

December 16th, 2019

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Tuesday, 17th December 2019** at **6:00 pm** in **Boardroom, District Council Offices, Monaghan Row, Newry.**

Committee Membership:

- Councillor K Owen (Chair)
- Councillor G Stokes (Deputy Chair)
- Councillor T Andrews
- Councillor D Curran
- Councillor W Clarke
- Councillor V Harte
- Councillor T Hearty
- Councillor L Kimmins
- Councillor O Magennis
- Councillor G Malone
- Councillor C Mason
- Councillor H McKee
- Councillor K McKevitt
- Councillor D Taylor
- Councillor J Tinnelly

Agenda

- **1.0** Apologies and Chairperson's remarks.
- 2.0 Declarations of Conflicts of Interest.
- 3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 20 November 2019. (Attached).

NS Action Sheet - 20 November 2019.pdf

Page 1

	Facilities Management and Maintenance	
4.0	Report on review of Council Municipal Cemetery Rules and Regulations. (Attached).	
	Report re. review Cemetery Rules Regulations.pdf	Page 7
	For Noting	
5.0	Letter dated 28 November 2019 from NIEA - Newry Mourne & Down District Council/ Final Reconciliation 2018/19. (Attached).	
	Newry Mourne Down DC Final reconciliation 2018-19.pdf	Page 28
6.0	Letter dated 9 December 2019 from NIEA - Agency's approach to tackling illegal waste disposal including the illegal disposal of waste tyres. (Attached).	
	Ietter from NIEA - address Council on flytipping.pdf	Page 30
7.0	Arc21 Joint Committee Minutes - 31 October 2019. (Attached). arc21 JC Minutes Oct 19 - for noting.pdf	Page 31
8.0	Arc21 Members' Monthly Bulletin - 5 December 2019. (Attached). JC046-5Dec19-JC MembersBulletin - for noting.pdf	Page 37
9.0	Historic Actions Tracking Sheet. (Attached).	Page 43

10.0 Business Case for the appointment of a contractor to undertake Legionella Control Measures. (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 Business Case for the appointment of a Water Treatment Company ... a.pdf Not included

11.0 Business Case for the appointment of a contractor to undertake Asbestos Control Measures. (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 Business Case for the appointment of a contractor to undertake ... l.pdf
Not included

12.0 Business Case for the provision of Council Wide Service Contracts for all Council premises. (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 Business Case for appointment of contractors to undertake Servi ... s.pdf
Not included

13.0 Business Case for the purchase of small scale machinery for Grounds Maintenance. (Attached).

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

Report re. Small Scale Grounds Maintenance Machinery.pdf

Not included

14.0 Business Case for the purchase of new Industrial Heavy Grade Tractor and side arm flail/cutting unit for Grounds Maintenance at various locations. (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.

Industrial Heavy Grade Tractors.pdf

15.0 Business Case for the purchase of 2 new industrial grade tractors for Grounds Maintenance for various locations District wide. (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.

D Purchase of 2 Industrial Tractors.pdf

16.0 Business Case for approval to tender for external undervehicle wash service for fleet. (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.

NS Report re. External Wash Contract.pdf

17.0 Business Case for Fleet replacement (Capital) Update. (Attached).

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

B Report re. Fleet Replacement Update.pdf

18.0 Business Case for replacement of Gantry Vehicle Wash -Greenbank Depot Newry. (Attached).

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

Report re. Gantry Wash.pdf

Not included

Not included

Not included

Not included

Not included

19.0 Review of "Bring Sites" across the District. (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 for NS December 2019 REVIEW AS TO PROVISION OF Bring -Banks_.pdf
 Not included

20.0 In Committee items Arc21 Joint Committee 31 October 2019. (Attached).

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

arc21 JC In Comm Minutes Oct 19 - in committe.pdf

Not included

ACTION SHEET ARISING FROM NS MEETING HELD ON WEDNESDAY 20 NOVEMBER 2019

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/088/2019	Monthly Action Sheet	Noted and actions removed as marked	R Moore/RTS- PA	Noted	
		FOR CONSIDERATION AND/OR DECISION			
NS/089/2019	Notice of Motion – Weed killer	Agreed to approve the recommendations contained in the report dated 20 November 2019 and that Officers undertake research into the implications of ceasing the use of herbicides containing glyphosate across the Council Estate as a means of controlling weeds and invasive species and that Officers bring back a report to the NS Committee with recommendations for consideration at the January 2020 meeting.	K Scullion	In Progress	N
		Also agreed the report include an update on the actions taken by Derry City and Strabane District Council in implementing such a ban.			
		Further agreed Officials would	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		 write to other Statutory Agencies operating within the District advising the Council was giving consideration to banning its own use of this product on its property and would encourage those Public Authorities within this District to undertake a similar review. Noted the Assistant Director had given a commitment that herbicides containing glyphosate would not be used by Council staff in advance of a report being tabled at the January Meeting of the Neighbourhood Services Committee. 	K Scullion	Complete	Y
NS/090/2019	Notice of Motion – Fly Tipping	Officers had met with Councillor Lewis and had updated him on the actions that were being taken to deal with the issue of fly-tipping and that a report would be brought back to the December NS Meeting.	J Parkes	Report to be provided January NS Committee	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		NEIGHBOURHOOD SERVICES			
NS/091/2019	Neighbourhood Services Mid-Year Assessment Business Plan 2019- 2020	Agreed to approve the Neighbourhood Services Mid-Year Assessment Business Plan 2019- 2020.	R Moore	Noted and remove	Y
NS/092/2019	Christmas Illuminations and Celebrations Group Meeting – 5 November 2019	Note the contents of this report and the report of the Christmas Illuminations Group Meeting held on 5 th November 2019.	K Scullion	For noting	Ŷ
		Approve the request to light up five planted trees in Duke Street, Warrenpoint, for this year and future years. Cost for this year would be £3000. Officers be permitted to proceed with this work prior to full Council approval so as to allow the trees to be lit for the Warrenpoint "Switch On" which takes place on Saturday 30 th November 2019.	K Scullion	Complete	Y
		Endorse the actions detailed in the report of the Christmas Illuminations Group Meeting held on 5 th November 2019.	K Scullion	For noting	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		DEA Officer to liaise with the local community in Crossgar to see if a Christmas tree could be supplied and located where it would not be vandalised as in previous years.	J Hillen		
		Council Officers contact the Clough Community Group to assist them in putting lights etc. on one of one Christmas tree to be lit up in the village.	K Scullion	Complete	Y
		Officers acknowledged concerns expressed about the lighting of the tree in Kilkeel and said the technique to light up the tree would be changed this year and would then be assessed at the next Christmas Illuminations Meeting.	K Scullion	For noting	Y
NS/093/2019	Rostrevor Public Conveniences	Mr Scullion said a report would be taken back either to the December Active and Healthy Committee meeting or the Neighbourhood Services Committee meeting.	K Scullion	Report to be provided to AHC Committee in January 2020	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
A		WASTE MANAGEMENT			
NS/094/2019	Litter Bin Policy and Procedure	Agreed to approve the draft Litter Bin Policy and Procedure.	J Parkes	Approved	Y
NS/095/2019	DAERA Consultation on the Waste Management Plan	Agreed to approve the Draft Response (as circulated at Appendix 3) with the report to the DAERA Waste Management Plan for Northern Ireland.	J Parkes	Approved	Y
NS/096/2019	Christmas and New Year Holiday arrangements – Refuse Collection and Household Recycling Centres	Noted	J Parkes	Noted and implementing holiday service	Y
NS/100/2019	Visit to Waste Incinerator Treatment Plans	Agreed to organise a visit for Members of the Neighbourhood Services Committee to the Regen Waste Incinerator Plant in Newry and the Waste Incinerator Plant in Duleek.	J Parkes	Visit to ReGen to take place in January. Invite to follow Duleek Efw dates to be confirmed	N
		IN CLOSED SESSION			
NS/081/2019	In Committee Items from Arc 21 Joint Committee Minutes 15 August 2019	Note the In-Committee Items from the Arc21Joint Committee Minutes of 26 September 2019	R Moore	Noted and remove	Y

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

Report to:	Neighbourhood Services Committee
Date of Meeting:	17 th December 2019
Subject:	Review of Council Municipal Cemetery Rules & Regulations
Reporting Officer (Including Job Title):	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officer (Including Job Title):	Gail Kane, Head of Facilities Management

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

For decision X For noting only

1.0	Purpose and Background				
1.1	Following the amalgamation of Councils in April 2015, management of the five Municipal Cemeteries listed below has been the responsibility of the Facilities Management & Maintenance Department within the Neighbourhood Services Directorate: -				
	Monkshill Cemetery, Newry				
	Kilbroney Cemetery, Rostrevor				
	 Warrenpoint Cemetery, Upper Dromore Road, Warrenpoint Struell Cemetery, Downpatrick 				
	 Lough Inch Cemetery, Ballynahinch 				
	Both former Councils had Rules & Regulations booklets for their cemeteries and this report is to seek approval for the revised and combined set of rules and regulations for all five Municipal Cemeteries across the district.				
	Attached at Appendix 1 is a copy of the proposed Rules and Regulations which covers all areas of administration relevant to our cemeteries service.				
	Attached at Appendix 2 is an analysis of a number of rules and regulations which Councillors will have an interest in. The information contained in both legacy Council Regulation Booklets and information that is now recommended to be included in the newly revised Newry, Mourne and Down Rules & Regulations booklet is provided. Also provided in the third column under the heading "Comment" is a summary of the change.				
2.0	Key Issues				
2.1	 Council operates five Municipal Cemeteries which are currently operating under two set of rules and Regulations. 				
	 The rules and Regulations covers all administrative matters concerning the operation of our cemeteries and the purchase of burial rights within them. 				
	 The revised set of Rules and Regulations for consideration and approval will remove any current anomalies between both sets of Rules and 				

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3.0	Recommendations
3,1	It is recommended to adopt the attached revised Rules & Regulations Booklet.
4.0	Resource implications
4.1	Officer time – to make Funeral Directors aware of any new Rules & Regulations that specifically impact on them.
5.0	Equality and good relations implications
5.1	The Rules and regulations for the control of public cemeteries within the Council district has been equality screened and the decision is that it not be subject to an equality impact assessment (with no mitigating measures required).
6.0	Rural Proofing implications
6.1	Due regard to rural needs has been considered in relation to the development of the Rules and regulations for the control of public cemeteries and a rural needs impact assessment has been completed.
7.0	Appendices
7.1	Appendix 1: Rules and Regulations for the control of the Public Cemeteries within the Newry. Mourne and Down District Council. Appendix 2: Analysis of changes to amalgamated Rules & Regulations of Council's Municipal Cemeteries Booklet
8.0	Background Documents
	 This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website: Background papers which are defined as those documents relating to the subject matter of a report which: a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report. These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the
8.1	Newry & Mourne District Council Cemeteries Rules & Regulations Down District Council Cemeteries Rules & Regulations
	Burial Ground Regulations NI 1992

RULES AND REGULATIONS FOR THE CONTROL OF THE PUBLIC CEMETERIES WITHIN THE NEWRY, MOURNE AND DOWN DISTRICT

1. Introduction

These rules and regulations are made by Newry, Mourne and Down District Council for the general management, regulation and control of the Public Cemeteries within the district. As the burial authority in control of Cemeteries, we are bound by the conditions of the Public Health (Ireland) Act 1878 Part III; Burial Grounds Regulations (Northern Ireland) 1992; Local Authorities Cemeteries Order 1977 and we have a legal duty under the Health and Safety at Work Order (NI) 1978; and Management of Health and Safety at Work Regulations (NI) 2000 to ensure that our burial grounds are safe places to work and visit.

This booklet will provide you with guidance on arranging a burial within Council cemeteries. It provides information on restrictions and conditions that apply when purchasing exclusive rights of burial, and will help make you aware of your rights and responsibilities in relation to our cemeteries. This guidance outlines how we carry out our legal obligations and ensures we provide you with a consistent, high level of service.

1.1. Cemeteries

Owned and managed by Newry, Mourne and Down District Council

Monkshill Cemetery, 29 Monkshill Road, Newry, BT34 2FC

Warrenpoint Cemetery, Upper Dromore Road, Warrenpoint, BT34

Kilbroney Cemetery, Kilbroney Road, Rostrevor, BT34 3GG

Struell Cemetery, Old Course Road, Downpatrick, BT30 6EQ

Lough Inch Cemetery, Riverside Road, Ballynahinch, BT24 8JB

2. Contact Details

For Lough Inch Cemetery and Struell Cemeteries:

Newry, Mourne and Down District Council Facilities Management & Maintenance Department Downshire Civic Centre Downshire Estate Ardglass Road Downpatrick BT30 6GQ 0300 013 2233

Email: estates.management@nmandd.org

For Monkshill, Warrenpoint and Kilbroney Cemeteries:

Newry, Mourne and Down District Council Facilities Management & Maintenance Department Unit 19 Greenbank Industrial Estate Rampart Road Downpatrick BT334 2QU 0300 013 2233

Email: management.facilities@nmandd.org

3. Opening Hours

3.1. <u>Cemetery Administrator's</u> Office Opening Hours Monday to Friday 9am to 5pm (Booking is essential)

An out of hours system is available to Funeral Directors.

3.2. Cemetery Opening Hours

The hours during which the Cemeteries shall be open to the Public may, from time to time, be fixed by the Council

3.3. Interment Arrival Times

All funerals must arrive at the Cemetery between the hours of 10am to 3pm Monday to Sunday (Summer months) and 10am to 2 pm (Winter months).

Notice of the precise time of burial shall be given previously to the relevant. Officer of the District Council. The time to be named for a funeral is that when it will arrive at the Cemetery, and to prevent inconvenience, the time fixed must be punctually observed.

All interments shall take place in the order in which the funerals arrive at the Cemetery, to prevent confusion.

3.4. Public Holiday Arrangements

The Cemeteries shall not be open for funerals on Christmas Day and on Boxing Day funerals should arrive at the Cemeteries between the hours of 12pm and 2pm.

4. Fees and Payments

Council will review the scale of charges when it considers it necessary to do so. You can acquire these fees from our Cemetery Administrators office or view them on our website:

www.newrymournedown.org/municipal-cemeteries

No ground shall be opened or burial permitted until the charges and fees payable in respect thereof, and all sums due to the Council by the proprietor shall have been paid.

5. Ownership of Graves

5.1. Graves in Proprietary Ground

To buy a grave, you buy what is known as "Exclusive Right of Burial" for a grave space.

You can only buy a grave at the time of bereavement and you cannot buy graves in advance. When you purchase the exclusive right of a burial you only purchase the right to bury. Ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land.

A person who wishes to purchase the exclusive right of burial in a grave shall sign an application binding themselves, including their successors assigning to conform to all rules and regulations in force or thereafter made by the Council.

You own the right to bury in the grave forever. Upon your own death, the right should be formally transferred to your beneficiaries (unless you have indicated something different to this in your Last Will and Testament). See Section 6.0 within this document.

When you buy the exclusive right of burial, this means that we cannot open the grave without your permission, and no-one can be buried in your grave without your permission.

You also own the right to erect headstones/memorials, as long as you pay the fees set out by the Council and subject to conditions set out in Section 11.0 of this document.

If the person who owns the exclusive right of burial dies, we assume they give permission that they can be buried in that grave.

Only one person will be registered as the owner of the exclusive right of burial for the grave. We do not permit joint ownership of graves.

In exceptional circumstances, proprietors wishing to dispose of their exclusive right may contact the Council, through the Facilities Management Office, and offer it for purchase at the price originally paid for same. Sale to any other party other than the Council is not permitted.

The exclusive right of burial in the various graves and sections shall be granted consecutively or in such order as may from time to time be determined. More information on buying graves and exclusive right of a burial can be seen in Section 6.0 within this document.

5.2. Buying more than one grave

The exclusive right of burial for only a single or double grave is permitted to be sold to any one person. No sub-division of any lot purchased shall take place without the written consent of the Council having been first obtained. The exclusive right of burial can only be purchased at the time of bereavement. At this point you will be permitted to purchase one plot (single plot) in which the burial will take place and one plot adjacent to this plot if available (double plot).

One person only shall be registered as the proprietor of the right of burial; joint proprietorship is prohibited.

5.3. Transfer of Burial Rights

There are 3 areas regarding transfer of burial rights and they are as follows:

- 5.3.1. If the present registered right of burial holder is alive and wishes to transfer the right of burial to a specific person, they will have to complete a Transfer Form signed by the current owner, the new owner and an independent witness. The form should be returned to the Facilities Management Office of the Council together with the original Exclusive Right of Burial (certificate) and relevant fee. Otherwise no right of burial will be transferred.
- 5.3.2. If the registered owner is deceased and has left a Will bequeathing the burial right to a specific person, a completed Transfer Form signed by the new owner (as indicated in the deceased owners Will) and an independent witness should be returned to the Facilities Management Office of the Council together with the original Exclusive Right of Burial (certificate), copy of the owners Will and relevant fee. Otherwise no right of burial will be transferred.
- 5.3.3. If the registered owner is deceased and has left a Will, but the Will does not state who the exclusive right of burial should be transferred to; or if the deceased registered owner has left no will (dies intestate) the exclusive right of burial can be transferred to the owners beneficiaries after the following documentation has been provided: -
 - A completed Transfer form signed by the new owner and an independent witness.
 - Original Exclusive Right of Burial (certificate)
 - If there is more than one relative (next of kin) to whom burial rights could transfer to, the Council will require written consent signed by all parties stating they do not object to the transfer of the right of burial to that particular family member.

6. How to Arrange a Burial

6.1. Registering the Death

Once you have registered the death, the Registrar's office will provide you, along with other documentation, a form known as a GRO 21. This allows a burial or a cremation to take place.

6.2. Obtaining Exclusive Right of Burial (Buying a new grave)

A person wishing to purchase the exclusive right of burial can only do so at the time of a bereavement. All Funeral Directors have the relevant form which should be completed to purchase the exclusive right of burial. This form should be completed and returned to the Facilities Management office of the Council together with the form which provides details of deceased which are required to be completed in the Council's burial register.

Both forms should be returned to the Council with the prescribed fee.

6.2.1. Grant of Exclusive Right of Burial (Grave paper or deed)

A grant of Exclusive Right of Burial (Grave paper), signed by the Chief Executive and Council Chairperson will be sent to you when all required fees have been paid.

As the owner of the right of burial it is your responsibility to notify Council if you change your address. It is important for us to be able to contact you if there is a problem with your grave or memorial. If Council are unable to contact you, we will take the necessary actions to deal with the problem. If there is a fee due to any necessary actions taken this fee will be your responsibility.

6.2.2. Replacing Grave Papers

If you have lost your grave papers and you are the owner of the right of burial, you must complete a Duplicate Grave application form stating you have lost the grave papers. You must also provide proof of your identification, such as a passport or driving licence.

If the original grave papers are found, the duplicate grave papers are no longer valid and will be recorded on the register. We would ask for all duplicate papers to be returned to the Council.

There will be a fee for replacement grave papers. These fees can be paid at our Facilities Management office.

6.3. Applying to Open a Grave for Interments

A person requiring to have an interment made in any Council Cemetery, shall sign an application which can be obtained from our Facilities Management office, giving the following particulars for registration: -

- Forename and surname
- Date of death

- Sex
- Age
- Religion (including no religion)
- Occupation
- Last place of residence
- Marital status or 'the child of'; and
- Place of death.

The information should also include the name and address of the person having the management of the interment (usually a Funeral Director). In the case of proprietary ground, the application shall give the grave number of the grave required to be opened. For new graves, Council will allocate and inform you of your grave number.

By law an application for interment shall be accompanied by a Certificate of Registry or Notice of Death (GRO21 form) which you will have received when you registered the death at the Registrar's office, or the statutory order for burial from a Coroner.

If you do not produce at least one of these forms, Council cannot permit a burial.

On proper application for interment being made to one of our Cemetery Administrators and upon payment of the prescribed fees, Council will issue an order of burial to the Cemetery Caretaker at least 48 hours before the interment is to take place.

Funeral Directors must advise the Cemetery Administrators of the accurate size and weight of the coffin or casket before the opening of the grave.

Only persons authorised in writing by the Council shall be permitted to open or prepare any grave for an interment.

Undertakers conducting funerals must possess relevant insurances as required by the Council, such as Employer Liability and Public Liability at £5,000,000 together with vehicle insurance cover. The Council shall update its records in such respect on a regular basis and will require proof of insurance to be provided by all Undertakers. Insurance details must be confirmed on occasion of each funeral, at the time of notification and arrangements for any burial. Should details not be provided the Council will advise the relevant Undertaker that should Council have to arrange its own insurance, a surcharge will be applied, and will require any such Undertaker to address in respect of any future funerals.

6.4. Notice Periods and Slot Times

If you wish to arrange a burial, Council will need 48 hours notice for the opening of a new grave or for any proprietary ground not yet buried in. A notice period of 24 hours is required for any second or subsequent burial.

All interments shall take place in the order in which the funerals arrive at the Cemetery, to prevent confusion.

6.5. Testing Graves for Opening

When Council receives an application to open a grave, we will check the Cemetery records to make sure the burial can take place.

If the Cemetery records indicate there may be a problem, Council will invoke the following process: -

- Check all Burial Ground Regulations NI 1992 are being met
- Check ground conditions
- Check depth of remaining top cover.

If Council is certain that the burial cannot take place the Council's decision is final. If you are unable to bury in an existing grave a new grave will be allocated.

6.6. Depth and Direction of Grave

The depth of a new grave will be 274cm (9 ft) as long as ground conditions will permit. Due to ground conditions in Council's Lough Inch Cemetery, Ballynahinch the depth of a new grave in it will be 182.88cm (6 feet). This will also adhere to any other Council Cemeteries where there are difficult ground conditions.

By law, no coffin shall be laid in any grave nearer to the surface of the ground than 1 metre measured from the upper surface of the last interment. Each coffin shall be separated by means of a layer of earth not less that 15cm thick from any coffin previously interred.

The number of burials that can be accommodated in a grave space is dependent on a number of factors including ground conditions. Up to 3 burials may be possible in a standard grave although Council will only guarantee 1 interment in any one grave. Up to 2 burials may only be possible in a standard grave in Lough Inch Cemetery due to ground conditions.

The request for a particular orientation of your burial will be considered where possible.

6.7. Receiving the Burial Order

Once Council has received your application for a burial along with the fees you have to pay, we will make out an order for the opening of the grave.

2 copies of the burial order will be completed and will contain all the information that you provided when you registered the burial.

The first copy is sent to the Cemetery staff and the second copy is kept at our Cemetery Administrators office. A supplementary charge for a prescribed fee will be charged where a funeral arranged to take place within Council's fixed working hours does not arrive on time, leading to Cemetery staff having to work outside Council's fixed working hours to complete the burial.

6.8. The Burial of Ashes and Foetus'

The burial of ashes can be arranged as per previous information provided in paragraph 6.3.

Ashes will be buried underneath the area at the head of the grave where the headstone will be erected, thus leaving the remaindered of the grave for 3 full burials (or 2 full burials if in Lough Inch).

For details on cost and fees you can contact our Facilities Management office or visit the Council website: <u>www.newrymournedown.org/municipal-</u> <u>cemeteries</u>.

Cremated remains shall not be scattered in any Cemetery.

Burial of a foetus in coffin size 10 inches (25cm) or smaller will be buried underneath the headstone, where possible, of each grave, and detailed accordingly in the burial registers. Foetus burial in a coffin size greater than 10 inches (25cm) will be buried as per paragraph 6.6.

7. Matters at the Graveside / Burial

- 7.1. Ministers and Clergymen of the various religious denominations shall be at liberty to officiate at the various graves of persons of their own communion, according to the forms and ceremonies of their respective Churches and Bodies.
- 7.2. Undertakers or such other persons must not interfere with the Cemetery staff after any coffin or cremated remains shall have been laid in the place of burial.
- 7.3. No person shall unlawfully prevent, nor shall attempt to prevent, the interment of any body in the Cemetery, nor unlawfully prevent or disturb the due performance of funeral rites over any person.
- 7.4. No person other than the Caretaker, or persons employed by the Council, shall be permitted to dig graves, or make excavations in the Cemetery, save with the express permission of the Chief Executive.

8. Burials resulting from Epidemic

In the event of the District being affected by a pandemic or epidemic of disease,

the Council may make special orders regulating the order of interments, and the period of notice required. Council may also make special arrangements for burials to take place outside normal operating hours.

9. Exhumation

Save as specially provided for in these rules, no grave shall be opened, nor shall the remains of an individual be removed from a grave nor transferred from one place of burial to another, nor exhumed, except under the conditions specially provided for in law, and except with prior written consent of the Council and upon payment of the prescribed fees.

10. Maintenance of the Graves

All 5 Municipal Cemeteries across the district are lawn Cemeteries and are laid in a lawn type system which provides you with a space at the head of each grave 3ft 8 inches wide x 1 ft deep. This space may be utilized for the purpose of: -

- Erection of a headstone or monument;
- Placement of a vase for the reception of flowers.

The planting of shrubs, trees or flowers on any grave located within the Municipal Cemeteries is prohibited. The placing of glass or plastic covered wreaths on graves is also prohibited. Council will not allow the erection of pillars, railings, fences, plinths, hoops, artificial grass matting, surrounds, ropes, flag stones, concrete edging, kerbing, ornaments, flower pots, or any other structures that are used to enclose a lawn grave.

Council staff will be instructed to remove any of these items as they obstruct our staff from cutting the grass.

The lawn section of the grave shall be sown or planted with grass by the Council's Grounds Maintenance Department, and must be left clear at all times for cutting purposes.

The Council reserves the right to remove all wreaths on the expiration of 1 month calculated from the date on which the burial took place.

11. Headstones and Monuments

If you wish to erect a memorial (Headstone) on your grave, you must apply to our Facilities Management Office for an application form (a Memorial mason/sculptor can also do this on your behalf).

Council charges a fee to erect a memorial within our Cemeteries which must accompany the memorial application. A copy of the fees can be found on or website: www.newrymournedown.org/municipal-cemeteries

The application must be accompanied with a detailed plan and particulars of the memorial. Each drawing submitted must specify the proposed inscription, materials you wish to use, grave number and the name and address of the proprietor.

All memorials and headstones must be made of stone or other non-perishable material such as granite. Temporary hardwood memorials can be erected but only for the first year.

11.1. Failure to Request and Receive Permission

If a memorial or headstone has been erected and the grave owner has not sought permission, Council will reserve the right to remove the memorial. If an inscription is made on any memorial without Council granting permission, Council will again reserve the right to remove the memorial.

11.2. Responsibility for the Memorial Mason or Sculptor

A person erecting a monument shall remove all debris resulting from the erection and shall make good any damage done to turf, shrubbery, adjacent monuments or walks, all at their own expense and to the satisfaction of the Council. The erection of pillars, railings, fences, plinths, hoops or other structures for the purposes of enclosing graves is expressly prohibited.

All memorials or headstones must have the masons/sculptors name engraved or marked in clear characters at the base of the memorial or headstone.

It is the responsibility of the Memorial Mason to ensure that materials and abrasives used for dry blasting when putting inscriptions onto headstones are in accordance with Health & Safety regulations.

11.3. Memorial Application and Permit

All memorial and headstone applications must contain the following information: -

- 11.3.1. Detailed plan of the memorial
- 11.3.2. The exact dimensions
- 11.3.3. The type of material
- 11.3.4. The full inscription details
- 11.3.5. The applications name and address
- 11.3.6. The deceased person's name and address
- 11.3.7. The plot number the headstone to be erected over

11.4. Council will consider your application and inform you if your application has been approved or declined. When your application has been approved, all work must be completed within one year from date of approval. Council will process applications once all information is received. However, where

necessary amendments may be required, and approval cannot be granted until all changes are made on the application.

11.5. Fees

Council charge a fee to erect memorials and headstones within our Cemeteries, which must accompany the memorial application.

A copy of Council's fees can be obtained from the Facilities Management office, or can be found on our website: <u>www.newrymournedown.org</u>.

11.6. Restrictions and Size of Headstones/Memorials

Any headstone shall not be greater than 1.5 metres (5 ft) overall height.

The overall width of any headstone shall not be greater than 1.10 metres (3ft 8 inches) for a single grave plot, nor greater than 2.30 metres (7ft 8 inches) for a double grave plot.

The overall thickness of any headstone shall not be greater than 300mm (1ft).

The wording of inscriptions and the use of emblems will be considered on an individual basis, and these will be in line with our Council's statutory duties.

In the erection of all headstones the Caretaker shall have the authority to prevent encroachment on the neighbouring plots. In the event of such encroachment taking place, the Council reserves the right of removing the said headstone.

11.7. Working Hours (Masons and Sculptors)

Council has strict permitted working hours for erecting memorials and masons and sculptors are only allowed to carry out work within our Cemetery grounds during normal Council working hours or at the approval of the Council Officer.

12. Responsibilities of the Grave Owner

Each purchaser of the right of burial in any grave must ensure that the memorial on it is kept in good order and repair, to the satisfaction of the Council.

Should the owner of the grave fail to do so, Council may carry out maintenance and repairs at the expense of the purchaser or grave owner and may refuse to permit the grave to be opened until costs of such repairs or removal have been paid.

You are not permitted to plant anything on a grave. This would include shrubbery, trees, roses or hedging. Council will remove any excess plantings, as they obstruct our staff from cutting the grass.

When you are tending to your grave, please keep waste to a minimum and immediately clear away any waste when you are finished. Do not allow waste to fall onto any surrounding graves and do not disturb any floral arrangements or monuments belonging to surrounding grave owners.

Waste bins are placed around our cemeteries, you should not use these bins for household waste or heavy waste such as soil or turf.

Grave owners are required to keep us informed if their contact details have changed as it is important that we are able to contact you if something happens to your grave or memorial.

13. Facilities and Services

- <u>Commemorative Benches & Trees etc</u> Commemorative benches, trees or other such type of memorials are not permitted in the Cemeteries.
- 13.2. Car Parking

There are carparks available at the following cemeteries:

- 13.2.1. Monkshill Cemetery;
- 13.2.2. Warrenpoint Cemetery (opposite Cemetery);
- 13.2.3. Lough Inch Cemetery;
- 13.2.4. Struell Cemetery
- 13.3. Toilet Facilities

There are toilet facilities available at the following cemeteries

- 13.3.1. Lough Inch Cemetery;
- 13.3.2. Struell Cemetery

There are toilet facilities available at the following cemeteries during funerals:

- Monkshill Cemetery;
- Warrenpoint Cemetery.

14. Acceptable Behaviour in Cemeteries

Visitors can access the cemeteries from dawn to dusk on any day, vehicular access is only permitted during the cemeteries opening times.

All visitors to our cemeteries must conduct themselves in a quiet and orderly manner at all times. If you do not abide by the following regulations, or do not behave in an appropriate manner, Council may ask you to leave the cemetery and prohibit your return. Visitors must confine themselves to the walkways and on no account trespass on the graves or grass and must not damage any tree, plant, shrub, flowers, or interfere with any wreath or headstone.

There is a strict speed limit for any vehicle within Council cemeteries of 10mph. Drivers should take care when passing surrounds and memorials, members of the public and avoid areas where an interment is taking place.

No inebriated or riotous person shall be permitted to enter the grounds of the cemetery. Trespassers shall be liable to prosecution for infringement of these regulations.

All children must be accompanied by a responsible adult.

Council does not permit any games or sport within its cemeteries. No person shall be permitted to use a metal detector in any of our cemeteries.

No notices or advertisements are to be placed on any cemetery buildings, walls, fences, memorials or monuments without Council permission.

Council will not permit the discharge of any firearms, except at a military or police funeral.

The selling of flowers, shrubs or plants is prohibited unless authorised by Council.

Dogs are permitted but must be on a lead and under control. It is the owner's responsibility to clean up after their dogs.

15. About our Regulations

The Rules and Regulations of Cemeteries for Newry, Mourne and Down District Council was made on ______ and shall replace all previous Rules and Regulations adopted by the legacy Councils of Down and Newry and Mourne.

All regulations remain in force, and are binding on all owners of the exclusive right of burial in Council cemeteries and all other people, until we alter these rules.

All fees and payments stated in the foregoing regulations to be prescribed shall be fixed from time to time by Council.

For the purpose of these regulations "we" or "us" means Newry, Mourne and Down District Council.

In these Rules and Regulations: -

15.1. "the Council" means the Newry, Mourne and Down District Council.

- 15.2. "The relevant Officer" means the person duly authorised by Council to carry out the functions of the relevant Officer set out in these Rules & Regulations.
- 15.3. "The proprietor" means the holder of the exclusive right of burial in a private grave.
- 15.4. "Grave" means a portion of ground approximately 2.7 metres (9 ft) long and 1.2 metres (4 ft) wide. A double grave is a plot of ground 2.7 metres (9 ft) long and 2.4 metres (8 ft) wide.
- 15.5. "Grant" means the grant of right of burial.

SEALED with the common seal of the NEWRY, MOURNE AND DOWN DISTRICT COUNCIL and dated this ______.

Chairman

Chief Executive

Appendix 2: Analysis of changes to amalgamated Rules & Regulations of Council's Municipal Cemeteries Booklet

Rules & Regulations of Council's Municipal Cemeteries

The table below provides details on rules and regulations which Councillors may have a interest in. The information contained in both legacy Council Regulation Booklet, and information that is now recommended to be included in the newly revised Newry, Mourne and Down Rules & Regulations booklet is provided for these matters. In the third column under the heading "Comment" is a summary of the change.

	Newry & Mourne Rule/Regulation	Down Rule/Regulation	Recommended Newry, Mourne & Down Rule/Regulation
1.	Written inscriptions on headstones.		
	No tomb, monument, gravestone, tablet or monumental inscription shall be erected on any grave without the prior consent of the relevant Officer.	No inscription nor memorial, rail, fence, chair surround other than the standard Number of plots permitted to be purchased headstones shall be erected or made in any place of burial. Headstones shall not be erected without prior approval of the Council. Applications for approval must be accompanied by a drawing giving the specification of what is proposed to be so erected, with a copy of the proposed inscription and prescribed fee.	The wording of inscriptions and the use of emblems will be considered on an individual basis, and these will be in line with our Council's statutory duties. Comment: All three regulations require prior approval of inscriptions on headstones. The proposed new wording adds that inscriptions must be in line with Councils statutory duties.
2.	Prior approval of written inscription and he		1
а.	Any erection place on a grave without the approval of the relevant Officer to the same, or to the inscription thereon may be removed and any erection allowed to fall into a bad state of repair shall be repaired or, if necessary, removed by the relevant Officer on the instruction of the Council and the cost of doing so in either case shall be a debt from the registered owner	The Council reserves the right to remove, at the proprietor's expense, any headstone which contravenes the regulations contained in paragraph 10.5, 10.6, 10.7 and 10.8, or which shall have been placed or erected in the Cemetery without the Council's authority.	If a memorial or headstone has been erected and the grave owner has not sought permission, Council will reserve the right to remove the memorial. If an inscription is made on any memorial without Council granting permission, Council will again reserve the right to remove the memorial. Comment: Legacy rules and regulations provided scope for Council to remove

	of the grave to the Council and recoverable as such.		unauthorised headstones etc and place a charge on the plot owner. The new regulation provides scope for Council to act in such matters but no reference to placing charge of plot owner.	
b.	N/A	In the erection of all headstones the Caretaker shall have the authority to prevent encroachment on the neighbouring plots. In the event of such encroachment taking place, the Council reserves the right of removing the said headstone, at the expense of the person so offending.	In the erection of all headstones the Caretaker shall have the authority to prevent encroachment on the neighbouring plots. In the event of such encroachment taking place, the Council reserves the right of removing the said headstone. Comment: No regulation on this with legacy NMDC. DDC Legacy regulation provided scope for Council to prevent encroachment on another plot and act to remove and place a charge on the plot owner. The new regulation provides scope for Council to act in such matters but no reference to placing charge of plot owner.	
2	Circ of Use datases /Manual set			
3.	Size of Headstone/Monument			
	No monument in the form of a headstone shall exceed 1.1 metres (3ft 9") overall height or, if in the form of a cross or figure 1.7 metres (5ft 6") overall height.	Any headstone shall not be greater in height above the finished ground level than 1.50 metres (5ft).	Any headstone shall not be greater than 1.5 metres (5ft) overall height. Comment: New regulation matches previous regulation in legacy DDC.	
4.	Headstone Design			
	Every application to erect a monument shall be made at the Council Offices, Greenbank Industrial Estate, Newry, and	Headstones shall not be erected without prior approval of the Council. Applications for approval must be accompanied by a	All memorial and headstone applications must contain the following information – a) detailed plan of the memorial; b) exact	

	must be accompanied by a plan, detailed particulars of the monument, together with the appropriate fee.	drawing giving the specification of what is proposed to be erected, with a copy of the proposed inscription and prescribed fee.	dimensions; c) type of material; d) full inscription details; e) applicants name & address; f) deceased person's name & address; g) plot number. Council will consider your application and inform you if your application has been approved or declined. When your application has been approved, all work must be completed within one year from date of approval. Council will process applications once all information is received. However where necessary amendments may be required, and approval cannot be granted until all changes are made on the application. Comment: All three regulations require prior approval for the erection of a headstone.		
5.	Placing of items on Graves				
	At the head of each grave an area not exceeding 0.90 metres (3ft) may be utilized for the purpose of a) erection of a headstone or monument; b) placement of a vase for the reception of flowers. The planting of shrubs, trees or flowers on any grave located within the Municipal Cemetery is prohibited. The placing of glass or plastic covered wreaths on graves is also prohibited.	Where no headstone has been provided, one or similar vessel for holding flowers may be placed at the top of the grave. The vase or vessel must be removed when the headstone is erected. No planting of any description or kind whatever, shall be permitted. The Council reserves the right to remove all wreaths on the expiration of one month calculated from the date on which the burial took place. Only one permanent wreath can be placed on any grave and it shall be placed on the stone slab provided for this purpose.	All 5 Municipal Cemeteries across the district are lawn Cemeteries and are laid in a lawn type system which provides you with a space at the head of each grave 3ft 8 inches wide x 1 ft deep. This space may be utilized for the purpose of a) erection of a headstone or monument; b) placement of a vase for the reception of flowers. The planting of shrubs, trees or flowers on any grave located within the Municipal Cemeteries is prohibited. The placing of glass or plastic covered wreaths on graves is also prohibited. Council will not allow the erection of pillars, railings, fences,		

		Alternatively, a vase or similar vessel for holding flowers may be placed on the stone slab.	 plinths, hoops, artificial grass matting, surrounds, ropes, flag stones, concrete edging, kerbing, ornaments, flower pots, or any other structures that are used to enclose a lawn grave. Comment: All three regulations place restrictions on planting of shrubs etc within the plot and direct the placement of flowers and wreaths etc to be at the head of the grave. No reference in any of the regulations to enforcement of restriction on placing flowers elsewhere on the grave.
6.	Number of burials in each plot		
	Every grave shall, in the first instance, be opened at least 2.7 metres (9ft) deep, where possible.	No coffin shall be laid in any grave unless the level upper surface thereof shall be at least 1.0 metre (3ft 3") below the ordinary level of ground. No more than 3 full sized coffins shall be laid in any one grave, and no coffin or remains shall be removed from any grave to make room for a new burial therein.	The depth of a new grave will be 274cm (9ft) as long as ground conditions will permit. Due to ground conditions in Council's Lough Inch Cemetery, Ballynahinch the depth of a new grave in it will be 182.88cm (6ft). This will also adhere to any other Council Cemeteries where there are difficult ground conditions. Comment: This regulation refers to number of burials per plot – usually a maximum of three. However, new regulation recognises that in some plots that only two burials may be possible due to ground conditions.

	All funerals must arrive at the Cemetery between the hours of 9am and 3pm.	All funerals should ordinarily arrive at the Cemetery as follows: - Monday to Sunday inclusive between the hours of 10am and 3pm.	All funerals must arrive at the Cemetery between the hours of 10am to 3pm Monday to Sunday (Summer months) and 10am to 2pm (Winter months). Comment: New regulation changes burial time in winter period to require arrival of funeral by 2 pm to ensure completion of burial during day light hours.	
8.	Number of plots permitted to be purchased			
	The right of burial in more than 3 graves in the proprietary ground shall not be sold to or vested in one person, except in circumstances deemed to be exceptional by the Council and in such instances the purchase of 4 graves may be permitted.	The right of burial in more than 2 graves in the proprietary ground shall not be sold or vested in any one person, nor shall any graves be assigned, divided or sub-let to any person without the special permission of the Council given in writing.	The exclusive right of burial for only a single or double grave is permitted to be sold to any one person. No sub-division of any lot purchased shall take place without the written consent of the Council having been first obtained. Comment: New regulation restricts purchase of plots to a maximum of two so as to conserve space.	



Northern Ireland Environment

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

Email: NILAS@daera-ni.gov.uk

28th November 2019

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

Our Ref: Newry Mourne & Down District Council/ Final Reconciliation 2018/19

Dear Mr Moore

The Landfill Allowance Scheme (NI) Regulations 2004 (As amended) 14th Scheme Year 2018/19 – Final Reconciliation

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

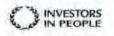
Through WasteDataFlow Newry Mourne & Down District Council has submitted quarterly returns for the scheme year 2018/19. From these returns NIEA has calculated¹ the amount of Biodegradable Local Authority collected Municipal Waste (BLACMW) sent to landfill by each District Council for the scheme year 2018/19.

The total amount of BLACMW sent to landfill by Newry Mourne & Down District Council for the scheme year 2018/19, was 1,846 tonnes' equating to 8.27 % utilisation of the 22,314 allocated allowances available for the scheme year.











The Monitoring Authority has not received any requests for the transfer of allowances for the scheme year 2018/19.

Please do not hesitate to contact us with any queries.

Yours sincerely,

A.G. Gregofi

Adrian Gregory (Dr) Control and Data Management

Cc: Regional Waste Management Group

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





Agriculture, Environment and Rural Affairs





Mr Roland Moore Director of Neighbourhood Services Newry, Mourne and Down District Council O'Hagan House Monaghan Row Newry BT35 8DJ

(via email to roland.moore@nmandd.org)

9 December 2019

Dear Roland

I refer to your correspondence of 18 November 2019 and your invitation for a representative of the Northern Ireland Environment Agency (NIEA) to attend a meeting of the Neighbourhood Services Committee of Newry, Mourne and Down District Council.

I can confirm that I am content to address the committee on behalf of NIEA as regards the Agency's approach to tackling illegal waste disposal including the illegal disposal of waste tyres. Of the dates given, 22 January 2020 would be the most suitable.

I note that committee meetings commence at 6.00pm and would ask that the above matter be listed at the start of the agenda.

Yours sincerely

Mark Chemp.

MARK CHERRY Enforcement Branch

A living, working, active landscape valued by everyone.



An Agency within the Dependment of Agriculture, Environment and Rural Affairs



ITEM 3 ARC21 JOINT COMMITTEE Meeting No 045 Hosted by Antrim and Newtownabbey Borough Council MINUTES Thursday 31 October 2019

Members Present:

Alderman R Gibson (Chair) Alderman A Carson Councillor M Gregg Alderman D Drysdale Councillor S Lee Councillor M Burnside Councillor H McKee Ards and North Down Borough Council Ards and North Down Borough Council Lisburn & Castlereagh City Council Lisburn & Castlereagh City Council Lisburn & Castlereagh City Council Mid and East Antrim Borough Council Newry, Mourne and Down District Council

Members' Apologies:

Councillor N Kelly Councillor A Bennington Councillor T McGrann Councillor G Walker Councillor F Ferguson Councillor JJ Magee Councillor I Friary Councillor M Armstrong Councillor W Clarke (Deputy Chair)

Officers Present:

T Walker G Craig *(Secretary)* J Green K Boal M Laverty D Lindsay B Murray H Moore R Moore

Officers' Apologies:

G Girvan N Grimshaw P Thompson H Campbell Antrim and Newtownabbey Borough Council Antrim and Newtownabbey Borough Council Antrim and Newtownabbey Borough Council Ards and North Down Borough Council Belfast City Council Belfast City Council Mid and East Antrim Borough Council Mid and East Antrim Borough Council Newry, Mourne and Down District Council

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

Antrim and Newtownabbey Borough Council Belfast City Council Mid and East Antrim Borough Council arc21

Item 1 - Conflicts of Interest Statement

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

Action: Flored

A.C. K. N.H.

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Item 2 - Apologies

Apologies were noted.

Action: Noted

Item 3 - Minutes

The minutes of the Joint Committee meeting 044 held on 26 September 2019 were agreed. Action: Agreed

Item 4 - Matters Arising

There were no matters arising from the minutes.

Action: Noted

The Chair advised Members that the meeting would now go In Committee, which was proposed and seconded accordingly.

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 briefing would now return to the main agenda but whilst 'in committee' there were four matters discussed as follows:

Item 5 - Minutes of Joint	Committee Meetin	g 044 held	on 26	September 2019 'in
committee'				Action: Agreed

Item 6 - Matters Arising	Action: Noted
Item 7 - Residual Waste Treatment Project	Action: Noted
Item 8 - Commercially Sensitive Procurement and Contracts Issues	Action: Noted

Out of Committee

The Chair advised Members that the meeting would now return to the main agenda, which was agreed.

Item 9 - Contracts and Performance Update

Ms Boal presented a report to advise Members on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts.



A summary of the key discussions is replicated as follows:

In September 2019 the Organic Waste tonnage was up by 9.5% on same month in the previous year, with a significant increase in Type 1 material.

The MRF Lot 1 Contract awarded to Bryson Recycling commenced on 30th September 2019.

There were fire incidents at McQuillans MRF and Bryson MRF with the likely cause due to presence of lithium batteries arising from arc21 material.

In September rejected loads were received at Bryson Recycling and NWP.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 10 - DAERA Science Strategy Framework Document Consultation

Mr Walker presented the Joint Committee with the response to the DAERA Science Strategy: Framework Consultation for consideration and approval.

He reported that the consultation for the DAERA Science Strategy Framework Consultation was issued on 27 August 2019 and stakeholders were asked to submit their responses by 22 October 2019. The deadline was subsequently extended to Friday 25 October.

A response had been submitted by the deadline and the Joint Committee was asked to consider and provide retrospective approval accordingly.

Following discussion the Joint Committee agreed to endorse the response.

Action: Agreed

Mr Walker also reported that DAERA and other Government Departments both here and in London are increasingly seeking views and responses on a number of significant waste policy matters and other consultations, for example on:

- An Environmental Strategy (DAERA);
- 2. A Waste Plan (DAERA);
- 3. An Innovation Strategy (DAERA);
- Extended Producer Responsibility (DEFRA);
- 5. WEEE (DEFRA); and
- Deposit Return Scheme (DEFRA).

He advised that these were either underway or due within the next six months, are increasingly being considered at a regional level and may well be explored further by arc21 and the other five Councils as part of a piece of work taking into account how greater collaboration can be delivered across Northern Ireland.

Action: Noted



Item 11 - Waste Management Plan for Northern Ireland Consultation

Mr Walker informed Members that the Department had published a consultation document on the new Waste Management Plan and that correspondence had also been received from John Mills in this regard requesting the steps and timeline councils would take to refresh their own Waste Management Plans.

He informed Members that both these issues were being considered on an 11 Council basis with responses having been issued through the Chair of the temporary Waste Forum, Mr Andrew Cassells. Councils are now taking a common paper through their governance arrangements.

Item 12 - Corporate Plan 2020-2024

Mr Craig provided a report to inform the Joint Committee of the proposed development of a new Corporate Plan that will set out the strategic objectives of the organisation from April 2020 following the expiry of the current plan in March 2020.

He explained that a new Corporate Plan, setting out the strategic direction for the Joint Committee beyond March 2020 is now required to be developed in order to continue supporting the needs of Constituent Councils and, given the lead in time involved in developing a new longer-term plan, it is proposed that the process commence as soon as possible.

It was recommended that the Joint Committee approve the commencement of the development of a new Corporate Plan that will become effective from April 2020.

It was also recommended that the next Corporate Plan be for a four-year period from April 2020 to March 2024. He noted that the current Council term ended in 2023 but proposed that a new Joint Committee would need time to prepare for the development of the subsequent Plan.

Following discussion the Joint Committee agreed to approve the recommendations.

Action: Agreed

Item 13 - Education Vehicle 2018-2019

Mr Walker provided a report to the Joint Committee with a synopsis on the utilisation of the education vehicle during the last financial year.

This included types and locations of visits including: Schools - 79%; Summer Schemes - 6%; Community, evening and Weekend Events - 14%; Shopping Centres - 1%.

He reported that the Education Vehicle continues to be well received but, as it is now due for replacement, discussions are ongoing with the Steering Group to consider how to optimise the use of both this resource and its staff member, to support Constituent Councils' promotion of education activities.

Following discussion the Joint Committee agreed to note the report.

Action: Noted



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Item 14 - CIWM Trustee Application

Mr Craig presented a report to inform the Joint Committee of the application of Tim Walker, Acting Chief Executive, as Trustee to the Chartered Institution of Wastes Management (CIWM).

He reported that the Chartered Institution of Wastes Management is a professional body for the waste management industry in the United Kingdom and other countries.

The Institution is governed by a Board of Trustees and our Acting Chief Executive, Mr Tim Walker, has been invited to attend the next General Council meeting to be held on 13 November 2019 at which the New Trustee Board Members will be approved.

Trustee Board Members are nominated to serve for a three-year term and this prestigious appointment could provide representation on the national stage for arc21.

Mr Craig informed Members that the nomination as a Trustee was a very prestigious position enabling arc21 to have representation on a highly influential professional body at a time when significant changes in waste policy are taking place.

He recommended that the Joint Committee note the report and approve the attendance by Mr Walker at relevant CIWM meetings should he be successfully appointed.

Following discussion the Joint Committee agreed to approve the recommendation.

Action: Agreed

Item 15 - Schedule of Meetings 2020

Mr Craig presented the Joint Committee with the proposed schedule of meetings to be held in 2020 for consideration and approval as follows:

Date Thursday 30 January	Host Mid and East Antrim Borough Council
Thursday 27 February	Belfast City Council
Thursday 26 March	Lisburn & Castlereagh City Council
Thursday 30 April	Mid and East Antrim Borough Council
Thursday 28 May	Newry, Mourne and Down District Council
Thursday 25 June	Antrim and Newtownabbey Borough Council
Thursday 30 July	Ards and North Down Borough Council
Thursday 27 August	Belfast City Council
Thursday 24 September	Lisburn & Castlereagh City Council
Thursday 29 October	Mid and East Antrim Borough Council
Tuesday 1 December	Newry, Mourne and Down District Council



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Following discussion the Joint Committee approved the schedule of meetings for the 2020 year.

Action: Agreed

Item 16 - AOB

Date:

Mr Craig asked Members to note that a new representative from Newry Mourne and Down District Council, Councillor Katherine Owen, had been appointed to replace Councillor Harvey.

Action: Noted

Item 17 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 5 December at 10.30am and hosted by Ards and North Down Borough Council. Action: Noted

Chairman:

arc21 JOINT COMMITTEE 5 December 2019

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 JC045 held on 31 October 2019

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC045 held on 31 October 2019.

Item 4 - Matters Arising

'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL

Item 5 - Minutes of Joint Committee Meeting JC045 held on 31 October 2019 held 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC045 held on 31 October 2019 'in committee'.

Item 6 - Matters Arising

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Item 7 - Residual Waste Treatment Project

JOINT COMMITTEE

5 December 2019

Recommendation for consideration

Planning Application - The Habitats Regulations Assessment (HRA) by Shared Environmental Services (SES) is still awaiting completion. This is the last task, related to considering the FEI, to be completed before the professional planners in DfI can compile the development management report and formulate a recommendation. Legislative developments in relation to vires for NI Government Departments' decision making continue to be monitored. A new objection has been lodged to the planning application citing the outcome of legal proceedings discontinued on 5 November 2019 that resulted in a Judge of the High Court issuing an order quashing a decision by DAERA/NIEA to issue, to Dalradian Gold in 2017, a variation to an existing discharge consent. Also a query around air quality has been received that the planners have consulted 4 statutory consultees on.

Community Liaison - No-arc21 residents' group presented to the Joint Committee on Tuesday 19 November at Belfast Castle so that Members could hear first-hand about their concerns.

Capacity Building - The visit to **Indaver's** Energy from Waste Facility at Duleek, Co. Meath took place on **Tuesday 5 November**. The visit to **Covanta's** Energy from Waste Facility in Poolbeg, Dublin is scheduled for **Tuesday 3 December**.

Decarbonisation Opportunities - Possibilities for additional decarbonisation opportunities, presented by the Project, continue to be monitored by arc21 Officers.

The Joint Committee is asked to consider the recommendation and note the report.

Item 8 - Commercially Sensitive Procurement and Contract Issues

For approval

As previously reported to the Joint Committee a variation to the MRF Lot 1 Contract is required to enable the receipt of material collected through kerbside sort schemes from those Councils changing to this system during the course of the Contract. The report highlights the key terms of the variation, including the payment mechanism and recommends them for approval.

The report also provides an update in relation to the legal challenge to the procurement for Municipal Waste Disposal and seeks approval for the key terms relating to a forthcoming procurement for the Loading, Haulage and Transfer of Residual Municipal, Comingled Dry Recyclable, Organic, Street-Sweeping and Bulky Wastes required by Ards and North Down Borough Council and Mid and East Antrim Borough Council.

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

OUT OF COMMITTEE & RETURN TO MAIN AGENDA

Item 9 - Contracts and Performance Update

For noting

A fatal incident on 19 November 2019, at NWP Glenside, led to the closure of the facility for one and a half days. Contingency arrangements were immediately put in place and Councils advised accordingly. The facility was open to receive waste again from 1 pm on 21 November 2019.

There was a slight decrease in arc21 Organic Waste tonnages delivered in October 2019 when compared to the previous year.

Tonnages delivered to the MRF are approximately 5% higher than they were for the same period last year. The majority of the increase is attributable to the Lot 2 Contract.

Permission is to be given to Enva Toomebridge Ltd. to place tags on the glass and can banks to improve data handling.

CTR who provide textile banks have raised issues with the Department regarding the siting of "illegal banks" throughout NI.

The Joint Committee is asked to note the report and take action as appropriate.

Item 10 - Consultations:

Item 10.1 - WEEE Compliance Fee Methodology 2019 Consultation

For approval

DEFRA have contacted a number of key stakeholders, including arc21, inviting comments on the WEEE Compliance Fee Methodology 2019. The deadline for responses was 11 November 2019.

A response has been submitted by the deadline and the Joint Committee is asked to consider and provide retrospective approval accordingly.

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Item 10.2 - Industrial Energy Transformation Fund Consultation

For approval

The UK Department for Business, Energy and Industrial Strategy (BEIS) published a consultation on the *Industrial Energy Transformation Fund (IETF): Supporting industry on the path to net zero* on 10 October 2019.

The IETF has £315 million to help businesses with high energy use to cut their energy bills and carbon emissions. It is proposed to exclude waste management activities and waste and wastewater activities from eligibility for the fund.

arc21 has submitted a consultation response on behalf of its six constituent councils in the context of the waste management plan (e.g. priority waste streams such as NI Water residuals) and other stakeholders in the Northern Ireland waste sector (e.g. materials handling equipment suppliers selling into circular economy market).

arc21 has highlighted the potential for decarbonisation initiatives and the need for commercial sustainability and has strongly argued for the inclusion of the waste and water/wastewater sectors in the eligibility criteria.

A response has been submitted by the deadline of 21 November 2019 and the Joint Committee is asked to consider and provide retrospective approval accordingly.

Item 11 - Correspondence received from Bryson Recycling in relation to risks posed by the receipt of hazardous materials mixed in the dry recyclable deliveries

For noting

Correspondence has been received from Bryson Recycling referring to the fire incident reported at last month's committees and highlighting the potential impacts of hazardous materials being included in deliveries.

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

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Item 12 - Financial Report 2018-19

For noting

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The statutory audit of the accounts of the Joint Committee for the year to March 2019 has now been concluded by the Local Government Auditor from the Northern Ireland Audit Office (NIAO).

JOINT COMMITTEE

5 December 2019

The Local Government Auditor, Pamela McCreedy, has now issued her Annual Audit Letter and has, once again, been able to certify the accounts of the Joint Committee without qualification, a satisfactory outcome to achieve. A copy of the Annual Audit Letter is attached to the report.

There is a requirement on the Joint Committee to publish both the certified Statement of Accounts and the Annual Audit Letter and this is achieved by placing the documents on our website.

Members will note that, in terms of the financial highlights for the year, the auditor did not make any changes to the draft accounts presented to the Joint Committee at the meeting held on 27 June 2019.

Income was up year on year, £29.6m compared to £28.3m, due primarily to increases within the Organics and Mixed Dry Recyclables contracts and a reduction in the landfill contract.

A surplus on the comprehensive income and expenditure of £73,549 was achieved of which £63,000 relates to the pension scheme transactions. NILGOSC administer the accounts of the pension scheme independently of the Joint Committee but the accounting regulations require the Joint Committee to account for its share of the pension scheme accounts.

The Pension Scheme remains in a deficit position at 31 March 2019 but it should be noted that the deficit has been reducing in recent years. In 2017 it was £598k, in 2018 it was £568k and at March 2019 it was £505k probably reflecting an improvement in the returns on the investments held by NILGOSC.

The remaining part of the comprehensive income and expenditure surplus, £10,549, relates to the operational surplus achieved on the activities of the Joint Committee, which is applied to the General Reserves for future use by the Joint Committee.

The cash balances at 31 March 2019 were down year on year (£2.6m compared to £3.9m in the previous year) but remained sufficient to provide the ongoing essential liquidity to enable arc21 to meet its monthly contractual obligations, which average out at around £3m.

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After applying the £10,549 operational surplus for the year the General Reserves at 31 March 2019 increased to £1.25m (£1.24m in 17/18) continuing to place the Joint Committee in a strong financial position to meet the significant challenges ahead, particularly with the Residual Waste Treatment Project where expenditure is expected to increase significantly should the planning application be approved to enable the Project to progress to contract award.

An extract from the Statement of Accounts is attached to the report.

The Joint Committee is asked to note the report.

Item 13 - AOB

Item 14 - Next Meeting: Thursday 30 January to be hosted by Mid and East Antrim Borough Council

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/009/2019	Public Conveniences Strategy	Note the content of the above report: to carry out a public consultation, starting with engagement through the local DEA Forum, on the public toilet provision within the District and to present the draft Public Convenience Strategy document to Council at the Summer/Autumn 2019 Neighbourhood Services Committee Meeting.	K Scullion	In progress	N
NS/010/2019	Flood Alleviation of drain along Newry/Portadown Canal at Lock Gate 5	Approve the Council participating in the provision of improved drainage arrangements in the area of Lock Gate Number 5 at Carnbane Industrial Estate up to a maximum value of £15,000.	K Scullion	In progress	N
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	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Council Officers contact the Library Service on the opposite side of the bridge regarding cracks which had appeared in that section of wall, and to discuss necessary action.		Libraries NI have been contacted and are aware of the issue. This is a project they are working on.	
NS/027/2019	Emergency Lights Business Case	Note the content of the report dated 19 June 2019 and associated Business Case and to grant retrospective approval to accept the conclusion of the Emergency Lights Business Case that Option 1 was chosen as the preferred option. Option 1 would see the appointment, through a tender process, of a competent Contractor who would undertake this installation.	K Scullion	In Progress	N
NS/029/2019	Safety Tiles Business Case	Note the content of the report dated 19 June 2019 and associated Business Case and to 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 who would remove the old safety tiles and install wet-pour surfacing at identified play areas as per specifications.	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		NEIGHBOURHOOD SERVICES MEE 19 SEPTEMBER 2019	TING -		
NS/055/2019	Notice of Motion – Tree Strategy	Approve the Notice of Motion and that Officers develop an action plan for the development of a Tree Strategy and report back to the Neighbourhood Services Committee for approval, within three months.	R Moore	Ongoing	N
NS/056/2019	Christmas Illuminations and Celebrations Group Meeting: 8 August 2019	Agree to the additional costs, not currently included within the FM&M budget, for procurement of 14 Christmas trees and associated infrastructure works (estimated at £43,000.00) to be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets.	K Scullion	Trees being sourced by Grounds Maintenance Manager	
NS/057/2019	Re-Use Scheme: Household Recycling Centres	Agreed to progress the Re-Use Scheme Pilot as part of the Review of Household Recycling Centres (Phase 1). Further agreed that if any other Charity, other than those listed in the report, expressed an interest in the Re-Use Scheme, that they	J Parkes	Collating additional interested groups	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		would be considered, provided they formally contacted Joe Parkes/Liam Dinsmore.			
		NEIGHBOURHOOD SERVICES MEE 23 OCTOBER 2019	TING -		
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 requirements and costs to establish and maintain Further report to be brought back to the December Meeting of the NS Committee	K Scullion	In Progress	N
NS/071/2019	Memorandum of Understanding Partnering Arrangements for the removal of snow and ice from Town Centre footways and pedestrian areas	Agreed to review the Agreement and Schedule of the Memorandum of Understanding Partnering Arrangements for the Removal of Snow and Ice from Town Centre Footways and Pedestrian areas during prolonged winter weather and the Agreement would be extended for a further 12 months in accordance with the "Scope of	R Moore	Letter sent to DFI to meet with officials to review priority list.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		the Agreement" Clause 3 and Appendix 1 as amended. Also agreed officials meet with representatives from Dfi to review the priority list of locations, with a view to adding towns/villages that had increased in population and other relevant factors and also to raise the provision of grit to local communities by Dfi, for spreading themselves, in extreme weather situations.			
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	In Progress	N
NS/074/2019	Provision of new bus shelter in Jonesborough Village	Agreed Council remove the bus shelter located at the junction of	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Finnegans Road and Edenappa Road, Jonesborough, and replace it with a Council cantilever type bus shelter with the addition of two side panels and a seat. At the request of Councillor Harte it was agreed Officials investigate the removal of the stone wall sides of the bus shelter on the Old Warrenpoint Road, Newry and their replacement with transparent side panels.			
NS/075/2019	Household Recycling Centres (HRC) Update	Extension of entrance procedures to sites at Castlewellan and Ballynahinch Introduction of Permit system	J Parkes	In Progress. Anticipate Press Release early Dec 2019 In Progress, Roll out during December 2019	N
		To further illustrate changes at the new HRC site at Downpatrick, an HRC competition to be promoted at all primary schools at Downpatrick.		Currently underway. Prizegiving scheduled for 6 December.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		The success of the competition to be reviewed with proposal to run similar at both Castlewellan and Ballynahinch if deemed worthwhile.		Intent to extend to both Castlewellan and Ballynahinch areas,	N
		Photocalls to be arranged to further publicise initiatives e.g. Official Opening, changes in procedures of sites at Castlewellan and at Ballynahinch and commencement of Permit System.		Meeting scheduled with Marketing Officers to agree Comms. Meeting scheduled for 15 Nov.	N
		Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.		Currently being developed to coincide with launch	N
		Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.		Currently underway/ Ongoing	N
NS/076/2019	Illegal tyre disposal	Also agreed to invite representatives from NIEA to a future meeting of the NS Committee to discuss issues relating to fly tipping and in		Letter of invitation sent to NIEA (Attn:Mr Mark Cherry)	N

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Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	17	particular illegal tyre disposal.			
NS/077/2019	Enforcement Improvement Plan Update	Agreed to note and endorse the Enforcement Plan Update and to agree to the Council taking part in the Dogs Trust Partnership Award 2019/2020	J Parkes	In Progress	N
NS/078/2019	Fly Tipping Revised Shared Protocol	Agreed to approve the proposed Fly Tipping Protocol between the Council and the NIEA subject to the following:-The Technical Advisory Group (TAG) be consulted to ensure a uniform approach and reply from the 11 Councils.The Agreement to be reviewed at the end of a 12-month period as provided for in the Agreement.The Protocol would also commence amendments to the Waste Contaminated Land (Amendment) Act (Northern Ireland) 2011, with a Commencement Order scheduled to be implemented end-February 2020 therefore:	J Parkes	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Officers from relevant Departments meet to review the operational arrangements and responsibilities arising from the commencement of the Order. This would involve a number of Directorates across the Council.		In Progress. Convening meeting with relevant AHC and NS Officers having received response from TAG,	N
NS/084/2019	Mutual Granting of Easement for Visibility Splays at Daisy Hill, Newry	Agreed to note the content of the report dated 23 October 2019 and that the Council grant an easement of visibility splay for an adjacent landowner for their property located adjacent to Council property at Daisy Hill, Newry, subject to the landowner granting the Council an easement of visibility splay for its property at Daisy Hill, Newry.	K Scullion	In Progress	Ņ
NS/085/2019	Business case for development of car park at Strangford Road Depot, Downpatrick	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 develop a car park facility at the Council's depot site	K Scullion	In Progress	Ņ

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		 in Downpatrick in accordance with agreed planning approval. It would also see a licence agreement set up for the provision of off-site parking for staff vehicles pending completion of construction phase of car park. Current Capital budget for works was £100,000 and this will be reviewed as part of Rates Estimates Process. If project was to proceed it was intended that works would begin in the current Financial year 2019/20. Permission is sought to bring part of this agreed capital spend forward into this current year for works completed in 2019/20 and to increase capital provision to complete the project to £152,070 as part of rates estimates process. That the replacement of Strangford Road Depot should be considered through the Strategic Project Working Group. 			

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