaghy Road, Cairnshill.

He added that the request met with the requirements of the Council's Street Naming Policy in that an old manse that was now demolished previously stood on the development site.

RESOLVED: That the Council be recommended to agree that the development name of 'Manse Wood' be allocated to the proposed development of 200-300 dwellings on lands at Knockbracken Road/Ballymaconaghy Road, Cairnshill.

**REPORT FROM CLIENT MANAGER  
(copy previously circulated)**

**T&ESC/2007/230 : TONNAGES DEPOSITED AT LANDFILL**

The Client Manager advised that during the month of April approximately 1741.00 tonnes of waste had been deposited at landfill, compared with 1766.00 tonnes during the same period last year.

Noted.

**T&ESC/2007/231 : STAFF RESOURCES – CLIENT SERVICES – WASTE MANAGEMENT SECTION - LOSS OF THE ARENA POSTS – SHORT TERM**

The Client Manager stated that Members would recall that at the last meeting of the Technical and Environmental Services Committee, he had reported that Arena Network had had their funding withdrawn, resulting in the two officers currently situated within the Client Services service having their posts terminated with effect from 31<sup>st</sup> May 2007.

The Officer advised that the Waste Section would reduce from 3 Officers to 1 Officer, and the Waste & Recycling Officer who was currently on one year's leave of absence had agreed to return to work earlier than planned in and around 8<sup>th</sup> August 2007. He outlined that the Section would be operating with one member of staff for approximately nine weeks, and that member of staff would be on leave for three of these weeks.

The Client Manager advised Members that a review of the work of the Section had therefore been undertaken and prioritized in an attempt to ensure that the Council carried out its statutory obligations, and that tasks with the most serious financial implications were addressed. He reported that the work had been grouped into Priority 1, 2 and 3, and he outlined in detail the various tasks within each priority grouping, and where appropriate, potential penalties should the Council fail to meet its statutory duty.

He continued by stating that it was hoped that by adopting the above approach it would be possible to reduce the risk of fines to the Council, the risk of other adverse financial impacts and the number of complaints to the Council.

The Client Manager then outlined in detail the medium to long term implications for the Section and the Council as a whole due to the loss of the Arena Network Post. He outlined in detail three main reasons as to why it

was essential to continue the work carried out by the Officer.

He referred Members to a copy of a draft job description for the post of Recycling & Education Officer and advised that sufficient funds had been provided in the estimates for the process to pay Arena Network for this post. He added that bringing the post within the Council would result in a modest saving to the Council

He recommended the following:

- (i) the post of Waste & Recycling Officer be created.
- (ii) a job description be drawn up, agreed by the Management Team and forwarded for evaluation
- (iii) the recruitment process commence as soon as possible.

The Client Manager addressed Members' queries in relation to the duties of the post, and discussion ensued as to whether the salary being recommended was commensurate with the particular duties.

Councillor Beattie outlined that the Client Manager would need to carry out a proper business case justifying the need for the post, and provide Members with all the relevant facts and figures. He proposed that the Officer draw up a business case and table it at the September meeting of the Committee.

Alderman Rice stated that although there would be a cost to Council in employing this Officer, she was of the view that it could be October/November before the person took up post, resulting in the potential for the Council failing to meet its statutory obligations. She added that she was of the view that it was therefore important to commence the recruitment process immediately to avoid any financial penalties.

Councillors Chambers and Spratt expressed the view that it would not be possible to reach a decision based on the information in front of Members. It was felt that in order to determine whether it was necessary to appoint someone at graduate level, that a job description be drawn up and evaluated in order to compare the duties of the Arena Network post with the proposed new Council post.

Councillor Spratt outlined that, when drawing up the job description, Officers should base this on a fixed term contract.

Councillor Mrs Beattie suggested that Officers contact Universities to ascertain if any students were interested in a placement.

Alderman Rice stated that she was of the view that the expertise required of the post would require someone at a graduate level to be appointed.

Following further discussion, it was

RESOLVED : That the Council be recommended to agree that Officers prepare a full business case demonstrating the need for the post of Waste & Recycling Officer to be tabled at a future meeting.

**T&ESC/2007/232 : MANAGEMENT TRAINING COURSE BEING HELD ON 27 JUNE 2007 AT A COST OF £129.00 PLUS VAT**

The Client Manager outlined that, given the Council's significant capital projects programme and those pending, it was felt that the above course would be of benefit. He added that there were sufficient funds within the budgets to cover the cost.

Following discussion, it was

RESOLVED : That the Council be recommended to grant approval for one Officer within the Client Services Unit to attend the Project Management course being held in Belfast on 25<sup>th</sup> June 2007, at a cost of £129 plus VAT.

**T&ESC/2007/233 : LANDFILL COMMUNITIES FUND – ALLOCATIONS 2007/2008**

The Client Manager attached to his report confirmation of the allocation of Landfill Community Funds for the 2007/08. He added that these funds had been made available to Belfast through the landfill tax credit scheme (90%) and Castlereagh Borough Council (10%) for environmental improvements.

Noted.

**T&ESC/2007/234 : PROPOSED THERMAL TREATMENT PLANT – STUDY VISIT TO HULL IN SHEFIELD 16<sup>TH</sup> MAY TO 18<sup>TH</sup> MAY – BRIEFING NOTES**

The Client Manager outlined that the Director of Technical & Environmental Services and two Members had attended the above. He added that two presentations had been given by Officers from ARC 21, and he referred Members to a copy of each of the presentations.

He reminded Members that the Thermal Treatment Plant was included in the Waste Management Plan. He added that, as part of the procurement process, it was necessary to advertise for potential sites. He advised that an advertisement would be placed in the press over the next few weeks inviting expressions of interest from owners of potential sites.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that a Special Council meeting be convened in September to hear a presentation on the proposed Thermal Treatment Plant.

**T&ESC/2007/235 : ACTING UP FOR POST OF GARAGE FOREMAN**

The Client Manager reminded Members that a member of staff from the Council's garage had resigned and the Garage Foreman was off on long term sick leave. He added that this had resulted in a significant additional burden on the two remaining staff, one of whom was acting up to the role of Garage Foreman. He advised that in addition to carrying out a supervisory role, the Acting Foreman had to carry out the majority of administrative duties at home in the evenings and at weekends.

He outlined that it was custom and practice that an acting up allowance would be paid to cover the period of absence, after a four week period had lapsed.

The Garage Foreman had indicated that he might be well enough to return to work at the end of June, resulting a total period of absence of ten weeks.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that an acting up allowance be awarded to the Acting Garage Foreman to cover the period of absence of the current Foreman, changing the pay scale from Scale 4 to Scale 6.

#### **T&ESC/2007/236 : PROPOSED HOUSEHOLD RECYCLING CENTRE – MOAT PARK – DUNDONALD**

The Client Manager stated that Members might recall that he had been instructed to distribute questionnaires to the houses fronting on to the Comber Road, Dundonald seeking their views on the need for a Household Recycling Centre in Dundonald and the suitability of the proposed site. He referred Members to a copy of the questionnaire, and advised that an advertisement had also been placed in the press inviting comments on the proposal.

He reported that a total of 44 questionnaires had been returned (34 from residents of Comber Road and 10 from non residents), and a total of 38 letters, 4 emails, 2 petitions comprising a total of 502 names, and a number of telephone calls objecting to the proposal. He added that no attempt had been made by Officers to cross reference letters, questionnaires and the petition to check for duplication.

The Client Manager provided Members with the detail of the responses to each of the four questions, and advised that in answer to the fourth question, the following locations had been suggested as alternative sites in descending order of the frequency of their mention:

- Dundonald International Ice Bowl (Various sites referred to around the Ice Bowl)
- Billy Neill Soccer Centre of Excellence
- Ballyoran/ Carrowreagh Industrial Areas
- Other areas of Moat Park
- Comber
- Newtownards Road

- Millars Lane / Drumadoon Drive
- Comber side of Millmount Road
- Rear of Council Offices

He reported that the responses to the questionnaire, petitions and letters had been retained within the Technical and Environmental Services Department and were available should any Member wish to read them.

The Client Manager reminded Members that the proposed Household Recycling Centre in Dundonald was part of the Council's strategy aimed at meeting NILAS Waste diversion targets. He recommended that Members consider this matter and advise how they wish to proceed.

Councillor Spratt outlined that he was of the view that the Roads Service may have a number of issues in relation to siting the Household Centre at Moat Park, and he was of the view that alternative sites should be considered. He emphasized the importance of involving the Council's Planning Officer in this process from the very outset.

Alderman Rice outlined that, given that the proposed site was close to a children's playground and open space, there may also be health and safety issues.

Councillor Jeffers suggested that, to assist with the review of possible sites, Members might wish to visit similar facilities in the Province.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that

- (a) the Council re-consider its proposal to site the new Household Recycling Centre at Moat Park, Dundonald, and that a review of alternative sites be carried out
- (b) the Planning Officer to be involved in the review of alternative sites
- (c) Officers arrange a study visit to Household Recycling Centres in the Province

### **ANY OTHER CLIENT SERVICES BUSINESS**

#### **T&ESC/2007/237 : REQUEST TO LEASE THE FORMER NURSERY SITE AT TULLYCARNET PARK BY OUR LADY & ST. PATRICK'S GRAMMAR SCHOOL**

The Client Manager advised that the new school was to be constructed on the existing site of Our Lady & St. Patrick's Grammar School, and that the Chief Executive had received correspondence from the contractor asking if the Council would lease the former nursery site at Tullycarnet Park to locate temporary mobile classrooms.

He asked if Members would agree to this request, in principle, subject to Officers ensuring all the usual terms and conditions were met. He added that he would contact the VLA to obtain a valuation, in terms of the lease and reinstatement of the site to the Council's satisfaction.

Councillor Chambers asked Officers to ensure the required insurance was in place to protect the Council's liabilities.

Following a proposal from Councillor Spratt, it was

RESOLVED : That the Council be recommended to agree, in principle, to lease the site of the former nursery at Tullycarnet Park to enable mobile classrooms to be located on the site whilst the new premises for Our Lady & St Patrick's College was being constructed, subject to terms and conditions being agreed.

### **T&ESC/2007/238 : UPDATE ON THE PROPOSED NEW PLAYGROUND IN BELVOIR**

Councillor J Beattie declared an interest.

The Client Manager outlined that Members may recall that provision had been included in this year's estimates to upgrade the playground in Belvoir Drive. He reported that Officers had recently met with the Principal of Belvoir Primary School and representatives from the SEELB and Belvoir Community Association. He added that the general consensus was that the optimum location for the playground was on the site of the existing school playground, which would avoid the schoolchildren have to cross Belvoir Drive. He outlined that from a management perspective, it was being proposed that the school caretaker would be responsible for opening the playground on school weekdays, and weekend opening and all closing would be carried out by Council staff. He added that there were those in Belvoir who were not associated with primary school, and it would therefore have to be made clear that this was a public playground and not for the sole use of the school.

He recommended that Officers be permitted to continue consulting with the Primary School, the Board and the Community Association, and he would bring back a report on the matter to the September Committee meeting.

Councillor Chambers advised that the Community Association in which she and Councillor A Beattie were involved was in favour of the playground remaining at the existing location. She added that if it was agreed to locate the playground on Board land, there might be insurance implications for the Council.

Councillor Mrs Beattie stated that although she saw the merits in relocating the playground to the school, she agreed, however, that any possible insurance implications for the Council should be investigated.

Following further discussion, it was

RESOLVED : That the Council be recommended to agree that

- (a) Officers continue to liaise with representatives from the South Eastern Education & Library Board, the Principal of Belvoir Primary School and representatives from Belvoir Community Association to consider the possible relocation of Belvoir Playground to Belvoir Primary School playground. Officers to report back on the outcome of these discussions to the September Committee meeting
- (b) Officers to clarify if there were any insurance implications for the Council in relocating the playground to the school grounds

#### **T&ESC/2007/239 : FLY POSTING**

The Client Manager reported that complaints had been received in relation to a business involved in fly posting within the Borough. He outlined that he had written to the business concerned who had advised that they would ensure that such incidents would not re-occur in the future.

Noted.

#### **T&ESC/2007/240 : HOUSEHOLD RECYCLING CENTRE INSPECTIONS**

The Client Manager reported that all Household Recycling Centres were subject to regular inspections by the Environment & Heritage Service. He added that inspections had been carried out at Cregagh and Carryduff, and a positive response had been received, but there were some issues to be addressed. He outlined that this underlined the new level and thoroughness of the inspection regime, and the need for constant monitoring by the Council.

Noted.

#### **T&ESC/2007/241 : LAND AT COMBER ROAD**

The Client Manager reported that he received a response from the Valuation & Lands Agency and had valued the land at 92A Comber Road at £140,000.00, subject to clean title, planning permission for residential development and no onerous land conditions. He outlined that the valuation would need to be reviewed in three months' time. He advised Members that the owner of the property had made an offer of £10,000.00.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that Officers write to the owner of the property at 92A Comber Road advising him that the land had been valued at £140,000.00.

**REPORT FROM ACTING OPERATIONAL SERVICES MANAGER (PARKS)  
(copy previously circulated)**

**T&ESC/2007/242 : UPDATE ON PATHWAY BETWEEN GILNAHIRK ROAD  
AND GILANHIRK AVENUE**

The Acting Operational Services Manager (Parks) informed Members that signs had been erected on Tuesday 24 April 2007 stating that under the Access to the Countryside (NI) 1983, the pathway would be closed temporarily for a period of three months and weekly checks would be carried out by the Acting Access to Countryside Officer. He further advised that the entire site had been secured and the pathway closed.

Noted.

**T&ESC/2007/243 : QUOTATIONS FOR THE SUPPLY OF SPRING  
BEDDING**

The Acting Operational Services Manager (Parks) advised Members that six quotations had been sought for the supply of the above, and three had been returned, as follows:

Pentland Plants  
Loanhead  
Midlothian  
EH20 9QG  
£5,029.45 excluding VAT

Hanna's Nursery  
16 Hanna's Road  
Larne  
Co Antrim  
£5,124.00 excluding VAT

H. Geddis & Son  
71 Banbridge Road  
Waringstown, Co Down  
BT66 7R  
£5,309.60 excluding VAT

Following discussion, it was proposed by Councillor Chambers, seconded by Councillor Spratt, and

RESOLVED : That the Council be recommended to agree that the quotation from H. Geddis & Son in the sum of £5,309.60 excluding VAT be accepted for the supply of Spring Bedding.

**T&ESC/2007/244 : QUOTATIONS FOR THE SUPPLY OF SPRING BULBS**

The Acting Operational Services Manager (Parks) advised Members that 5 quotations had been received for the supply of spring bulbs, as follows:

Gee Tee  
Matmore Gate  
Spalding  
Lincs

Lubbe & Sons (Bulbs) Ltd  
Welland House  
High Street  
Spalding

£2,350.77 excluding VAT	Lincs £2,625.87 excluding VAT
Eurogarden 'The Packing Shed' Mallard Road Low Fulney Spalding Lincs PE12 6ND £2,631.69 excluding VAT	Cornish King Bulb Growers Wallops Wood House Droxford Southampton SO32 3QY £2,304.27 excluding VAT

He recommended that the quotation from Cornish King Bulb Growers be accepted.

Following discussion, it was

RESOLVED: That the Council be recommended to agree that the quotation from Cornish King Bulb Growers in the sum of £2,304.27 excluding VAT be accepted for the supply of spring bulbs.

#### **T&ESC/2007/245 : TENDER FOR TRAIL BEHIND ROTARY MOWER**

The Acting Operational Services Manager (Parks) informed Members that financial provision for the above item of equipment had been included in the 2007/08 estimates. He added that two tenders had been received, but only one met the required specification, as follows:

Company	Model	Price
Laird Grass Machinery 275a Middle Road Island Magee Larne Co. Antrim BT40 3TG	MAJOR TDR 12000 (This tender did not meet specification requirements)	£16,750.00
Johnston Gilpin & Co Ltd 76 Lisnoe Road Lisburn BT27 5LT	TRIMAX PEGASUS SERIES 2	£18,000.00

He recommended that the tender from Johnston Gilpin & Co Ltd be accepted, as it met the required specification.

Following discussion, it was

RESOLVED: That the Council be recommended to agree to accept the tender from Johnston Gilpin & Co Ltd in the sum of £18,000.00 for one Trail Behind Rotary Mower.

**T&ESC/2007/246: COUNTRYSIDE RECREATION GROUP STUDY TRIP BEING HELD IN DEVON ON 10-13 SEPTEMBER 2007 AT A TOTAL COST OF £500.00**

The Acting Operational Services Manager (Parks) advised Members that the above course was aimed at Officers involved in Access to the Countryside issues, and was subsidised by the Environment and Heritage Service. He added that the Council's contribution would therefore be approximately £250.00. He recommended that the Acting Access to the Countryside Officer within the Operational Services Unit attend the study visit, with the costs being met out of the Access to Countryside training budget.

Councillor Spratt outlined that, apart from the Council's financial contribution towards the conference fees, he assumed there would also be the Officer's travelling time, subsistence, etc. He added that, based on the information in front of Members, it was difficult therefore to determine whether the Officer's attendance at this represented best value for the Council and its ratepayers. He proposed that the request be refused, and in future, all the relevant information including itinerary, conference fees, travel time and associated costs, subsistence, etc be tabled in order that Members could make an informed decision.

Councillor Chambers agreed and seconded the proposal.

RESOLVED : That the Council be recommended to agree that

- (a) the request for the Acting Access to the Countryside Officer to attend a study visit in Devon on 10-13 September 2007 be refused
- (b) in order for Members to make an informed decision in relation to future requests for attendance at conferences, etc., that all the relevant information including itinerary, conference fees, travel costs, travel time, subsistence, etc be tabled

**T&ESC/2007/247 : BALMORAL BOWLING & SOCIAL CLUB - BELVOIR DRIVE**

The Acting Operational Services Manager (Parks) informed Members that correspondence had been received from the solicitors acting on behalf of Balmoral Bowling Club, a copy of which had been attached to his report.

He continued by stating that the Council had leased a small portion of ground to Balmoral Bowling Club on 3 May 1996 for 99 years, and the lease required consent in writing from the Council to enable the Club to apply for a loan for £27,000.00. He added that the monies would be used for a refitting and complete refurbishment of the interior club premises and would include new furniture, but no structural works was to be carried out to the premises.

The Officer advised that the Council's solicitors had confirmed that there was no legal issue with this request, however, it would require Council's consent to allow the loan to go ahead.

Councillor Chambers sought clarification if there would be any implications for Council if the club defaulted in repaying the loan.

The Acting Operational Services Manager (Parks) advised that he would seek clarification from the Council's solicitor.

Councillor Spratt outlined that any legal costs incurred by the Council should be met by Balmoral Bowling Club.

Following discussion, it was

RESOLVED : That

- (a) consideration of the request from Balmoral Bowling Club for the Council to provide consent in writing to enable them to apply for a loan be deferred in order for the Acting Operational Services Manager (Parks) to seek legal advice in relation to the terms of repayment of the loan.
- (b) that any legal costs incurred by the Council in relation to the above should be met by Balmoral Bowling Club

#### **T&ESC/2007/248 : UPDATE ON SHARING PITCH 5 BILLY NEILL MBE SOCCER CENTRE OF EXCELLENCE**

The Acting Operational Services Manager (Parks) reported that responses had been received from Donard FC and Dundonald FC confirming that they had reached an agreement to share Pitch 5 at the Billy Neill Centre during the 2007/2008 season. He added that this would now allow the Council to accommodate both senior teams on Pitch 5 for the 2007/2008 season.

Noted.

#### **T&ESC/2007/249 : RETROSPECTIVE APPROVAL FOR BBC FILMING AT HYDEBANK**

The Acting Operational Services Manager (Parks) informed Members that a written request had been received from the BBC requesting access to Hydebanks Playing Fields on 24, 25 and 28 May to film a drama series, entitled 'Fairy Tales'. He continued by stating that due to the lateness of the application, there had not been sufficient time to bring this matter before the Committee sooner. He added that verbal approval had been obtained from the Chairman of the Technical and Environmental Services Committee, Alderman J Norris, prior to the event taking place.

He confirmed that the usual charge for use of the car park had applied.

RESOLVED: That the Council be recommended to grant retrospective approval for the BBC to access the Hydebank Playing Fields on 24, 25 and 28 May 2007 in order to film a drama series.

### **ANY OTHER PARKS RELATED MATTERS**

#### **T&ESC/2007/250 : LVRP FUNDING APPROVED**

The Acting Operational Services Manager (Parks) advised Members that the Development Officer at Lagan Valley Regional Park had advised that the Parks submission to the Heritage Lottery Fund had been approved. He added that the Landscape Partnership Scheme was valued in the region of £2.2 million, with the Heritage & Lottery Fund contributing in the region of £1.6 million. He continued by stating that the remaining match funding was being provided by a range of other organizations.

Councillor J Beattie congratulated those staff involved in obtaining the funding.

Noted.

#### **T&ESC/2007/251 : MOAT PARK**

Councillor Jeffers congratulated staff for the work carried out at Moat Park, and he suggested that the Council might wish to consider locating a centre piece in the park. He suggested a Longstone, which was a particular feature of the area.

RESOLVED : That Officers ascertain the cost of a Longstone, and report back to a future Committee meeting.

### **REPORT FROM THE ACTING OPERATIONAL SERVICES MANAGER (CLEANSING) (copy previously circulated)**

#### **T&ESC/2007/252 : PREVENTATIVE MAINTENANCE/ROUTINE SERVING OF COMPACTORS AT HOUSEHOLD RECYCLING CENTRES (HRC's)**

The Acting Operational Services Manager (Cleansing) advised Members that the compactors at the HRC's were approximately 4 years old and failure of compactors had contributed to closure of the Cregagh HRC on 3 occasions this year. He continued by stating that during the last financial year, the Council had spent £1,208.00 on repairs to the compactors, and given the age of this equipment, these costs were likely to increase.

He further advised that the equipment operated at high pressure, and in the interest of health and safety and in order to maintain continuity of service, routine preventative maintenance would be appropriate.

The Officer reported that it was anticipated that the additional costs of preventative maintenance would be approximately £3,000.00, with the cost being met out of existing budgets.

Following discussion, it was

RESOLVED: That the Council be recommended to approve a preventative maintenance contract for the Household Recycling Centres' compactors at an approximate cost of £3,000.00, with the cost being met out of existing budgets.

### **T&ESC/2007/253 : HOUSEHOLD RECYCLING CENTRES (HRC's)**

The Acting Operational Services Manager (Cleansing) outlined that as Members would be aware, the Dargan Road Landfill site had closed in November 2006. He reported that whilst the landfill site had been operational, it opened on weekday evenings and Saturdays until 5.00 pm. He advised that the landfill sites currently being used by the Council were Cotton Mount and Mullaghglass which closed at approximately 5.00 p.m. on weekdays and 12.30 p.m. on Saturdays.

He continued by stating that this had resulted in the accumulation of waste at HRCs, and on a number of occasions the Council could no longer accept waste, resulting in the closure of the HRC's.

The Acting Operational Services Manager (Cleansing) reported that as it appeared that the opening hours of the landfill sites were unlikely to be extended, it had been necessary to hire additional equipment as a short-term solution.

He then outlined the following options for Members' consideration:

- (i) continue to hire equipment for use at the HRC's
- (ii) reduce the opening hours of the HRC's
- (iii) purchase compactor bins, bulky skips and additional compactors

He pointed out that there were health and safety implications in respect of option (i), and as option (ii) would be unpopular with ratepayers, he was recommending the purchase of additional equipment as outlined in option (iii).

Following discussion, it was

RESOLVED: That the Council be recommended to approve the purchase of suitable compactors and storage containers, subject to the Council's procurement policy being adhered to.

### **T&ESC/2007/254 : FUELLING OF JCB AT CARRYDUFF HOUSEHOLD RECYCLING CENTRE.**

The Acting Operational Services Manager (Cleansing) stated that under the existing contract for Green Waste, Avenue Recycling had made available a JCB 3CX at the Carryduff HRC, and had also paid for the training of two staff in the use of the equipment. He added that under the existing contract, Avenue Recycling was obliged to provide their own fuel for the vehicle and this had caused them some difficulty.

The Officer continued by stating that the digger could be used by Council staff to reduce manual handling at the HRC, and therefore reduce the risk of injury. He added that he therefore believed it would be of mutual benefit if the Council fuelled the JCB in exchange for operational use of the digger at an approximate cost of £20.00 per week.

Following discussion it was

**RESOLVED:** That the Council be recommended to authorise Officers to contact Avenue Recycling to request general operational use of their JCB at Carryduff HRC for the period of their current contract, in exchange for the Council providing the fuel for the vehicle, and all necessary training being completed by all staff involved in the use of the equipment.

Alderman Rice left the meeting at this point at 9.45 p.m.

#### **T&ESC/2007/255 : MULLAGHGLASS LANDFILL SITE**

The Acting Operational Services Manager (Cleansing) advised Members of the detail relating to a number of incidents that had occurred recently at the Mullaghglass Landfill site.

Councillor Spratt asked Officers to ensure that these incidents were reported to the PSNI.

Noted.

#### **T&ESC/2007/256 : STAFF MEMBER WITHIN THE STREET CLEANSING SECTION**

The Acting Operational Services Manager (Cleansing) informed Members that the Mayor had received a telephone call from Mr Paul Elliott praising Mr John Mclvor, a member of staff within the Street Cleansing Section for his diligent work over the past years

Councillor Spratt outlined that it was pleasing that an individual had taken the time to commend Mr Mclvor. He asked that Mr Mclvor's address be forwarded to the Mayor's Officer to enable him to write a letter of appreciation.

Noted.

#### **T&ESC/2007/257 : VEHICLE BREAKDOWNS MONDAY 21<sup>st</sup> MAY**

The Acting Operational Services Manager (Cleansing) advised that due to three refuse collection vehicle breakdowns and a vehicle being prepared for

PSV, there had been a two-day delay in general waste collection in Newtownbreda and surrounding area.

Noted.

#### **T&ESC/2007/258 : LEASING OF RCVs**

The Acting Operational Services Manager (Cleansing) outlined that Members would be aware that budget provision had been made this year for the replacement of two refuse collection vehicles in the later half of the financial year. He added that the acquisition lead-time was approximately four months, and in order to minimise the risk of complete breakdown and the need to hire vehicles for several months at a potential cost of £180.00 per day, it was deemed prudent to issue tenders for replacement vehicles as soon as possible.

Following discussion, it was

RESOLVED: That the Council be recommended to agree that Officers be authorised to seek tenders for refuse collection vehicles to support operational requirements within budget provision.

#### **SUPPLEMENTARY FROM THE ACTING OPERATIONAL SERVICES MANAGER (CLEANSING) (circulated at the meeting)**

#### **T&ESC/2007/259 : LARGE GOODS VEHICLE DRIVER AVAILABILITY**

The Acting Operational Services Manager (Cleansing) advised Members that the Cleansing Section urgently needed to recruit two additional LGV drivers, but was experiencing problems attracting drivers. He outlined that a recruitment campaign had been carried out in February 2007 without any success, and none of the 9 recruitment agencies on the select tender list had been able to provide additional drivers.

He recommended the following:

- to contact other agencies not on the tender list, and if necessary go back to the recruitment agency with the lowest charge and negotiate a higher rate until we get suitable drivers.
- train drivers from within the organization (the Human Resources Manager has confirmed that the cost could be met out of available corporate training budget).

Following discussion, it was

RESOLVED : That the Council be recommended to agree that

- (a) Officers be authorised to contact agencies over and above those on the current tender list, and if necessary, negotiate a higher rate until such time as suitable drivers could be recruited
- (b) Officers be authorised to arrange to train drivers from within the organization, with the cost being met out of available corporate training budget.

**T&ESC/2007/260 : CARRYDUFF DEPOT**

Councillor Spratt highlighted a potential safety issue relating to the parking arrangements of Council vehicles at the Carryduff depot.

Following discussion, it was

RESOLVED : That the Acting Operational Services Manager (Cleansing) review the current parking arrangements for vehicles located at Carryduff depot, and report back.

**REPORT OF THE ACTING ENVIRONMENTAL HEALTH MANAGER  
(copy previously circulated)**

**T&ESC/2007/261 : STATUTORY NOTICES PUBLIC HEALTH (IRELAND)  
ACTS 1878 TO 1907**

The Acting Environmental Health Manager outlined the details of Statutory Notices that had been served in respect of public health/conditions prejudicial to health.

Noted.

**T&ESC/2007/262 : FOOD SERVICE PLAN 2007/2008**

Following discussion, it was

RESOLVED : That the Council be recommended to approve the Food Service Plan for 2007/2008, and that the Acting Environmental Health Manager present a detailed business plan at the September Committee meeting.

**T&ESC/2007/263 : LOCAL GOVERNMENT (MISCELLANEOUS) (NI)  
ORDER 1985 – REGISTRATION OF A BUSINESS TO CARRY OUT  
TATTOOING//EAR PIERCING AND ELECTROLYSIS**

Following discussion, it was

RESOLVED: That the Council be recommended to approve the registration of a business at 77 Newton Park to carry out a Tattooing/Ear-Piercing and Electrolysis.

**T&ESC/2007/264 : SMOKING (NI) ORDER 2006**

The Acting Environmental Health Manager outlined that as Members would be aware, a number of Officers were now authorised to take action on those who contravened the legislation. He advised that the Department of Health, Social Services & Public Safety (DHSSP) had issued an enforcement guidance to ensure that there was a consistent approach to enforcement. He added that a copy of the guidance was available should members wish to peruse its contents.

Noted.

**T&ESC/2007/265 : THE INSTITUTE OF PUBLIC HEALTH IN IRELAND - EVALUATION OF HEALTH LIVING CENTRES IN NORTHERN IRELAND**

The Acting Environmental Health Manager advised that the above report was available should Members wish to peruse its content.

Noted.

**T&ESC/2007/266 : CONSUMPTION OF INTOXICATING LIQUOR IN DESIGNATED PLACES**

The Acting Environmental Health Manager outlined the detail in respect of the above.

Following a proposal from Councillor Spratt, it was

RESOLVED : That the Acting Environmental Health Officer forward to the Castlereagh District Policing Partnership the table comprising incidents of those drinking in designated areas, together with a letter enquiring why there had only been six reports on such incidents issued by the PSNI since 1<sup>st</sup> January 2007.

**T&ESC/2007/267 : BETTING, GAMING, LOTTERIES & AMUSEMENTS (NI) ORDER 1985 – PROPOSED ALTERATION TO WINDOW DISPLAY : PREMISES AT CHURCH ROAD, DUNDONALD**

Following a request from the Acting Environmental Health Manager, Members agreed that the above item be deferred for consideration later in the meeting.

Noted.

**T&ESC/2007/268 : THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985 – ARTICLE 3 : LICENSING OF PLACES OF ENTERTAINMENT – RENEWAL OF LICENCE**

The Acting Environmental Health Manager provided the details of a request for an Occasional Entertainments licence for a charity dinner and dance being held in a marquee at the back of premises at Comber Road, Dundonald.

Following discussion, it was

RESOLVED: That the Council be recommended to agree that an Occasional Licence be granted to hold an event on 16<sup>th</sup> June 2007 at premises on Comber Road, Dundonald, subject to no objections arising from the public notice, satisfactory consultation with the police and fire service, and the provision of all necessary documentation.

**T&ESC/2007/269 : PETROLEUM CONSOLIDATION ACT (NI) 1929**

The Acting Environmental Health Manager advised that an application had been received for the renewal of a licence to store petroleum at a service station within the Borough.

Following discussion, it was

RESOLVED: That the Council be recommended to approve the renewal of a licence, as outlined in the Acting Environmental Health Manager's report, subject to receipt of all necessary documentation and compliance with the terms and conditions of the Petroleum Licence.

**T&ESC/2007/270 : THE DANGEROUS DOGS (NI) ORDER 1991 - PIT BULL TERRIER TYPE DOG SEIZED IN BELVOIR AREA ON 30 MAY 2006**

The Acting Environmental Health Manager updated Members in respect of two long running cases, one of which related to the owner of a Pit Bull Terrier type dog that had recently been heard at Castlereagh Magistrates Court. He continued by stating that the Court had awarded the Council's solicitors costs in full amounting to £538.00 including service fees, full kenneling costs amounting to £2,314.00 had also been awarded to the Council, together with a further £48.00 in respect of a veterinary certificate. He added that the Court was only prepared to allow £120.00 in respect of the veterinary surgeon's fees.

He asked Members to note that the Court had also ordered the destruction of the dog but that this had been stayed until the appeal mechanism had been exhausted. He added that the defendant had fourteen days within which to appeal and the Council's solicitors had advised that the Council should allow at least twenty-one days before implementing the dog destruction order.

Noted.

**STAFF MATTERS**

**T&ESC/2007/271 : HEALTH & SAFETY AT WORK (NI) ORDER 1978 - AUTHORISATION OF OFFICER**

RESOLVED: That the Council be recommended to approve the authorisation of Mr Gordon Manly to ensure that he can exercise the requirements of his post

## **T&ESC/2007/272 : PRIVATE TENANCY ORDER (NI) 2006**

The Acting Environmental Health Manager outlined that on two separate occasions he had tabled reports identifying the possible need for additional resources to meet statutory obligations, as a result of additional legislation. He attached to his report copies of the relevant Minutes for Members' information.

He added that in order to determine the likely impact of this legislation on the Environmental Health Service, a survey had been carried out which highlighted that 1,100 properties were controlled by letting type agents.

The Officer then advised Members that in 2001 a Province wide housing condition survey had been conducted, which highlighted that there were just under 1,000 rented properties within the Borough. He added that the findings from another housing survey were not due to be published until the summer of 2007. He added that initial indications were that the number of privately rented houses had increased significantly, with approximately 2,500-3,000 rented properties in the Borough.

The Officer then took Members through the remainder of his report with regard to this matter, highlighting the responsibility of the enforcement of this legislation and the need for an appropriately qualified Officer to carry out the work. He therefore sought Members' approval for the creation of a new post, probably on a part-time basis, to ensure that the new responsibilities were carried out.

Following a query from Councillor J Beattie, the Acting Environmental Health Manager explained that Officers had to carry out a lot of investigatory work, prior to inspections being carried out. He advised that an initial inspection would cost £50.00, and should the property prove to be unfit, an additional inspection would be carried with a further charge of £100.00 being.

Councillor Spratt expressed concern at the cost to the Council, in terms of the significant number of manhours necessary to visit each of these premises gathering information, before inspections could be carried out. He added that he could see no reason why a form could not be compiled asking the relevant questions and forwarded to each landlord.

Councillor Chambers outlined that it would cost the Council in the region of £21,000.00 to employ an Environmental Health Officer, and she was of the view that the initial inspection fee of £50.00 should be reviewed by the DSD in order to ensure full cost recovery by the Council.

Councillor Spratt expressed the view that over the next few months, Officers should prepare a business case for the recruitment of an Environmental Health Officer for Members' consideration at a future meeting of the Committee.

Following further discussion, it was

RESOLVED : That the Council be recommended to agree that

- (a) the Director of Technical & Environmental Services writes to the Department of Social Development asking for the inspection fees relating to the Private Tenancy Order be reviewed to ensure recovery of all costs incurred by the Council in implementing the requirements of this legislation
- (b) Officers review the methodology for gathering the necessary information from Estate/Letting Agents and Landlords for the progression of inspection requests
- (c) Officers prepare a business case for the recruitment of an Environmental Health Officer to be tabled at a future meeting of the Committee

### **T&ESC/2007/273 : ADMINISTRATION SECTION**

The Acting Environmental Health Manager stated that Members would recall that he had tabled a report in March advising members of the significant personnel change within the Service. He continued by stating that these changes had identified a threat to the continued smooth running of the Service, particularly within the Administration Section.

He then outlined the present structure of the Administration Section, and asked Members to consider that one of the Administrative Assistant posts be upgraded to an Administrative Officer and that the newly graded post deputise for the Office Supervisor.

He advised that the additional cost of upgrading this post was £1,100.00 and there was sufficient provision within the budget to cover this additional cost.

Councillor J Beattie outlined that a review of the Council's IT systems was currently being carried out which may result in better utilization of existing staff.

Councillor Duncan left the meeting at this point at 10.55 p.m.

Councillor Chambers proposed that the Acting Manager carry out a review of the Administration Section, in terms of staff skills and IT software requirements, and in the meantime, the Administrative Assistant be paid an acting-up allowance.

Following further discussion, it was

RESOLVED: That the Council be recommended to agree that

- (a) a review of the Administration Section within the Environmental Health Unit be carried out, in terms identifying suitable IT software and reviewing staff skills to make better use of existing staff
- (b) in the meantime, approval be granted for the Administrative Assistant to receive an acting up allowance on a temporary basis to act up as Administrative Officer and to deputise for the Office Supervisor

**SUPPLEMENTARY REPORT FROM THE ACTING ENVIRONMENTAL  
HEALTH MANAGER  
(circulated at the meeting)**

**T&ESC/2007/274 : THE LOCAL GOVERNMENT (MISCELLANEOUS  
PROVISIONS) (NI) ORDER 1985 – ARTICLE 3 : LICENSING OF PLACES  
OF ENTERTAINMENT – RENEWAL OF LICENCE**

The Acting Environmental Health Manager outlined the detail of applications in respect of the above for Council premises, as follows:

Civic Centre Function Suite  
Tullycarnet Resource Centre  
The Robinson Centre  
Ballybeen Activity Centre  
Castlereagh Hills Golf Club  
Dundonald International Ice Bowl  
Belvoir Activity Centre  
Lough Moss Centre  
Ballyoran Centre

RESOLVED : That approval be granted for the renewal of Entertainments Licences within Council premises, as outlined in the Acting Environmental Health Manager's report.

**T&ESC/2007/275 : PETROLEUM CONSOLIDATION ACT (NI) 1929:  
RENEWAL OF LICENCE TO STORE PETROLEUM AT THORNDALE  
FILLING STATION**

RESOLVED : That the Council be recommended to agree to grant a licence to store petroleum at Thorndale Filling Station.

**T&ESC/2007/276 : CONSUMPTION OF INTOXICATING LIQUOR IN  
DESIGNATED PLACES**

The Acting Environmental Health Manager advised that a witness statement had been received from the PSNI who had detected a young man drinking in a designated area at Gilnahirk Road.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that legal proceedings be instigated against the young man who had been detected drinking in a designated area on Gilnahirk Road.

**T&ESC/2007/277 : BETTING, GAMING, LOTTERIES & AMUSEMENTS (NI) ORDER 1985 – PROPOSED ALTERATION TO WINDOW DISPLAY IN RESPECT OF PREMISES AT CHURCH ROAD, DUNDONALD (referred from earlier in the meeting)**

The Acting Environmental Health Manager stated that correspondence had been received from Mr Mark Young and Mrs Rhoda Young, amusement permit holders for Lucky Jacks, 1 Church Road, Dundonald, asking the Council for permission to have advertising on one window on each side of the main entrance door to the premises. He added that the wording appearing on these windows was to be “Poker and Fruits. High Jackpots. High % Payouts”,

The Officer continued that whilst such advertising for gaming machines within the premises would be compliant with Article 130 (2) (c) of the 1985 Order it would require the Council to relax or amend the existing condition No 3 in the amusement permit. He advised that this condition stated “The window display on the premises shall with the exception of the main entrance door be opaque frosted glass with the Company name Lucky Jacks in small lettering on each window”.

Following discussion, it was

RESOLVED : That the Council be recommended to agree to refuse permission for the alteration of the existing condition on the amusement permit with regard to window displays.

**ANY OTHER BUSINESS**

**T&ESC/2007/278 : BETTING, GAMING, LOTTERIES & AMUSEMENTS (NI) ORDER 1985 – LUCKY JACKS**

The Acting Environmental Health Manager outlined that as Members would be aware, the Council had agreed that legal action should be instigated against the above amusement arcade for breach of a condition of the amusement permit.

He reported that discussions had taken place with the Council’s solicitor on progression of the legal action, and he provided Members with his interpretation of legal advice that had been forthcoming.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that

- (a) the legal action that had been instigated against the Amusement Arcade located at 1 Church Road, Dundonald for breach of conditions be halted.
- (b) conditions placed on Amusement Permits should be imposed at the time of being provisionally granted rather than waiting until it was declared final

**REPORT FROM DIRECTOR OF TECHNICAL AND ENVIRONMENTAL SERVICES (copy previously circulated)**

**T&ESC/2007/279 : REPORTS AVAILABLE**

The Director of Technical & Environmental Services reported that the following reports were available for Members' attention.

- Annual Review 2006. Sustrans
- The Network. Issue 5. Spring 2007. Sustrans
- Conservation Planner. Issue 26. Spring 2007. RSPB
- Uncovering the True Impacts of Remediation. Sub 2 (March 2007). CL:AIRE
- Climate Change, Pollutant Linkage and Brownfield Regeneration. Sub 3 (March 2007). CL:AIRE

Noted.

**T&ESC/2007/280 : CORRESPONDENCE FROM THE PLANNING & ENVIRONMENTAL POLICY GROUP OF THE DEPARTMENT OF THE ENVIRONMENT (NI) RE: MAKING OF THE LANDFILL (AMENDMENT NO 2) REGULATIONS (NORTHERN IRELAND) 2007**

The Director of Technical & Environmental Services advised that the above correspondence was in relation to further amendments to the Landfill Regulations (N.I.) 2003 and also to the Waste Management Licensing Regulations (NI) 2003. He added that the correspondence set out the main provisions of the Regulations that came into operation on 4 June 2007.

Noted.

**T&ESC/2007/281 : CORRESPONDENCE FROM THE ENVIRONMENT & HERITAGE SERVICE RE : WASTE MANAGEMENT GRANT SCHEME**

The Director of Technical & Environmental Services outlined that as previously advised, the above-mentioned Scheme would close on 31 March 2008, and consequently, Central Government support for Council waste management infrastructure would cease from that date onwards.

Noted.

**T&ESC/2007/282 : ARC 21 JOINT COMMITTEE MEETING OF 26 APRIL 2007**

The Director of Technical & Environmental Service attached to his report for Members' information the Minutes of the Joint Committee Meeting held on Thursday 26 April 2007. He outlined some of the business addressed at the meeting, as follows:

- Contracts Update
- Organics Legal Challenge
- Communication with the new Minister
- Appointment of Chairperson and Members to NILGOSC
- Guidance on Councillors' Allowance
- The Local Government (Constituting a Joint Committee a Body Corporate) (Amendment) Order (Northern Ireland) 2007
- Waste Management Communication Plan
- The Waste (Amendment) (NI) Order 2007

He drew Members' attention to the need to peruse the contents of the above Minutes, and acquaint themselves with the waste management issues under consideration.

Noted.

**T&ESC/2007/283 : ARC 21 JOINT COMMITTEE. MEMBERS BULLETIN FOR MEETING OF 31 MAY 2007**

Noted.

**T&ESC/2007/284 : DEPARTMENTAL MANAGEMENT PLAN FOR 2007/08**

Following a proposal by Councillor J Beattie, it was

RESOLVED : That consideration of the Technical & Environmental Services' Departmental Management Plan for 2007/2008 be deferred to the next meeting of the Committee.

**T&ESC/2007/285 : ARC 21 STUDY VISIT TO YORKSHIRE ON 16-18 MAY 2007**

The Director of Technical & Environmental Services outlined that he and Alderman J Norris, Councillor J Beattie, and Councillor A M Beattie had attended the above study visit. He provided Members with a preliminary report on the visit and advised that a more detailed report was being prepared by the organisers and would be tabled at a future meeting of the Committee.

Noted.

There being no further business, the meeting ended at 11.30 p.m.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CHIEF EXECUTIVE

Adopted by the Council this \_\_\_\_\_ day of  
\_\_\_\_\_2007 with the exception of  
Minute Nos. \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF EXECUTIVE