

December 10th, 2020

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Tuesday, 15th December 2020 at 6:00 pm** in **Boardroom Monaghan Row Newry** and via **Microsoft Teams**.

Committee Membership:

- Councillor O Magennis (Chair)
- Councillor T Andrews (Deputy Chair)
- Councillor C Casey
- Councillor W Clarke
- Councillor D Curran
- Councillor A Finnegan
- Councillor G Malone
- Councillor C Mason
- Councillor H McKee
- Councillor K McKevitt
- Councillor D Murphy
- Councillor K Owen
- Councillor H Reilly
- Councillor G Stokes
- Councillor D Taylor

Agenda

1.0 Apologies and Chairperson's remarks.

2.0 Declarations of Conflicts of Interest.

3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 17 November 2020. (Attached)

 *NS Committee Action Sheet - 17 November 2020.pdf*

Page 1

Facilities Management and Maintenance

4.0 Report on permitting sale of double plots at Council's Municipal Cemeteries, suspended at onset of Covid-19 pandemic. (Attached).

 *Report Sale of double plots at Councils Municipal Cemeteries.pdf*

Page 8

Waste Management

5.0 Report on Enforcement Benchmarking. (Attached).

 *Enforcement Benchmarking Report 15 Dec 2020 v2.pdf*

Page 12

For Noting

6.0 Letter from NIEA re. Landfill Allowance Scheme (NI) Regulations 2004 (As Amended) 15th Scheme Year 2019/20 – Final Reconciliation. (Attached).

 *Letter from NIEA Landfill Allowance Scheme.pdf*


Page 16

7.0 ARC21 JC Members' Monthly Bulletin of 1 December 2020. (Attached).

 *ARC21 Dec20-JC MembersBulletin.pdf*

Page 18

8.0 ARC21 JC Meeting Minutes held on Thursday 29 October 2020. (Attached).

 *ARC21 -1Dec20-Item3-JCMins.pdf*

Page 22

9.0 Historic Action Sheet. (Attached).

Exempt Information Items

10.0 ARC21 JC Meeting Minutes held on Thursday 29 October 20220 (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014, information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public, may, by resolution, be excluded during this item of business.

ARC21-1Dec20-Item5-JCInCommMins29Oct20.pdf

Not included

11.0 Report on Neighbourhood Services Directorate Procurement Action Plan Update. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014, information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public, may, by resolution, be excluded during this item of business.

Report re. Procurement Action Plan Update .pdf

Not included

12.0 Report on Strategic Waste Management Arrangements. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014, information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public, may, by resolution, be excluded during this item of business.

Report re. Strategic Waste Management Arrangements.pdf

Not included

13.0 Business Case for Pest Control. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014, information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public, may, by resolution, be excluded during this item of business.

Report Busiess case for pest control service acroes Council facilities.pdf

Not included

14.0 Maintenance of Council Public Space CCTV . (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014, information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public, may, by resolution, be excluded during this item of business.

item of business.

 ***Report Maintenance of Council Public Space CCTV.pdf***

Not included

ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 17 NOVEMBER 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/242/2020	Monthly Action Sheet	Noted and actions removed as marked.	DSO	Completed	
		FOR CONSIDERATION AND/OR DECISION			
NS/243/2020	Notice of Motion – Green New Deal Strategy	Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI Executive in respect of climate change.	J Parkes	Collating information for report	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/222/2020	Neighbourhood Services Directorate Emergency Plan (October 2020-March 2021)	<p>Agreed to approve the Neighbourhood Services Directorate Emergency Business Plan (October 2020- March 2021) with the exception of the current arrangements for the prioritisation and protection of the Council burial service.</p> <p>It was agreed officials bring a report to the December Neighbourhood Services Committee Meeting on permitting people who have purchased a single cemetery plot, to now purchase the additional adjacent plot to enable them to erect headstones.</p> <p>It was also agreed that letters of clarification on this issue be sent to all people who had been affected by the procedures in relation to the purchasing of burial plots in Council owned cemeteries during the pandemic.</p>	<p>J McBride</p> <p>K Scullion</p> <p>K Scullion</p>	Currently being implemented	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
FACILITIES MANAGEMENT A AND MAINTENANCE					
NS/245/2020	Christmas Illuminations and Celebrations Group Meeting – 15 October 2020	<p>It was agreed to note the contents of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 15 October 2020</p> <p>It was unanimously agreed that no action be taken on a request to provide Christmas Illuminations in the English Street area of Downpatrick this year but that this matter be referred to the January/February Meeting of the Christmas Illuminations and Celebrations Group Meeting for further discussion and consideration.</p>	K Scullion		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		WASTE MANAGEMENT			
NS/246/2020	Fly Tipping Revised Shared Protocol	<p>Agreed the Council now sign up to the Fly Tipping Revised Shared Protocol and review after 12 months.</p> <p>At the request of Councillor Taylor it was agreed Mr Parkes contact DAERA and ask them to arrange to have a burnt out car removed from Ballymoyer Forest as quickly as possible.</p>	J Parkes	<p>In Progress</p> <p>Burnt out car removed</p>	<p>N</p> <p>Y</p>
NS/247/2020	Christmas and New Year arrangements – Refuse Collection and Household Recycling Centres	<p>Agreed to note the Christmas and New Year arrangements for refuse collection and household recycling centres.</p> <p>At the request of Councillor McKeivitt it was agreed Officers prepare a social media message on the proposed holiday arrangements so that Councillors could share this information.</p>	J Parkes	<p>Completed</p> <p>Draft message prepared</p>	<p>Y</p> <p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
FOR NOTING					
NS/250/2020	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO	Completed	
IN CLOSED SESSION					
NS/251/2020	Report on Household Recycling Waste (HRC) Residual Waste Price Increase	Agreed to note the price increase for the collection, treatment and processing of HRC residual waste as set out at section 2.1 of the report.	J Parkes	Completed	Y
NS/252/2020	Report on Residual Waste Processing Contract	Agreed to approve the Heads of Terms of Agreement following mediation for the settlement of the dispute between the two parties in respect of the Council's residual waste processing contract.	J Parkes	Ongoing	N
NS/253/2020	Business Case – Supply of summer and winter bedding plants for public spaces 2021 to 2023	Agreed to note the content of the report and approve the findings of the Business Case presented in that Option three was the preferred option. Option three will see the appointment of a competent supplier of bedding plants who will supply the Council with summer and winter	K Scullion		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>bedding plants over a three-year period with an annual value of £26,000. Savings realised from Option 3 (over Option 2) will be directed toward permanent sustainable landscape improvements – moving to become more sustainable and providing a more permanent year-round display.</p> <p>It was also agreed officers write to DfI and ask them to consider making a financial contribution towards costs incurred by Council in planting out DfI owned lands.</p>			
NS/254/2020	Business Cases – Replacement of small vehicles	This item was withdrawn from the agenda.	Noted	Noted	Y
NS/255/2020	Business Case – Receipt/collection, treatment and processing (recycle/recovery) of Plastics, Cardboard and Paper Waste deposited	Agreed to approve the business case to procure a contract(s) for the receipt / collection, treatment and processing of Plastics, Cardboard and Paper waste deposited at the Council's Household Recycling Centres (HRCs).	J Parkes	Working on procurement tender	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	at the Council's Household Recycling Centres				
NS/256/2020	Business Case – Collection, treatment and processing of rubble, soil and DIY waste deposited at the Council's Household Recycling Centres	Agreed to approve the business case to procure a contract for the collection, treatment and processing of Rubble, Soil and DIY waste deposited at the Council's Household Recycling Centres (HRCs).	J Parkes	Working on procurement tender	Y
NS/257/2020	Business Case – monitoring, reporting, sampling and testing services at the Council's closed landfill sites	Agreed to approve the business case to procure a contract for the provision of monitoring, reporting, sampling & testing services at the Council's closed landfill sites.	J Parkes	Working on procurement tender	Y

Report to:	Neighbourhood Services Committee
Date of Meeting:	15 th December 2020
Subject:	Report on permitting sale of double plots at Council's Municipal Cemeteries, suspended at onset of Covid-19 pandemic
Reporting Officer	Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department
Contact Officer	Gail Kane, Head of Facilities

Confirm how this Report should be treated by placing an x in either: -

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	The purpose of this report is to provide the Committee with information which will allow it to consider if amendments to the Council's Rules and Regulations which govern its Municipal Cemeteries, which only permitted the sale of burial rights to single plots during this pandemic, can be relaxed to allow the sale of burial rights for double plots.
1.2	<p>The management of the Council's Municipal Cemeteries is controlled through Rules and Regulations which the Council last approved in January 2020. At the onset of the pandemic the Council at a meeting on 30th March 2020 agreed to amend the current rules to account for management of our cemeteries during the pandemic.</p> <p>Rule 5.2 was amended to read:</p> <p>Burial rights can be purchased at the time of death for a single plot only. This action is being taken to preserve burial space. We will continue with the practice of digging a grave and missing the next one. At the end of the current pandemic we will offer to sell the burial rights to the adjoining plot to those individuals affected by this temporary change, subject to the plot being available at that time.</p> <p>As indicated, this action was taken to preserve space within the cemeteries to plan for the possibility that there would be a significant increase in the number of burials to be accommodated within Council Municipal Cemeteries during the pandemic.</p>
1.3	A comparison has been made between the number of burial accommodated in our cemeteries during March to end of November (9 months) in the two calendar years, 2019 (without pandemic) and 2020 (with pandemic). This is shown in table 1 below.

1.4	<p><u>Table 1: Comparison of burial numbers in Council Municipal Cemeteries during March to November 2019 compared to 2020</u></p> <table><tr><th>Cemetery</th><th>Number of burials between 1st March 2019 and 30th November 2019</th><th>Number of burials between 1st March 2020 and 30th November 2020</th></tr><tr><td>Monkshill</td><td>59</td><td>66</td></tr><tr><td>Kilbroney</td><td>10</td><td>11</td></tr><tr><td>Warrenpoint</td><td>16</td><td>20</td></tr><tr><td>Struell</td><td>48</td><td>41</td></tr><tr><td>Lough Inch</td><td>19</td><td>23</td></tr><tr><td>Total</td><td>152</td><td>161</td></tr></table> <p>At the time of making the initial recommendation in March 2020 it was reported that across the five cemeteries there were 1285 single plots ready for use with a further 348 that could be made ready with limited onsite preparatory work to be undertaken.</p> <p>As the table above shows, between both years there is an increase of nine burials (6%) which is not considered significant given the capacity within each of the cemeteries.</p>	Cemetery	Number of burials between 1 st March 2019 and 30th November 2019	Number of burials between 1 st March 2020 and 30th November 2020	Monkshill	59	66	Kilbroney	10	11	Warrenpoint	16	20	Struell	48	41	Lough Inch	19	23	Total	152	161
Cemetery	Number of burials between 1 st March 2019 and 30th November 2019	Number of burials between 1 st March 2020 and 30th November 2020																				
Monkshill	59	66																				
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Warrenpoint	16	20																				
Struell	48	41																				
Lough Inch	19	23																				
Total	152	161																				
1.5	<p>The Committee will be aware from discussions at this Committee last month that families affected by the prohibition on sale of double plots are seeking to erect headstones on their graves but seek to erect a double sized headstone which they currently are unable to do as they only hold burial rights for a single plot.</p> <p>Each of these families have recently been written to and advised that the current restrictions still apply but that the Council will offer the second plot to those families so desiring to purchase an additional plot if this becomes possible.</p> <p>During this time Officers have, where it is known that families wish to procure the burial rights for the adjoining plot, set this plot aside so that it may be offered to families once the Council removes the current restrictions.</p>																					
1.6	<p>Given the above information and the recent positive news in relation to the roll out of Covid-19 vaccines, it is Officers view that the restriction on the sale of burial rights for second plots can be lifted and those families affected by this restriction be written to and offered the second burial plot beside the one they already have.</p>																					
2.0	<p>Key Issues</p>																					
2.1	<ul style="list-style-type: none">• Council operates five municipal cemeteries across the district which accommodates circa 15% of all burials in Council area each year, with the remaining burials being undertaken in Church owned cemeteries or cremations.• In March 2020 the Council at the onset of Covid-19 amended its Rules and Regulations which govern the operation of its cemeteries to prohibit the sale of double plots to preserve space within its five municipal cemeteries.• Families affected by this ruling are seeking to procure the plot adjacent to their plot so that they may erect a double headstone instead of a single sized headstone.																					

	<ul style="list-style-type: none"> An analysis has been carried out by officers on the number of burials which have taken place in Council Municipal Cemeteries during the first eight months of the pandemic (March to November) and compared this with the same time in 2019. This analysis has shown a 6% increase or nine extra burials. There were 1285 single plots ready for use with a further 348 that could be made ready with limited onsite preparatory work to be undertaken at the start of the pandemic. Given that there has not been a significant increase in demand for burial space within the municipal cemeteries during the pandemic, together with the roll out of the Covid-19 vaccine, Officers recommend that the current restriction on the sale of double plots ceases and families affected by this restriction be offered the second burial plot beside the one they already have, where this remains available.
3.0	Recommendations
3.1	<p>Rescind the amendment to Rule 5 of the Councils Rules and Regulations for the Control of the Public Cemeteries within Newry, Mourne and Down District, approved by the Council on 30th March 2020 to restrict sale of burial rights to single plots.</p> <p>This will permit the sale of double plots. Families affected by the restriction to be written to and offered the second burial plot beside the one they already have, where this remains available.</p>
4.0	Resource implications
4.1	None.
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations</p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened</p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation</p>

5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves</p> <p>Consultation period will be 12 weeks</p> <p>Consultation period will be less than 12 weeks (rationale to be provided)</p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed</p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs</p>
7.0	Appendices
7.1	None
8.0	<p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p>
8.1	None

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	15 December 2020
Subject:	Update on Enforcement Improvement Plan - Benchmarking
Reporting Officer (Including Job Title):	Joe Parkes - Assistant Director Waste Management
Contact Officer (Including Job Title):	Liam Dinsmore - Head of Waste Processing & Enforcement

For Decision		For Noting Only		X						
1.0	Purpose & Background									
1.1	The purpose of this report is to provide the Committee with benchmarking information relating to enforcement activities within the eleven local councils. This followed a request made by the NS Committee at its Meeting on the 19 August 2020.									
1.2	The Council Enforcement Improvement Plan (Appendix 1) agreed a staffing improvement plan to increase enforcement resources to four full-time staff, assisted by two seasonal staff (June - September). Due to Covid, appointment of staff was delayed, with the two additional permanent staff taking up post early November 2020. As a result, the enforcement section has been understaffed by approximately 40% since commencement of the current operational year and the respective Operational Plan has been delayed.									
1.3	Contact has been made to other local Councils to identify any other initiatives to increase awareness of littering and issuing of Fixed Penalty Notices (FPN). Councillors will be aware that Specialist Private Contractors have been used to assist in the targeting of litter black spots and the serving of FPN eg Ards and North Down Borough Council having undertaken in approach in the past. Currently three other Councils are committed in this respect with trial periods already in operation or at implementation stage. Terms of engagement are the Specialist Contractor retain the value of FPN.									
1.4	The number of FPN issued by local Councils (NI) has been benchmarked by Keep Northern Ireland Beautiful (KNIB). Information relating to this has been collated in, Appendix 2. The key areas of comparison are identified as (a) Local Environment Audit and Management System (LEAMS) score which measures street cleanliness and (b) for the numbers of Fixed Penalty Notices (FPN) issued by Enforcement Staff. Fixed Penalty Notices issued in the past 3 years, in the NMDDC area, are as follows: <table><tr><td>2017/18 (73 FPN)</td><td>2018/19 (59 FPN)</td><td>2019/20 (84 FPN)</td></tr><tr><td></td><td></td><td></td></tr></table>				2017/18 (73 FPN)	2018/19 (59 FPN)	2019/20 (84 FPN)			
2017/18 (73 FPN)	2018/19 (59 FPN)	2019/20 (84 FPN)								
1.5	As part of the Benchmarking review, comparisons have been made in relation to the number of Paid FPN, the number of Staff (FTE) involved in issuing FPN and the number of FPN per staff member <table><tr><td>Council Area</td><td>Paid FPN</td><td>FTE (staff)</td><td>FPN per staff member</td></tr></table>				Council Area	Paid FPN	FTE (staff)	FPN per staff member		
Council Area	Paid FPN	FTE (staff)	FPN per staff member							

	<table><tr><td>Antrim & Newtownabbey</td><td>138</td><td>7</td><td>20</td></tr><tr><td>Ards & North Down</td><td>437</td><td>7</td><td>62</td></tr><tr><td>Causeway Coast & Glens</td><td>15</td><td>8</td><td>2</td></tr><tr><td>Derry City & Strabane</td><td>115</td><td>4</td><td>29</td></tr><tr><td>Mid & East Antrim</td><td>157</td><td>6</td><td>26</td></tr><tr><td>MidUlster</td><td>13</td><td>2</td><td>7</td></tr><tr><td>NMDDC</td><td>50</td><td>4.3</td><td>12</td></tr></table>	Antrim & Newtownabbey	138	7	20	Ards & North Down	437	7	62	Causeway Coast & Glens	15	8	2	Derry City & Strabane	115	4	29	Mid & East Antrim	157	6	26	MidUlster	13	2	7	NMDDC	50	4.3	12
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MidUlster	13	2	7																										
NMDDC	50	4.3	12																										
	<p><i>Awaiting returns from other councils</i></p> <p>A review has been made regarding the serving of FPN for Ards and North Down Borough Council. The Review indicates that approx. 75% of FPN issued relate to 3 main population centres in the Borough, with a significant portion of FPN issued at car parks and shopping centres as littering offences.</p> <p>This indicates that the assignment of staff specifically as Litter Wardens will increase the number of FPN issued.</p>																												
1.6	<p>It is clear that differences exist between the Councils as to areas targeted by Enforcement Staff for possible issue of FPN and duties undertaken by staff. This aspect is also linked to the LEAMS score with presence of fresh littering.</p> <p>It is also apparent that additional staff (33%) are employed in the role of Enforcement at Ards & North Down and that:</p> <ul style="list-style-type: none">• Engagement of an external dedicated private contractor• Assignment of staff as Litter Wardens• Targeted outreach at hot-spot /problem locations <p>Will contribute to a greater number of FPN being issued.</p>																												
1.7	<p>Comparison has also been made with Mid-Ulster Council where a LEAMS score at 70% suggests that Street Cleanliness standard is influenced by other aspects in addition to Enforcement. Mid-Ulster issued 14 FPN in the 2019/20 reference period.</p>																												
	Key Issues																												
2.1	<p>In general Benchmarking information should be used to help improve enforcement best practice within the Council.</p>																												
2.2	<p>The Council Enforcement Improvement Plan can now be moved forward, now that permanent staff have been established. This resource will also help address enforcement requirements for littering & dog fouling, resulting in increased FPN.</p>																												
2.3	<p>Currently three other Councils are committed in trial periods already in operation or at implementation stage in relation to the engagement of Specialised Contractors. It would be prudent for NMDDC to primarily focus on developing its present enforcement resource, but to also monitor these councils as a possible future model.</p>																												
3.0	Recommendations																												
3.1	<p>Members are asked to note the content of this report, with further information being provided as part of The Council's Enforcement Improvement Plan.</p>																												
4.0	Resource implications																												

4.1	There are no specific resource implications attached to this report. The Report provides an analysis of Benchmarked data as a means to identifying areas for improvement. All recommended actions are considered to be within budget.	
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)	
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i> It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>	
5.2	<i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/> The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/>	
5.3	<i>Proposal initiating consultation</i> Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/> Consultation period will be 12 weeks <input type="checkbox"/> Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/> <i>Rationale:</i>	
6.0	Due regard to Rural Needs (please tick all that apply)	
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following:	

	Rural Needs Impact Assessment completed <input type="checkbox"/>
7.0	Appendices
7.1	The Council Enforcement Improvement Plan
7.2	Dog Fouling & Litter Enforcement Information
8.0	Background Documents
8.1	KNIB Report 2019-20



NILAS Monitoring Team
 Waste Regulation Unit
 Northern Ireland Environment Agency
 Klondyke Building
 Cromac Avenue
 Gasworks Business Park
 Lower Ormeau Road
 Malone Lower
 Belfast
 BT7 2JA

Email: NILAS@daera-ni.gov.uk

26th November 2020

Mr Roland Moore
 Director of Neighbourhood Services
 Newry Mourne & Down District Council
 Monaghan Row
 Newry
 Co Down
 BT35 8DL

Our Ref: **Newry Mourne & Down District Council/ Final Reconciliation 2019/20**

Dear Mr Moore

**The Landfill Allowance Scheme (NI) Regulations 2004 (As amended)
 15th Scheme Year 2019/20 – Final Reconciliation**

Regulation 14 requires the Monitoring Authority as soon as reasonably practicable after the end of the reconciliation period to reconcile the allowances available with the amount of Biodegradable Local Authority Collected Municipal Waste (BLACMW) sent to landfill as calculated under Regulation 13.

Through WasteDataFlow **Newry Mourne & Down District Council** has submitted quarterly returns for the scheme year 2019/20. From these returns NIEA has calculated¹ the amount of Biodegradable Local Authority collected Municipal Waste (BLACMW) sent to landfill by each District Council for the scheme year 2019/20.

The total amount of BLACMW sent to landfill by Newry Mourne & Down District Council for the scheme year 2019/20, was 2,131 tonnes equating to 10.2 % utilisation of the 20,954 allocated allowances available for the scheme year.



The Monitoring Authority has not received any requests for the transfer of allowances for the scheme year 2019/20.

Please do not hesitate to contact us with any queries.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'A.D. Gregory'.

Adrian Gregory (Dr)
Control and Data Management

Cc: Regional Waste Management Group

¹The mass balance is detailed at:
[https://www.wastedataflow.org/documents/guidancenotes/NorthernIreland/LandfillAllowanceScheme/KPI \(g\) DC Mass Balance Schematic v4.pdf](https://www.wastedataflow.org/documents/guidancenotes/NorthernIreland/LandfillAllowanceScheme/KPI%20(g)%20DC%20Mass%20Balance%20Schematic%20v4.pdf)



JOINT COMMITTEE

1 December 2020

18

MEMBERS' MONTHLY BULLETIN

The purpose of this Bulletin is to provide Members with an executive summary of the various agenda items which will be considered by the Joint Committee at its forthcoming meeting.

The titles highlighted in blue relate to the various agenda items.

Item 1 - Conflicts of Interest

The Joint Committee are reminded of their personal responsibilities and asked to declare any conflicts of interest that might arise during the meeting.

Item 2 - Apologies

Item 3 - Minutes of Joint Committee Meeting 051 held on 29 October 2020

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC051 held on 29 October 2020.

Item 4 - Matters Arising

'IN COMMITTEE' ITEMS - COMMERCIALY CONFIDENTIAL

Item 5 - Minutes of Joint Committee Meeting 051 held on 29 October 2020 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC051 held on 29 October 2020 'in committee'.

Item 6 - Matters Arising

Item 7 - Residual Waste Treatment Project Update

For noting

Planning Application – The planning application continues to be considered by officials within the Department for Infrastructure.



JOINT COMMITTEE

1 December 2020

19

Communications / Marketing – arc21 and the bidding consortium have been proactive in providing information regarding the project to media outlets and participating in round table discussions. The Joint Committee approved an updated communications / marketing plan at the October Joint Committee meeting.

Procurement Activities – Procurement activities are currently in abeyance until the risks around the grant of planning permission are resolved.

Governance – Work continues on responding to the August 2020 letter received from Antrim and Newtownabbey Borough Council. A response has been issued to arc21 Councils following the email from No-ACR21 dated 27 October 2020 purportedly sent to be sent to all arc21 Councils.

The Joint Committee is asked to note the contents of the report.

OUT OF COMMITTEE & RETURN TO MAIN AGENDA

Item 8 - Contracts and Operations Briefing Report

For noting

All contracts continue to deliver the required service. Regular contact is maintained regarding the impact of COVID-19 and the potential impacts of BREXIT.

An overview of contract tonnages has been provided for information. There have been increases in the tonnages treated through the MRF contracts, mixed food and garden waste collected at kerbside and residual waste sent to landfill when compared to tonnages delivered in October 2019.

An overview of supplies orders has also been included for information.

Information relating to tax on plastic packaging has also been included for information.

The Joint Committee is asked to note the report.

Item 9 - Corporate Plan 2020-2024 - Action Plan 2020/2021

For noting

The Joint Committee is presented with the Action Plan setting out the key activities which arc21 proposes to undertake in 2020/21 to deliver the Corporate Strategic Objectives set out in the 2020/2024 Corporate Plan.

The Joint Committee is asked to note the Action Plan and report.

Item 10 - Equality Impact Assessment Arrangements**For noting**

Section 75 of the Northern Ireland Act (1998) requires designated public bodies to develop and implement an equality scheme, which includes screening.

arc21 is refreshing its HR policies and, as part of this, clarification was sought regarding our status and Section 75. The Equality Commission confirmed that arc21 is "*not designated*" and therefore there is no requirement to develop or implement an equality scheme.

This means the statutory duty therefore remains with the councils.

The Commission advises that where more than one public authority has equality policy responsibilities, they could work collaboratively but they still had to ensure that they complied with their own equality scheme commitments. The Commission considered it important that each of the councils are aware of their responsibilities and recommended that this matter should be raised with both the individual councils and the Joint Committee.

Last week, this matter was drawn to the attention of the Steering Group officers in order that they could consider whether to take this matter up separately with their individual councils or, pending legal advice, whether it would request that arc21 take the appropriate steps to include this within our portfolio of services (acting as their agent for appropriate functions and services).

During discussions, the officers felt that they would take appropriate steps to ensure their council continued to comply with the provisions within their individual equality policy arising from arc21's regular services, but that they would revert to arc21 to assist in addressing more substantial matters, such as may arise from a refresh of the Waste Management Plan.

The Joint Committee is asked to note this report.

Item 11 - Council Covid-19 Waste Management Financial Losses**For noting**

Members are provided with an update in regards to financial support in dealing with the Covid-19 emergency for councils.

The estimated additional costs due to the Covid-19 emergency is in the region of £21m. To date, DAERA has successfully secured £15.2m and engagement continues with regarding the processes for allocating the funds awarded to Councils, as well as continuing to lobby for the funding shortfall.

The overall estimated shortfall of £5.8m relates to key activities councils have undertaken to ensure they could deliver their statutory waste management functions.

As previously advised, the shortfall has been elevated by the Finance Officers to SOLACE who wrote to DAERA and have recently received a reply.

Councils were hopeful of a positive response but this was not forthcoming and engagement with DAERA continues.

Notwithstanding this development, DAERA has also asked that councils now submit funding bids for the 2021/22 year.

As reported previously, the main impact of Covid has been with the textiles service with a reduction in the income achieved on this contract.

The Joint Committee is asked to note this report.

Item 12 - Local Government Audit in Northern Ireland Code of Audit Practice-Draft Code Consultation

For approval

The Local Government Auditor has statutory responsibility for the preparation and maintenance of a Code of Audit Practice, and has taken the opportunity to update the Code to reflect enhanced reporting requirements.

A consultation exercise has been initiated to provide an opportunity for comments on the proposed changes to the Code to be submitted.

The Code has not substantively changed but arc21 has taken the opportunity to make some comment.

The Joint Committee is asked to approve the proposed response to Code of Audit Practice 2021 consultation.

Item 13 - Outreach Report

For approval

The Joint Committee is presented with a report on recent developments with University College London and Queen's University, Belfast on new ways of partnership working across waste streams to deliver the Circular Economy.

The Joint Committee is asked to approve arc21's involvement in both the UCL and QUB projects as outlined.

Item 14 - AOB

Item 15 - Next Meeting Thursday 28 January 2021

ITEM 3
ARC21 JOINT COMMITTEE
Meeting No 051
Virtual Meeting
MINUTES
Thursday 29 October 2020

Members Present:

Councillor M Goodman
 Councillor N Kelly
 Alderman R Gibson (*Chair*)
 Councillor G Walker
 Councillor P McReynolds
 Councillor M Gregg
 Alderman D Drysdale
 Councillor S Lee
 Councillor I Friary
 Councillor H McKee

Antrim and Newtownabbey Borough Council
 Antrim and Newtownabbey Borough Council
 Ards & North Down Borough Council
 Ards & North Down Borough Council
 Belfast City Council
 Lisburn & Castlereagh City Council
 Lisburn & Castlereagh City Council
 Lisburn & Castlereagh City Council
 Mid & East Antrim Borough Council
 Newry, Mourne & Down District Council

Members' Apologies:

Councillor T McGrann
 Alderman A Carson
 Councillor F Ferguson
 Councillor JJ Magee
 Alderman R Cherry
 Councillor K Owen
 Councillor W Clarke (*Deputy Chair*)

Antrim & Newtownabbey Borough Council
 Ards & North Down Borough Council
 Belfast City Council
 Belfast City Council
 Mid & East Antrim Borough Council
 Newry, Mourne & Down District Council
 Newry, Mourne & Down District Council

Officers Present:

T Walker
 G Craig (*Secretary*)
 J Green
 K Boal
 M Lavery
 N Martin
 J McConnell
 T Smith
 P Thompson
 J McBride

arc21
 arc21
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 arc21
 Antrim and Newtownabbey Borough Council
 Ards & North Down Borough Council
 Belfast City Council
 Lisburn & Castlereagh Borough Council
 Mid & East Antrim Borough Council
 Newry, Mourne & Down District Council

Officers' Apologies:

G Girvan
 D Lindsay
 S Toland
 H Moore
 R Moore
 H Campbell

Antrim & Newtownabbey Borough Council
 Ards & North Down Borough Council
 Belfast City Council
 Lisburn & Castlereagh Borough Council
 Newry, Mourne & Down District Council
 arc21

Legal Advisor in attendance for Item 5

Mr Colin Campbell, Belfast City Council

NILGA Presentation Item 10

Karen Smith from NILGA in attendance for this item

The Chair welcomed all to the meeting.

He also took the opportunity to inform Members that Councillor Muriel Burnside has had to leave Mid and East Antrim Borough Council due to health reasons and, on behalf of the Joint Committee, thanked her for her support whilst a Member of the Joint Committee and offered her best wishes for the future. The Chair asked that a letter also be sent out to Councillor Burnside on behalf of the Joint Committee.

Action: arc21

Councillor Burnside is to be replaced by Councillor Reid and Mr Thompson confirmed that Councillor Reid is to be formally nominated at the next Council meeting to be held shortly.

Item 1 - Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement. There were no conflicts noted.

Action: Noted

Item 2 - Apologies

Apologies were noted.

Action: Noted

Item 3 - Minutes of Joint Committee Meeting 050 held on 24 September 2020

The minutes of the Joint Committee meeting 050 held on 24 September 2020 were agreed.

Action: Agreed

Item 4 - Matters Arising

Page 6 – This issue is being dealt with under Item 10 of the meeting with a presentation from Karen Smith from NILGA.

Action: Noted

Item 5 - Residual Waste Marketing & Communications Plan

Mr Walker presented the report in detail to Members seeking their approval to implement a Marketing & Communications Plan supporting the residual waste treatment project.

Following providing an outline of the proposed actions, Mr Walker informed Members that he had received notification from the Chief Executive of Antrim and Newtownabbey Borough Council that this Council did not support incurring any expenditure associated with marketing activities at this time due to the prevailing financial circumstances.

This item generated a discussion from Members following which the Chair asked for a decision to be taken as to the recommendation set out in the report. At this stage there were nine Members present, seven supported the recommendation to approve the Marketing & Communications Plan for the residual waste project and the associated costs of implementing the plan, £60,000, with two Members voting against the recommendation.

Accordingly, on the basis of the simple majority requirement the recommendation was approved.

Action: Agreed

The Chair advised Members that the meeting would now go “*in committee*”, which was agreed.

Action: Agreed

IN COMMITTEE

Matters of a confidential and commercially sensitive nature were discussed under these agenda items.

Following discussion on the commercially sensitive matters, the Chair advised members that the meeting would now return to the main agenda but whilst “*in committee*” there were four matters discussed as follows:

Item 6 - Minutes of Joint Committee Meeting 050 held on 24 September 20 ‘in committee’

Action: Agreed

Item 7 - Matters Arising

Action: Noted

Item 8 - Residual Waste Treatment Project

Action: Noted

Item 9 - Commercially Sensitive Procurement and Contracts Issues

Action: Agreed

The Chair advised members that the meeting would now come out of the “in committee” process and return to the main agenda, which was agreed.

Action: Agreed

OUT OF COMMITTEE

Item 10 - NILGA presentation on the current Circular Economy issues

The Chair welcomed Ms K Smyth from NILGA who delivered a presentation on the issues related to waste and resources management, the processes for the development of Waste Management Plans and the emergent opportunities presented by the Circular Economy.

The Chair thanked Ms Smyth for her comprehensive presentation and Ms Smyth agreed that a copy of the presentation could be circulated to Members by arc21.

Action: arc21

Item 11 - Contracts and Operations Briefing Report

Ms Boal presented a report to advise the Joint Committee on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts as well as providing an update on the contract tonnages.

She noted that all contractors continued to operate their contingency plans during the ongoing Covid-19 emergency.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 12 - Education Vehicle

Ms Boal presented a report to the Joint Committee outlining details of how the Education Vehicle service was delivered in the year to March 2020. She also informed Members that currently the service was under review, including the replacement of the Education Vehicle itself, and a further report would be presented in due course for Members consideration.

Action: Noted

Item 13 - Customer Survey

Ms Boal informed the Joint Committee that the annual Customer Survey process was underway and encouraged Members to take the opportunity to respond to the questions in the survey. She explained that it was important for arc21 to get as much feedback as possible on the services provided in order that any potential ways for improvement can be taken into account.

Action: Noted**Item 14 - Council Covid-19 Waste Management Financial Losses**

Mr Craig presented a report to update the Joint Committee on the waste management financial support sought from Government in regards to the losses being incurred by councils arising from the Covid-19 emergency.

He reported that the position had improved since last month and that payments have now started to be made to councils for the losses incurred in the initial period up to June 2020, with £2.7m out of the £3.8m having been paid out so far and the balance was to be dealt with upon submission by councils of their actual losses rather than the estimated losses.

Mr Craig confirmed that DAERA has been awarded the sum of £15.2m in total to support councils with their Covid-19 related additional waste management costs for the year, compared to the estimated £20m needed. He confirmed that SOLACE would be raising funding formally with the DAERA Permanent Secretary.

In terms of the arc21 Bring Bank Collection service contract for Textiles, Mr Craig was able to confirm that the final payment on account from the Contractor (CTR) for the revenue share due for the January to March 2020 period had just been received and that the total amount received for that period, circa £130k, would now be paid to councils.

In terms of the lost revenue share from April 2020, Mr Craig confirmed that these were included in the DAERA Covid – 19 claims and may be recouped, subject to the approval of the Minister and funds being made available to the Department.

Following discussion the Joint Committee agreed to note the report.

Action: Noted**Item 15 - AOB**

A Member asked a question in relation to what happens to the Textiles materials which have been sent to Africa by the Contractor for the Textiles Bring Bank Collection Service contract.

Ms Boal explained that Africa was one of the market outlets the contractor used for the sale of Textiles and that there were established commercial arrangements in place to sell the materials in that marketplace and, in turn, the materials were being sold on for re-use.

Action: Noted**Item 16 - Next Meeting**

The Chair advised that the next scheduled meeting of the Joint Committee is due to be held on Tuesday 1 December 2020 at 10 30am. Mr Craig explained that due to no Joint Committee meeting being held at the end of December each year, the November and December meetings were normally combined and an MS Teams invite would be issued in due course.

Action: arc21**Date:** _____**Chairman:** _____

NEIGHBOURHOOD SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES MEETING – 19 JUNE 2019					
NS/011/2019	Defective wall at Shimna River, Newcastle	Note the contents of the above report and, depending on the outcome of the Structural Engineer's Report, if there were emergency issues, that authority be given to officers to proceed quickly with the necessary works.	K Scullion	In progress – Application submitted to Rivers Agency for proposed works- not approved – further discussion with Rivers Agency ongoing. Report to NS Committee once agreed	N
NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019					
NS/070/2019	Notice of Motion – Memory Gardens	Approve the Notice of Motion and that Officers identify two locations for Memorial Gardens in the district, one in each Health Trust area and Officers to develop designs for such locations to include plants, materials	K Scullion	In Progress Currently seeking availability of sites within Heath Trust. Delayed due to current pandemic priorities.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		requirements and costs to establish and maintain Further report to be brought back to the December Meeting of the NS Committee			
NS/073/2019	Proposed Property Maintenance Policy and Strategy 2019 to 2023	Council's Facilities Management and Maintenance Department develop for agreement with the NS Committee a Property Maintenance Policy and Strategy for the Council to cover the term of this Council 2019 to 2023. If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.	K Scullion	On hold as part of Neighbourhood Services Review.	N
NS/075/2019	Household Recycling Centres (HRC) Update	To further illustrate changes at the new HRC site at Downpatrick, a HRC competition to be promoted at all primary schools at Downpatrick. Photocalls to be arranged to further publicise initiatives e.g. Official Opening, changes in	J Parkes	Final recommendation concerning Phase 2 of HRC review to be presented to committee upon completion of re-opening plan Intent to extend to both Castlewellan	N N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>procedures of sites at Castlewellan and at Ballynahinch and commencement of Permit System.</p> <p>Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.</p> <p>Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.</p>		<p>and Ballynahinch areas,</p> <p>Meeting scheduled with Marketing Officers to agree Comms. Meeting scheduled for 15 Nov.</p> <p>Meeting complete further meeting required.</p> <p>Currently being developed to coincide with launch</p> <p>Currently underway/ Ongoing</p>	<p>N</p> <p>N</p>
NEIGHBOURHOOD SERVICES MEETING – 22 JANUARY 2020					
NS/112/2020	Evaluation of alternatives to use of Herbicides containing glyphosate for	It was agreed the following proposed amendments to the Officer's report: -	K Scullion	To be undertaken at 12-month review	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	controlling weeds and invasive species on Council property	<p>To undertake a 12-month review with a target to phase out completely the use of use of herbicides containing glyphosate for controlling weeds and invasive species on Council property within 3 years.</p> <p>Officers prevent the use of herbicides containing glyphosate at Council play areas and use alternative methods only for these areas.</p> <p>Council write to the relevant Stormont Minister stating the Council's position on this issue and seeking the position of all Government Bodies in Northern Ireland.</p>		<p>period January 2021</p> <p>Actioned</p> <p>Complete – No response to date</p>	
NEIGHBOURHOOD SERVICES MEETING 19 FEBRUARY 2020					
NS/121/2020	Draft Public Convenience Strategy	Agreed to note the content of the above report and recommend approval for the draft Public Toilet Strategy as presented and approve the commencement of a 12-week public consultation on the	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>recommendations from the draft Strategy.</p> <p>Also agreed a Rowallane DEA Councillors site visit be organised with relevant Council Officials to discuss public convenience provision in Saintfield and that a report be brought back to the Neighbourhood Services Committee for consideration.</p>			
NS/126/2020	DAERA Waste Prevention Programme 2019 – Stopping Waste In Its Tracks	Agreed arc21 would be responding on behalf of the 6 Councils who are members and also that if Councillors had any additional comments they should advise Mr Moore/Mr Parkes.	J Parkes	Awaiting outcome of report	N
NS/127/2020	Study visit to Dulkeek EFW Plant	Agreed to visit the Indaver Facility, Duleek, County Meath on Thursday 4 April 2020 and also agreed the proposed programme	J Parkes	Postponed due to COVID-19	N
NS/129/2020	Historic Actions Tracking Sheet	Agreed an update report on proposed memory gardens would be brought back to the Neighbourhood Services Committee	K Scullion	In progress - Delayed due to current pandemic priorities	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING					

[illegible]

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				support a procurement exercise.	
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 JUNE 2020					
NS/157/2020	Notice of Motion Re: Changing Places (CP) Toilets (Cllr McMurray)	Agreed to note the Notice of Motion and the proposed action for each respective element as detailed within section 2.2 of the report dated 17 June 2020	K Scullion	In Progress	N
NS/158/2020	Fleet Transition Strategy	Note the content of the report dated 17 June 2020 and agree to:- The recommendation to appoint suitable external technical expertise for the purposes of developing a fleet transition strategy, estimated at a cost of £30,000 - £40,000; and The recommendation to prioritise specific vehicle registration numbers (VRNs) on a case-by-case basis for replacement until the fleet transition strategy exercise has been completed	J Parkes	Specification currently being drawn-up to support a procurement exercise	N
NS/166/2020	Business Case – Supply of PPE and staff uniforms for NS Directorate	Note the content of the report and associated Business Case and accept the conclusion of the business case that Option 3 was	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		chosen as the preferred option. Option 3 would see a tender or tenders issued to appoint one or several suppliers to provide the NS Directorate and the AHC Community Engagement Department with all PPE and staff uniform requirements through dividing the requirements into relevant Lots. This would be for a one-year period but may be extended by a further two years.			
NS/167/2020	Business Case – Annual Servicing and Maintenance of Lifts in Council Buildings	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and complete safety checks on all 32 No. lifts in the Council asset register. It would also see the appointment of a consultant to assist with auditing the performance of the successful contractor and quotations for repairs outside the scope of the contract.	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/168/2020	Business Case – Inspection, Testing and Maintenance of Councils Fire Alarm Systems	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 2 was chosen as the preferred option. Option 2 would see the appointment, through a tender process, of a competent contractor to inspect, test and maintain Council Fire Alarms throughout Council premises at recommended intervals ensuring Councils legal compliance.	K Scullion	In Progress	N
NS/169/2020	Business Case – Annual Servicing, Maintenance and Monitoring of Intruder Alarm Systems in Council Buildings	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and monitor all 45 No. intruder alarm systems in the Council asset register.	K Scullion	In Progress	N
NS/171/2020	Bring Sites Review	Note the content of the report and agree to:- <ul style="list-style-type: none"> ▪ A reduction in the current number of bottle bank “bring sites” across the 	J Parkes	Contractor to be engaged re removal of redundant sites	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>District. Future provision to be restricted to the twenty-two (22) sites set-out at Appendix I as circulated.</p> <ul style="list-style-type: none"> ▪ The use of the contractor for the future safety inspection and maintenance of "bring sites" at a cost per annum detailed in the report; and ▪ To authorise Officials to explore income generation opportunities attached to the disposal of the redundant stock of "bring sites" <p>It was also agreed that when removing the sites, that potential recycling options for Island Park, Newcastle be considered.</p>			
NS/172/2020	Business case – RCV's	Approve the business cases for the replacement of the six Refuse Collection Vehicles (RCVs) as circulated at Appendix II.	J Parkes	Specification currently being drawn-up to support a procurement exercise	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 AUGUST 2020					
NS/170/2020	Notice of Motion – Delivery of small brown food waste bins	Committee agree to the Motion and that Officers undertake necessary research and report	J Parkes	To be considered at a future Committee	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>back to NS Committee presenting options and costs for consideration and approval.</p> <p>Also that officers look at options both for brown bin caddies and liners and report back to Committee.</p>		Meeting, along with previous Council Motion in relation to distribution of bio-bags/caddy bin liners.	
NS/189/2020	Historic Actions Tracking Sheet	At the request of Councillor Clarke it was agreed Mr Scullion investigate the current position in relation to the access to the beach at Glen River car park, Newcastle and advise him of the outcome.	K Scullion	Contractor appointed and works permitted from 15 th September	N
NS/190/2020	Recycling of Mattresses	Agreed to note the content of the report and agree to the recommendations contained at 2.3 and 2.4 of the report in relation to the recycling of mattresses.	J Parkes	In progress	N
NS/192/2020	Business case for the supply and delivery of biomass wood pellets	Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to proceed to Tender for a Biomass Wood Pellet Supplier	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		for an initial 12-month contract with a view to extending to 24 months.			
NS/193/2020	Business case for the annual servicing and maintenance of fire fighting equipment in Council buildings	Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to see the appointment, through a tender process, of a competent contractor to inspect, maintain and testing of all Fire Fighting Equipment in Buildings in the Council's asset register.	K Scullion	In progress	N
NS/194/2020	Neighbourhood Services Procurement Action Plan	Agreed to note that services will continue "out of contract" until new contracts are awarded and also to approve the recommended Neighbourhood Services Directorate procurement action plan. Also agreed a quarterly update on the Plan would be provided to Committee.	J McBride	Action Plan update at NS Committee (December 20)	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 SEPTEMBER 2020					
NS/203/2020	MoU Partnering arrangement between DfI Roads and NMDDC for cleaning busy town centre, footways and pedestrian areas of snow and ice	<p>Agreed to approve the proposal and extend for a further three years, in accordance with the "Scope of the Agreement" Clause 3 and Appendix 1 as amended, and to sign the updated MoU with additional locations.</p> <p>Also agreed Council Officials discuss the following issues with DfI Roads which were raised by Members during the discussion:-</p> <ul style="list-style-type: none"> - A request that the areas of coverage be extended to also include Annalong, Saintfield, Crossgar, Killough, Mayobridge and Rostrevor. - As the lead Partner Agency, DfI be asked to consider the involvement of community/voluntary organisations to assist 	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>within their communities during prolonged periods of snow and ice.</p> <p>Mr Scullion said he would find out why there was two designations for Ballynahinch i.e. Priority One and Priority Two and update Councillor Owen who had requested this information.</p>			
NS/204/2020	Request to extend Council Christmas Displays	<p>Agreed to note the content of the report and approve Officers recommendation to proceed with the request for Ross Monument, Rostrevor, and with request at Newcastle Harbour (subject to agreement with the Commissioner of Lights) and not to proceed with request to provide lights to oak tree at North Promenade Newcastle.</p> <p>It was agreed officers consider a request that a small cut tree, with lights, be provided at South Promenade, Newcastle, and report back to the next Committee meeting</p>	K Scullion	<p>In progress – note Dfi only permit pole wrap lights on poles at Ross Monument.</p> <p>Awaiting information from Irish Lights regarding Newcastle Harbour</p> <p>Report on Newcastle cut tree provided to October NS Committee Meeting.</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		with options/costs.			
NS/205/2020	Shimna River Wall Repairs	A report to be tabled at October NS Meeting	K Scullion	In progress	N
NS/207/2020	Public Convenience Strategy – 12 week public consultation	Agreed to note the content of the report and the update from Mr Scullion that the findings from the consultation would be brought back to Committee for review.	K Scullion	In progress	N
NS/208/2020	Annual cost of District cleansing and enforcement	A report on benchmarking information from all 11 Councils would be available for the Committee meeting in October.	J Parkes	This information is incomplete. Will be presented in December	N
NS/209/2020	Update on HRCs reopening plan	Agreed to note the update in relation to the next phase of the re-opening of the Council's Household Recycling Centres (HRCs).	J Parkes	Covered by NS/224/2020 below	Y
NS/215/2020	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO	Completed	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020					
NS/222/2020	Review of Council Bus Shelter Policy	<p>Agreed to note the content of the report and that Officers proceed to review the current Bus Shelter Policy and revert to Committee with a revised Policy.</p> <p>It was also agreed to write to DfI and Translink to seek additional funding for public transport bus shelters across the entire region and that Officers look if there was any other funding opportunities available e.g. rural development funding for the roll out of bus shelters across rural areas.</p> <p>It was further agreed Officers to circulate the information that was available on who owned the shelters across the District – Translink; a company for Translink or Council owned so that Councillors would know who to contact if any issues</p>	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		arose			
NS/223/2020	Provision of small Christmas Tree at South Promenade Newcastle	Agreed to proceed with Option 2 – to provide a 4-5 metre sustainable Christmas tree at a suitable location close to the Public Toilets at South Promenade Newcastle with estimated costs for year 1 £2700.00 and estimated annual recurring costs of £300.00.	K Scullion	In progress	N
NS/224/2020	Update on HRCs reopening plan	Agreed to note the above report.	J Parkes	Ongoing due to Covid	N
NS/225/2020	Hire/Replacement of small vans for refuse collection	Agreed to confirm approval to hire thirteen vans to ensure the Refuse Service, and other Services within NS, meet their Services' delivery standards (noting spend is unbudgeted), while complying with Covid controls and also to endorse recommendation to replace up to 13- No small vans under the current Capital Vehicle Replacement Budget. These, or the vehicles they displace, would then eliminate the	J Parkes	Report going to NS Committee with individual Business Cases for each vehicle being replaced.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		requirement to hire 13-No escort vans, saving £1,250.00/week.			
NS/230/2020	Business Case – Provision of new public toilet in Killough	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.	K Scullion	In progress	N
NS/231/2020	Business Case – Provision of Electrical Maintenance and Minor Projects	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that that the Council proceed with Option 3. Option 3 will see the appointment of a NICEIC and SparkSafe Registered Electrical Contractor to support the Councils Electrical Maintenance Service and to provide minor electrical works, for a three-year period or up to the maximum value of the overall contract (£450,000). The service to be procured through	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		tender or through use of suitable Framework.			
NS/232/2020	Business Case – Provision of Minor Construction Works	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with Option 3. Option 3 will see the appointment of a minor construction works contractor to complete minor works contracts across the Council for a three-year period or up to the maximum value of the overall contract (£180,000). The service to be procured through tender or through use of a suitable Framework	K Scullion	In progress	N
END					