

07/12/2023

Tipperary County Council
Civic Offices
Limerick Road
Nenagh,
Co Tipperary
E45V A099

Dear Sir/Madam,

I am responding to your email, dated March 16th, 2023, regarding a “**Schedule of Further Information Required**”, reference # 2360068, concerning permission for two short-term rental properties and associated works at Cornode, Portroe, Nenagh, Co Tipperary.

The accompanying submission is in relation to **Section 4** of the above referenced communicate that was received from you. The document contains detail on what course of action I have already taken and what I intend to do in my efforts to remedy your concerns. I do hope that the information contained in the accompanying document removes any reservations you may have.

I believe this submission has thoroughly addressed the concerns and requirements sought by the “**Schedule of Further Information Required**”. If you seek additional information or documentation, please do not hesitate to contact me.

Sincerely,

Colm Quigley
The Applicant

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Submission

Schedule of Further Information Required

Prepared for: Planning Section
Director of Services

Prepared by: Colm Quigley
The Applicant

Description

The information contained within this document relates to the “**Schedule of Further Information Required**” request received from Tipperary County Council.

The enclosed submission reveals all remedial actions already completed, and those to be undertaken, by the applicant in response to future concerns listed. It also lists the names and qualifications of those involved in addressing these concerns.

It further provides detailed related information such as Staff Procedures, Staff Training and Monitoring, Employers Responsibilities and practices covered under the Management Plan. Health and Safety procedures and Fire Safety protocols in place are also covered in the submission.

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Introduction

This Submission relates to concerns expressed in relation to works that have been carried out at my property at Cornode, Portroe, Nenagh, Co Tipperary. It will address the concerns addressed in the “**Schedule of Further Information Required**” reference 23/60068 as requested by Tipperary County Council, in accordance with Article 33 of the Planning and Development Regulations Act, 2001.

The information contained relates to **Section 4**, and its **Subsections**, of the above referenced document relating to the site development. **Section 4, Subsection A**, refers to concerns regarding facilities for Linen Storage and Cleaning Supplies, etc, while **Section 4, Subsection B**, requests a submission of a Management Plan with emphasis on On-Site Security, Noise Monitoring, Waste Management, Health and Safety and Fire Safety issues.

Please find all information requested contained within this Submission.

Background

This submission is in response to your email, dated March 16th, 2023, regarding a “**Schedule of Further Information Required**”, reference # 2360068, concerning permission for two short-term rental properties and associated works at Cornode, Portroe, Nenagh, Co Tipperary.

The accompanying submission is in relation to **Section 4** of the above referenced communiqué that was received from you. The document contains detail on what course of action the applicant has already taken and what he intends to do in his efforts to remedy your concerns. It is hoped that the information contained in the accompanying document removes any concerns you may have.

The Team

The following list names those responsible for preparing the site in readiness to receive guests and those responsible for maintaining the site once the site is ready for occupation.

As the stakeholder, all enquiries and communications will be referred to the applicant, who will ensure the relevant individual is contacted to deal with any issues arising.

◆ The Applicant

Colm Quigley, Cornode, Portroe, Nenagh, Co Tipperary.

To facilitate efficient communication, all issues are funnelled through the applicant.

◆ Architect

Martin Shinnors, Albany House, Summerhill, Nenagh, Co Tipperary.

The architect is responsible for the mapping of the site and with identifying any other ancillary works related to the site.

◆ Site Assessor

John Fanning

Responsible for Waste Water Management Plan.

◆ Ecologist

Rodger Goodwillie

Responsible for the Environmental Impact Report

◆ Housekeeper

Suzanne McAlister, Killaloe, Co Clare

Responsible for the cleaning and maintenance of the chalets, overseeing the Operational Staff, ordering cleaning supplies and dealing with general day-to-day activities relating to the site in the absence of the Manager.

◆ On-Site Security

Stephen Oakes, Oak Security, Ardcroney, Nenagh, Co Tipperary.

Oak Security is a certified installer, registered with the Private Security Authority (PSA).

They are responsible for the installation and the maintenance of the on-site security equipment.

♦ **On-Site Health and Safety**

Mike Griffen, Cork Hygiene Ltd, Unit 19, Doughcloyne Industrial Estate, Wilton, Cork.

All staff members will receive training in Health and Safety, including Manual Handling and the correct use of Cleaning Equipment.

♦ **Noise Monitoring**

The applicant has responsibility for maintaining the monitoring of noise at the site.

Terms and Conditions in relation to renting of the chalets specify that there shall be no social gatherings, anti-social behaviour and any other such disturbances on, or close to, the site by guests.

♦ **Waste Management**

Clean Ireland Recycling, Quin Road Business Park, Quin Road, Ennis, Co Clare.

They will provide domestic/commercial size bins with lockable lids, no smaller than 360 litres, for the collection of on-site of domestic waste and recycling waste. The bins will be emptied every two weeks. Green waste, grass cuttings, ashes from the wood fired stove and such will be sent to our on-site composter, to be broken down and used as compost.

Additional Information

For a more detailed synopsis of the above concerns, please refer to the Concern chapter.

Concerns

Tipperary County Council have outlined a number of observations that they have expressed concerns over and they are included here.

The applicant, and his team, have responded by constructing the necessary on-site facilities to meet the concerns addressed in **Subsection A**. Concerns raised in **Subsection B** are noted, and contact has been made with the relevant service providers. Engagement with these service providers will begin upon approval of this submission.

The applicant, and his team, have responded by constructing the necessary on-site facilities addressed...

◆ Concern #1 Linen Storage

The Planning Authority is concerned that the proposed development does not include necessary on-site facilities to serve the development, in particular in relation to linen storage.

A laundry room, complete with storage space for bed linen and towels, was built on-site to address these concerns. The laundry room contains a fully operational domestic washing machine and dryer, for use by guests. It is also equipped with a sink, with hot and cold water, and a laundry folding area.

◆ Concern #2 Cleaning Supplies Storage

The Planning Authority is concerned that the proposed development does not include necessary on-site facilities to serve the development, in particular in relation to cleaning supplies.

A cleaning supplies unit, containing all commercial cleaning materials and accessories, for staff use, was also built on site, adjacent to the Laundry Room. This secure unit will be off-limits to guests and only authorised staff members will have access.

◆ Concern #3 Management Presence

Concern over the presence of Management, Operational Staff, On-Site Security and Supervision when chalets are occupied.

The Applicant is the Manager, and will be on-hand when the chalets are occupied. A Housekeeper, with managerial responsibilities, will also be present when guests are on site. Two assistant Operational Staff will be available to assist the Manager and Housekeeper in their duties.

As a visual deterrent, HD night vision CCTV monitoring equipment has been installed on-site, to ensure the safety of service providers, guests, staff and their property.

Recorded footage will be kept on a storage device for a period of at least 30-days, before deletion, unless it is needed in a dispute resolution or as evidence of criminal wrongdoing.

A main control panel is awaiting installation which will monitor the individual chalets and units. The control panel is self-monitoring and is accessed through an app on the owner's phone. An alert will be sent to the app if there is an intruder.

Each chalet and unit have their own alarm and security code. Perimeter beams will be used to protect exterior areas within the site when it is un-occupied. Dome cameras, which are connected to the main control panel, will also be installed in the Laundry Room and the Cleaning Supplies and Storage Unit, and these too, will send alerts to the app.

◆ **Concern #4 Noise monitoring**

Concern over noise management of the site with attention given to the closest noise sensitive locations.

The applicant lives adjacent to the site and will monitor the noise levels. It is part of the Terms and Conditions for renting the chalets, that late-night parties, loud gatherings and other such noise generating activities are prohibited and will incur immediate ejection from the site.

◆ **Concern #5 Waste and Litter Management**

Concern over the collection, storage and disposal of all wastes, including opportunities for recycling.

Domestic waste will be collected daily, from the chalets, when they are occupied, as will the collection of any litter strewn on the compound grounds. Further waste and litter will be collected from the Laundry Room and the Cleaning Supplies and Storage Unit. The collection of waste will be carried out by the Housekeeper and her assistants, with all waste separated into the appropriate waste collection bins. Bottles and cans will be placed in separate collection units and taken, by the Manager, to a local recycling centre, green waste will be placed in the on-site composter daily. The domestic and recycling waste collection bins are emptied every two-weeks, by Clean Ireland Recycling.

◆ **Concern # 6 Health and Safety enforcement including Fire Safety Management**

Concern over the enforcement of Health and Safety on site.

Under the Safety, Health and Welfare at Work Act, 2003, the Applicant, as an employer, will ensure the following safety measures are enforced:

- a) All staff members will receive training in a "Health and Safety Awareness Course" provided by Cork Hygiene Ltd;

- b) All staff members will receive correct PPE and footwear to carry out their duties safely;
- c) Staff and Guests will be prohibited from engaging in behaviour that may put the Safety, Health and Welfare of others at risk;
- d) A full risk assessment of the site will be carried out and a Risk Statement will be prepared based on any risks discovered. Details of staff members who are responsible for safety issues will be included and the statement will be available to all staff members.
- e) Employees that fall pregnant will be offered “Health and Safety Leave” if their duties pose a risk to them or their unborn.
- f) An incident book will be maintained and any injuries sustained by either guests or staff while on the compound, will be logged.

Training Plan

Once the chalets are ready to accept guests, staff members will receive training in various fields related to their functions and responsibilities. Staff members will be briefed beforehand on the training to be delivered and how it will be of use in their duties. The following list identifies the training to be provided, who the service provider is, and how the training will be carried out:

Health and Safety training will be carried out by Cork Hygiene. This is Person to Person training.

Fire Safety training will be carried out by Fire-Safety.ie. This training is done online.

Security Training will be provided by Oak Security. This is Person to Person training.

♦ Linen Storage

Due to the unique hazards to be found in a laundry room, the following checks will be carried out on a regular basis.

- ♦ All electrical power to the washing machine and dryer is turned off when not in use;
- ♦ All electrical power to the washing machine and dryer is turned off when cleaning the machines;
- ♦ Ensure the laundry room has proper ventilation;
- ♦ Ensure adequate shelf and storage space is provided for linen;
- ♦ Smoke alarm is regularly checked.

♦ Cleaning Supplies and Storage

Cork Hygiene Ltd will be the provider of choice for all cleaning supplies to be used on the site. As part of their service, Cork Hygiene Ltd provide on-site training to Cleaning Operatives and other staff members in the correct use of cleaning materials and chemicals as part of their induction programme. The following training will be provided:

- ♦ The Colour Coding system to be used for cleaning materials and ensuring correct procedures are followed.
- ♦ The correct storage of cleaning supplies and equipment.
- ♦ Guidance on effective infection control of mould and fungi.
- ♦ The safe and proper use of Personal Protective Equipment (PPE).
- ♦ Relevant First Aid procedures.

Management will ensure that:

- a) All staff members undertake an induction course that includes specific guidance on work-related practices;
- b) All staff members are provided with, and wear, appropriate PPE;
- c) There are ample supplies of Colour Coded cleaning materials available;
- d) All Cleaning Operatives wear appropriate footwear that provides whole-foot protection; and
- e) All staff members are aware of the contents and location of a comprehensive Control of Substances Hazardous to Health (COSHH) Risk Assessment file. This file is updated annually.

◆ Waste and Litter Management

A designated area, to the rear of the Cleaning Supplies and Storage unit will be used for the location of Household Waste, Recycling and Compost bins. The bins will be provided by Clean Ireland Recycling and will be emptied every two weeks.

The Chalets, the Laundry Room, and the Cleaning Supplies and Storage Unit, will each contain bins for domestic waste, recycling and compost. These bins will be lined with appropriate bin liners and will be emptied by the Housekeeper or a Cleaning Operative, when chalets are occupied. As part of their training, staff members will be shown the locations of all waste bins and informed of their frequency for emptying.

◆ Noise Management

While noise level limits are set out by the local Council, continuous noise levels must not give reasonable cause for annoyance. While the chalets are occupied, the Manager or the Housekeeper will be available to monitor noise levels of guests on the site. As provided for in the Terms and Conditions of the Temporary Lease Agreements, noise levels on-site must be kept within the limits specified by the local Council, with late-night parties or anti-social behaviour prohibited.

Guests that do not comply with this Term and Condition will be asked to leave the site.

◆ Health and Safety

As the business owner, and employer, the applicant is mindful of his responsibilities to staff members and guests visiting the site. He intends to be fully compliant with the Health, Safety and Welfare at Work Act, 2005, and any relevant Code of Practice.

All staff members will receive training and guidance on, and in accordance with, the Act. Copies of plans, detailing the procedures to be followed in case of an emergency, will be displayed in prominent positions in each of the chalets, in the laundry room and in the cleaning supplies and storage unit.

A Safety Statement will be available to all guests and staff members outlining the Emergency Plans and Procedures in place. The Safety Statement will be brought to the attention of all new guests and new staff members; and to all staff members annually.

◆ Fire Safety

In compliance with the Fire Services Act 1981-2013 and Section 11(Emergency Planning) of the Safety, Health and Welfare at Work Act, 2003, the Manager and Acting Manager (Housekeeper) will have sole responsibility for the safety of all persons on-site. Fire Drills will take place twice a year and will involve all staff and at least one adult guest from each chalet. The applicant is currently working with Fire-Safety.ie to identify hazards and risks. A Risk Assessment will be drafted that includes emergency procedures and safe evacuation practices in the event of a fire or other emergency.

Two Class A Fire Extinguisher's are located in each of the Chalets, the Laundry Room and Cleaning Supplies and Storage Unit. A gathering area, close to the site entrance, has been designated as the Fire Assembly Point, for guests and staff members, in the event of a fire or other emergency. This area is illuminated and is identified by florescent signage. No impediments of any kind are allowed in this area.

◆ Ongoing Training

On-going training for staff members, especially in relation to Fire Safety and Health and Safety, will take place at least every 12 months.

Monitoring

The monitoring of all concerns raised in **Subsection B** will take place on a regular basis through a Compliance Audit that will ensure that staff members, and guests, comply with the regulations and standards displayed in various locations throughout the compound. The Audits will be drawn up by the service providers and will be performed by the Manager and Housekeeper, who will each have responsibility for this task.

A list of the regulations and standards required will be on display in each chalet, the Laundry Room and the Cleaning Supplies and Storage Unit.

The Need for Monitoring

The monitoring is to ensure the correct procedures and practices are carried out by staff members, and guests, in relation to the concerns raised in **Subsection B**. Staff members, and guests, will be monitored randomly over a three-month period, sooner if a specific issue or problem arises. Staff and guests are expected to comply with the correct procedures and practices; and to report any fears, faults, problems or concerns to the Manager or Housekeeper immediately.

Method for Monitoring

The check-list, cataloguing the correct procedures and practices expected on-site, will be drawn up through input from the various service providers. This list will be used to monitor the effectiveness of staff and guest compliance. The results will be analysed and further training may be deemed appropriate for some staff members if the required standards are not adhered to.

An annual analysis of all audits will be carried out, with attention focused on improving the effectiveness of the procedures and practices. New items may be added to the list as new concerns are discovered. Removal of an item from the list can only be carried out by the relevant service provider.

Responses to Negative Results

Staff members who do not comply with the correct procedures and practices will be obliged to repeat the training they have received. Further non-compliance with the correct procedures and practices will result in the staff members' dismissal.

Site Structure

The following outlines the structure of the site, including the purpose and details of each unit. The compound is intended to offer privacy to guests by observing a discreet distance between the individual chalets. Safety of guests, their young children and staff, will be ensured through a number of safety measures that will be enforced. Wi-Fi is available throughout the site.

◆ **Holiday Chalet Unit #1**

A purpose build holiday chalet, measuring 40sq. metres and comprising of a fully modern kitchen, bathroom and 2 bedrooms, able to accommodate 6 people.

◆ **Holiday Chalet #2**

A purpose build holiday chalet, measuring 45sq. metres and comprising of a fully modern kitchen, bathroom and 2 bedrooms, able to accommodate 6 people.

◆ **Laundry Room Unit #3**

A laundry room measuring 11.75 sq. metres was built for the provision of a domestic washing machine and dryer for use by guests. This room also provides storage space for additional bed-linen, blankets and towels, as well as a secure area for storing detergent and soaps.

◆ **Supplies Room Unit #4**

A supplies room, measuring 11.75 sq. metres was built for the containment of all cleaning materials required by the house-keeper. Cleaning equipment such as mops and clothes will be colour coded and will be kept separate. A commercial sink, with hot and cold water is also installed. Chalet guests will not have access to this area and it will be locked at all times.

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