

November 12th, 2020

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on Tuesday, 17th November 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 "Conflict of Interest".
- 3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 20 October 2020. (Attached).
 - NS Committee Action Sheet 20 October 2020.pdf

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For Consideration and/or Decision

4.0 To consider the following Notice of Motion in the name of Councillor Brown, seconded by Councillor Enright.

The COVID-19 pandemic has clearly demonstrated the importance of our green spaces and a sustainable environment in supporting the health and wellbeing of everyone in society. Council also recognises the role a green economy can have in the post-COVID recovery and building a better economy. Therefore, Council commits to producing a 'Green New Deal' strategy document, outlining how it will transform and protect the local environment including through:

- Committing to delivering a new Council funded green space/park project in every DEA, and identifying these for inclusion in capital plan by the end of 2021/22 financial year
- Installing recycling bins in Council-owned public places where they do not already exist
- Develop an allotment strategy for the district, allowing local communities to draw down support to establish allotments in their communities, with the aim of having at least 1 Council supported allotment in each DEA by 2024
- Working with local businesses, especially large chains, to trial a campaign of printing customer's licence plates on takeaway bags to discourage littering
- Producing a detailed report for how each Council-owned or operated building can become carbon neutral by 2035 and setting a budget to facilitate this starting from 21/22
- Stop buying any fossil fueled vehicles immediately, and start replacing current vehicle inventory with electric and/or hydrogen powered vehicles
- Setting a goal of 10% of Council's rates coming from renewable energy developments by 2025, and developing a Taskforce to attract inward investment to meet this target
- Setting a goal for each Council owned car park to have at least 5% of their parking bays as charging points for exclusive use by electric/hybrid vehicles. And larger Council-owned car parks to install PV panels providing power for 10 or more spaces
- Draw up a detailed Climate Change Emergency Plan, taking into account all

these points, reflecting the recommendations of the Nuclear Free Local Authorities Group, and embedding these throughout the Council's new Local Development Plan

- A commitment to reflect throughout the new Local Development Plan the importance and impact of the circular/electrified economy, and how the Plan will facilitate Council to take advantage of opportunities in this area."
- Agreed: The Motion was referred to the Neighbourhood Services Committee in accordance with Standing Order 16.1.6.

(NB: This Motion was referred to Council Meeting of 2 November 2020).

5.0	Report on Notice of Motion from Councillor Brown. (Attached) • Report - Notice of Motion.pdf	Page 8
6.0	Neighbourhood Services Directorate Emergency Plan (October 2020 – March 2021). (Attached). © Report - NS Directorate Emergency Business Plan - Cover Report 17 11 20.pdf	Page 11
	Appendix 1 - NS Emergency Business Plan.pdf	Page 14
	Facilities Management and Maintenance	
7.0	Report on Christmas Illuminations and celebrations group meeting 15 October 2020. (Attached).	
	Report Christmas Illuminations and Celebrations Group Meeting October 2020.pdf	Page 25
	Appendix 1 Christmas Illuminations Group Action Sheet 15th October 2020.pdf	Page 29
	Appendix 2 Christmas Tree Locations.pdf	Page 32
	Waste Management	
8.0	Report on Fly Tipping Revised Shared Protocol. (Attached). Report - Fly Tipping Revised Shared Protocol.pdf	Page 33

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APP 1 Fly-tipping Protocol Agreed Version Sept 2019.pdf

9.0 Report on Christmas and New Year arrangements for Refuse Collection and Household Recycling Centres. (Attached).

Report - Proposed Holiday arrangements Refuse and HRC sites.pdf

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For Noting

10.0 ARC21 JC Members' Monthly Bulletin of 29 October 2020. (Attached

ARC21 - 29Oct20-JC MembersBulletin.pdf

Page 53

11.0 ARC21 JC Meeting Minutes held on Thursday 24 September 2020. (Attached).

ARC21 - - JCMins24Sept20..pdf

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12.0 Historic Action Sheet. (Attached).

NS Historic Actions Tracker Sheet (updated November 2020).pdf

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Exempt Information Items

13.0 Report on Household Recycling Centre (HRC) Residual Waste Price Increase. (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 - HRC Residual Waste Price Increase.pdf

Not included

14.0 Report on Residual Waste Processing Contract. (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 - Residual Waste Processing Contract.pdf

Not included

15.0 Business Case for Supply of summer and winter bedding plants for public spaces 2021 to 2023. (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 exclude item of business.	d during this
	Report Bedding Plant Supply 2021 - 2023.pdf	Not included
	Appendix 1 Business Case for Bedding Plants.pdf	Not included
16.0	Business Cases – Replacement of small vehicles. (Attached). (Attachments to follow).	
	This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Lo Government Act (NI) 2014, information relating to the financial or business affairs of any particular (including the Council holding that information) and the public, may, by resolution, be exclude item of business.	cular person
	Business Case - Small Van Report.pdf	Not included
17.0	Business Case – Receipt/collection, treatment and processing (recycle/recovery) of Plastics, Cardboard and Paper waste deposited at the Council's Household Recycling Centres (HRCs). (Attached)]
	This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Le Government Act (NI) 2014, information relating to the financial or business affairs of any partition (including the Council holding that information) and the public, may, by resolution, be exclude item of business.	cular person
		Not included
	Appendix 1 - Full Business Case - HRC Plastics Cardboard Paper Waste .pdf	Not included
18.0	Business Case – Collection, treatment and processing of Rubble, Soil and DIY waste deposited at the Council's Household Recycling Centres. (Attached)	
	This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Lo Government Act (NI) 2014, information relating to the financial or business affairs of any particulating the Council holding that information) and the public, may, by resolution, be exclude item of business.	cular person

19.0 Business Case – monitoring, reporting, sampling and testing services at the Council's closed landfill sites. (Attached).

Not included

Not included

Business Case - Rubble Soil DIY Waste Business Case.pdf

Appendix 1 - Full Business Case - HRC Rubble Soil DIY Waste.pdf

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.

D	Business Case - Landfill Sites Business Case.pdf	Not included
Ď	Appendix 1 - Full Business Case - Landfill Site Monitoring Reporting Sampling Testing.pdf	Not included

ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 20 OCTOBER 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/219/2020	Monthly Action Sheet	Noted and actions removed as marked.			
		FOR CONSIDERATION AND/OR DECISION			
NS/220/2020	Scheme of delegation report from 1 January 2020 to 31 September 2020	Agreed to note the above report	R/Moore J McBride		Y
NS/221/2020	Annual Assessment of Directorate Business Plan 2019-2020	Agreed to approve the Annual Assessment of Directorate Business Plan 2019-2020.	R Moore/ J McBride		Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		FACILITIES MANAGEMENT A AND MAINTENANCE			
NS/222/2020	Review of Council Bus Shelter Policy	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. 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. It was further agreed Officers to circulate the information that was available on who owned the shelters across the District – Translink; a	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		company for Translink or Council owned so that Councillors would know who to contact if any issues 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
		WASTE MANAGEMENT			
NS/224/2020	Update on HRCs reopening plan	Agreed to note the above report.	J Parkes	Ongoing	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	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
		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 requirement to hire 13-No escort vans, saving £1,250.00/week.			
		FOR NOTING			
NS/229/2020	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO		
		IN CLOSED SESSION			
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	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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 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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/233/2020	Business Case – Fleet Transition Strategy	Agreed to note the content of the report and associated Business Case and to approve the business case to procure specialist technical support relating to the Council's Fleet Transition Strategy	J Parkes	Progressing	Y
NS/234/2020	Economic Appraisal – Collection, treatment and processing of residual waste deposited at the Downpatrick, Ballynahinch and Castlewellan HRC sites	Agreed to approve the economic appraisal to procure a contract for the collection, treatment and processing of residual waste deposited at the Downpatrick, Ballynahinch & Castlewellan HRC sites.	J Parkes	Progressing procurement requirements	Y
NS/235/2020	Economic Appraisal – Receipt, storage and transport of kerbside collected residual waste from within the former Down District Council area	Agreed to approve the economic appraisal to procure a contract for the receipt, storage & transport of kerbside collected residual waste from within the former Down District Council area.	J Parkes	Progressing procurement requirements	Y
NS/236/2020	Economic Appraisal – collection, treatment and processing of road sweeping waste deposited at the Council's HRC sites	Agreed to approve the economic appraisal to procure a contract for the collection, treatment & processing of road sweeping waste deposited at the Council's HRC sites	J Parkes	Progressing procurement requirements	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/237/2020	Economic Appraisal – collection, treatment and processing of Green Wood Waste deposited at the Council's HRC sites	Agreed to approve the economic appraisal to procure a contract(s) for the collection, treatment & processing of green and wood waste deposited at the Council's HRC sites	J Parkes	Progressing procurement requirements	Y
NS/238/2020	Economic Appraisal – collection, treatment and processing of paints and varnishes waste deposited at the Council's HRC sites	Agreed to approve the economic appraisal to procure a contract for the collection, treatment and processing of paints and varnishes waste deposited at the Council's HRC sites	J Parkes	Progressing procurement requirements	Y

Report to:	Neighbourhood Services (NS) Committee
ate of Meeting:	17 November 2020
Subject:	Notice of Motion from Councillor Brown
Reporting Officer:	Johnny McBride, Director: Neighbourhood Services (Acting)
Contact Officer:	Joe Parkes, Assistant Director: Waste Management

Fo	r Decision X For Noting Only
1.0	Purpose & Background
1.1	The purpose of this report is for the Committee to consider a Notice of Motion from Councillor Brown, which was referred to the Neighbourhood Services Committee at the Council Meeting on the 2 November 2020.
1.2	The Notice of Motion proposed:
	"The COVID-19 pandemic has clearly demonstrated the importance of our green spaces and a sustainable environment in supporting the health and wellbeing of everyone in society. Council also recognises the role a green economy can have in the post-COVID recovery and building a better economy. Therefore, Council commits to producing a 'Green New Deal' strategy document, outlining how it will transform and protect the local environment including through:
	 Committing to delivering a new Council funded green space/park project in every DEA, and identifying these for inclusion in capital plan by the end of 2021/22 financial year Installing recycling bins in Council-owned public places where they do not already exist Develop an allotment strategy for the district, allowing local communities to draw down support to establish allotments in their communities, with the aim of having at least 1 Council supported allotment in each DEA by 2024 Working with local businesses, especially large chains, to trial a campaign of printing customer's licence plates on takeaway bags to discourage littering Producing a detailed report for how each Council-owned or operated building can become carbon neutral by 2035 and setting a budget to facilitate this starting from
	 Stop buying any fossil fueled vehicles immediately, and start replacing current vehicle inventory with electric and/or hydrogen powered vehicles Setting a goal of 10% of Council's rates coming from renewable energy developments by 2025, and developing a Taskforce to attract inward investment to meet this target Setting a goal for each Council owned car park to have at least 5% of their parking bays
	 as charging points for exclusive use by electric/hybrid vehicles. And larger Councilowned car parks to install PV panels providing power for 10 or more spaces Draw up a detailed Climate Change Emergency Plan, taking into account all these points, reflecting the recommendations of the Nuclear Free Local Authorities Group, and embedding these throughout the Council's new Local Development Plan A commitment to reflect throughout the new Local Development Plan the importance and impact of the circular/electrified economy, and how the Plan will facilitate Council to take advantage of opportunities in this area."

	Councillor Brown formally proposed the Motion, which was seconded by Councillor Enright, and referred, in accordance with Standing Order 16.1 (6) to the Neighbourhood Services Committee.
2.0	Key issues
2.1	Members are asked to note that the Notice of Motion and the issues contained therein, if adopted, will likely have very significant strategic, operational and financial implications for the Council to consider. It is therefore recommended Officers be granted approval 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.
3.0	Recommendations
3.1	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.
4.0	Resource implications
4.1	There are no additional resources implications attached to this specific report, however the Notice of Motion, if adopted, will likely have very significant strategic, operational and financial implications for the Council to consider. These cannot be quantified at this time.
4.2	There are no equality or rural needs implications attached to this specific report, however any specific projects or initiatives adopted as part of the Notice of Motion, if adopted, may be subject to their own statutory screening. Further information is provided at Sections 5.0 and 6.0 of the report.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes
	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations
5.2	Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision
	Yes □ No ⊠
	If yes, please complete the following:
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened

	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	
5.3	Proposal initiating consultation	
	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	
	Consultation period will be 12 weeks	
	Consultation period will be less than 12 weeks (rationale to be provided)	
	Rationale:	
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 □ No ☒	
	If yes, please complete the following:	
	Rural Needs Impact Assessment completed	
7.0	Appendices	
	 None 	
8.0	Background Documents	
8	• None	

Report to:	Neighbourhood Services (NS) Committee		
Date of Meeting:	17 November 2020		
Subject:	Neighbourhood Services Directorate Emergency Business Plan (October 2020 – March 2021)		
Reporting Officer:	Johnny McBride, Director: Neighbourhood Services (Acting)		
Contact Officers:	Joe Parkes, Assistant Director: Waste Management Kevin Scullion, Assistant Director: Facilities Management & Maintenance		

1.0	Purpose & Background					
1.1	The purpose of this report is to seek approval from the Committee to the Neighbourhood Services Directorate Emergency Business Plan. This Plan covers the period from October 2020 to March 2021.					
2.0	Key issues					
2.1	Members will be aware that due to the on-going COVID-19 pandemic, the Council's current business planning process has been replaced by the production of emergency business plans. The Committee previously considered an emergency business plan for the Directorate for the first six-months of the year (April to September 2020) at its Meeting in June 2020, as well as review of that same period at its Meeting in October 2020.					
2.2	A copy of the Neighbourhood Services Directorate Emergency Business Plan (October 2020 – March 2021) is provided at Appendix I .					
3.0	Recommendations					
	 Approve the Neighbourhood Services Directorate Emergency Business Plan (October 2020 – March 2021). 					
4.0	Resource implications					
4.1	There are no additional resources implications for the Committee to consider as the business plan will be funded from the agreed budget for the Directorate for 2020-21.					
4.2	Members are asked to note the Plan itself does not have any equality or rural needs implications, however specific projects or initiatives may be subject to their own statutory screening. Further information is provided at Sections 5.0 and 6.0 of the report.					
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)					
	General proposal with no clearly defined impact upon, or connection to, specific					

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations	\boxtimes
5.2	Proposal relates to the introduction of a strategy, policy initiative or practice and or sensitive or contentious decision Yes No If yes, please complete the following:	d /
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened	
	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	
5.3	Proposal initiating consultation	
	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	
	Consultation period will be 12 weeks	
	Consultation period will be less than 12 weeks (rationale to be provided)	
9	Rationale:	
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 No 🗵	
	If yes, please complete the following:	
	Rural Needs Impact Assessment completed	
7.0	Appendices	
	 Appendix I — Neighbourhood Services Directorate Emergency Business Plan (Octo 2020 – March 2021) 	ber
8.0	Background Documents	
	 Neighbourhood Services Directorate Emergency Business Plan (April – September 2 (Neighbourhood Services Committee, 17 June 2020) 	2020)

Review of Neighbourhood Services Directorate Emergency Business Plan (April – September 2020) (Neighbourhood Services Committee, 20 October 2020)

Neighbourhood Services

Emergency Business Plan October 2020-March 2021



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1.0 Introduction

The Neighbourhood Services Emergency Business Plan provides an overview of the key activities that will take place across the Directorate between October 2020-March 2021. The key responsibilities of the Directorate are:

- Waste Management
- Facilities Management and Maintenance

Adapting to the 'new' normal and reviewing how we deliver services effectively is a key priority for both the organisation and department. Significant progress had been made in managing the safe return of employees to the workplace and ensuring our facilities comply with social distancing requirements and health and safety guidelines.

2.0 Financial and Human Resources

Responding to COVID-19 has had an impact on the working arrangements of our employees and planned expenditure during 2020-21. The financial and human resources for the Neighbourhood Services Directorate are outlined in the table below and will be subject to continuous review throughout the year.

Net estimated expenditure	£23,736,080
Total number of employees (FTE equivalent)	397

3.0 Additional Considerations

The Neighbourhood Services Directorate has additional issues and opportunities to consider and progress as part of the Council's response to COVID-19, as summarised below:

Challenges and Opportunities

- Workforce deficits created by the COVID-19 crisis
- Reprioritisation of essential services & the training of support staff
- Mobilising the entire Directorate to operate differently
- Potential for the increased production of household waste arising from increased occupancy levels
- Subsequent increases in waste disposal costs
- Increased risk of illicit-dumping
- Significant disruption to waste management supply chains
- Significant Trade Waste income losses
- Provision of adequate burial capacity
- Reduced restrictions in planning approval requirements may assist with extension to cemeteries for Covid-19 burials
- Disruption to material supply chains for maintenance services
- Delays to construction projects due to Covid-19 restrictions

Customer / Stakeholder Needs and Expectations

- Increased public demand for waste disposal
- Workforce wellbeing & support
- Supplier resilience & continuity
- Ensuring indoor and outdoor facilities are maintained to allow opening to take place once approved

Contingency Planning / Risk Management

- Prioritisation & subsequent resourcing of essential services
- Training of non-FM&M and non-Waste Management staff to mitigate potential workforce deficits
- Use of various social distancing measures at the depots, offices & fleet
- Directorate-wide management & deployment of resources

4.0 Governance Arrangements

The Emergency Business Plan is dynamic and subject to continuous change. The Director of Neighbourhood Services will monitor and review implementation on a regular basis, with progress being reported to the Senior Management Team. Assistant Directors may also report progress to the Corporate Management Team as required.

The Director of Neighbourhood Services will carry out a full review of the Emergency Business Plan in March 2021. This review will help identify areas of good practice, areas for improvement and areas for business transformation, and will be considered by the Senior Management Team and Neighbourhood Services Committee.

5.0 Neighbourhood Services Emergency Business Plan October 2020-March 2021

Waste Management

Objective / Activity	Timescale	Output/Outcome	Human Resources (responsible officers)	Financial Resources (expenditure / loss of income / funding re- allocated)
Prioritisation & protection of the Refuse Collection service ¹	Ongoing	Maintenance of an essential public service	P Whyte	Ongoing revenue costs
Complete phased re-opening of the Household Recycling Centers	Q3/4	Re-opening of an important waste disposal facilities	L Dinsmore	Additional waste disposal costs arising from increased tonnages
Complete Phase Two of the HRC Review	Q4	Completion of HRC review	L Dinsmore	Refine opening hours/servicing arrangements
Finalise a suite of Waste Management policies	Q4	Standardisation of key policies & processes	L Dinsmore / P Whyte	Focus on reducing costs
Complete the development of a Fleet Transition Strategy to alternative fuel vehicles	Q4	Key enabler for local environmental improvements in relation to climate change	T Daly	Capital program implications
Present options for the distribution of bio bags / caddy liners	Q3	Notice of Motion from Council	L Dinsmore	Revenue implications

¹ This includes the implementation of several mitigating measures as set-out in the business continuity plan

Scope business requirements for IT systems to support Waste Management operations	Q4	This will influence technology for Refuse and Cleansing optimizsation	J Parkes	Modernisation & potential process efficiencies
Implement the Procurement Action Plan for Waste Management	Q4	Compliance with Procurement Policy	J Parkes	Potential for improved value for money via competitive procurement.
Implement the Enforcement Improvement Plan	Ongoing	To help reduce illicit dumping, littering & dog fouling	L Dinsmore	Revised protocol may mean greater ability to issue fines.
Design & implementation of a Directorate business administrative support model	Q4	To streamline & standardize waste support services	J Parkes / K Scullion	Modernisation & potential efficiencies

Facilities Management and Maintenance Objective / Activity Financial Resources Timescale Output/Outcome **Human Resources** (responsible officers) (expenditure / loss of income / funding reallocated) Prioritisation & protection of the Maintain Council burial service to Aidan Mallon/Gail Kane In budget - income and Ongoing Council Burial service² accommodate all requests. expenditure

² This includes the implementation of several mitigating measures as set-out in the business continuity plan

Prioritisation & protection of Council essential maintenance service ³	Ongoing	Maintain provision of essential maintenance works (building and grounds) of Council facilities	Aidan Mallon	In budget – expenditure only, no income.
Prioritisation & protection of Council facility management services ⁴	Ongoing	Keep essential Council facilities open (Civic Buildings (4 no)	Gail Kane	In budget – expenditure only, no income.
Develop phased recovery plan for reopening of Public Conveniences	Q4	Reopening of all public conveniences with additional measures to deal with COVID	Gail Kane	Additional resources and revenue costs anticipated in addition to resources provided in budget.
Phase 2 extension of Council Municipal Cemeteries – Monkshill and Warrenpoint	Q4	Complete phase 2 extension works to Monkshill and Warrenpoint Municipal Cemeteries	Gail Kane	In capital budget – expenditure only.
Preparation for Christmas Illuminations/trees for Christmas 2020	Q3	Appointment of contractor to test and install Christmas illuminations. Capital spend to replace old stock and provide agreed new stock	Aidan Mallon	In capital and revenue budget
Review of Grounds Maintenance Service to account for Covid-19 restrictions	Q4	Develop and implement revised schedule of Grounds Maintenance works which takes account of existing resources and biodiversity input.	Aidan Mallon	In revenue budget

³ This includes the implementation of several mitigating measures as set-out in the business continuity plan

⁴ This includes the implementation of several mitigating measures as set-out in the business continuity plan

Resume all standard building maintenance services provision	Q4	Resume provision of normal building maintenance services	Aidan Mallon	In revenue budget
Explore options to digitise all Council Cemetery records	Q3	Will increase resilience of service	Gail Kane	With GIS Dept.
Develop options for Council on model for Street Scene Service	Q4	Council will have a better understanding of Street Scene	ADs/Director	In budget – revenue spend only
Phase 2 extension to Kilbroney Municipal Cemetery and Phase 3 extension to Monkshill Municipal Cemetery	Q4	Obtain Planning Approval	Gail Kane	In capital budget – expenditure only but review may be required upon agreement of final design by Council.
Development of business cases for agreed Public Toilet works (Killough new PC and Castle Park Newcastle PC refurbishment)	Q4	Develop and have agreed by Council Business Plans Killough new PC and Castle Park Newcastle PC refurbishment	Gail Kane	In capital budget
Complete Public Consultation on Public Convenience Strategy for agreement by Council	Q4	Develop and agree public consultation exercise of draft Council Public Convenience Strategy. To be undertaken over 12-week period with findings reported to Council	Gail Kane	In budget – revenue expenditure only
Develop and implement Council Tree Strategy	Q3	Develop and implement Council Tree Strategy	Aidan Mallon	In budget – revenue expenditure only
Review options for Strangford Road Depot	Q4	To consider requirements for depot location	ADs	Capital Budget implications

Participation in Ulster in Bloom and Tidy Towns Competitions	N/A	Competitions postponed for 2020	Kevin Scullion	No impact
Roll out of Council Roundabout Sponsorship Scheme	N/A	Delay to initiating Council Roundabout Sponsorship Scheme due to current economic climate and reduced traffic flows	Aidan Mallon	Reduced income

6.0 Performance Measures

The following 'measures of success' will be monitored and reported for the 2020-21 financial year:

Measure of Success	Target
Percentage of household waste collected that is sent for recycling (statutory performance indicator)	65% by 2030
Amount of biodegradable municipal waste that is landfilled (statutory performance indicator)	NILAS target
Amount of Local Authority Collected Municipal Waste arisings (statutory performance indicator)	No target
Amount of (household) black bin waste collected	
Amount of (household) mixed dry recyclables collected	
Amount of (household) brown bin waste collected	
Amount of general waste arisings at civic amenity sites	
Refuse Collection Completion Rate	
Level of street cleanliness across the district (LEAMS score)	

The following performance indicators and returns to central government have been impacted to the COVID-19 pandemic:

Waste Management		
Statutory PI / Government Return (including target)	Government Department	Impact on PI / Target
The percentage of household waste collected by the District Council that is sent for recycling (including waste prepared for re-use) (65% by 2030)	DAERA / DfC / NI Audit Office	Recycling rates likely to be under negative pressure
The amount (tonnage) of biodegradable Local Authority Municipal Waste that is landfilled (No target set for 2020-21)	DAERA / DfC / NI Audit Office	No issues anticipated
The amount (tonnage) of Local Authority Collected Municipal Waste arisings (No target)	DAERA / DfC / NI Audit Office	Tonnages have increased across the three main kerbside collected waste streams during Q1 & 2. These increased tonnages are likely to continue during Q3 & 4.

Report to:	Neighbourhood Services Committee	
Date of Meeting:	17 th November 2020	
Subject:	Report of Christmas Illuminations and Celebrations Group Meeting 15 th October 2020	
Reporting Officer	Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department	
Contact Officer	Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department	

For decision	For noting only x
1.0	Purpose and Background
1.1	The purpose of this report is to provide Councillors with an opportunity to review the Action Sheet (see Appendix 1) from the Councils Christmas Illuminations and Celebrations Group meeting which took place on the 15 th October 2020.
	There are no outstanding actions from this meeting for the Committee to consider but for information an update on the substantive actions agreed previously is provided in this report.
1.2	Procurement of 12 metre Artificial Christmas Tree and 145 Pole mounted illuminations
	This action was agreed by this Committee at its June 2020 Meeting. Procurement exercises were completed for the procurement of the 12 metre Artificial Christmas Tree and 145 Pole mounted illuminations which have been delivered to the Council for use this year.
1.3	Appointment of a contractor to test, repair, erect, and remove the Councils Christmas Illuminations for a three-year period
	Following tender, a contractor was appointed, AJCG Limited, and the majority of pole mounted illuminations have been erected for this year's display.
	This contractor will also be involved in the dressing of Christmas trees and any "switch on" events which are agreed.
1.4	Provision of cut Christmas Trees and sustainable Christmas Trees
	Officers have sourced eleven Christmas trees from local forests which will be cut for erection in the towns of Newry, Ballinahinch, Warrenpoint, Silverbridge, Jonesboro, Mullaghbawn, Cullyhanna, Newtownhamilton, Hilltown, Gargory and Finnis. A contractor has been appointed to collect these trees from the various forest locations and transport to their destination.
	Sixteen sustainable Christmas trees have been procured from a nursery in Italy and are expected to be delivered to the Council depot in Newry by mid November.

	These trees will be planted in several locations which in previous years would have received a cut Christmas tree from the Council. They are the towns of Lislea, Whitecross, Belleek, Crossmaglen, Ballymartin, and Annalong.
	The remaining 10 sustainable trees will be used to replace sustainable trees which were planted in previous years which have not survived or established themselves, whilst others will be used for local communities who are successful in the recent Expression of Interest which was issued to local communities wishing to receive a sustainable Christmas tree. Attached at Appendix 2 is a map of the Council area showing the location of cut
	Christmas Trees, Sustainable Christmas Trees and Artificial Christmas Trees. The map shows the current sustainable Christmas trees and the locations of the trees which are due to be planted later this month. The work of replacing cut Christmas trees with sustainable Christmas trees has resulted in a reduction from twenty seven cut tress erected in 2017 to eleven being erected in 2020.
1.5	The Christmas display has been agreed for this year by the Committee and included consideration of additional sites. The additional sites were:
	 Lighting of four poles at Ross Monument Provision of a sustainable Christmas tree at South Promenade
	Since the last meeting a further request has been received by Officers to provide Christmas lighting in English Street, Downpatrick. A verbal update on this matter can be provided to the Committee at the meeting for its consideration.
2.0	Key Issues
2.1	 The Council Christmas Illuminations and Celebrations Group was set up to agree on how Council will help local communities across the district celebrate Christmas. It has no decision-making powers with all recommendations coming to the Neighbourhood Services Committee for consideration.
	 The Action Sheet from the most recent meeting of the Christmas Illuminations and Celebrations Group held on the 15th October 2020 is provided with this report for noting.
	 Work is progressing with this year's Council Christmas displays which includes pole mounted Christmas illuminations, pole wraps, cross street features, illuminated street trees, building façade decorative lighting, and illuminated Christmas trees (real, cut, and artificial).
3.0	Recommendations
3.1	Note the contents of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 15 th October 2020.
4.0	Resource implications
4.1	No resource commitments arising from the Action Sheet of the Christmas Illuminations Group Meeting held on 15 th October 2020 which have not already been approved by the Council.
5.1	General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations
5.2	Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision Yes No S If yes, please complete the following:
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened
	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation
5.3	Proposal initiating consultation
	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
	Consultation period will be 12 weeks
	Consultation period will be less than 12 weeks (rationale to be provided)
	Rationale:
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 □ No ⊠
	If yes, please complete the following:
	Rural Needs Impact Assessment completed
	If no, please complete the following:
	The policy / strategy / plan / public service is not influenced by rural needs
7.0	Appendices
7.1	Appendix 1: Action sheet of the Christmas Illuminations Group Meeting held on 15th October 2020
	Appendix 2: Map showing location of Council Christmas Trees across the district
8.0	Background Documents

8.1	None

Action Sheet Working Group Meeting Christmas Illuminations: Thursday 15th October 2020

Councillors in Attendance: Cllr H McKee (Chair) Cllr W Clarke, Cllr W Walker Cllr T Andrews, Cllr K McKevitt

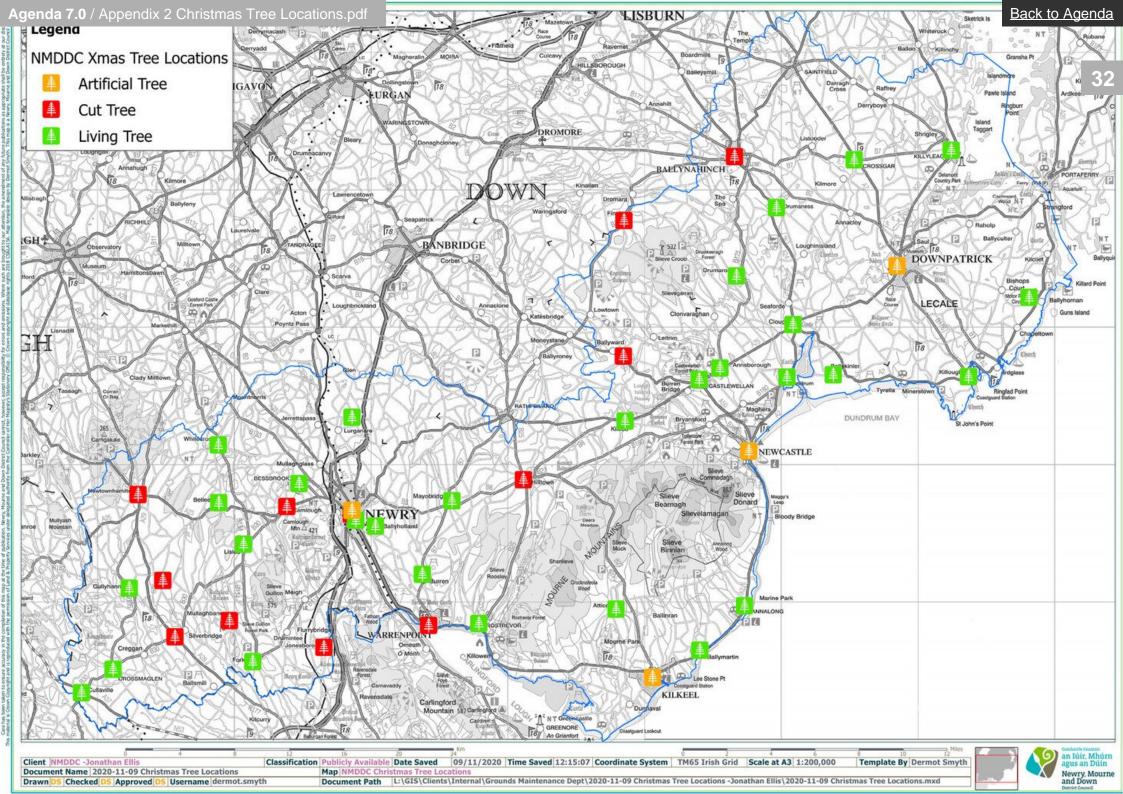
Officers in Attendance: K Scullion, A Mallon, G Torney, J Ellis, C Burns, A Rennick, T McDonald, S Rice, C O'Neill(Admin)

Apologies: Cllr L Devlin, Cllr O Magennis, J Hillen, A Patterson, C Moffett, A McGill, J McCann, S Burns

Subject	Actions and Updates	Officer Responsible
Welcome, Introduction Apologies	Cllr H McKee Chaired the meeting in the absence of Cllr L Devlin and in line with Working Group Terms of Reference	Noted
Declarations of Interest	There were no declarations of interest.	Noted
Agenda Item 3. Review of Action Sheet 28 th July 2020	The map showing the locations of trees is almost complete and will be provided to members of the Working Group once it is ready.	A Mallon
	6 of the towns and villages (as previously advised) which usually receive a cut Christmas tree are to be provided with a sustainable Christmas tree instead. Suitable sites have been identified and will be planted in time for Christmas, subject to safe arrival from Italy. Additional trees will be procured to replace some Christmas trees which have not survived the drought earlier this year plus the vandalised tree in Crossgar. The Christmas tree planted in Annalong under the EI Scheme is to be replaced (in the same location) with a Council procured Christmas Tree. Current plan is to procure 16 sustainable Christmas trees for delivery in November.	J Ellis
	It was agreed at AHC Committee that this year would be the final year for Legacy payments	Noted
	Newtownhamilton- it has been agreed to take this forward next year.	K Scullion

	To proceed with Ross's Monument – pole mounted illuminations agreed (4 number). Dfi advise pole wraps only at this location. Newcastle Harbour – Lighting will be	K Scullion
	extended along pier subject to the Commissioner for Irish Lights having no objection.	
	Due to the high cost of illuminating the Oak Tree at South Promenade Newcastle consideration will be given to planting a small sustainable tree or placing a cut Christmas tree – this will be brought forward at next Neighbourhood Services Committee Meeting for decision.	
Agenda Item 4 Update on Christmas Switch on Events	No decision has been made on the main Christmas Switch On events. Paper will go to ERT meeting for Final decision. Following this outcome, decisions will be made regarding local switch on events. These may take the form of virtual events.	A Patterson
Agenda Item 5 Update on Christmas Illuminations and Christmas tree Programme	GT confirmed AJC Group has been awarded the contract for this year and testing/checking existing illuminations has already started. 145 new Pole mounted features will be procured this year to replace older features and a new Artificial Tree has been purchased for Kilkeel. Applications have been made to NIE regarding supply where necessary.	K Scullion/ G Torney/ J Ellis
	JE confirmed all cut trees have been sourced and picked and there will be a couple of extra in case of need. Delivery plans are now under way.	
	The planned Dates for Switch On are required and Councillors and Officers have been asked to let KS know as soon as they hear.	Councillors/Officers
Agenda Item 6 Update on Sustainable tree programme	6 Groups applied via Expression of Interest Call (now closed) and depending on the meeting of requirements eg ownership of land/ electricity supply etc	A Rennick

	these Groups will be provided with a sustainable tree.	
Agenda item 7 Any other Business	Cllr McKevitt has been approached by Saval Community Group and it was agreed AR would contact her to explain to the Group they will have to apply via EOI for next year if one is issued. The meeting closed with Councillors thanking Officers for all their hard work	A Rennick
Date of Next	carried out over the last months. Thursday 14 th January 2021	
Meeting	14:00 – 15:00 via Skype	



Report to:	Neighbourhood Services Committee
Date of Meeting:	17 th November 2020
Subject:	Fly Tipping Revised Shared Protocol
Reporting Officer (Including Job Title):	Mr Joe Parkes, Assistant Director – Waste Management
Contact Officer (Including Job Title):	Mr Liam Dinsmore, Head of Waste Processing, Enforcement & Business Support

For decision X For noting only		
1.0	Purpose and Background	
1.1	The Waste Contaminated Land (Northern Ireland) Order 1997 of amendments .The amendments were brought forward to e prosecute offenders in respect of the illegal disposal of waste 1997 Order) and to provide the Department with powers to re unlawfully deposited, similar to those already in place for Cou Article 28 only provided limited powers to Councils, while Article amendment 2011 provides greater powers relating to fines.	nable District Councils to (Article 4 and 5 of the equire removal of waste ncils (Article 28 etc.). Note:
1.2	Commencement of the above powers was deferred to await u which identified the respective roles and responsibilities betwee government. This Protocol, known as the 'Fly-Tipping' Protocol, was the prepractice between Central Government (NIEA) and the majority Councils. A need to update the Protocol was recognised, with respect to councils. The proposed revised Protocol has now been update between NIEA, Technical Advisory Group (TAG) and Environmental Ireland.	een local and central eviously agreed operational y of the 26 District o the new 11 district ed following discussion
1.3	A report was taken to the NS Committee in October 2019, wit that, The Proposed Fly Tipping Protocol is agreed between the subject to the following: • The Technical Advisory Group (TAG) is consulted to and reply from the 11 Councils. • The Agreement to be reviewed at the end of a 12-m in the Agreement. The Protocol will also commence amendments to the Waste C (Amendment) Act (Northern Ireland) 2011, with a Commence implemented end-February 2020 therefore:	e Council and the NIEA ensure a uniform approach nonth period as provided for Contaminated Land

	Officers from relevant Departments meet to review the operational arrangements and responsibilities arising from the commencement of the Order. This will involve a number of Directorates across the Council.
2.0	Key issues
2.1	 The three key issues have been addressed The Technical Advisory Group (TAG) has been consulted, with six out of the eleven councils signed up. The Fly Tipping Revised Shared Protocol is attached (Appendix 1). The agreement will be reviewed at the end of the twelve-month period, once signed. The Department will introduce the powers, however a timescale for this is still unknown. Officers have met to review the operational arrangements and responsibilities between sections, with further meetings planned before implementation.
3.0	Recommendations
3.1	That Council now sign up to the Fly Tipping Revised Shared Protocol and review after 12 months.
4.0	Resource implications
4.1	The Commencement Order, which will bring into operation Sections 4 and 5 of the 2011 Amendment Act, gives Council additional powers to address illegal waste disposal. It is anticipated that whilst the value of potential Fixed Penalty Notices may be retained by the Council, it is also likely that Council may incur additional legal costs, arising from the Enforcement Process. The twelve-month review will help in evaluating resource implications.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations
5.2	Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision Yes No If yes, please complete the following:

	The policy (strategy, policy initiative or practice and / or decision) has been equality screened	
	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	
5.3	Proposal initiating consultation	
	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	
	Consultation period will be 12 weeks	
	Consultation period will be less than 12 weeks (rationale to be provided)	
	Rationale:	
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 □ No ⊠	
	If yes, please complete the following:	
	Rural Needs Impact Assessment completed	
7.0	Appendices	
	Appendix 1: Fly Tipping Revised Shared Protocol	
8.0	Background Documents	
	1.Waste and Contaminated Land Order (NI) 1997 2.The Waste (Amendment) (NI) Order 2007 3.Waste and Contaminated Land (amendment) Act (NI) 2011 4.NS Committee Oct'19 – Fly Tipping Shared Protocol	

ANNEX A

OPERATIONAL ARRANGEMENTS ON FLY-TIPPING -

PROTOCOL AGREEMENT BETWEEN

NORTHERN IRELAND ENVIRONMENT AGENCY

AND

COUNCIL

Contents

- 1. Background
- 2. Definition and roles
- 3. Remit
- 4. Incident management and reporting methods
- 5. Hazardous Waste
- 6. Resolution of disputes
- 7. Joint working
- 8. Information Sharing
- 9. Data Collection
- 10. Management and Review

1. Background

The fly-tipping of waste remains a high profile environmental issue. It is a criminal activity that can blight communities and reduces the quality of life for residents. It can often begin a spiral of decline and has the potential to cause serious pollution to the environment. In some cases, it may also be a risk to human health as well as causing harm to the environment. The incidence of fly-tipping is a further demand on the revenue budgets of Local Councils and the NIEA which needs to be addressed collaboratively across the region

'Fly-tipping primarily arises from household and or commercial sources and both are controlled under a specific legal duties known as the waste '*Duty of Care*'. This duty applies to anyone, including householders who dispose or transfer their waste (except household waste transferred to the local Council). It applies at all times throughout the year and includes the transfer of waste, for example, to:

- Private companies or individuals (e.g. skip hire operators);
- Private individuals who may offer to take waste for profit (i.e. on payment); and
- > Private individuals who offer to take or dispose of waste.

In addition, the legal 'duty of care' means that everyone must:

- Only transfer waste to a person authorised to receive it.
- Take all reasonable steps to ensure responsible disposal and prevent flytipping/illegal disposal by someone else; and
- Prevent the escape of waste or it causing pollution or harm.

Whatever the source, fly-tipping constitutes illegal waste disposal. It is a criminal offence attracting significant penalties. Unscrupulous individuals use fly-tipping as a way of avoiding costs of the proper management of waste. It also undermines the legitimate waste industry.'

Both the NIEA and local Councils have powers and responsibilities to deal with fly-tipping (Appendix 1). However clarity of working arrangements is vital to efficient and effective services for the public. This agreement defines the agreed roles and responsibilities of the NIEA and Local Councils in dealing with fly-tipping and illegal waste disposal.

2. Definition and roles

Fly-tipping "is the illegal disposal of household, industrial, commercial or other controlled waste without a waste management licence. The waste can be liquid or solid. Fly tipping is not the same as littering (1)" Unlike litter – which is often dropped habitually, sometimes accidentally, and usually involves only single, small waste items – fly tipping is larger in scale and usually considered a premeditated, wilful act. Fly-tipping poses a threat to humans and wildlife, it has a negative impact on our environment, and spoils our enjoyment of our towns and countryside. It also

undermines legitimate waste businesses where illegal operators undercut those operating within the law. At the same time, the reputation of legal operators is undermined by rogue traders.

(1) House of Commons Briefing Paper (CBP05672) dated 25th June 2018

The motivation of the perpetrators is largely driven by financial gain or financial saving. Although other factors such as laziness, proximity to local amenities and simple disregards for the environment play a part.

Both the Local Council and the NIEA have powers to deal with fly-tipped waste (see Appendix 1). Accordingly fly tipping incidents need to be treated on a case-by-case basis in determining the most appropriate authority to deal with the incident.

Within this agreement the general approach taken will see the NIEA deal with waste disposal incidents concerning larger quantities of waste, which have a greater environmental risk and may have commercial involvement and/or involve organised criminality. Local Councils will deal with smaller scale incidents in terms of quantity, environmental risk and commercial involvement.

3. Remit

The criteria for the determination of responsibility for waste crime incidents between the NIEA and Local Councils are as follows:

- (i) Volume of waste deposited
 - Local Councils will have responsibility for all non-hazardous waste deposits under 20 cubic metres in volume or accumulations of several small-scale fly-tipping incidents.
 - The NIEA will have responsibility for all waste deposits over 20 cubic metres in volume regardless of the waste classification.

In summary, 20 cubic metres generally relates to less than a single small lorry load.

(See Appendix 1 regarding estimation of waste volumes)

- (ii) Classification of the waste deposited
 - Local Councils will have responsibility for all hazardous waste of a type and volume that could be accepted at an appropriately authorised Council operated civic amenity or waste recycling centre.
 - The NIEA will have responsibility of all other hazardous waste of a type and volume which would not be accepted at a Council operated Recycling Centre.

(See Appendix 2 regarding hazardous wastes which may be accepted at Council Recycling Centres)

4. Incident management and reporting methods

Reports on waste crime incidents are received from a range of sources by both the NIEA and the Local Council and both have systems and procedures in place for incident recording, assessment and handling.

As part of that assessment and with regard to the criteria in Section 2, the receiving body may refer the incident to the partner agency for consideration and action. Any referrals between the NIEA/Local Council should be made using the 'Incident Referral Form' as shown in Appendix 3.

Completed referral forms should be forwarded to the following email address:

- (i) NIEA EnvironmentalCrime@daera-ni.gov.uk
- (ii) [insert Name of Local Council] [insert Email address]

Upon receipt the NIEA/Local Council will assess the referral and if content will confirm receipt by return on the email address above. Responsibility for the incident management will rest with the accepting Local Council/NIEA who may engage with relevant third parties.

5. Hazardous waste

It is agreed that hazardous waste would normally be identified by simple checks at the site (form, colour, smell) and a precautionary principle would apply. Waste sampling and testing will not normally be employed but may be considered in exceptional circumstances.

Mixtures of waste containing hazardous material that cannot be safely removed will be treated as hazardous in their entirety. However, if possible any hazardous waste from the waste pile (e.g. fridge) should be safely removed to reduce potential removal costs.

6. Resolution of disputes

The Local Council and the NIEA will take a pragmatic approach in applying the criteria for determining thresholds and responsibilities as part of this agreement and it is envisaged that most disputes may be resolved through joint on-site visits attended by operational staff from the Local Council and NIEA.

However, if agreement cannot be reached at an operational level then the persons nominated below will jointly agree whether the Local Council or NIEA will accept responsibility for any disputed incidents

NIEA nominee: [Insert name and position]

Local Council nominee: [insert name or position]

7. Joint working

It is recognised that in dealing with the problem of fly-tipping and illegal waste disposal a collaborative approach may be prove more resource efficient and effective in combating such criminal activity.

Therefore, when appropriate Local Councils may request that the NIEA consider the provision of support and assistance in providing a more robust response to matters such as repeat and persistent offenders, waste crime hotspots and incidents involving commercial operators. Each such case will be considered on its own merits on a case by case basis and any disputes resolved in accordance with paragraph 6.

8. Information sharing

The routine sharing of data and information between parties to this agreement does not engage the Data Protection Act 2018 insofar as 'personal' data¹ is not processed. Otherwise, any personal data sharing will comply with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. A Data Protection Act (DPA) request should be made in each individual case between the parties to this agreement when it is considered necessary to share personal data.

¹ Section 3 (2) of the data protection Act 2018 defines personal data as, "Personal data means any information relating to an identified or identifiable living individual (subject to subsection (14 (c)).

9. Data collection	
[INSERT] Coreport on 'fly-tipping' INCIDENCES to incl	ouncil shall provide the NIEA with a quarterly lude the following information:
 (i) location of clear-up (postal address (ii) Type of waste (e.g. describe the m (iii) Describe the volume of waste (iv) Cost of clean-up and (collection and most of the collection and	nain type of waste – by EWC Code)
This information will be collated and used	by NIEA for the purposes of:
(a) Informing and educating the public costs associated(b) Assessment of fly tipping hotspots(c) Assessment of fly tipping waste str(d) Assessment of fly tipping volumes	reams
10. Management and review	
This operational agreement should be rev Joint Central & Local Government Waste implementation.	viewed by the Fly-tipping sub group of the Working Group 12 months after
Signed on behalf of	
Northern Ireland Environment Agency	Date:
Signed on behalf of	
[Insert relevant Council]	Date:

Appendix 1

Legislation	NIEA	Local Council
Waste & Contaminated Land (NI) Order 1997	ART 4,5,38, 27	ART 28
The Litter (NI) Order 1994	ART 7	ART 3, 7
Clean Neighbourhoods and Environment Act 2011		Amends Litter Order re FPNs & Litter clearing Notices

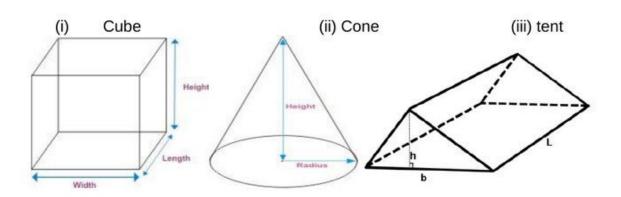
Appendix 2

Information to assist NIEA and Council officers in estimating waste volumes

E.g. photo of waste emptied from bin lorry = 18.5 m^3

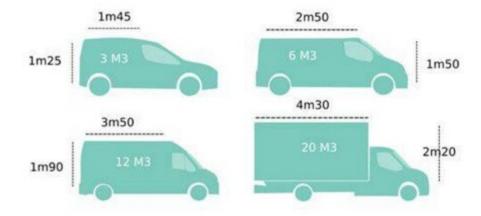


How to estimate volumes of waste:



- (i) Calculating a cube shape deposit length x breadth x height
- (ii) Calculating a cone shape deposit $1/3 \times \pi \times \text{radius}^2 \times \text{height}$
- (iii) Calculating a tent shape deposit -1/2 x base x length x height

VISUAL REPRESENTATION OF THE VOLUMES (IN CUBIC METRES) OF VEHICLES



Appendix 3

The list below provides a broad directory of the range of hazardous materials (including relevant EWC Code) which may be acceptable at an appropriately authorised Local Civic Amenity/Recycling centres. It is recognised that the wastes acceptable vary on a site by site basis and reference should be made to the site specific license conditions for conformation that the site is authorised to accept such wastes.

EWC Code	Waste Description
03 01 04*	sawdust, shavings, cuttings, wood, particle board and veneer containing dangerous substances
13 01 01*	hydraulic oils, containing PCBs [Note A]
13 01 04*	chlorinated emulsions
13 01 05*	non-chlorinated emulsions
13 01 09*	mineral-based chlorinated hydraulic oils
13 01 10*	mineral based non-chlorinated hydraulic oils
13 01 11*	synthetic hydraulic oils
13 01 12*	readily biodegradable hydraulic oils
13 01 13*	other hydraulic oils
13 02 04*	mineral-based chlorinated engine, gear and lubricating oils
13 02 05*	mineral-based non-chlorinated engine, gear and lubricating oils
13 02 06*	synthetic engine, gear and lubricating oils
13 02 07*	readily biodegradable engine, gear and lubricating oils
13 02 08*	other engine, gear and lubricating oils
14 06 01*	chlorofluorocarbons, HCFC, HFC
14 06 02*	other halogenated solvents and solvent mixtures
14 06 03*	other solvents and solvent mixtures
14 06 04*	sludges or solid wastes containing halogenated solvents
14 06 05*	sludges or solid wastes containing other solvents
15 01 10*	packaging containing residues of or contaminated by dangerous substances
15 02 02*	absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by dangerous substances

16 01 07*	oil filters
16 01 08*	components containing mercury
16 01 09*	components containing PCBs [Note A]
16 01 13*	brake fluids
16 02 09*	transformers and capacitors containing PCBs [Note A]
16 02 10*	discarded equipment containing or contaminated by PCBs other than those mentioned in 16 02 09 [Note A]
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 12*	discarded equipment containing free asbestos
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12 [Note B]
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13 $$
16 02 15*	hazardous components removed from discarded equipment [Note B]
16 03 03*	inorganic wastes containing dangerous substances
16 03 05*	organic wastes containing dangerous substances
16 05 04*	gases in pressure containers (including halons) containing dangerous substances
16 06 01*	lead batteries
16 06 02*	Ni-Cd batteries
16 06 03*	mercury-containing batteries
16 06 06*	separately collected electrolyte from batteries and accumulators
17 02 04*	glass, plastic and wood containing or contaminated with dangerous substances
17 03 01*	bituminous mixtures containing coal tar
17 03 03*	coal tar and tarred products
17 08 01*	gypsum-based construction materials contaminated with dangerous substances
17 09 02*	construction and demolition wastes containing PCB (for example PCB-containing sealants, PCB-containing resin-based floorings, PCB-containing sealed glazing units, PCB-containing capacitors) [Note A]

20 01 13*	solvents
20 01 14*	acids
20 01 15*	alkalines
20 01 17*	pesticides
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 26*	oil and fat other than those mentioned in 20 01 25
20 01 27* substances	paint, inks, adhesives and resins containing dangerous
20 01 29*	detergents containing dangerous substances
20 01 31*	cytotoxic and cytostatic medicines
20 01 33*	batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries $\frac{1}{2}$
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components [Note B]
20 01 37*	wood containing dangerous substances

<u>Notes</u>

Note A	For the purposes of this list of wastes, PCBs will be defined as
	in Directive 96/59/EC

Note B	Hazardous components from electrical and electronic equipment
	may include accumulators and batteries mentioned in 16 06 and
	marked as hazardous; mercury switches, glass from cathode ray
	tubes and other activated glass, and other similar items.

Report to:	Neighbourhood Services (NS) Committee		
Date of Meeting:	17 th November 2020		
Subject:	Christmas and New Year arrangements – Refuse Collection & Household Recycling Centres		
Reporting Officer (Including Job Title):	Mr Joe Parkes, Assistant Director - Waste Management		
Contact Officer (Including Job Title):	Mr Liam Dinsmore, Head of Waste Processing, Enforcement and Business Support.		

Confirm how this Report should be treated by placing an x in either: -For decision For noting only Purpose and Background 1.0 1.1 Purpose of this Report is to inform Councillors of holiday arrangements: (a) Alternative collection arrangements for key holidays eg Christmas Eve, Christmas Day, Boxing Day and New Year's Day (b) Household Recycling Centres, dates across the Council District. Details on refuse collection arrangements have already been provided to affected householders by way of a calendar. 2.0 Key issues 2.1 Details as to Refuse Collection arrangements have already been informed to affected householders by way of a calendar and are available on the Council's Web-site. It is however important that details relating to the alternative collections and opening hours for the Household Recycling Centres may be viewed at the Council Web-site, also made available on social media and the Council's 'out of hours messaging'. Details as to opening hours for the Household Recycling Centres will also be displayed at the HRC sites, from 14 December 2020. This year Covid-19 could have an impact on services, however contingency plans are in place and any disruption in service will forwarded to Councillors, including alternative arrangement. Present Covid-19 opening hours can be viewed on the Council's Website. 3.0 Recommendations 3.1 (a)Refuse Collection Services Collection arrangements have already been publicised by calendar:

Public Holiday	Date of Public Holiday	Alternative collection arrangement
Christmas Eve	Thursday 24/12/20	Normal collection day
Christmas Day	Friday 25/12/20	Sunday 27/12/20
Boxing Day	Saturday 26/12/2	No Service Requirement
New Year's Day	Friday 1/1/21	Saturday 2/1/21

(b)Proposed Arrangements at Household Recycling Centres

See Council Website for Covid-19 operational hours

Public Holiday	Date of Public Holiday	Alternative collection arrangement
Christmas Eve	Thursday 24/12/20	Covid-19 restricted hours 10.00am – 3.45pm
Christmas Day	Friday 25/12/20	Sites Closed
Boxing Day	Saturday 26/12/20	Sites Closed
	Sunday 27/12/20	Closed as part of Covid-19 restricted hours
New Year's Day	Thursday 1/1/21	Sites Closed

- (a) Arrangements for Refuse Collection confirmed as per calendar
- -Details to be highlighted to Council web-site
- -Details to be circulated on social media
- -Details to be recorded to 'out-of-hours' messaging.
- (b) It is recommended that opening hours be confirmed as above:
- -Details to be highlighted to Council web-site
- -Details to circulated on social media
- -Details to be recorded to 'out -of -hours' messaging.
- -Festive season opening hours to be prominently displayed at HRC sites from 14 December 2020.

4.0	Resource implications				
4.1	Staffing costs will be covered at agreed rates, for service provision during the period.				
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)				
5.1	General proposal with no clearly defined impact upon, or connection to, specific equand good relations outcomes	uality			
	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations	\boxtimes			
5.2	Proposal relates to the introduction of a strategy, policy initiative or practice and / sensitive or contentious decision	or			
	Yes □ No ⊠				
	If yes, please complete the following:				
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened				
	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation				
5.3	Proposal initiating consultation				
	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				
	Consultation period will be 12 weeks				
	Consultation period will be less than 12 weeks (rationale to be provided)				
	Rationale:				
6.0	Due regard to Rural Needs (please tick all that apply)				
355000000000	3 SECTION AND SECTION AND A SECTION AS A SECTION A				
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service				
	Yes □ No ⊠				

	If yes, please complete the following: Rural Needs Impact Assessment completed	
7.0	Appendices	
•	None	
8.0	Annual Refuse Calendar	
	Allitual Refuse Caleriual	



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 050 held on 24 September 2020

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC050 held on 24 September 2020.

Item 4 - Matters Arising

Item 5 - Residual Waste Marketing & Communications Plan

For approval

The Joint Committee is presented with a proposed Marketing & Communications Plan for the residual waste project for approval.

The Joint Committee is asked to approve the recommendation to approve a spend of £60,000 to deliver the plan.

'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL

Item 6 - Minutes of Joint Committee Meeting 050 held on 24 September 2020 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC050 held on 24 September 2020 'in committee'.



Item 7 - Matters Arising

Item 8 - Residual Waste Treatment Project Update

For noting

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

Communication - arc21 and the bidding consortium have been proactive in providing information regarding the project to media outlets and participating in round table discussions.

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.

The Joint Committee is asked to note this report.

Item 9 - Commercially Sensitive Procurement and Contract Issues

For approval

In relation to the Bring Bank Contract - Lot 2 Textiles the report confirms the revenue share position for the period April to September 2020 and the change from 1 October 2020.

The report also recommends the extension of the Bring Bank Contracts for a year from 1 April 2021.

The Joint Committee is asked to consider the recommendations for approval.

OUT OF COMMITTEE & RETURN TO MAIN AGENDA

Item 10 - NILGA presentation on Current Circular Economy Issues - Karen Smyth

Item 11 - Contracts and Operations Briefing Report

For noting

All contracts continue to deliver the required service for Councils and to liaise with arc21 in respect of COVID-19 and BREXIT.



A synopsis of contract tonnages is provided for information. It shows increases in the amount of material presented through the Mixed Dry Recyclable and Food and Garden Waste kerbside collections and also the amount sent to Landfill when compared with the September 2019.

The report also provides an overview of market prices based on data published by Lets Recycle.

An overview of supplies orders and deliveries is also included for information.

The Joint Committee is asked to note this report.

Item 12 - Education Vehicle

For noting

The report provides an overview of the use of the vehicle in the 2019/20 year and a review of the customer evaluation forms and provides an update on the current status.

The Joint Committee is asked to note this report.

Item 13 - Customer Survey

For noting

Verbal report on the annual arc21 customer survey.

The Joint Committee is asked to note this report.

Item 14 - Council Covid-19 Waste Management Financial Losses

For noting

Members are provided with an update on the engagement with the Department (DAERA) in regards to financial support for councils in dealing with the consequences of the Covid-19 emergency.

The additional costs estimated up to March 2021 are £20m.

To date, DAERA has been successful in securing £15.2m of funding. Of this, £3.8m is being applied to the first tranche of claims covering the period up to June 2020, with the balance being used to provide financial support for the remaining nine months from July 2020 to March 2021.



Critically, the Minister deemed some of the £20m additional costs to be not justifiable and that councils could have done more to avoid them. As a consequence, DAERA did not make a bid for these costs (£5.8m) but engagement continues with the Department with a view for funding the additional costs incurred.

In this regard, DAERA officials have asked that SOLACE take this matter up with the Permanent Secretary and this step is being taken.

Quarter 1 – Additional Costs (mid-Mar to Jun). In Quarter 1, DAERA has £3.8m to allocate to councils compared to the estimated losses incurred of £5.7m. The shortfall of £1.9m has been carried forward into Quarter 2 for consideration. The Department has decided to allocate 70% of the £3.8m as payments on account and all councils have been paid instalments totalling £2.7m, with the remaining £1.1m to be dealt with no later than end-November.

Quarter 2 – Additional Costs (Jul to Sept). The estimated additional costs for this quarter come to £4.2m and, with the Quarter 1 shortfall of £1.9m, the process for allocating funds is about to commence. Members will be further updated on progress at the next meeting.

Quarters 3 & 4 – Additional Costs (Oct 2020 to Mar 2021). The balance of the Executive funding, £5.3m, is to be allocated for this period. Councils are to provide their projected additional costs so that claims processing can commence.

The current position is more positive than that reported last month, cash has started to be released and engagement with the Department will continue to secure as much funding as possible.

As reported previously, the main impact of Covid on the arc21 contracts has been with the Textiles Bring Bank Collection service.

The focus has been to ensure the continuity of services with the contractor, the financial impact has been a loss, calculated at £166k, which councils have included within their claims submitted to DAERA. In terms of the revenue share due, payments have been coming in and at this stage only £14k remains outstanding.

The Joint Committee is asked to note this report.

Item 15 - AOB

Item 16 - Next Meeting Tuesday 1 December 2020

ITEM 3 ARC21 JOINT COMMITTEE Meeting No 050 Virtual Meeting MINUTES Thursday 24 September 2020

Members Present:

Antrim and Newtownabbey Borough Council Councillor M Goodman Alderman R Gibson (Chair) Ards & North Down Borough Council Councillor F Ferguson Belfast City Council Alderman D Drysdale Lisburn & Castlereagh City Council Councillor S Lee Lisburn & Castlereagh City Council Councillor M Burnside Mid & East Antrim Borough Council Councillor I Friary Mid & East Antrim Borough Council Councillor H McKee Newry, Mourne & Down District Council Councillor K Owen Newry, Mourne & Down District Council

Members' Apologies:

Councillor N Kelly
Councillor T McGrann
Alderman A Carson
Councillor G Walker
Councillor P McReynolds
Antrim & Newtownabbey Borough Council
Ards & North Down Borough Council
Ards & North Down Borough Council
Belfast City Council

Councillor J Magee Belfast City Council
Councillor JJ Magee Belfast City Council

Councillor M Gregg
Lisburn & Castlereagh City Council
Alderman R Cherry
Mid & East Antrim Borough Council
Newry, Mourne & Down District Council

Officers Present:

T Walker arc21
G Craig (Secretary) arc21
H Campbell arc21
J Green arc21
K Boal arc21

M Laverty Antrim and Newtownabbey Borough Council

D Lindsay Ards & North Down Borough Council
N Martin Ards & North Down Borough Council

B Murray Belfast City Council
J McConnell Belfast City Council

H Moore Lisburn & Castlereagh Borough Council Newry, Mourne & Down District Council

Officers' Apologies:

G Girvan Antrim & Newtownabbey Borough Council

S Toland Belfast City Council

P Thompson Mid & East Antrim Borough Council
R Moore Newry, Mourne & Down District Council

Legal Advisors in attendance for Item 8

Mr Colin Campbell, Belfast City Council, and Mr William Curry, Arthur Cox

The Chair welcomed all to the meeting and to the AGM and handed over to Mr Craig to brief members on the procedures.

He also welcomed back Councillor McKee from his recent illness and wished him good health.

Item 1 - AGM

Item 1(a) - Procedures

Mr Craig referred to the procedures presented in the papers for the position of electing a Chair and Deputy Chair for the forthcoming year. He advised the meeting that the Deputy Chair had sent his apologies to the meeting but that members could continue to elect him, in his absence, and that he was happy to continue in his position should he be nominated.

Item 1(b) - Election of Chair

Mr Craig then sought nominations for the position of Chair to serve the Joint Committee for the forthcoming year.

Nominated: Alderman Robert Gibson Proposed: Councillor Harold McKee Seconded: Councillor Kathryn Owen

It was resolved that Alderman Gibson be re-elected as Chair of the Joint Committee for the incoming year.

(Alderman Gibson in the Chair)

Alderman Gibson thanked the members for electing him as Chair of the Joint Committee for the forthcoming year and for their support and attendance at the monthly meetings. He also thanked the officers and arc21 staff for their ongoing support and help during what had been a challenging year with the outbreak of Covid-19 and the challenges facing the waste sector.

He stated that the next item of business was the election of the position of Deputy Chair for the forthcoming year.

Item 1(c) - Election of Deputy Chair

Nominations were then invited for the position of Deputy Chair of the Joint Committee.

Nominated: Councillor Willie Clarke
Proposed: Councillor Ian Friary
Seconded: Councillor Muriel Burnside

It was resolved that Councillor Clarke be re-elected Deputy Chair of the Joint Committee for the incoming year.

Item 2 - Conflicts of Interest Statement

Mr Craig read out the Conflicts of Interest Statement. There were no conflicts noted.

Action: Noted

Item 3 - Apologies

Apologies were noted. Action: Noted

Item 4 - Minutes of Joint Committee Meeting 049 held on 27 August 2020

The minutes of the Joint Committee meeting 049 held on 27 August 2020 were agreed.

Action: Agreed

Item 5 - Matters Arising

Page 8 - Mr Craig reported that it had been suggested at the last meeting that consideration be given to writing to the Minister to express the concerns of the Joint Committee regarding the funding support needed by councils and advised that this would be discussed under item 12.

Page 11 – Mr Walker advised that a draft response to the discussion document on 'future recycling and collection of waste' would be discussed under agenda item 14.

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 049 held on 27 August 2020 '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 return to the main agenda, which was agreed.

Action: Agreed

OUT OF COMMITTEE

Item 10 - 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 reported that all services were being provided, however, arc21 was mindful that the situation was in flux with both the ongoing issues with Covid and also the impact of Brexit.

She noted that all contractors had contingency plans in place.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

A member advised that both SIB and BitC had made presentations recently at a NILGA event on the Circular Economy and waste streams, and enquired as to the impacts this may have for arc21 in relation to the proposal being showcased by SIB.

Mr Walker advised that he would contact Heidi Curran at SIB and Lisa McKee in NILGA to receive copies of the presentations and/or prepare a report for a future meeting.

Action: Mr Walker

Item 11 - Revenue Estimates 2021/22 to 2023/24

Mr Craig presented the Joint Committee with the proposed revenue estimates of arc21 for the three-year period from 2020/21 to 2022/23.

The key points from the report are replicated as follows:

Proposed revenue estimates of arc21 are presented setting out the costs of the Joint Committee in terms of its Establishment, Procurement and Operational activities and Waste Contract Services, Waste Contract Supplies and the Outreach Programme Services.

Steering Group Officers have been provided with, separately, the waste contracts information to enable councils to make budgetary provision specific to their own estimated tonnages and supplies requirements.

The decision on the Planning Application for the RWTP has yet to be made but, in the event of a positive outcome, budgetary provision has been made for the completion of the procurement process and the development of the comprehensive business case to enable councils to make a determination based on all the facts of the proposal. The proposed funding for the Project costs has already been earmarked in the Reserves and will be applied without the need to seek further contributions from councils.

Acquisition of the Hightown Quarry site and ancillary land required, councils have been asked to make financial provision using two options – Capital Contributions or Loan Charges.

Budgetary provision has been made in the past for the development of the facilities for the treatment of organic waste at Dargan Road, Belfast. With the contract variation having been agreed with the contractor, to treat the materials at another site, there is no longer a need to make budget provision. The balance of funds provided for this development are no longer required and will be applied in reducing the council's contributions.

Development of Waste Management Plan, the role of arc21 in the development of an 11 Council Plan has yet to be determined but to date earmarked Reserves have accumulated to £177k which can be used if required or returned to councils if not. Following discussions with the council chief executives, arc21 have been asked to undertake a review of an extension to the current Plan and the Reserves will be applied accordingly without the need to seek further contributions from councils.

Given the ongoing issues around the UK leaving the EU, it may still be appropriate for councils to do some contingency planning around waste management budgets and make some percentage provision to allow for any unforeseen cost pressures that may arise.

The council chief executives have been presented with the Revenue Estimates and have endorsed the approach adopted by arc21.

A member noted concerns in relation to the risks facing councils in relation to Covid, Brexit, rates, waste costs, demand around services, uplift in wages and asked if a reference could be made re the risks that councils face.

Mr Craig advised that initial discussions had taken place with the chief executives and councils to get guidance on what levels to pitch estimates at and councils would be taking this into account in their own budgets. He noted there is flexibility for councils to come back to see if there are any further adjustments to be made.

A member noted concerns regarding councils trying to give estimates during this very unstable time and suggested maybe a note regarding this be included.

They also requested clarity regarding funding for the RWTP including the completion of the planning and procurement process and Mr Craig advised that monies had been allocated to cover these costs in the arc21 reserves and councils would not be asked for any further contributions, should planning permission be secured.

In relation to the site acquisition, Mr Craig advised that this was not included in the estimates as it was of a capital nature and a separate report would be presented to councils in due course. He noted that the issue of funding for the land acquisition would be revisited when the planning application had been determined and arc21 would then be in a more robust position to progress with the purchasing of the land involved.

The Joint Committee was asked to consider and approve the revenue estimates presented in the report in order that partner councils can take the figures into account within their own financial plans.

Following discussion the Joint Committee agreed to approve the revenue estimates.

Action: Agreed

Item 12 - 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 it had been proposed at the last meeting that arc21 write to the Minister on behalf of the arc21 councils expressing concern at the level of funding support from the Department provided for the additional costs being incurred as a consequence of the Covid-19 emergency.

Preparations were under way to write to the Minister but, in the meantime, the Permanent Secretaries of the three key Departments involved with Local Government – Finance, Communities and DAERA – had agreed to meet a delegation led by SOLACE. As a consequence it was decided to defer writing to the Minister pending the outcome of that meeting.

Mr Craig provided an update on the current financial position in relation to monies owed to councils and payments made.

He noted that the current position was much more hopeful and positive than the position last month. There remains the opportunity to provide a robust business case by each council to justify all the additional costs incurred as a consequence of the Covid-19 emergency, including on those activities the Minister views as being not justifiable.

Engagement with DAERA, and DfC, continues to ensure that Government is kept up to date on the level of funding councils need to deal with the financial crisis caused by the Covid-19 emergency.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 13 - Waste Management Plan

Mr Walker provided a report on the current situation regarding the development of arc21's waste management plan (WMP) which expires in September 2021 with the rest of the councils in Northern Ireland in a similar position with the expiration of their plans in the following year. He advised that the plan is scheduled to last for six years and typically, previously it has taken approximately 2+ years to review and develop a new WMP.

He advised that discussion had been taking place in relation to working with the other councils to develop an 11 council WMP, however, with the impact of Covid and the diversion of resources progress on this had been slower than anticipated.

He reported that discussion had taken place recently with the Department which has proposed that, in light of the constraints being experienced and the pipeline of new national policies which would confound undertaking a complete redraft, that they would consider funding WRAP to review the existing WMPs to assess current levels of compliance and what might need further work.

In parallel, Mr Walker advised that he was looking at the timeline to deliver a refresh of the arc21 WMP and was engaging with Steering Group officers to determine the opportunities the DAERA/WRAP support could offer.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 14 - Future Recycling and Separation of Waste of a Household Nature in Northern Ireland - Public Discussion Document

Mr Walker presented the Joint Committee with the proposed arc21 response to the discussion document on "Future Recycling and Separation of Waste of a Household Nature in Northern Ireland - Public Discussion Document".

He reported that this had been discussed with council officers and some comments had been received which he intended to take into consideration before submission to DAERA by the deadline of 4 October.

The Joint Committee was asked to consider and approve the draft consultation response, subject to any final comments received from Members.

Following discussion it was agreed to endorse the response for submission.

Action: Agreed

Item 15 - Schedule of Meetings 2021

Mr Craig presented the Joint Committee with the proposed schedule of meetings to be held in 2021.

The following dates were proposed with the meetings starting at 10.30am. It was also proposed that the meetings continue to be held virtually for the foreseeable future.

Date:

Thursday 28 January 2021

Thursday 25 February 2021

Thursday 25 March 2021

Thursday 29 April 2021

Thursday 27 May 2021

Thursday 24 June 2021

Thursday 29 July 2021

Thursday 26 August 2021

Thursday 30 September 2021

Thursday 28 October 2021

Tuesday 7 December 2021

The Joint Committee was asked to consider and approve the schedule of meetings proposed to be held during 2021.

Following discussion the Joint Committee agreed to endorse the meeting dates for 2021.

Action: Agreed

Item 16 - AOB

There was no further business discussed.

Item 17 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee is due to be held on Thursday 29 October and an MS Teams invite would be issued in due course along with the meeting invites for 2021.

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 SERVIC MEETING – 19 JUNE 209			
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 ME 23 OCTOBER 2019	ETING -		
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.	J Parkes	Final recommendation concerning Phase 2 of HRC review to be presented to committee upon completion of reopening plan	N
		Photocalls to be arranged to further publicise initiatives e.g. Official Opening, changes in		Intent to extend to both Castlewellan and Ballynahinch	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		procedures of sites at Castlewellan and at Ballynahinch and commencement of Permit System.		areas. Covid has delayed introduction.	
		Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.		Delay due to impact of Covid. Meeting complete further meeting required.	N
		Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.		Meeting complete further meeting required.	N
		NEIGHBOURHOOD SERVICES ME 22 JANUARY 2020	ETING -		
NS/112/2020	Evaluation of alternatives to use of Herbicides containing glyphosate for controlling weeds and invasive species on Council property	It was agreed the following proposed amendments to the Officer's report: - 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.	K Scullion	To be undertaken at 12-month review period January 2021	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Officers prevent the use of herbicides containing glyphosate at Council play areas and use alternative methods only for these areas.		Actioned	
		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.		Complete – No response to date	
		NEIGHBOURHOOD SERVICES ME 19 FEBRUARY 2020	ETING		
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 recommendations from the draft Strategy.	K Scullion	In progress	N
		Also agreed a Rowallane DEA Councillors site visit be organised with relevant Council Officials to discuss public convenience provision in Saintfield and that a			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		report be brought back to the Neighbourhood Services Committee for consideration.			
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 finalisation of Arc21 response	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
	N	EIGHBOURHOOD SERVICES COMMIT 18 MARCH 2020	TEE MEETING		
NS/137/2020	Christmas Illuminations & Celebrations Group Meeting – 13 Feb 2020	Officers proceed to issue an Expression of Interest to support a maximum of seven towns and villages to provide a recognised group with a planted sustainable Christmas Tree under the same terms as last year with the	J Hillen	EOI issued August 2020. Applications under assessment.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		additional selection criteria referred to in Section 2 of this report, for the event that more than seven eligible applications are received. The programme to be delivered over a maximum eighteen-month period. -Officers proceed to procure the required sustainable Christmas trees and supporting infrastructure to support this programme.	K Scullion	Tress procured and expected delivery in mid-November.	N
NS/139/2020	Presentation Re: Green Fleet	It was agreed to note this item be deferred.	J Parkes	Report approved at the June 2020 Committee meeting. Specification currently being drawn-up to support a procurement exercise.	N
	N	IEIGHBOURHOOD SERVICES COMMIT 17 JUNE 2020	TEE MEETING		
NS/157/2020	Notice of Motion Re: Changing Places (CP) Toilets	Agreed to note the Notice of Motion and the proposed action for each respective element as	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	(Cllr McMurray)	detailed within section 2.2 of the report dated 17 June 2020			
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-bycase 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 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	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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
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	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		to inspect, test and maintain Council Fire Alarms throughout Council premises at recommended intervals ensuring Councils legal compliance.			
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:- • A reduction in the current number of bottle bank "bring sites" across the District. Future provision to be restricted to the twenty-two (22) sites set-out at Appendix I as circulated. • The use of the contractor for the future safety inspection and maintenance of "bring"	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
		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" It was also agreed that when removing the sites, that potential recycling options for Island Park, Newcastle be considered.			
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
	N	EIGHBOURHOOD SERVICES COMMIT 19 AUGUST 2020	TEE MEETING		
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 back to NS Committee presenting options and costs for consideration and approval. Also that officers look at options both for brown bin caddies and	J Parkes	To be considered at a future Committee Meeting, along with previous Council Motion in relation to distribution of biobags/caddy bin liners.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		liners and report back to Committee.			
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 complete	Y
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 for an initial 12-month contract with a view to extending to 24 months.	K Scullion	In progress	N
NS/193/2020	Business case for the annual servicing and maintenance of fire	Agreed to note the content of the report and associated Business Case and accept the	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	fighting equipment in Council buildings	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.			
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	In Progress	N
	N	EIGHBOURHOOD SERVICES COMMIT 22 SEPTEMBER 2020	TEE MEETING		
NS/203/2020	MoU Partnering arrangement between Dfi Roads and NMDDC for cleaning busy town centre, footways and pedestrian areas of snow and ice	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	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		updated MoU with additional locations.			
		Also agreed Council Officials discuss the following issues with DFI Roads which were raised by Members during the discussion:-			
		 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 within their communities during prolonged periods of snow and ice. 			
		Mr Scullion said he would find out why there was two designations for Ballynahinch i.e. Priority One and Priority Two and update			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Councillor Owen who had requested this information.			
NS/204/2020	Request to extend Council Christmas Displays	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.	K Scullion	In progress – note Dfi only permit pole wrap lights on poles at Ross Monument. Irish Lights recommend not to connect Christmas Illumination's to Navigational Aid at end of Newcastle Harbour	N
		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 with options/costs.		Report on Newcastle cut tree provided to October NS Committee Meeting.	
NS/205/2020	Shimna River Wall Repairs	A report to be tabled at October NS Meeting	K Scullion	In progress	N

Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
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
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
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	Ongoing monthly update.	N
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	Y
	Public Convenience Strategy – 12 week public consultation Annual cost of District cleansing and enforcement Update on HRCs reopening plan Historic Actions Tracking	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. Annual cost of District cleansing and enforcement Areport on benchmarking information from all 11 Councils would be available for the Committee meeting in October. Agreed to note the update in relation to the next phase of the re-opening of the Council's Household Recycling Centres (HRCs). Historic Actions Tracking Sheet Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as	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. Annual cost of District cleansing and enforcement Areport on benchmarking information from all 11 Councils would be available for the Committee meeting in October. 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). Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as	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. Annual cost of District cleansing and enforcement Areport on benchmarking information from all 11 Councils would be available for the Committee meeting in October. 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). Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as K Scullion In progress K Scullion In progress In progress This information is incomplete. Will be presented in December Ordober. J Parkes Ongoing monthly update. Ongoing monthly update.