Ballymoney Borough Council

Health & Environmental Services Committee Meeting No 360 – 25th May 2010

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BALLYMONEY BOROUGH COUNCIL

Minutes of Health & Environmental Services Committee Meeting No 360 held in the McKinley Room, Riada House, Ballymoney on Tuesday 25th May 2010 at 7.00 pm.

IN THE CHAIR	Councillor E Robinson
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PRESENT

Aldermen F Campbell H Connolly

Councillors J Finlay A Patterson I Stevenson

APOLOGIES

Alderman C Cousley, MBE, Deputy Mayor

Councillors A Cavlan

IN ATTENDANCE Director of Borough Services Alderman J Simpson Committee Clerk

360.1 MINUTES - MEETING NO 359 - 27th APRIL 2010

In response to the Chair, the Mayor advised that as yet no date had been set for the reception he would host for those involved in the operation of the humanitarian assistance centres. (Ref: item 359.17)

It was proposed by Alderman Connolly, seconded by Alderman Campbell and **AGREED:**

that the minutes of meeting No 359 on 27th April 2010 be confirmed as a correct record.

MATTERS FOR CONSIDERATION

ENVIRONMENTAL SERVICES

360.2 INTERIM LANDFILL CAPACITY TENDERS

In accordance with the Council's Procurement Policy, tenders were invited by public advertisement in March 2010, both in the Official Journal of the European

Union and Belfast Telegraph, to secure interim landfill capacity for residual waste arising from Ballymoney Borough Council.

The Director of Borough Services explained the meaning of interim landfill capacity to members.

The closing date for tenders was 12.00 noon, Friday 7th May 2010. Ten sets of documents were issued. Tenders were received from six service providers and opened by the Chair of the Council's Health & Environmental Services Committee, together with the Head of Environmental Services, on Wednesday 12th May 2010 at 9.30am.

The tender evaluation was undertaken by RPS Consulting Engineers. Tenders were assessed on the basis of landfill disposal cost and transportation costs as set out in the tender documentation. Five of the returned tenders were compliant and one was non-compliant. Tender evaluation information was circulated.

IT IS RECOMMENDED that Council appoint Cookstown District Council to provide interim landfill capacity for the disposal of residual waste.

In accordance with EU Procurement Law, a minimum ten calendar days mandatory standstill period will apply from the date of communicating the award decision to all tenderers.

Three months notice is required to be served on the current service provider, Natural World Products, in order to terminate the extant contract.

* Councillor Patterson joined the meeting at 7.08pm.

In response to the Chair, the Director of Borough Services explained both the process and its associated costs. He also further explained the evaluation process and responded to member questions.

It was proposed by Councillor Finlay, seconded by Councillor Stevenson and **AGREED:**

that Council [1] appoint Cookstown District Council to provide interim landfill capacity for the disposal of its residual waste and [2] now give the notice required under the existing contract to terminate same with current service provider.

Councillor Stevenson thanked Council officers for their work, a sentiment with which all members concurred. The Director of Borough Services expressed his appreciation for this recognition of the extra work undertaken.

ENVIRONMENTAL PROTECTION

360.3 WATER (NORTHERN IRELAND) ORDER 1999: EFFLUENT CONSENT APPLICATIONS

NIEA Water Management Unit has advised that it has received the undernoted applications –

Applicant

Location

All Saints Parish Church Ballyveely Road, Loughgiel.

NEELB, Eden Primary School 33 Vow Road, Ballymoney.

In that NIEA will set levels as to the quality of effluent to be discharged to a waterway via a sub-surface irrigation system, *IT IS RECOMMENDED* that Council note the applications.

It was proposed by Councillor Finlay, seconded by Alderman Connolly and **AGREED:**

that Council note the applications.

FOOD CONTROL

360.4 FOOD COMPLAINTS

During the report period 1 no. informal and 1 no. formal food complaint investigation was completed.

<u>Ref. No.</u>	Nature of Complaint
FC/805/C/02/09 (Informal)	Smell from Supervalu Crumbed Ham
FC/805/C/05/09 (Formal)	Acid taste and pale colour from Ocean Spray cranberry and raspberry juice drink

IT IS RECOMMENDED that no further action be taken on either complaint other than to advise the complainant, manufacturer and home authority in writing of the outcome of the investigation.

It was proposed by Councillor Stevenson, seconded by Alderman Connolly and **AGREED:**

that no further action be taken on either complaint other than to advise the complainant, manufacturer and home authority in writing of the outcome of the investigation.

ENVIRONMENTAL HEALTH GENERAL

360.5 CERTIFICATES OF FITNESS

THE PRIVATE TENANCIES (NORTHERN IRELAND) ORDER 2006 ARTICLE 36 (4)

<u>Landlord</u>

Mr. Robert Dunlop

Mr. Robert Dunlop

Mr. Robert Dunlop

Dwelling-House

34a Charlotte Street, BALLYMONEY, BT53 6AY.

34b Charlotte Street, BALLYMONEY, BT53 6AY.

34c Charlotte Street, BALLYMONEY, BT53 6AY.

Fitness inspections of the above dwellings have been conducted and the dwelling houses meet the fitness standard for human habitation as set out in Article 46 of the Housing (NI) Order 1981.

IT IS RECOMMENDED that the Borough Council grant an Article 36 (4) Certificate of Fitness in respect of the above dwelling houses.

It was proposed by Councillor Stevenson, seconded by Councillor Patterson and **AGREED:**

that the Borough Council grant an Article 36 (4) Certificate of Fitness in respect of the above dwelling houses.

LICENSING

360.6 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NORTHERN IRELAND) ORDER 1985 - LICENCE APPLICATION (FULL) (RENEWAL)

Premises

Applicant

The Village Inn, 1 Bellaghy Road, Dunloy, BALLYMENA, BT44 9AE. Messrs. Daniel & Patrick Dixon

IT IS RECOMMENDED that the Borough Council renew the Indoor Entertainment's Licence as detailed above. In addition to the Borough Council's "Conditions of Licence" adopted on 7th October 1985 the additional conditions detailed on the premise file also applies.

It was proposed by Alderman Connolly, seconded by Alderman Campbell and **AGREED:**

that the Borough Council renew the Indoor Entertainment's Licence as detailed above. In addition to the Borough Council's "Conditions of Licence" adopted on 7th October 1985 the additional conditions detailed on the premise file also applies.

Alderman Simpson joined the meeting at 7.30pm

DOG CONTOL

360.7 ATTACK ON A PERSON ARTICLE 29 DOGS (NORTHERN IRELAND) ORDER 1983

The Directorate received a complaint on 21st January 2010 from Mr xxxxx xxxx alleging that whilst walking his two muzzled greyhounds on leads on North Road, Ballymoney, one of his dogs was attacked and injured by a large dog which came out of The Showgrounds. He also believed he was going to be attacked by another large dog which came from the same area. Both dogs belonged to xxxxx xxxxx. The incident occurred on 20th January 2010 at approximately 8pm.

The matter was fully investigated and a statement was recorded from the complainant who sustained a broken finger during the struggle. The dog owners were interviewed regarding the matter.

The dog owners allege that they had been exercising their dogs in the Showgrounds and had just removed the leads to put both dogs in the back of their vehicle when the dogs made off out of the Showgrounds onto North Road. Both dogs were licensed at the time of the incident.

The circumstances of this case are that there is no offence for a dog to attack another dog within the above Order. On this basis *IT IS RECOMMENDED* that the matter be left to civil action between both parties.

In respect of the complainant believing he was going to be attacked by the other dog this is indeed an offence under the above Order.

In this Order "Attacking a Person" means:-

- (a) Attacking a person; or
- (b) Behaving in such a manner so as to cause a person apprehension of being attacked.

Due to the facts in this case, *IT IS RECOMMENDED* that both owners of the dogs not kept under control be cautioned regarding the incident. In the event that one or both of the defendants refuse the caution then *IT IS FURTHER RECOMMENDED* that both owners be prosecuted for this offence under Article 29 of the Dogs (Northern Ireland) Order 1983.

It was proposed by Alderman Campbell, seconded by Councillor Stevenson and **AGREED:**

that both owners of the dogs not kept under control be cautioned regarding the incident.

It was proposed by Alderman Campbell, seconded by Councillor Stevenson and **AGREED:**

that in the event that one or both of the defendants refuse the caution then both owners be prosecuted for this offence under Article 29 of the Dogs (Northern Ireland) Order 1983. In response to Alderman Simpson, the Director of Borough Services clarified the procedure as regards the cautioning of an offender.

360.8 ROAD SAFETY STRATEGY FOR NORTHERN IRELAND

NILGA wrote to Council on 14th May 2010 concerning a Consultation Event to be held on the morning of 2nd June in Craigavon Civic Centre.

The purpose of the event will be to ascertain and collate local government views on the Road Safety Strategy for Northern Ireland 2010-2020, in order to develop a local government response to this consultation. NILGA has invited 2 representatives per district council area as consideration is to be given to local councils becoming more involved and whether the strategy should be underpinned with lower-level local road safety plans.

Following consultation with committee Chair, Cllr. E. Robinson has indicated her availability to attend as a Council representative. The information has also been sent to the Secretary of Ballymoney Road Safety Committee in the expectation that that organisation will also send a representative.

Councillor Robinson involved members that she may be required to attend another meeting on this date and requested that someone be willing to attend in her absence. Councillor Stevenson received an invitation to the event from NILGA, he was willing to represent Council in Councillor Robinson's absence, if necessary.

IT IS RECOMMENDED that Councillor. E. Robinson attend as the Council's rep. the NILGA Consultation Event to be held on 2nd June in Craigavon.

The Chair advised that, due to a possible other commitment, she may not be able to attend. Councillor Stevenson indicated that he could attend.

It was proposed by Alderman Connolly, seconded by Alderman Campbell and **AGREED:**

that Councillor. E. Robinson attend as the Council's rep. the NILGA Consultation Event to be held on 2nd June in Craigavon, with Councillor Stevenson as the nominated substitute.

360.9 CARAVANS BILL

The Caravans Bill was formally introduced to the Northern Ireland Assembly on 26th April 2010. It is anticipated that the Bill will be referred to the Committee for Social Development for the Committee Stage in May 2010. That Committee has written to Council seeking its views by Friday 4th June 2010 at 4.00pm.

The stated purpose of the Bill is to introduce statutory protections for those caravan owner-occupiers who occupy a caravan as their main residence and to create other protections for caravan owner-occupiers using seasonal sites. It may be that Council would be more interested in the latter proposals, given that it provides such a facility – Drumaheglis Marina & Caravan Park.

It would seem that the Caravans Bill includes provisions relating to caravan owneroccupiers who station their caravan for a period exceeding 28 days on a seasonal caravan site which require caravan site owners to provide a written statement of terms and conditions. This does not impose any further burdens on Council, it should be noted, as <u>all</u> site users receive a written copy of the Drumaheglis Caravan Park Terms & Conditions via their fees receipt.

IT IS RECOMMENDED that Council simply note the Caravans Bill.

It was proposed by Councillor Finlay, seconded by Councillor Stevenson and **AGREED:**

that Council simply note the Caravans Bill.

BUILDING CONTROL

360.10 BUILDING CONTROL APPLICATIONS

IT IS RECOMMENDED that Council note that during the report period, its Building Control Service approved various applications, which were in accordance with the requirements of the Building Regulations (Northern Ireland) 2000 as detailed:-

Application Type	<u>Approvals</u>
Full Plans	15
Building Notices	30
Regularisations	2
TOTAL:-	47

It was proposed by Councillor Finlay, seconded by Alderman Connolly and **AGREED:**

that Council note that during the report period, its Building Control Service approved various applications, which were in accordance with the requirements of the Building Regulations (Northern Ireland) 2000.

The Chair asked if the fees paid for the different application types differed. The Director indicated that this was the case but he didn't have the detail to hand.

360.11 NAMING OF HOUSING DEVELOPMENT

<u>17 dwellings at sites 75 – 91 Bravallen Road, Ballymoney</u> for Armoy Homes Ltd, 78 Ballykenver Road, Armoy, Ballymoney

The developers have written by letter dated 19/04/2010 requesting that Council name the above new housing development.

The names suggested by the developer, in order of preference, are

- 1. "Brookfield".
- 2. "Riversdale".
- 3. "Riverstown".

The first preference name "Brookfield" is deemed to sound too similar to Brookvale (Park) in Bendooragh, and its use here would only lead to confusion. The second preference name "Riversdale" is again too similar to Riverdale in Rasharkin, and its use here would also be misleading.

The third preference name "Riverstown" is, however, in accordance with the general policy that street names should have some connection with the local area in which they are located (the Ballymoney River runs in close proximity to the site of the development).

IT IS RECOMMENDED therefore that Council approve the name "**Riverstown**" for the overall development.

During the ensuing discussion members indicated that they were not particularly enamoured with any of the names suggested thus far by the developer. The Director indicated that the developer could be made aware of the Committee's views and asked to submit further suggestions.

It was proposed by Councillor Stevenson, seconded by Councillor Finlay and **AGREED:**

that Council write to the developer seeking further naming suggestions for consideration.

360.12 BUILDING REGULATIONS (NI) 2000 – CONSULTATION ON PROPOSED AMENDMENTS

1. Introduction

The Department of Finance and Personnel has circulated a Consultation Document on a number of proposed amendments to the Building Regulations (NI) 2000. This report sets out the proposed amendments and recommends that the Council should agree to support the proposals.

2. Report

The Consultation proposes one fairly significant change to the Regulations and a number of minor changes and corrections, as follows:

Amendment regarding deposit of plans to be of no effect

When plans of proposed work are deposited with the Council under Building Regulations, the Council can declare these plans to be "of no effect" (i.e. as if they have never been deposited or approved) if the building work has not commenced within three years. Where plans of a large housing development are approved, it has always been held that the commencement of one dwelling on the site means that the whole approval is activated. The development may therefore proceed over many years so that if Building Regulations standards are upgraded during this period the higher standards cannot be applied to dwellings built in accordance with the original submission. The Department is therefore proposing to amend the Building Regulations so that, if a developer has not commenced work on any particular dwelling on a site within three years of the date of deposit of the plans, the Council may declare the plans "to be of no effect" in respect of that dwelling.

This change will enable the Council to require builders to comply with any higher standards that may be introduced during the time a development is proceeding. For example, plans for very many dwellings were deposited just before the thermal insulation standards in the Building Regulations were substantially upgraded in late 2006 and many dwellings have not yet been started on some large sites. Where one or two dwellings on such sites have been built it is not possible to require those yet to be built to comply with the higher insulation standards. The proposed change in the Regulations will effectively enable Councils to cancel the approvals for all those houses that have not been started so that new plans that comply with the better standards must be deposited.

IT IS RECOMMENDED that Council support the proposal to amend the Building Regulations.

Minor amendments, corrections and clarifications

The consultation document proposed a number of minor amendments, corrections and clarifications, as follows:-

- Removal of need to submit Carbon Dioxide emissions calculations where there is a change of use of a building;
- Provision to require consultation for certain buildings with the Fire and Rescue Service under the Fire and Rescue Services (NI) Order 2006;
- Recognition of European Standards for lift landing doors;
- Corrections and clarifications in respect of Technical Booklets F1 (Conservation of fuel and power in dwellings) and F2 (Conservation of fuel and power in buildings other than dwellings).

IT IS RECOMMENDED that Council support the proposed minor amendments, corrections and clarifications.

It was proposed by Alderman Campbell, seconded by Councillor Finlay and **AGREED:**

that Council support the proposals to amend, correct and clarify the Building Regulations.

360.13 RETIREMENT OF GROUP BUILDING CONTROL CHIEF

The Director advised that Robert White who served with distinction for many years as Northern Group Building Control Chief was retiring at the month end and in that regard he **RECOMMENDED** that Council write to Mr White, extending its good wishes for his retirement.

It was proposed by Alderman Campbell, seconded by Alderman Connolly and **AGREED:**

that Council write to Mr White, extending its good wishes for his retirement.

COMMUNITY SAFETY

360.14 SAFER BONFIRE GROUP

Having reviewed last year's activities and the escalating clean up costs of the bonfire sites in July and October it is proposed that we pilot the use of cages at 6 sites throughout the Borough in July 2010. A grant has been secured to fund this pilot project from the Community Relations Council through Good Relations. Work has been undertaken to obtain the 4 necessary quotes for the manufacture of the cage components. These are as follows:

SJC Hutchinson Engineering Ltd	£96.55 per unit
JMF Metal fabrications Ltd	£99.00 per unit
McKendry Fabrications Ltd	£225 per unit
R Beveridge Engineering Ltd	£180 per unit
Smyth Steel Ltd	Nil Return

IT IS RECOMMENDED that SJC Hutchinson Engineering Ltd be awarded the contract to supply the cage components to be used at 6 sites throughout the Borough in July 2010.

Councillor Finlay, Chair of the Safer Bonfire Group informed members that the cages are aimed at curtailing the spread of bonfires, generally 6m by 6m and would be reuseable. Presently the Group is seeking to work and co-operate with local community groups regarding the initiative. He thanked Council Officers for all their work to date concerning this matter. In response to Alderman Simpson, Councillor Finlay advised that the Safer Bonfire Group had considered the use of beacons but these would prove to be too expensive.

It was proposed by Councillor Stevenson, seconded by Councillor Patterson and **AGREED:**

that SJC Hutchinson Engineering Ltd be awarded the contract to supply the cage components to be used at 6 pilot sites throughout the Borough in July 2010.

MATTERS FOR INFORMATION

ENVIRONMENTAL SERVICES

360.15 MUNICIPAL WASTE RETURNS

Waste Type	<u>Apr 2009</u>	<u>Apr 2010</u>
Mixed Residual Waste (waste direct to landfill)	780.21t	850.62t +9.02%

Mixed Dry Recyclables (blue bin recycling)	143.24t	136.98t -4.37%
Garden Waste* (brown bin recycling)	137.30t	115.40t -15.95%
Waste Recovery (segregated CA site waste)	111.58t	106.72t -4.36%
Cardboard Recycling	8.80t	10.94t +24.32%

The Director advised members that in the main the figures pointed to a possible concerning trend, but that there was need to treat the stats. with caution until more data was available. This led on to a general discussion on NILAS targets and recycling rates and the consequences for Council, given that as now seemed likely the existing Council may remain in place until 2015. In such circumstances, it would be Ballymoney and not some other entity which would have to ensure compliance with statutory targets. To achieve the changes necessary additional resources would be necessary in the Director's view.

The Chair expressed her dismay at the figures and highlighted the need to encourage individuals to recycle more now to reverse the trend. The use of the print media to encourage this was discussed.

Following a request from the Chair prior to the meeting, the Director advised that the number of households within the Borough continues to grow year on year. The published figures for 2009 compared with 2008 show an increase of 142 new homes in the Borough. At 31 December 2009 there were 11,958 households. This housing growth inevitably means that Council, year on year, must deal with more waste; and this Council has been doing now for some considerable time with same level of resources.

* Councillor Patterson left the meeting at 8.09pm.

360.16 MUNICIPAL WASTE RETURNS 2009/10

Below are graphs illustrating various waste stream tonnages arising from Bin Collections and Civic Amenity Sites for the period 1st April 2009 to 31st March 2010.





In the discussion on this item, which was taken in conjunction with the previous, members discussed various methods to encourage householders to minimize 'black bin' waste and also to improve recycle including initiatives used in other Council areas. The Director alluded to reports previously before Committee which he would again reproduce at a future meeting when there was clarity as to what was happening as regards RPA.

ENVIRONMENTAL PROTECTION

360.17 WATER SUPPLY (WATER QUALITY) (AMENDMENT) REGULATIONS (NORTHERN IRELAND) 2010 WATER SUPPLY (DOMESTIC DISTRIBUTION SYSTEMS) REGULATIONS (NORTHERN IRELAND) 2010

At the end of 2009 the UK was formally notified by the European Commission regarding certain failings in respect of its transposition of Council Directive 98/83/EC on the quality of water intended for human consumption. The Regulations mentioned above, which came into operation on 20th April 2010, address the deficiencies highlighted in the European Commission's Reasoned Opinion.

HEALTH AND SAFETY

360.18 MENTAL WELLBEING: A GENERAL GUIDE FOR EMPLOYERS ON CREATING A WORKING ENVIRONMENT THAT ENCOURAGES MENTAL WELLBEING

The Local Government Staff Commission for NI has recently furnished the above guidance produced by HSENI and other key stakeholders. The guide has been produced to provide organisations and individuals with a valuable source of information and signposting to further guidance on mental wellbeing and the management of stress.

LICENSING

360.19 LICENSING (NORTHERN IRELAND) ORDER 1996

Applicant	Purpose	Date
W H Brooke Huey 23 Church Street BALLYMONEY BT53 6HS	Occasional Licence (Killyrammer Community Centre 28/29 May 2010)	7/5/10
Mr. Yuk Yan Cheung The Golden Inn 27-30 Shandon Park BALLYMONEY	Grant of Licence	13/5/10
Applicant	<u>Purpose</u>	Date

Mr. Samuel Mullan Molly's	Occasional Licence at Stranocum Hall,	15/4/10
24 Main Street BALLYMONEY	(19/6/10 & 3/7/10)	

PLANNING CONSULTATIONS

360.20 PLANNING CONSULTATION RESPONSES

The following responses have been returned to Planning Service and is provided to Members for information. This information has been shared with the Head of Corporate and Development Services and the Head of Building Control.

Application	Address	Proposal	Comments
D/2010/0083	20 Garryduff Road, BALLYMONEY.	Change of use from office and changing area to Childrens Day Care Centre.	Correspondence re. provision of sanitary accommodation to comply with Health, Safety and Welfare requirements.
D/2010/0094/F	57A & 59 Taughey Road, Balnamore, BALLYMONEY.	Demolition of existing dwellings and erection of 10 no. 2 storey detached dwellings and 12 no. 2 storey terraced dwellings and roadway for private streets determination.	Additional information requested with respect to safe collection point for refuse receptacles.
D/2010/0105/F	28-30 Glenlough Road, BALLYMONEY.	Amended design of previously approved office building on original footprint.	Advice re. Health and Safety matters.

The Chair highlighted items 360.21-360.24 to members.

COMMUNITY SAFETY

360.21 JUST FOR GIRLS

A project for girls in the Cloughmills area began on Monday 10th May 2010 and will run for 7 weeks. The project will deal with issues such as drugs & alcohol, looking after yourself on a night out and anti social behaviour looking at the criminal justice system. The project will include a visit to see the cells in Coleraine Police Station as well as a number of diversionary activities. 'Just for Girls' hopes to encourage the participants to make positive life choices.

360.22 WOMEN'S AID CELEBRATION

Basil McCrea from the Northern Ireland Policing Board is hosting an event at Stormont on Friday 11th June to celebrate the work undertaken by Women's Aid. Ballymoney CSP has been invited to attend to mark their contribution to this work in the Ballymoney Borough.

FUEL POVERTY

360.23 GRANTS

The following grants are currently available to home owners and/or private tenants to make homes more energy efficient.

Warmer Ways to Better Health 2010-11

This year's scheme is funded by NIE Energy and the Northern Ireland Sustainable Energy Programme. The ten Councils in the Northern Group area have been allocated 1288 cavity wall and loft insulation measures and 40 full heating systems (128 insulation measures and 4 heating systems for the Ballymoney Borough Council area).

This year's scheme is open to home owners or private tenants who meet the following income criteria:

- Single person household with an income/pension of less than £18,000 gross OR
- Couple or single parent family with an income/pension less than £25,000 gross OR
- Single person/couple over the age of 70 with an income/pension of less than £30,000 gross

Those referred for heating must have no central heating or be using Economy 7 or solid fuel. Old oil boilers (over 15 years) which are verified by a plumber as broken beyond repair may be accepted.

Energy Efficiency Homes Scheme

Land & Property Services are offering a rates reduction for home owners (not private tenants or landlords) of up to £150 for installing loft insulation and up to £150 for installing cavity wall insulation. Further details are available from the EST Adviceline on freephone 0800 512 012.

Cashback Scheme

The EST Cashback scheme offers £150 refund for installing loft insulation and £150 refund for cavity wall insulation. The scheme is open to home owners as well as private landlords. Home owners can only apply to either Cashback or the Energy Efficiency Homes scheme (see above). From 1st June, the Cashback scheme will reduce to £75 for loft and £75 for cavity wall insulation. Further details are available from the EST Adviceline on freephone 0800 512 012.

BUILDING CONTROL

360.24 BILINGUAL SIGNAGE

Further to the Council's decision at its meeting in April, I can confirm that on behalf of the Equality Commission for Northern Ireland, Lisa King, Director of Policy, together with Paul Noonan, Policy Manager, will attend the meeting of the Health & Environmental Services Committee at 7.00pm on 22nd June 2010 to advise, within the remit of the Commission, on issues relating to the naming of streets in a language other than English (Irish).

The meeting closed at 8.49 pm