



August 16th, 2021

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 18th August 2021 at 6:00 pm** in **Mourne Room Downshire and Microsoft Teams.**

Committee Membership for 2021-2022

- Cllr. W Walker (Chair)
- Cllr. A Finnegan (Deputy Chair)
- Cllr. T Andrews
- Cllr. P Brown
- Cllr. C Casey
- Cllr. W Clarke
- Cllr. D Curran
- Cllr. O Magennis
- Cllr. G Malone
- Cllr. H McKee
- Cllr. K McKevitt
- Cllr. D Murphy
- Cllr. M Ruane
- Cllr. G Stokes
- Cllr. D Taylor

Agenda

1.0 Apologies and Chairperson's remarks.

- Apology Cllr. Stokes

2.0 Declarations of “Conflict of Interest”.

3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 23 June 2021 (Attached)

 *NS Committee Action Sheet - 23 June 2021.pdf*

Page 1

For Consideration and/or Decision

4.0 Neighbourhood Services Operational Update (Attached)

 *NS - NS Operational Update 18 08 21.pdf*

Page 11

Facilities Management and Maintenance

5.0 Public Toilet Strategy Work Packages. (Attached).

 *Report Public Toilet Strategy Work Packages.pdf*

Page 14

 *Appendix 1 Action Sheet from NS Public Toilet Strategy Workshop 04-08-2021.pdf*

Page 19

 *Appendix 2 Work Packages under the Public Toilet Strategy.pdf*

Page 50

6.0 Bus Shelter Requests. (Attached)

 *Report - Bus Shelters Requests August 2021.pdf*

Page 52

 *Appendix 1 - Bridge Rd Burren.pdf*

Page 55

 *Appendix 2 - Corlat Rd - Whitecross.pdf*

Page 56

 *Appendix 3 - Ardfreelin - Newry.pdf*

Page 57

7.0 Christmas Illuminations and Celebrations Group Meeting 5 August 2021. (Attached)

 *Report Christmas Illuminations and Celebrations Group Meeting August 2021.pdf*

Page 58

 **Appendix 1 Christmas Illuminations Group Action Sheet 5th August 2021.pdf** **Page 62**

 **Appendix 2 A B - Christmas Trees 2021 Season the Current Position.pdf** **Page 65**

 **Appendix 3 - Leitrim Proposed Christmas Tree Relocation.pdf** **Page 69**

8.0 Update on Tree Strategy Works. (Attached)

 **Report Arboruculture Update August 2021.pdf** **Page 70**

9.0 All Ireland Pollinator Plan. (Attached).

 **Report All Ireland Pollinator Plan.pdf** **Page 82**

Waste Management


10.0 Distribution of Caddy Bins and Liners (Attached)

 **NS - Distribution of Bio-Bags and Caddies- 8 08 21 Final.pdf** **Page 85**

11.0 Fleet Replacement Update. (Attached)

 **NS - Fleet replacement update 11-8-2021.pdf** **Page 93**

12.0 Enforcement Improvement Plan Update. (Attached)

 **NS - Enforcement improvement plan update 18-8-2021.pdf** **Page 100**

13.0 Circular Economy Strategic Framework – Call for evidence. (Attached).

 **Report Aug 21 NS Comm - Circular Economy Strategic Framework - Call for Evidence.pdf** **Page 106**

14.0 Distribution of Compost for Community Groups (Attached)

 **Report Aug 21 NS Comm - Distribution of Compost.pdf** **Page 111**

For Noting

15.0 Arc21 Joint Committee Minutes held on Thursday 27 May 2021. (Attached).

 **ARC21 - 24June21-Item3-JC Minutes27May21.F.pdf** **Page 114**

16.0 Letter from Department of Infrastructure re. The trunk Road T2 (Ballynahinch Bypass) Order (NI) 2021. (Attached).

 *A24 Ballynahinch Bypass A1J2 Statutory Orders Notice Letter StB- NMDDC N...pdf*

Page 120

17.0 Historical Action Sheet. (Attached).


 *NS Historic Actions Tracker Sheet (updated July 2021).pdf*

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Exempt Information Items

18.0 Arc21 Joint Committee Meeting Minutes held on Thursday 27 May 2021. (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 - JC058-24June21-Item6-JC InCommMinutes27May21.F.pdf*

Not included

19.0 Business Case for Replacement of Safety Tiles with Wet-Pour Surfacing in various Council Play Areas. (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 Replacement of Safety Tiles with Wet-Pour Surfacing in various Council Play Areas v1a.pdf*

Not included

 *Appendix 1 Business Case - Soft Play Surfaces at Council Play Parks.pdf*

Not included

ACTION SHEET ARISING FROM NS MEETING HELD ON WEDNESDAY 23 JUNE 2021

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|--|---|--|--------------|------------------------------------|------------------------------|
| NS/094/2021 | Monthly Action Sheet | Noted and actions removed as marked. | DSO | Completed | Y |
| FOR CONSIDERATION/DECISION | | | | | |
| NS/095/2021 | Start times – NS Committee Meetings | Agreed the Neighbourhood Services Committee Meetings start at 6.00 pm for June 2021-May 2022. | DSO | Completed | Y |
| NS/096/2021 | Neighbourhood Services Emergency Business Plan 2021/22 Review and Business Plan 2021/22 | Agreed to approve the review of the Neighbourhood Services Directorate Emergency Business Plan (October 2020 to March 2021); and to approve the Neighbourhood Services Directorate Business Plan (2021-22). | J McBride | Completed | Y |
| NS/097/2021 | Neighbourhood Services Recovery Plan | Agreed to note the contents of the report and approved the Neighbourhood Services service recovery plan. | J McBride | In progress | N |
| FACILITIES MANAGEMENT AND MAINTENANCE | | | | | |
| NS/098/2021 | Scoping Exercise for Public Toilet Strategy | Agreed to note the content of the report and to agree to the setting up | K Scullion | Complete – Scoping | Y |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|-------------|--|--|--------------|--|------------------------------|
| | | of a Public Toilet Scoping Exercise under the terms detailed in section 2.3 of the report. | | Exercise held on 4 August 2021 | |
| NS/099/2021 | Proposed Memorial Gardens Landscape Scheme | Agreed to recommend approval of the choice of locations for both Memorial Gardens as outlined in the report and the implementation of the proposed design for each site. | K Scullion | In Progress | N |
| NS/100/2021 | Applications for bus shelters in Crossgar and Saintfield | <p>Agreed to note contents of this report and to approve the recommendations in Appendix 1 circulated for the erection of a bus shelter at Comber Street Saintfield and the relocation of a shelter at Downpatrick Street, Crossgar.</p> <p>**At the Council Meeting held on Monday 5 July 2021, in relation to NS/100/2021: Applications for bus shelters in Crossgar and Saintfield, it was agreed on the proposal of Councillor Andrews, seconded by Councillor Curran, to defer the decision in relation to the bus shelter at Crossgar and that officials take on board the points raised by Councillor Andrews in relation to the consultation process and also the points raised by the</p> | K Scullion | <p>Both recommendations on hold pending:</p> <p>1 Consultation with HED for type of bus for Saintfield as area is a Conservation Area.</p> <p>2. As per recommendation of Council Monthly Meeting</p> | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|-------------------------|--|---|------------------------------------|--|---------------------------------|
| | | redevelopment at this stage and for other options and locations to be taken into account now.** | | noted in column. | |
| WASTE MANAGEMENT | | | | | |
| NS/101/2021 | Provision of restricted access litter bins | <p>Agreed to note the content of this report.</p> <p>It was also agreed officers email Councillors to ascertain what areas they would like the bins to be placed in and these requests would then be assessed and Councillors advised of the outcome in due course.</p> | P Whyte | Verbal update at NS Committee (Aug-21) | N |
| NS/102/2021 | Refuse Collection Escort Vehicles Update | Agreed to note the content of this report. | P Whyte | | Y |
| FOR NOTING | | | | | |
| NS/103/2021 | Arc21 Members Monthly Bulletin | <p>It was agreed to mark this correspondence noted.</p> <p>It was also agreed that a report on the availability of compost from</p> | <p>J McBride</p> <p>L Dinsmore</p> | Report to be considered at | <p>Y</p> <p>N</p> |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
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| | | <p>brown bin collections to community and environmental groups, be tabled at the August Meeting of the Neighbourhood Services Committee.</p> <p>In the interim officers would email Councillors advising them of the availability of this compost and the processes to be followed.</p> | | NS Committee (Aug-21) | |
| NS/105/2021 | The Low Road Newry (Abandonment Order) | <p>Agreed to mark this correspondence noted.</p> <p>Also agreed Mr L Dinsmore revert to Councillor Finnegan on the issue of any illegally dumped material at this location.</p> | L Dinsmore | | |
| NS/106/2021 | Historic Actions Tracking Sheet | Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked. | DSO | Complete | Y |
| IN CLOSED SESSION | | | | | |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
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| NS/108/2021 | Neighbourhood Services Directorate Procurement Action Plan Update | Agreed to approve the progress update report; note that services would continue "out of contract" until new contracts were awarded and regularised and approve the updated schedule for regularising the procurements as set out in section 2.6 of the report. | J McBride | Quarterly update at NS Committee (Sep-21) | Y |
| NS/109/2021 | Economic Appraisal – use of a suitable national framework for the supply of liquid and solid fuels | Agreed to approve the business case for the use of a suitable national framework for the supply of liquid and solid fuels for the next 4 years. | J McBride | In Progress | Y |
| NS/110/2021 | Business Case for Christmas Illuminations and Celebrations Group Meeting April 2021 | Agreed to note the content of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 15th April 2021 and to approve the recommendations as set out in Section 2.1 to 2.5 (and associated Appendices 2,3,4 and 5) of this report | K Scullion | In Progress | N |
| NS/111/2021 | Business Case to proceed with Phase 2 Extension of Kilbroney Municipal Cemetery | Agreed to:- • Note the content of the report and associated Business Cases. | K Scullion | In Progress | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
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| | and refurbishment works to Phase 1 | <ul style="list-style-type: none"> Accept the conclusion of the Business Cases that Option 2 was chosen as the preferred option. Option 2 would see the development of Phase 2 of Kilbroney Municipal Cemetery including refurbishment works to Phase 1. A sum as detailed in the report be provided as part of the Councils four-year Capital Programme to fund Phase 2 extension and refurbishment of Phase 1 of Kilbroney Cemetery. Further report be made to the Council prior to issue of contract for the works which provides a value engineer assessment of proposed additional costs with a final decision to proceed or not with these works being taken by the Council. | | | |
| NS/112/2021 | Business Cases £30,000 to £100,000 under Facility | Agreed to note the content of this report and approve the findings of the five Business Cases presented in that | K Scullion | | |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
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| | Management and Maintenance Department | <p>Option three was the preferred option in each case:-</p> <p>Catering Supplies Services – Option three would see appointment of a select list of catering suppliers to supply food and catering products to Downshire Civic Centre, Strangford Road Depot, Council Offices, Monaghan Row and Greenbank Depot.</p> <p>Air Conditioning Systems Services – Option 3 would see appointment of a suitably qualified contractor to provide routine maintenance and repairs to Council's air conditioning systems.</p> <p>Locksmith Services – Option 3 would see appointment of a suitably qualified locksmith or locksmiths to provide key cutting service and other related services to the Council.</p> <p>Gas Boiler Services – Option 3 would see appointment of a suitably</p> | | <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> | <p>N</p> <p>N</p> <p>N</p> <p>N</p> |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
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| | | <p>qualified Gas Engineer to provide gas boiler maintenance and repairs for Council gas boilers.</p> <p>Construction Design Management (CDM) Services – Option 3 would see appointment of a select list of consultants to provide CDM consultancy support to the Council’s Facility Management & Maintenance Department.</p> | | <p>In progress</p> | <p>N</p> |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
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| NS/113/2021 | Business Cases for the maintenance and monitoring of Council facility CCTV | Agreed to note the content of this report and approve the findings of the business cases presented – to accept Option 3 - to issue a tender for 1 + 1 +1 years to appoint a competent CCTV Contractor to provide maintenance and where required monitoring of Council Facility CCTV systems. | K Scullion | In progress | N |
| NS/114/2021 | Fleet Operators License Update and Action Plan | Agreed to approve the Fleet Management Action Plan; and agree to quarterly updates being provided to the Committee on the implementation status of the Plan. | T Daly | In Progress. Quarterly update at NS Committee (Oct-21) | N |
| NS/115/2021 | Business Cases for supply of building and grounds materials for use by in-house Building and Grounds Maintenance Teams | Agreed to note the content of this report and approve the findings of the business cases presented – to accept Option 3 - to issue a tender to appoint a Select List of suppliers of building | K Scullion | In progress | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
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| | | and grounds materials for 1 + 1 +1-year period. | | | |
| END | | | | | |

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| Report to: | Neighbourhood Services (NS) Committee |
| Date of Meeting: | 18 August 2021 |
| Subject: | Neighbourhood Services Operational Update |
| Reporting Officer: | Johnny McBride, Director of Neighbourhood Services (Acting) |
| Contact Officers: | Sinead Murphy, Assistant Director: Waste Management (Acting) Kevin Scullion, Assistant Director: Facilities Management |

| For Decision | | For Noting Only | | X |
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| 1.0 | Purpose & Background | | | |
| 1.1 | The purpose of this report is to provide the Committee with a summary of the actions taken in response to several operational challenges encountered during July and August 2021, and which impacted upon the level of service provided to the general public. | | | |
| 1.2 | Members will be aware the Directorate continues to operate its service continuity plan in response to the ongoing COVID-19 pandemic. This plan prioritises the operation of refuse collection, burial and household recycling centre services over other Directorate services. This has often resulted in resources being diverted to these priority services, often at short notice, which has impacted upon scheduled work in other areas. | | | |
| 2.0 | Key Issues | | | |
| | <u>Refuse Collection</u> | | | |
| 2.1 | The Refuse Collection service was stressed, particularly within the former NMDC operational area, during July and August due to a combination of short-term workforce shortages (in particular LGV Drivers) and a significant increase in vehicle breakdowns. Short-term workforce shortages were experienced due to a combination of planned annual leave, as well as COVID-19 and non-COVID-19 absence. The Council's bulky collection and bin delivery services were also impacted upon by these same shortages. | | | |
| 2.2 | In response, a catch-up plan was implemented where resources were re-deployed from Cleansing and Grounds Maintenance, as well as Refuse Collection employees working additional hours, to ensure the collection of missed bins. Additional short-term capacity was also secured through vehicle hire. This plan was concluded week ending 15 August 2021. | | | |
| | <u>District Cleansing</u> | | | |
| 2.3 | In anticipation of increased footfall arising from staycationing, additional resources were deployed in some of our key coastal resorts. This took the form of additional litter-picking, additional litter bin capacity, litter bin emptying, street cleansing and enforcement. However, the exceptional weather experienced during July brought significant footfall to several areas resulting in unprecedented demands being placed on the service. | | | |
| 2.4 | The Cleansing service responded quickly by deploying additional staffing resources through extended weekend day and evening shifts to empty bins, litter pick, keep the toilets clean and sweep the streets. Staff from Grounds Maintenance were also deployed to provide | | | |

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| | assistance to the Cleansing service, with additional litter bin capacity also secured via the temporary deployment of 240 litre refuse bins. Members are asked to note these additional arrangements are being maintained for the duration of the summer period, specifically in Newcastle. |
| | <u>Waste Customer Services</u> |
| 2.5 | The significant operational challenges experienced led to an increase in calls regarding missed services and reporting of incidents of littering. Although regular communications were posted on the Council website and social media outlets to inform the public of issues in their area and plans to catch up on services, the call-handling service became quickly overwhelmed. An initial review has identified several areas for improvement which are currently being prioritised for implementation. |
| | <u>Future Planning</u> |
| 2.6 | Given that some form of staycationing is likely to remain for the foreseeable future, the learning from the experiences in July and August will be fed into future service and budget planning. |
| 3.0 | <u>Recommendations</u> |
| 3.1 | <ul style="list-style-type: none"> To note the content of this update report. |
| 4.0 | <u>Resource Implications</u> |
| 4.1 | There are additional resource implications attached to this report. The additional measures currently being taken in respect of District Cleansing are not provided for in the current 2021-22 budget. Furthermore, any recommendations in relation to future service planning may result in additional revenue expenditure. These cannot be quantified at this stage. |
| 5.0 | Due regard to equality of opportunity and regard to good relations (complete the relevant sections) |
| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p> |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> |

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| 5.3 | <p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> |
| 6.0 | Due regard to Rural Needs (please tick all that apply) |
| 6.1 | <p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> |
| 7.0 | Appendices |
| 7.1 | N/A |
| 8.0 | Background Documents |
| 8.1 | N/A |

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| Report to: | Neighbourhood Services Committee |
| Date of Meeting: | 18 th August 2021 |
| Subject: | Public Toilet Strategy Work Packages |
| Reporting Officer | Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department |
| Contact Officer | Gail Kane, Head of Facilities Management |

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

| | | | |
|--------------|-------------------------------------|-----------------|--------------------------|
| For decision | <input checked="" type="checkbox"/> | For noting only | <input type="checkbox"/> |
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| 1.0 | Purpose and Background |
| 1.1 | <p>The purpose of this report is to provide Councillors with a review of the recent meeting, to which all Councillors were invited, to provide input on priorities arising from the Public Toilet Strategy.</p> <p>It is also to present the proposed work packages for delivering the Council's approved Public Toilet strategy and consider the priorities within them and how this work can be resourced and its governance arrangements.</p> |
| 2.0 | Key issues |
| 2.1 | <p>A copy of the power point presentation provided to Councillors and the Action Sheet arising from the meeting is provided at Appendix 1.</p> <p>Councillors were advised that with current accounting processes it is not possible to give a precise revenue cost for the operation of the Council's Public Toilet Service but based on financial year 2019/20 it is at least £300,000 per annum.</p> <p>Councillors were advised that a recent and current project to monitor usage of our public toilets has highlighted significant differences in the level of usage with the toilet usage in the Newcastle area being significantly higher than others (6 to 7 times more people use Newcastle Toilets compared to the next largest user facility (Newry) (further detail within the presentation at Appendix 1). This has significant consideration for how we clean our toilets.</p> <p>Councillors at the meeting were asked for their views on the following points.</p> <p>1) <u>Priorities within the Strategy</u></p> <p>Some of the key discussion points/priorities arising from the meeting were as follows;</p> <ul style="list-style-type: none"> Councillors support for the implementation of Changing Places and the need to identify more changing places needs and locations throughout the district. |

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| | <ul style="list-style-type: none"> • Councillors urgency in seeing action taking place on the ground asking officers to identify "quick wins". • How we can address the cleansing issues with our Public Toilet Service through a Street Scene approach. • Consideration for manned facilities in Donard Park and the Promenade in Newcastle to cope with the identified usage figures. • Consideration of the location of several facilities and how this can discourage usage (e.g. Market Street, Downpatrick and the Quoile in Downpatrick). • Councillors raised issues concerning specific public toilets including; Loughross, Ballinahinch, Cranfield, Ardglass, Saintfield, and Hilltown. • Discussion on provision of new facilities for the towns/villages of Killough and Dundrum and tourist attractions such as Kilclief beach and Lecale Way. • Consideration of portable toilets in certain locations. <p>Further detail on each is provided within Appendix 1.</p> <p>2) <u>Mode of delivery of the Public Toilet Service</u></p> <p>Councillors were advised that various methods of delivery of the public toilet service exist. The team assigned to deliver the Public Toilet Strategy is finite and does not possess all the skill sets required to deliver the project.</p> <p>Officers were asked to present a report to the August Neighbourhood Services Committee on different options of moving forward and testing the market on how to progress the Strategy. Officers to also identify "easy wins" where toilet facilities could easily be provided, as requested by Members.</p> <p>3) <u>Governance arrangements for the delivery of the Public Toilet Strategy</u></p> <p>Discussion took place concerning the Governance arrangements which would be put in place to deliver on the Public Toilet Strategy. Examples were discussed such as that put in place for the Warrenpoint Park Project or the current Castlewellan Park Project.</p> <p>Councillors confirmed governance arrangements should be agreed for the delivery of the Public Toilet Strategy but on the understanding that they wanted to see something tangible delivered on the ground, in a timely manner.</p> |
| 2.2 | <p>Having regard to 2.1 above, Councillors are asked to consider and agree to the following.</p> <ol style="list-style-type: none"> 1. Initial Priorities under the Public Toilet Strategy are proposed as follows. <ol style="list-style-type: none"> a) Providing a Public Toilet Cleaning/Maintenance Service which is cost effective, efficient and meets customers' expectations. b) Bring forward proposals for how to address the significant usage of the Public Toilets in the Newcastle area. c) Identify those public toilets which are to remain, but which need general repair/refurbishment. Bring a business case to Committee for approval for a project to repair/refurbish these facilities. d) Consider the use of portable toilets as part of Council provisions in specific areas on a trial basis. |

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| | <p>e) Identify and secure the additional support required to deliver the project in its entirety at which point a fully costed proposal for completion of the strategy can be tabled at Committee for approval.</p> <p>2. Mode of delivery of the Public Toilet Service</p> <p>A variety of models exist for delivery of the Public Toilet Service from the current model which is a service provided using in-house services almost exclusively to a model which uses an external service provider to deliver the service on behalf of the Council. It is proposed to undertake market testing on what is available on the market and bring back a report to Committee on the findings.</p> <p>3. Governance arrangements for the delivery of the Public Toilet Strategy</p> <p>Councillors may consider establishing a Project Board, similar to that set up to progress the Castlewellan Park project, or alternatively officers could continue to bring regular reports to the NS Committee, for final approval by Council. Committee direction is requested.</p> |
| 2.3 | <p>Within the Strategy the following seven work packages were identified as the mechanism for delivering on the strategy objectives.</p> <ul style="list-style-type: none"> • WP1 – Capital Works and Revenue Works Programme • WP2 – Additional Public Convenience Services Sources Research • WP3 – Changing Places Requirements Review • WP4 – Public Convenience Opening Hours Review • WP5 – Public Convenience Cleaning and Maintenance Review • WP6 – Combating Vandalism/Anti-social Behaviour Research • WP7 – Communications and Branding Improvements Review <p>Attached at Appendix 2 is an outline of how these seven work packages can be taken forward. The priorities identified in Section 2.2 would fall within a number of these work packages.</p> |
| 3.0 | Recommendations |
| 3.1 | <ul style="list-style-type: none"> • To note contents of this report. • To agree the recommendations as set out in section 2.2 above. • To provide direction in relation to the type of governance arrangements they desire for implementation of the Public Toilet strategy. |
| 4.0 | Resource implications |
| 4.1 | <p>Officer time and spend within agreed budgets on operation of Public Toilet service.</p> <p>Work arising from implementation of the work packages will be agreed through the Council business case process.</p> |
| 5.0 | Due regard to equality of opportunity and regard to good relations (complete the relevant sections) |

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| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p> |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> |
| 5.3 | <p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> |
| 6.0 | <p>Due regard to Rural Needs (please tick all that apply)</p> |
| 6.1 | <p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p> |

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| 7.0 | Appendices |
| 7.1 | Appendix 1: Action Sheet – Neighbourhood Services Workshop on Scoping Exercise: Council Public Toilet Strategy Appendix 2: Work Packages under the Public Toilet Strategy |
| 8.0 | Background Documents |
| 8.1 | None |

ACTION SHEET – NEIGHBOURHOOD SERVICES WORKSHOP
ON SCOPING EXERCISE: COUNCIL PUBLIC TOILET STRATEGY
10:00 am WEDNESDAY 04 AUGUST 2021
Via TEAMS

In attendance:

(Councillors)

| | |
|--------------------------|-----------------|
| Cllr. T Andrews | Cllr. R Burgess |
| Cllr. P Byrne | Cllr. L Devlin |
| Cllr. A Finnegan (Chair) | Cllr. O Hanlon |
| Cllr. G Hanna | Cllr. R Howell |
| Cllr. C Mason | Cllr. H McKee |
| Cllr. A McMurray | Cllr. G O'Hare |
| Cllr. G Sharvin | Cllr. G Stokes |
| Cllr. J Tinnelly | |

In attendance:

(Officials)

Mr K Scullion, Assistant Director Facilities Management and Maintenance
 Mr A Mallon, Head of Maintenance
 Mr P Whyte, Head of Refuse and Cleansing
 Ms G Kane, Head of Facilities Management
 Mr C Og Mussen, Facility Co-Ordinator (West)
 Ms C McAteer, Democratic Services Officer

Apologies:

| | |
|-----------------|-----------------|
| Cllr O Magennis | Cllr. D Curran |
| Cllr. D Murphy | Cllr. B O'Muiri |
| Cllr. W Walker | Cllr. J Trainor |

Overview – Scoping Exercise: Council Public Toilet Strategy

Mr Scullion gave a PowerPoint presentation (attached) focusing on the following; the Public Toilets the Council has; the types of the units; the cost of providing this service; the usage of public toilets (data captured on 20 out of the 31 facilities via a six month project grant aided by DFC

“Public Services Enhancement Programme”); issues with public toilet service; the Public Toilet Strategy objectives; Work packages arising out of the Public Toilet Strategy; proposed works and broader facilities provision and improved efficiency and quality of service.

Mr Scullion said the Council did not have a statutory obligation to provide toilet facilities and as part of the Public Toilet Strategy other issues should be considered including provision of Community Toilet Schemes; use of existing Council facilities/buildings and use of new built facilities (e.g. Killough).

At the end of the presentation Councillors were asked for their views on the following points.

- What are the priorities of Members and did they agree with those put forward by Officers.
- The preferred model for delivery of the service.
- Governance arrangements for the project.

Members then raised the following issues:-

General issues

- Support for the implementation of Changing Places and the need to identify more changing places needs and locations throughout the District.

Action: Officers to investigate and comment on the launch of a consultation by the Department of Finance on proposals to introduce requirements for the fitting of Changing Places Toilet (CPT) facilities in certain buildings commonly used by the public and report back to Committee. Mr Scullion advised the Council currently has 3 CPT facilities in the Downshire Civic Centre; Down Leisure Centre and Newry Leisure Centre.

- Is the availability of a radar key to allow use of Council owned pc's outside of normal opening hours advertised in any way.

Action: Gail Kane, Head of Facilities Management, could update individual Members on this service but it was not widely advertised to prevent potential mis-use.

- Does the staff costs given for the cost of providing a public toilet service refer to staff who only undertake toilet cleaning duties or does it include staff who undertake other duties also. Also the possibility of using existing current staff who were currently in an area to have responsibility for certain works in the DEA as a whole.

Action: Mr Scullion provided a breakdown of the number of staff involved in public toilet cleansing both on a full time and part time basis. He also explained that Streetscene proposals would be looking at utilising staff in a geographical area, who would take on a range of duties and this would be a different way of working.

- The opening hours of pcs to be extended during specific events.

Action: Mr Scullion confirmed such arrangements were already in place and requests for extended opening hours during specific events were granted, when resources were in place to do so.

Strategy Objectives – Priorities - Issues raised by Members (grouped together on a DEA basis)

Slieve Gullion DEA

- Disappointment that there was no data available for usage of the Crossmaglen toilets for a two-week period.
- Strong support from local Councillors that the toilets at Loughross, Crossmaglen, should be refurbished and re-opened on a permanent basis. This was a well-used local facility and the provision of toilets and bins would provide an enhanced and welcoming experience for the increased visitors to the area. Such provision would be an "easy win" for the Council as they already owned a facility there and it would not require testing the market or consultation.
- Data on how many days the toilet facilities at Loughross were opened in the month of June needed to be provided.

The Mourne DEA

- Interesting to see the stats re: usage of the pcs in Newcastle – very high numbers which presented very difficult challenges for the cleansing staff.
- Any proposals to provide manned facilities at Donard Park and Downs Road would be very welcome, along with additional cubicles.
- The opening times of the pcs at Donard Park be reviewed, particularly that consideration be given to opening them earlier in the mornings to facilitate mountain walkers.
- The possibility of providing public toilet facilities at the Harbour Newcastle which was seeing an increase in visitor numbers.
- Welcome a review of the opening times of facilities at Cranfield, especially during busy periods.
- Inspections carried out on some of the cleansing work done by private operators, with particular reference to the pcs in Newcastle.

Downpatrick DEA

- Extended opening hours of the pcs at Ardglass given reported high footfall in the evenings.
- Pcs at Market Street Downpatrick- unacceptable that users enter/exit directly from the main street – consideration be given to moving them back onto NI Water land at the rear of the current site or re-locating them to a different location.
- Killough and Kilchief – need for pc facilities due to increased visitor demand.
- Quoile – inadequate signage for the existing toilet facility and the toilet block is almost totally screened by trees – improve visibility and signage.
- Ballynahinch – is there a need for separate toilet facilities when the nearby Council centre was open and had toilet provision.
- Lecale Way – who would be responsible for providing toilet facilities at the widely visited Struell Wells.

Slieve Croob DEA

- Need for public toilet facilities in both Dundrum and Drumaness. The local DEA Councillors would be prepared to work with officers through the DEA forum to help identify a suitable location or community facility/group that might be interested in this matter.
- Welcome any proposals to upgrade the facilities in Castlewellan which were well used.

Rowallane DEA

- The current toilet block in Saintfield was not fit for purpose and the village needed new purpose-built facilities.

Crotlieve DEA

- Need to have necessary repairs carried out to the female toilet in Hilltown so that it could be re-opened after being closed for over 6 months and also direction signs removed during the recent EI scheme should be replaced.

Action: **Mr Scullion confirmed the repair work to the female toilets had already been requested and should be completed soon. Again, as an item for consideration, should there continue to be provision for separate male/female toilets or should unisex units be provided which would mean that if there was damage to one, that everyone could continue to use the others provided.**

Action: Mr Scullion said the issues raised by Members would be considered but it would be a matter for Committee/Council to agree on their priorities and the business case cycle would be used to draw any issues out. He noted the comments made by Members in relation to “easy wins” where officers could easily identify those locations where there was already a Council owned facility that could be refurbished or where there could be alternative provision such as portaloos during times of heavy demand; possible extensions to heavily used facilities where a core group of units would remain open at all times, but that in times of increased usage, extended cubicles could be opened and various scenarios around community toilet schemes.

Mode of delivery of the Public Toilet Service

- Mr Scullion said there were various methods of delivery of the public toilet service. He said his team was small and did not have the time or the specialist resources needed to deliver the Strategy. He suggested officers present a report to the August NS Committee Meeting on the different options of moving forward and testing the market.

Action: Officers present a report to the August NS Meeting on different options of moving forward and testing the market on how to progress the Strategy. Officers to also identify “easy wins” where toilet facilities could easily be provided, as requested by Members.

Governance arrangements for the delivery of the Public Toilet Strategy

- Mr Scullion suggested members might like to consider establishing a Project Board, similar to that set up to progress the Castlewellan Park project, or alternatively officers could continue to bring regular reports to the NS Committee, for final approval by Council.

Action: Members to agree governance arrangements for the delivery of the Public Toilet Strategy but on the understanding that they wanted to see something tangible delivered on the ground, in a timely manner.

There being no further business the Workshop ended at 12 noon.

Signed: Kevin Scullion
Assistant Director Facilities Management and Maintenance

Scoping Exercise: Council Public Toilet Strategy

Kevin Scullion

Assistant Director: Facility Management & Maintenance

4th August 2021

Discussion

- Priorities within the Strategy
- Mode of Delivery of the Public Toilet Service
- Governance Arrangements for the Delivery of the Public Toilet Strategy

Areas for Consideration

- What types of Public Conveniences are in the district and where?
- To what extent are they used and who needs them?
- Who looks after them and what costs are associated?
- What programmes of work are already planned?
- What gaps are there in provision and how can they be addressed?
- What improvements in cost and efficiency can be made?
- How can quality of service be improved?
- What plan of action is needed and who needs to be involved?

Locations of Public Toilets



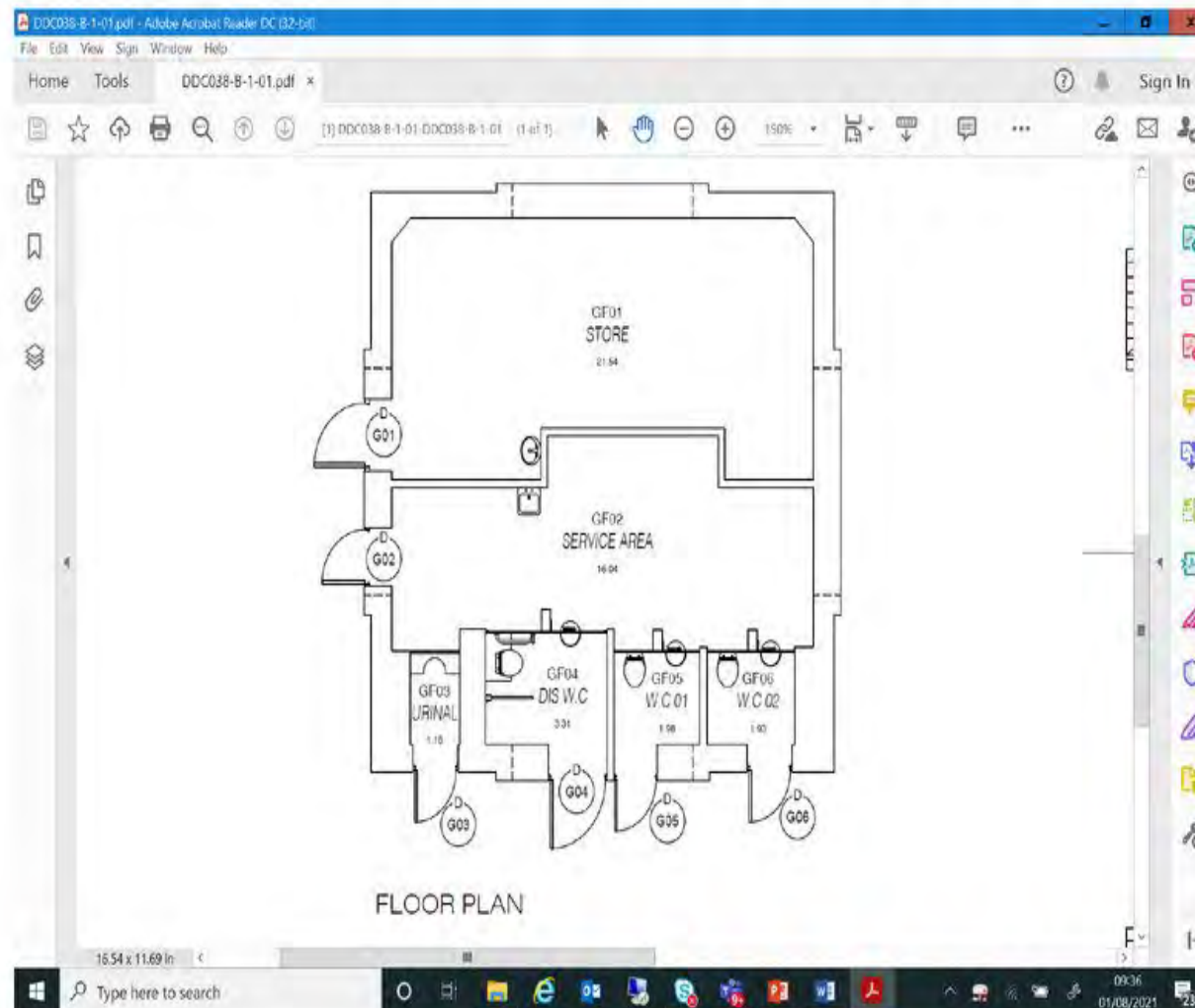
31 Existing Public Toilets

| | | |
|-------------------------------------|-----------------------------------|---|
| Annalong Marine Park | Cranfield Blue Flag Beach | Bessbrook – The Square |
| Newcastle, Bloody Bridge | Crossgar, Lislea Drive | Crossmaglen, The Square |
| Newcastle, South Promenade | Dundrum Bay Recreation Area | Crossmaglen, Lough Ross Amenity Area |
| Newcastle, Castle Park | Downpatrick, Market Square | Hilltown, Rostrevor Road |
| Newcastle Centre | Downpatrick, Quoile Recreation | Hilltown, Spelga |
| Newcastle Donard Park | Downpatrick Struell Cemetery | Newry, The Market |
| Newcastle Downs Road RecreationArea | Kilkeel, Lower Square | Rostrevor, The Square |
| Newcastle Island Park | Killyleagh, High Street | Warrenpoint, The Park |
| Ardglass Harbour | Saintfield, New Line | Warrenpoint, The Square |
| Ballynahinch Lough Inch Cemetery | | |
| Ballynahinch Community Centre | | |
| Ballyhornan | | |
| Castlewellan – Upper Square | | |

Danfo Public Toilet Unit – Type A



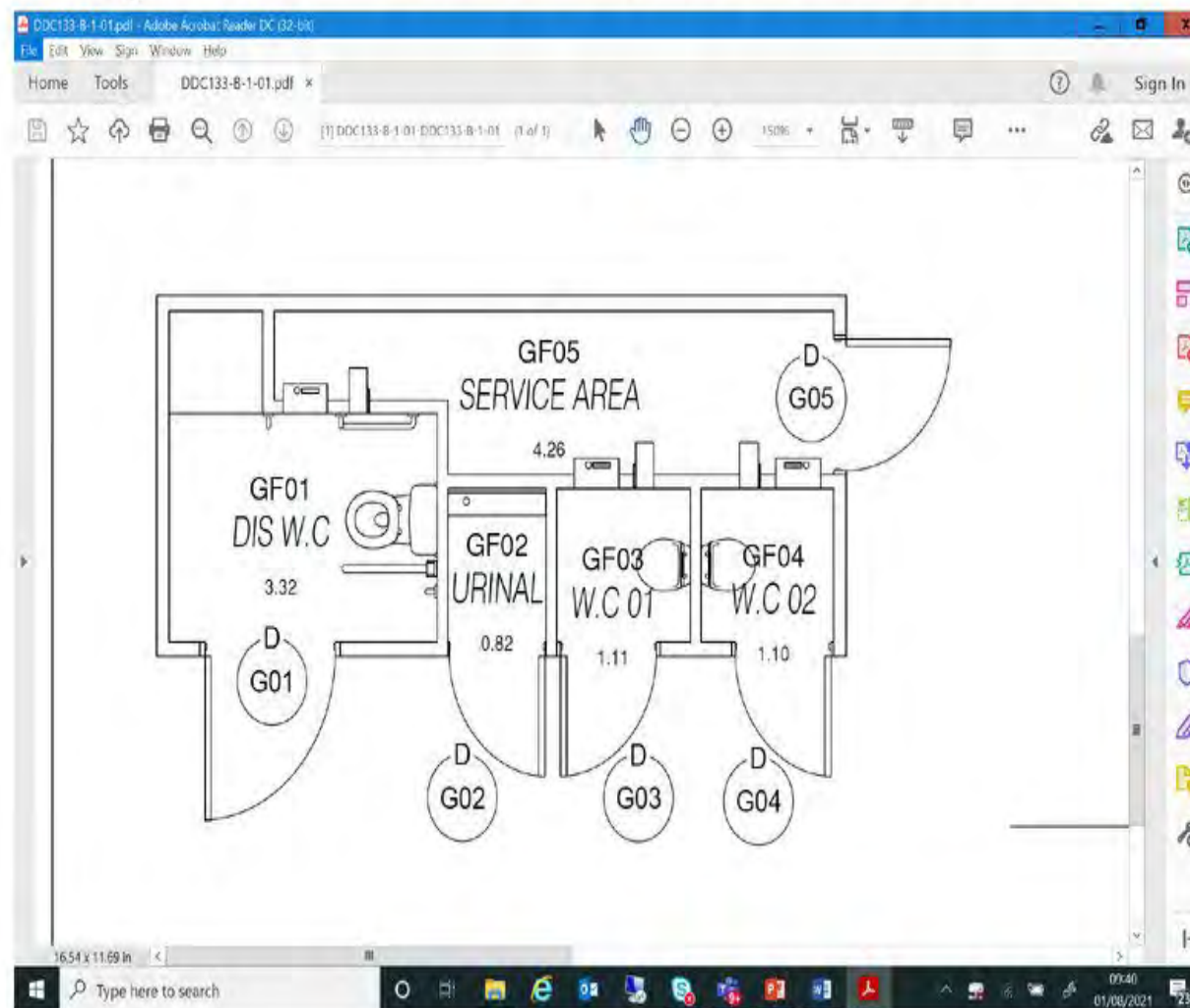
Typical Layout of Danfo Toilet Unit (A)



Danfo Public Toilet Unit – Type B



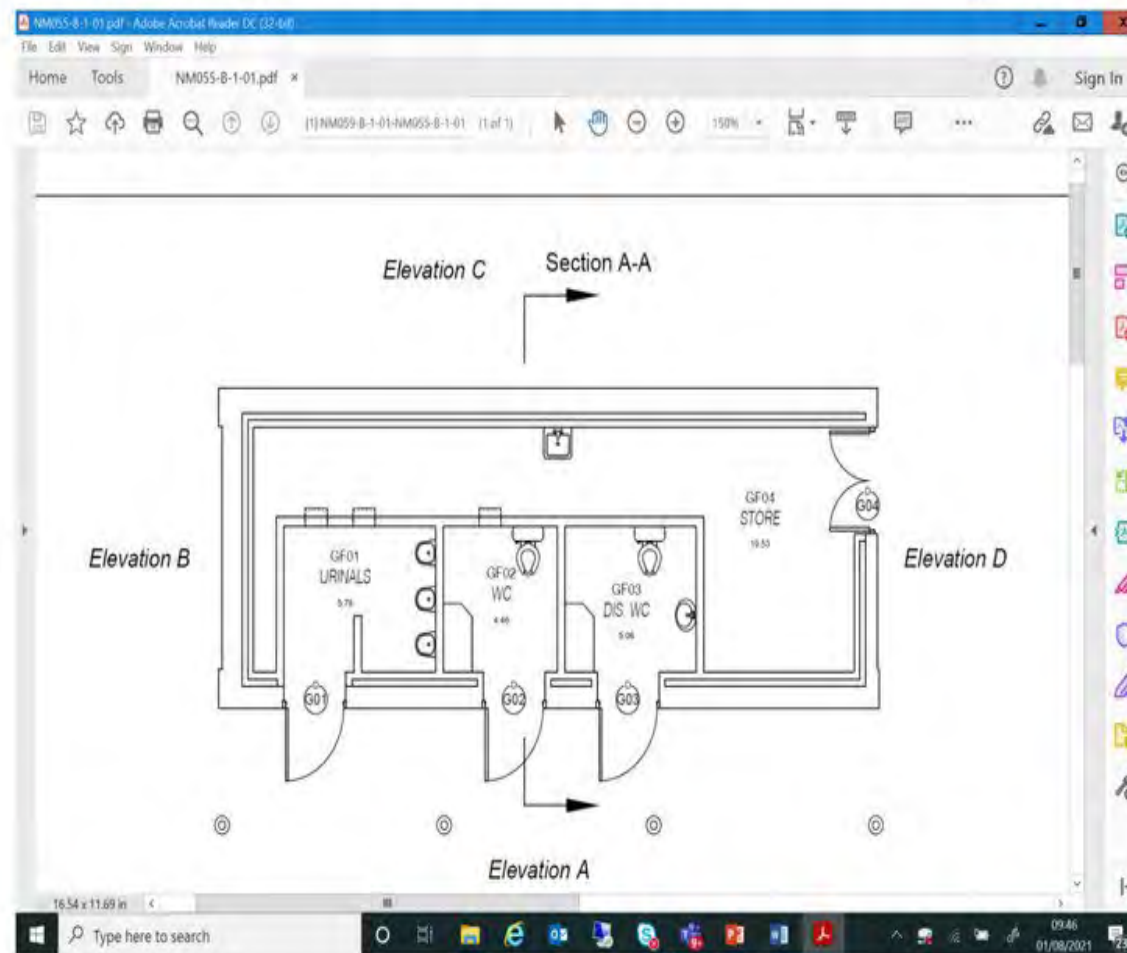
Typical Layout of Danfo Toilet Unit (B)



Traditionally Built Public Toilet Unit



Traditionally Built Toilet Layout Example



Cost of Providing Public Toilet Service

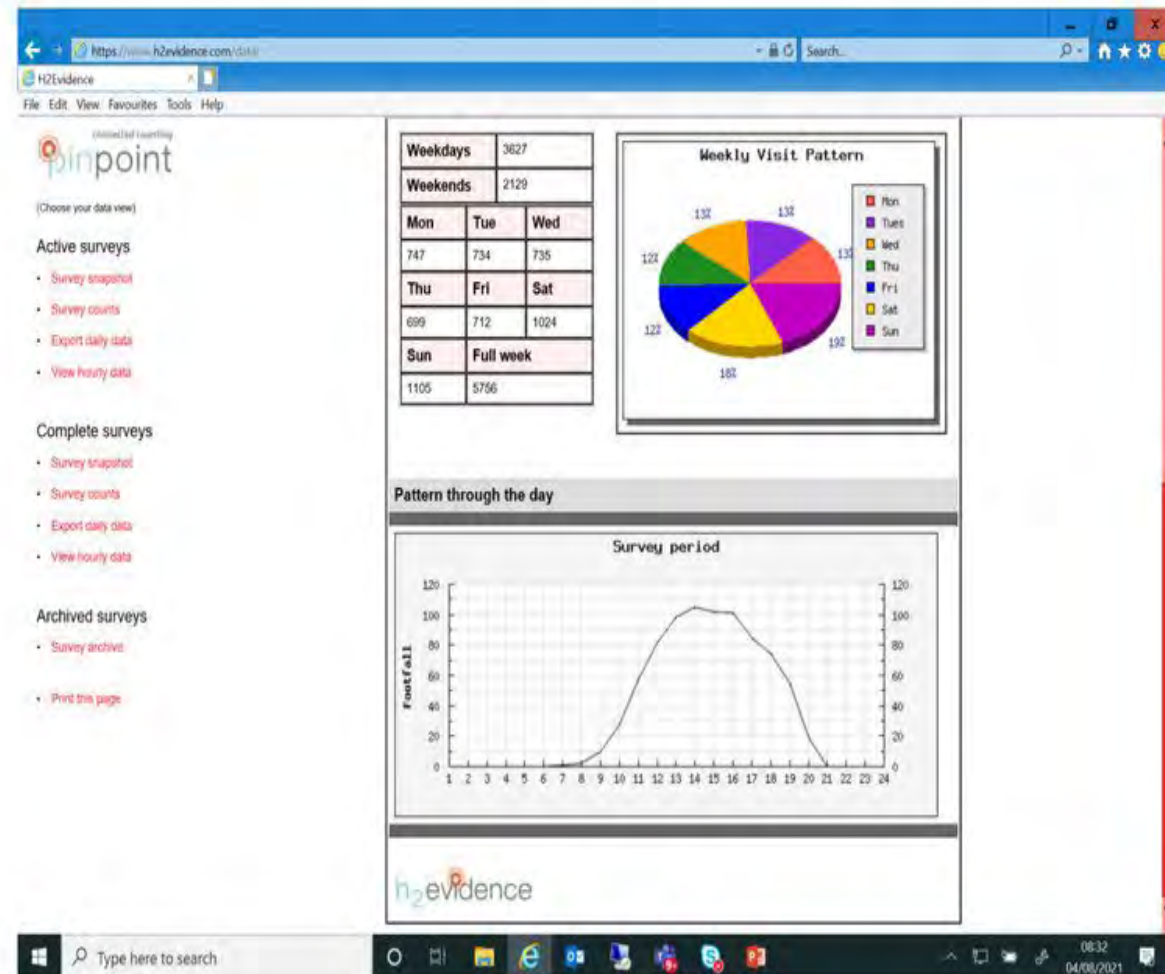
- Process does not allow for accurate recording of cost
- Estimated Annual Revenue cost of £300,000 plus (2019/20)

| Item | Estimated Cost £ 2019/20 |
|-----------------------|--------------------------|
| Staff | 200,000 |
| Premises | 62,134 |
| Services and Supplies | 20,136 |
| Maintenance | 15,000 |
| Vehicle Costs | 20,000 |
| Total | 317,000 |

Usage of Public Toilets

| Town Toilets | Usage w/b 14/06/21 | Usage w/b 12/07/21 | Usage w/b 26/07/21 |
|-----------------------|--------------------|--------------------|--------------------|
| All Newcastle Toilets | 38,268 | 67,002 | 41,105 |
| Newry | 6,351 | 9,436 | 296* (Data issue) |
| Annalong | 410 | 1,052 | 441 |
| Crossmaglen | 512 | No data | No data |
| Ardglass | 1,146 | 2,246 | 1061 |
| Castlewellan | 2,348 | 1,764 | 915 |
| Downpatrick | 1,119 | 1,112 | 926 |
| Dundrum | 303 (Data issue) | 2,052 | 1698 |
| Kilkeel | 316 | 741 | 370 |
| Warrenpoint | 2,759 (Data issue) | 2,041 (Data issue) | 1513 (Data issue) |

Downs Road Unisex Toilet Usage Data



Issues with Public Toilet Service

- Internal layout and condition of fittings
- Cleanliness of facilities
- Vandalism and anti social behaviour
- Opening hours - restricted
- Service does not cover all areas in need
- Information on service provision

Strategy Objectives

- | | |
|--|--|
| <ul style="list-style-type: none">• Remain committed to providing a Public Toilet Service across the district.• Review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service.• Consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision. | <ul style="list-style-type: none">• Consider providing Changing Places facilities as part of its Public Toilet provision.• Investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour.• Consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups |
|--|--|

Strategy Objectives (Continued)

- | | |
|---|---|
| <ul style="list-style-type: none">• Undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need.• Consider corporate branding facilities as part of future capital and revenue works to improve existing Public Toilet provision. | <ul style="list-style-type: none">• Ensure the needs of people with Autism, Dementia and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision.• Review the opening/closing times of its Public Toilets and consider extending these to meet identified need. |
|---|---|

Required Work Packages

- **WP1 – Capital Works and Revenue Works Programme**
- **WP2 – Additional Public Convenience Services Sources Research**
- **WP3 – Changing Places Requirements Review**
- **WP4 – Public Convenience Opening Hours Review**
- **WP5 – Public Convenience Cleaning and Maintenance Review**
- **WP6 – Combating Vandalism/Anti-social Behaviour Research**
- **WP7 – Communications and Branding Improvements Review**

Core Facilities Provision Work Package

- **WP1 – Capital Works and Revenue Works Programme:**

- Extension/Repair & Upgrade of specific toilets;
- Ongoing Maintenance of specific toilets;
- Closures/Viability Assessments of specific toilets.

WP Output: Improvements to existing Public Toilets and introduction of new facilities where needed in line with defined Programme Works

Next Stage: Presentation of Detailed Business Case to Council to gain approval for implementation of Programme

Summary of Proposed Works -1

| Toilet Block | Funding Stream | Remedial Action |
|------------------------|----------------|--------------------|
| Cranfield Beach | Capital | Extension |
| Kilkeel, Bridge Street | Revenue | Repair and Upgrade |
| Newcastle, Castle Park | Capital | Extension |
| Rostrevor, The Square | Capital | Repair and Upgrade |
| Spelga, Kilkeel Road | Capital | Repair and Upgrade |
| Murlough Bay, Dundrum | Capital | Repair and Upgrade |
| Annalong, Marine Park | Revenue | Repair and Upgrade |
| Ardglass Harbour Quay | Capital | Repair and Upgrade |

Summary of Proposed Works - 2

| Toilet Block | Funding Stream | Remedial Action |
|----------------------------|----------------|---------------------|
| Ballyhornan, Rocks Road | Capital | Repair and Upgrade |
| Castlewellan, Upper Square | Capital | Repair and Upgrade |
| Downpatrick, Market Street | Capital | Repair and Upgrade |
| Newcastle Donard Park | Capital | Repair and Upgrade |
| Newcastle, Downs Road | Revenue | Repair and Upgrade |
| Crossmaglen, The Square | Revenue | Ongoing Maintenance |
| Killyleagh, High Street | Revenue | Repair and Upgrade |
| Hilltown, Rostrevor Road | Revenue | Ongoing Maintenance |

Summary of Proposed Works - 3

| Toilet Block | Funding Stream | Remedial Action |
|-----------------------------------|----------------|---------------------|
| Annalong, Bloodybridge | Capital | Ongoing Maintenance |
| Newry, The Market | Revenue | Repair and Upgrade |
| Warrenpoint, Queen Street | Capital | Ongoing Maintenance |
| Warrenpoint, The Square | Capital | Ongoing Maintenance |
| Ballynahinch, Lough Inch Cemetery | Capital | Ongoing Maintenance |
| Downpatrick, Struell Cemetery | Capital | Ongoing Maintenance |
| Crossgar, Lislea Drive | Revenue | Low Usage - Review |
| Downpatrick, Quoile Road | Capital | Low Usage - Review |

Summary of Proposed Works - 4

| Toilet Block | Funding Stream | Remedial Action |
|-------------------------------|----------------|---------------------|
| Bessbrook, Old Town Hall | Review | Repair and Upgrade |
| Crossmaglen, Loughross | Review | Repair and Upgrade |
| Ballynahinch, Windmill Street | Review | Repair and Upgrade |
| Newcastle, Central Promenade | Review | Repair and Upgrade |
| Newcastle, Islands Park | Review | Repair and Upgrade |
| Newcastle, South Promenade | Review | Ongoing Maintenance |
| Newcastle, New Line | Capital | Repair and Upgrade |
| Killough | Capital | New Facility |

Investigative Work Packages: Broader Facilities Provision

- **WP2 – Additional Public Convenience Services Sources Research :**
 - CTS opportunities.
 - Use of existing Council facilities/public buildings;
 - Use of new build facilities (Killough). ;
- Next Stage: *Detailed research and consultation with a number of Stakeholders.*
- Output: *Business Case on proposed use of additional facilities for presentation to Council.*

- **WP3 – Changing Places Requirements Review:**
 - Identify Changing Places requirements across Council district;
 - Identify Changing Places locations to meet these needs.
- Next Stage: *Research and consultation with all Stakeholders to identify appropriate Changing Places needs and locations.*
- Output: *Detailed Business Case on Changing Places proposals for presentation to Council.*

- **WP4 – Public Convenience Opening Hours Review:**
 - Review existing opening hours for each public convenience, identifying any special circumstances;
 - Standardise opening times where possible across the Council.
- Next Stage: *Research and consultation with a number of Stakeholders.*
- Output: *Business Case on new opening times proposals for presentation to Council.*

Investigative Work Packages: Improved Efficiency/Quality of Service

- **WP5 – Cleaning and Maintenance Improvements Review:**
 - Identify most frequently used/ frequently dirtied Public Conveniences in district;
 - Update cleaning/maintenance schedules so that more Public Conveniences most in need get cleaned most frequently.
- Next Stage: *Data collection and analysis and consultation with Stakeholders to amend schedules/rotas.*
- Output: *Detailed Business Case on Updated Cleaning/Maintenance proposals for presentation to Council.*

- **WP6 – Combating Vandalism/Anti-social Behaviour Research:**
 - Identify levels and types of vandalism/anti-social behaviour for Public Conveniences across district;
 - Explore options for combatting/resolving these issues and the work and costs involved.
- Next Stage: *Assessment of problem areas and consultation with Elected Members and PSNI for ways to combat/resolve.*
- Output: *Detailed Business Case on costed options to Combat Vandalism/Anti-social Behaviours for presentation to Council.*

- **WP7 – Communications and Branding Improvements Review**
 - Liaison with Council's Marketing/PR Section to identify how to improve public awareness of availability of Public Convenience facilities..
- Next Stage: *Consultation with the Council's Marketing/PR Section .*
- Output: *Business Case on proposals to improve public awareness of Public Convenience availability for presentation to Council.*

Discussion

- Priorities within the Strategy
- Mode of Delivery of the Public Toilet Service
- Governance Arrangements for the Delivery of the Public Toilet Strategy

Appendix 2 – Work Packages under the Public Toilet Strategy

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Public Toilet Strategy Work Packages

It is considered that taking forward the recommendations from the Public Strategy will require the rollout of a number of Work Packages each involving a range of work activities and approval procedures within the Council and also externally. This will inevitably take time to deliver but it is expected, if approved to proceed, that significant progress can be made in all these identified areas during the course of the current Council, 2021 to 2023.

There is no “ring fenced” revenue budget for any maintenance works or other defined projects falling within the scope of improvement works. For such projects without a defined budget, their progress will be subject to approval by Council and obtaining the required funding to progress them.

The team involved in delivering the Public Toilet Strategy is small and does not have the capacity to deliver the strategy objectives in a timely manner without additional support. This additional support may be provided through a mix of inhouse assistance from other departments (Estates and Project Management Department, Corporate Planning & Policy) and through external Design Team Support either through existing Design Team Frameworks or where this is not available through procurement of such services.

- **WP1 – Capital Works and Revenue Works Programme:**

- Extension/Repair & Upgrade of specific toilets;
- Ongoing Maintenance of specific toilets;
- Closures/Viability Assessments of specific toilets.

WP Output: Improvements to existing Public Toilets and introduction of new facilities where needed in line with defined Programme Works

Next Stage: Presentation of Detailed Business Case to Council to gain approval for implementation of Programme.

- **WP2 – Additional Public Convenience Services Sources Research:**

- CTS opportunities.
- Use of existing Council facilities/public buildings;
- Use of new build facilities (Killough);

- Next Stage: Detailed research and consultation with a number of Stakeholders.
- Output: Business Case on proposed use of additional facilities for presentation to Council.

- **WP3 – Changing Places Requirements Review:**

- Identify Changing Places requirements across Council district;
- Identify Changing Places locations to meet these needs.

- Next Stage: Research and consultation with all Stakeholders to identify appropriate Changing Places needs and locations.

Appendix 2 – Work Packages under the Public Toilet Strategy

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- Output: Detailed Business Case on Changing Places proposals for presentation to Council.
- **WP4 – Public Convenience Opening Hours Review:**
 - Review existing opening hours for each public convenience, identifying any special circumstances;
 - Standardise opening times where possible across the Council.
- Next Stage: Research and consultation with a number of Stakeholders.
- Output: Business Case on new opening times proposals for presentation to Council.
- **WP5 – Cleaning and Maintenance Improvements Review:**
 - Identify most frequently used/ frequently dirtied Public Conveniences in district;
 - Update cleaning/maintenance schedules so that more Public Conveniences most in need get cleaned most frequently.
- Next Stage: Data collection and analysis and consultation with Stakeholders to amend schedules/rotas.
- Output: Detailed Business Case on Updated Cleaning/Maintenance proposals for presentation to Council.
- **WP6 – Combating Vandalism/Anti-social Behaviour Research:**
 - Identify levels and types of vandalism/anti-social behaviour for Public Conveniences across district;
 - Explore options for combatting/resolving these issues and the work and costs involved.
- Next Stage: Assessment of problem areas and consultation with Elected Members and PSNI for ways to combat/resolve.
- Output: Detailed Business Case on costed options to Combat Vandalism/Anti-social Behaviours for presentation to Council.
- **WP7 – Communications and Branding Improvements Review**
 - Liaison with Council's Marketing/PR Section to identify how to improve public awareness of availability of Public Convenience facilities.
- Next Stage: Consultation with the Council's Marketing/PR Section.
- Output: Business Case on proposals to improve public awareness of Public Convenience availability for presentation to Council.

| | |
|--------------------------|--|
| Report to: | Neighbourhood Services Committee |
| Date of Meeting: | 18 th August 2021 |
| Subject: | Bus Shelter Requests |
| Reporting Officer | Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department |
| Contact Officer | Ciaran Og Mussen Facility Coordinator (West) |




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

| | | | |
|--------------|-------------------------------------|-----------------|--------------------------|
| For decision | <input checked="" type="checkbox"/> | For noting only | <input type="checkbox"/> |
|--------------|-------------------------------------|-----------------|--------------------------|

| | |
|------------|---|
| 1.0 | Purpose and Background |
| 1.1 | To consider contents of attached analysis regarding bus shelter requests. |
| 1.2 | <p>The following bus shelter requests were made:</p> <ul style="list-style-type: none"> • Erection of new Bus Shelter at Bridge Rd, Burren (Appendix 1). • Removal of existing Bus Shelter at Corlat Rd, Whitecross (Appendix 2). • Replacement of existing Bus Shelter at Ardfreelin, Newry (Appendix 3). |
| 2.0 | Key issues |
| 2.1 | <ul style="list-style-type: none"> ◦ Newry, Mourne and Down District Council is empowered under The Roads (Northern Ireland) Order 1993, with the consent of the Department for Infrastructure (Northern Ireland) to erect and maintain on any road within the district, shelters for the protection from the weather of persons waiting to enter public service vehicles. • Bridge Rd, Burren – New Bus Shelter Proposal <ul style="list-style-type: none"> ◦ PSNI, DFI Roads have been consulted with no objections raised. ◦ As per Council policy a Neighbourhood Consultation within 50m radius was carried out. No Objections raised. • Corlat Road, Whitecross – Removal of existing Bus Shelter <ul style="list-style-type: none"> ◦ Existing Bus Shelter located at former bus stop has become an eye sore. ◦ Bus Stop is no longer active. ◦ Translink have confirmed location is no longer an official bus stop. • Ardfreelin, Newry – Replacement of existing Bus Shelter <ul style="list-style-type: none"> ◦ Existing shelter protrudes into neighbouring garden. ◦ Closed off nature of shelter attracts anti-social behaviour, urinating, rubbish and rodents. ◦ New cantilever type shelter in line with footpath will be more open and deter existing issues. |

| | |
|------------|---|
| | <input type="checkbox"/> DFI Roads were consulted and have no objections to replacement shelter. |
| 3.0 | Recommendations |
| 3.1 | <ul style="list-style-type: none"> • Note the content of the report. • Approve erection of new Bus Shelter at Bridge Rd, Burren • Approve the removal of old bus shelter at Corlat Rd, Whitecross • Approve the replacement of existing bus shelter at Ardfreelin, Newry |
| 4.0 | Resource implications |
| 4.1 | <input type="checkbox"/> New bus shelters will be funded through the Council's Capital budget. <input type="checkbox"/> Council Building Maintenance team can carry out removal of old shelters. |
| 5.0 | Due regard to equality of opportunity and regard to good relations (complete the relevant sections) |
| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p> |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> |
| 5.3 | <p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> |

| | |
|------------|---|
| | <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> |
| 6.0 | Due regard to Rural Needs (please tick all that apply) |
| 6.1 | <p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> |
| 7.0 | Appendices |
| | <p>Appendix 1 – Location of Proposed Bus Shelter at Bridge Rd, Burren</p> <p>Appendix 2 – Location of existing shelter to be removed from Corlat Rd, Whitecross</p> <p>Appendix 3 – Location of existing shelter to be replaced at Ardfreelin, Newry</p> |
| 8.0 | <p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p> |
| 8.1 | None |

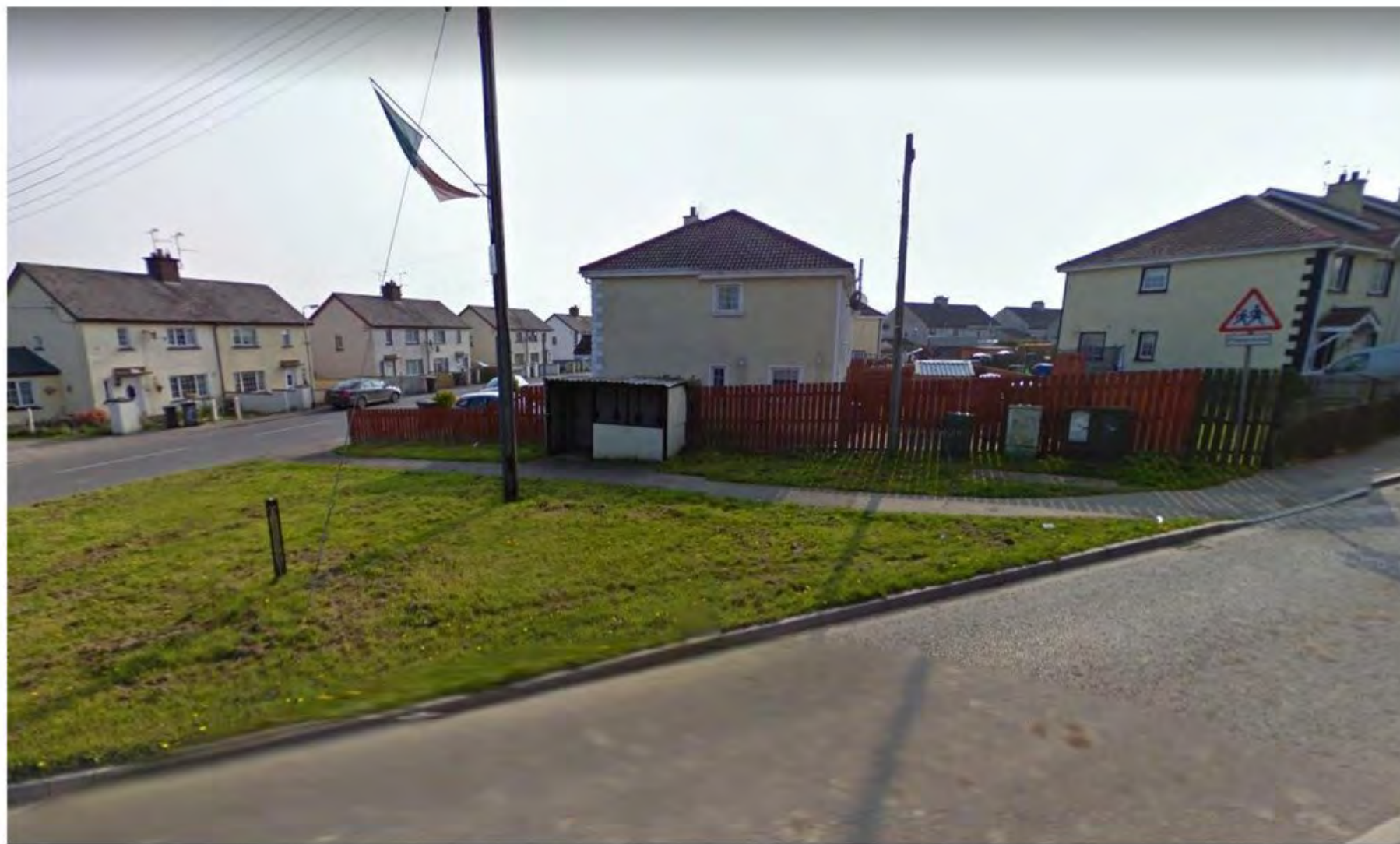


2021-06-04 Notification Site
50m Buffer
Bus Shelter -Burren -Bridge Road



Care has been taken to ensure accuracy in the compilation of this map at the time of publication. Newry, Mourne and Down District Council cannot, however, accept responsibility for errors and omissions. Where such are brought to our attention, the amendment of any future publications as appropriate shall be entirely at our discretion. This material is Crown Copyright and is reproduced with the permission of Land & Property Services under delegated authority from the Controller of Her Majesty's Stationery Office. © Crown copyright and database rights. 2018 CGL1316. Map template design by Dermot Smyth.

Corlat Rd, Whitecross



Ardfreelin, Newry



| | |
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| Report to: | Neighbourhood Services Committee |
| Date of Meeting: | 18 th August 2021 |
| Subject: | Report of Christmas Illuminations and Celebrations Group Meeting 5 th August 2021 |
| Reporting Officer | Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department |
| Contact Officer | Jonathan Ellis, Grounds Maintenance Manager |

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

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| For decision | x | For noting only | |
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| 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 5 th August 2021 and consider any recommendations arising. |
| 1.2 | 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. |
| 2.0 | Key Issues |
| 2.1 | Below in Sections 2.2 to 2.5 are updates on matters discussed at the recent Councils Christmas Illuminations and Celebrations Group meeting and items within this which require Council approval. |
| 2.2 | <p><u>Update regarding health of sustainable Christmas Trees</u></p> <p>The Council has 31 sustainable Christmas Trees planted district wide, this scheme has been successful, however, complications have arisen in some locations. See Appendix 2A - Christmas Trees 2021 Season - the Current Position which provides an update on the current health of these trees.</p> <p>Currently four specimens need replaced Belleks, Drumaroad, Newcastle & Ballykinelar. A further four trees which are being monitored may need alternative trees planted. This will depend on whether effective new growth is produced over the coming months.</p> <p>Trees have been subject to unseasonal drought during both 2020 & 2021, the current health crisis has also created difficulties with regular maintenance and watering.</p> <p>The varied locations have also proved problematic with some specific settlements through:</p> <ul style="list-style-type: none"> • Limited rooting volume especially in more urbanised locations • Higher levels of salt, wind & salinity within the soil than expected |

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| | <ul style="list-style-type: none"> Exposed locations from localised microclimatic winds. <p>These have all had a detrimental effect with successful establishment.</p> |
| 2.3 | <p>In the most difficult locations it is recommended replacing <i>Abies normandii</i> (the existing classic Christmas Tree species) with alternative tree types.</p> <p>In restricted urban areas, fastigate hornbeam trees are suggested - <i>Carpinus betulus</i> 'Fastigiata'. These can be pruned and will naturally retain the classic Christmas tree shape, whilst being able to withstand microclimatic stresses much better.</p> <p>At some seaside locations subject to high salinity levels an alternative Pine species is recommended. <i>Pinus nigra</i> – these trees are more resistant to direct seaside and exposed locations and should establish better. Attached at Appendix 2 A are photographs of both tree species.</p> <p>It is recommended, subject to consultation with affected local community groups involved with this project, to replace the existing trees at Belleks, Drumaroad, Newcastle & Ballykinelar with either <i>Carpinus betulus</i> 'Fastigiata' or <i>Pinus nigra</i> trees.</p> |
| 2.4 | <p><u>Provision of Cut and Artificial Christmas Trees for 2021</u></p> <p>Attached at Appendix 2 B is the list of 12 sites that the Council has undertaken to provide a cut Christmas tree including details of the size to be procured. Officers have commenced discussions with potential suppliers of the trees and anticipate agreeing trees in early September.</p> <p>This year the Council will also provide artificial trees in Newcastle, Kilkeel and Downpatrick.</p> <p>(</p> |
| 2.5 | <p><u>Additional Sustainable Christmas Tree and associated infrastructure</u></p> <p>The Council last year provided a sustainable Christmas tree in Meigh. It is also proposed to replace the cut Christmas tree provided in Gargory for a sustainable Christmas tree in Leitrim. A location in Leitrim has been agreed - see Appendix 3 - Leitrim Proposed Christmas Tree Relocation.</p> <p>For both sites a power supply is required, and Officers will be working on achieve this in time for Switch On Events.</p> <p>Committee is asked to agree to the replacement of the cut tree previously provided in Gargory for a sustainable Christmas tree in Leitrim.</p> |
| 3.0 | Recommendations |
| 3.1 | <p>Note the contents of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 5th August 2021.</p> <p>To approve the recommendations as set out in Section 2.3 and 2.5 of this report.</p> |
| 4.0 | Resource implications |
| 4.1 | <p>Work under this report is funded through the Councils Revenue Budget. There is a specific location code for spend carried out by the Facilities Management & Maintenance Department and the spend proposed here will be funded through this budget. This spend is expected to be within budget.</p> |

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| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations</p> |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened</p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation</p> |
| 5.3 | <p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves</p> <p>Consultation period will be 12 weeks</p> <p>Consultation period will be less than 12 weeks (rationale to be provided)</p> <p><i>Rationale:</i></p> |
| 6.0 | <p>Due regard to Rural Needs (please tick all that apply)</p> |
| 6.1 | <p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed</p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs.</p> |
| 7.0 | <p>Appendices</p> |
| 7.1 | <p>Appendix 1: Report of Christmas Illuminations and Celebrations Group Meeting 5th August 2021</p> |

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| | Appendix 2 A & B - Christmas Trees 2021 Season - the Current Position Appendix 3 - Leitrim Proposed Christmas Tree Relocation |
| 8.0 | Background Documents |
| 8.1 | None |

Action Sheet

Working Group Meeting Christmas Illuminations: Thursday 5th August 2021

Councillors in Attendance: Cllr T Andrews, Cllr H McKee & Cllr W Clarke

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

Apologies: Cllr O Magennis, Cllr K McKeivitt, J Hillen, J McCann, C Burns

| Subject | Actions and Updates | Officer Responsible |
|--|--|---------------------|
| Welcome, Introduction Apologies | Cllr T Andrews Chaired the meeting in the absence of Cllr C Mason 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 15/4/2021 | K Scullion took the Action Sheet of 15/4/2021 to Neighbourhood Services Committee for June committee meeting with a number of recommendations. It was agreed by NS Committee and subsequently by Full Council that there be no expression of interest for sustainable trees this year. Additional lighting was approved for Ross's Monument Ballynahinch -Dromore Street (being procured) Downpatrick; Church Street area getting extra and existing lights at roundabout being moved towards town centre. Newtownhamilton – going to procurement Crossgar – not approved as the area suggested did not contain a significant commercial element and distance between lampposts would not create a good display. Crossmaglen & Rostrevor to get additional stock as insufficient amount was purchased last year. Some existing stock in Newry will be replaced with new. | Noted |

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| | <p>Disposal of old Christmas Stock stored at Albert basin.</p> <p>It was found that 140 old items were operational</p> <p>Of the remaining items 163 were viable but needed repair.</p> <p>Given the cost to repair it was decided to keep the 140 operational items as spare and scrap the rest.</p> | |
| <p>Agenda Item 4 Update from Neighbourhood Services (K Scullion)</p> | <p>Council currently light 224 trees.</p> <p>Consideration was given to updating half of the trees but the cost of £100k is prohibitive. Colour of lights could also be changed for different occasions, but the cost would be £70k.</p> <p>Since it has already been agreed to look at different models for 2022 onwards this is one possibility for consideration.</p> <p>Electricity supplies for Leitrim & Meigh trees is to be arranged (Leitrim is getting a Sustainable Tree).</p> | |
| <p>Update regarding Health of Trees from Jonathan Ellis</p> | <p>J Ellis reported that following the dry spell, efforts have been made to water all sustainable trees.</p> <p>Those trees planted close to the coast have suffered most and approximately 7 will need replaced.</p> <p>Others are starting to show signs of re-growth and will be monitored.</p> <p>It was suggested that the necessary trees be replaced with an alternative species which may thrive better in sandy/windy areas.</p> <p>It was approved by Councillors that a paper be taken to N/Services Committee providing photographs and costs with a view to replacing these trees.</p> <p>13 Cut trees (12 required & 1 spare) will also be sourced for this year.</p> | |

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| Update from ERT | There was no one available from ERT to provide an update. ERT to be asked to confirm presence at future meetings of the Group. | |
| Update from AHC (A Rennick) | <p>The 3 groups</p> <ol style="list-style-type: none"> 1. Camlough Community Association 2. Ballynahinch Community Collective 3. Newtownhamilton Together <p>which were unsuccessful in getting a sustainable tree in 2020 are still being considered if a suitable site can be found.</p> <p>Finding a group in Ballymartin to take responsibility for the Christmas Tree is proving difficult – DEA to make contact with GAC club.</p> <p>Meigh Group has de-committed to LOO.</p> <p>Financial assistance Call 3 has just been assessed and Letters of Offer will be sent out in September.</p> | |
| Any Other Business | As there was no other business the meeting concluded. | |
| Date of next Meeting | Thursday the 14 th October 2021 14:00 – 15:00 via Microsoft Teams (unless back in the Offices) | |

Appendix 2 A - Christmas Trees 2021 Season the Current Position.

| Sustainable Trees 2021 | | | |
|------------------------|-----------------------------|---|----------------------|
| | Location of Christmas trees | Status | Action / Details |
| 1 | Castlewellan | Living and good | None |
| 2 | Annesborough | Living and good | None |
| 3 | Newcastle harbour | Dead - sea exposure. | Plant new tree |
| 4 | Crossgar | Living and good | None |
| 5 | Killyleagh | Living and good – existing tree | None |
| 6 | Clough | Living and good - existing tree | None |
| 7 | Dundrum | living pending inspection in September (recent nail damage from commercial signage) | Monitor |
| 8 | Drumaness | Living few dead branches at base | None |
| 9 | Ballyhornan | living slight wind scorch | To be monitored |
| 10 | Killough | living tip died back few dead branches at base | To be monitored |
| 11 | Ballykinler | Dead - drought. | Plant new tree |
| 12 | Drummaroad | Died 2020 | Plant new tree |
| 13 | Spa village | Living and good | None |
| 14 | Bright Gaa | living slight wind scorch within sports grounds | To be monitored |
| 15 | Burren | Ok needs to thicken up | None |
| 16 | Rostrevor | Living and OK - original smaller batch | None |
| 17 | Ballyholland | Living and OK | None |
| 18 | Glen | Living and acceptable filling out | To be monitored |
| 19 | Bessbrook | Some lower dieback | To be monitored |
| 20 | Whitecross | Living leader broken | None |
| 21 | Lislea | Living and good | None |
| 22 | Belleeks | Dead - storm broke roots at 2020 planting | Replace |
| 23 | Crossmaglen | Living lower die back, re-growing | None |
| 24 | Cullyhanna | Limited rooting area nut fresh 2021 growth | Monitor |
| 25 | Forkhill | Living and good | None |
| 26 | Meigh | Living - lower dieback – re-growing currently | Drought limited soil |
| 27 | Mayobridge | Living - some lower dieback – re-growing currently | None |
| 28 | Annalong | Badly damaged Issue with watering | Possible replacement |
| 29 | Ballymartin | Badly damaged Issue with watering | Possible replacement |
| 30 | Attical | Wind & exposure shock, re growing | To be monitored |
| 31 | Newry Hospice | Living, filling out on location. | None |

Potential Alternative Species for 2021 & Beyond



Photo above – typical semi mature fastigate hornbeam *Carpinus betulus* 'Fastigiata'



Photo above - Typical *Pinus nigra* specimen growing locally.

Appendix 2 B – Cut and artificial Christmas Trees 2021 Season

| Remaining Cut Trees 2021. | | | |
|---------------------------|---------------------------|-----------------|---------------|
| Number | Tree Location | Collection From | Tree size (m) |
| 1 | Newry (Hill St.) | TBC | 12 |
| 2 | Silverbridge | TBC | 8 |
| 3 | Warrenpoint | TBC | 12 |
| 4 | Jonesborough | TBC | 7 |
| 5 | Ballynahinch | TBC | 9 |
| 6 | Hilltown | TBC | 7 |
| 7 | Camlough | TBC | 8 |
| 8 | Newtownhamilton | TBC | 7 |
| 9 | Dorsey | TBC | 7 |
| 10 | Mullaghbawn | TBC | 7 |
| 11 | Gargory to become Leitrim | TBC | 7 |
| 12 | Masford (Finnis) | TBC | 4 |
| 13 | Potential Newry Hospice | TBC | 7 |

Existing Artificial Trees

Council have 3 located in Downpatrick, Newcastle & Kilkeel.

Existing Living Trees

Council utilize 2 trees located in 2 - Killyleagh & Clough Villages.

Appendix 3 - Leitrim Proposed Christmas Tree Relocation.

See location below within Letrim Village (red dot on Map)



1 - Photo above - Proposed Play Park Location with suitable grass area.

The site has the following advantages

- Has an unobtrusive fence line which would limit potential vandalism
- No interference with sightlines
- Located on Council property
- Adequate soil volume for potential living tree or concrete pit for cut specimen.
- Nearby primary electrical supply to feed from.

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| Report to: | Neighbourhood Services Committee |
| Date of Meeting: | 18 th August 2021 |
| Subject: | Arboriculture Works Progress Update |
| Reporting Officer (Including Job Title): | Kevin Scullion, Assistant Director Facilities Management & Maintenance |
| Contact Officer (Including Job Title): | Jonathan Ellis, Grounds Maintenance Manager |

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

☐ **For decision**
☐ **For noting only**
☒ **X**

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| 1.0 | Purpose and Background |
| 1.1 | The purpose of this report is to provide the Committee with an update on progress on the Councils Arboriculture Works. |
| 2.0 | Key Issues |
| 2.1 | <p>Officers have initiated a full assessment process on a rolling basis across the most prominent green spaces via an appointed independent arboriculturist and council staff.</p> <p>This will develop annually where several additional locations are assessed each year on a rolling basis. From this, formal surgery works are then procured to ensure locations have a tree stock which is:</p> <ul style="list-style-type: none"> ➤ Maintained in a safe manner ➤ Managed to retain the mature species and increase the stock of these where practical. <p>Approved spend is £100,000 per in this current financial year which will be directed as efficiently as possible.</p> |
| 2.1 | <p>Tree maintenance will be carried out in line with the approved budget, these will develop with an effective survey, mapping and inventory process – central to this process are the concepts of sustainability & efficiency.</p> <p>See Appendix 1 for Tree Surgery works undertaken from March 2020 to date.</p> <p>This has included – Kilbroney Park, Castlewellan Forest, Slieve Gullion, Warrenpoint Park, Bessbrook Pond, Hilltown – Carcullion House, Saintfield Leisure Centre & Play Area, Downpatrick - Quoile Car Park & Green Areas & Dunleath Park, Donard Park - Newcastle, Newry - Daisy Hill Wood & Newry Canal, Ballynahinch – Mourneview, Killylea – Broadmeadows & Castle and Drumaness.</p> <p>See Appendix 2 for Future Planned Works from September 2021 onward, this will include –</p> |

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| | <p>Downpatrick Cathedral, Delamont Country Park, Newry Canal, Castlewellan Square, Killough Village, Tollymore Forest, Daisy Hill Wood – Newry, Slieve Gullion Forest Park & Driveways.</p> <p>Council will only undertake tree works if there is a justifiable arboricultural or Landscape reason.</p> <p>Grounds Maintenance aim to improve the urban & rural forest canopy cover for the greater good of the area, directly addressing climate change and improving liveability. To achieve this many more trees are planted annually than removed and worked upon.</p> <p>Resources are allocated on a needs basis firstly addressing</p> <ul style="list-style-type: none"> ➤ H&S requirements ➤ Effective management of the tree resource to retain where possible and increase maturing specimens. <p>Central to this are the concepts of conservation arboriculture & genetic retention of old growth trees.</p> <p>These concepts will become more prominent countrywide as climate adaption principles become more mainstream.</p> <p>Many tree surgery works are unplanned and caused by storms following strong winds & heavy rains etc, these will be cleared as standard when reasonably practical.</p> <p>Future works will also be dictated by disease spread and biosecurity. For example, ash dieback <i>Hymenoscyphus fraxineus</i> - is spreading through the district. Ramorum disease - <i>Phytophthora ramorum</i> is also advancing across the district and will necessitate the removal of many trees.</p> |
| 3.0 | Recommendations |
| 3.1 | Note the contents of the report. |
| 4.0 | Resource implications |
| 4.1 | <p>Costs attributed to this contract will be funded through the Council's annual maintenance budget.</p> <p>A significant amount of work is also completed in house via Council staff monthly.</p> |
| 5.0 | Equality and good relations implications |
| 5.1 | It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations. |
| 6.0 | Rural Proofing implications |
| 6.1 | Due regard to rural needs has been considered. |
| 7.0 | Appendices |
| 7.1 | <p>Appendix 1: Significant completed works from March 2020 to date</p> <p>Appendix 2: Future Works from Sept 2021 onwards.</p> |
| 8.0 | Background Documents |
| | <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> |

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| | <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p> |
| 8.1 | None |

Appendix 1: Significant Completed Arboricultural Works from March 2020 to Date.

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The below tree works have been completed

| Location | Job | Requirement | Date | Cost |
|---------------------------|--|--|--------------------|------|
| Kilbroney | Sectional Fell Mature Redwood, root crown split | Essential H&S Works | Mar-20 | 1080 |
| Kilbroney | Narnia | Emergency Tree Works Narnia Trail | Apr-20 | 975 |
| Kilbroney | Grounds Tree work & clearance around specimen Taxus across Parkland. | Essential H&S work, enable existing & future tree maturation | Mar-20 | 1185 |
| Castlewellan Forest | Remove 45 large Larix sp. Along bike & walkways within forest | Essential H&S work | Mar - April 2020 | 2850 |
| Slieve Gullion | | H&S Works | May-20 | 1450 |
| Kilbroney | Veteran Tree Crown Reduction by named climber. | H&S Works | Jul-20 | 780 |
| Warrenpoint Park | Hedge line Reduction | Ongoing agreement | Sep-20 | 1800 |
| Bessbrook Pond | Tree felling – circa 50 trees to retain integrity of reservoir bund. | Essential work for waterbody management following civil engineer specifications. | | 8845 |
| Hilltown | Carcullion House | Clear old conifer hedge line | Nov-20 | 1665 |
| | | Significant work also completed by council staff | August - Sept 2020 | |
| Warrenpoint Park | H&S Pruning | Essential H&S work | | 630 |
| Slieve Gullion | Emergency Tree Surgery | Emergency Tree Works | | 1100 |
| Saintfield Leisure Centre | Pruning and Reductions | Essential H&S work | | 1530 |
| Saintfield Play Area | Pruning and Reductions | Essential H&S work | | 1900 |
| Downpatrick | Quoile Car Park & Green Areas | Essential H&S work | Feb-21 | 2490 |
| Dundrum Car Park | Over hanging mature Pinus etc. | Essential H&S work | | 500 |
| Donard Park Newcastle | As per Tender | Essential H&S work | Jan-21 | 1100 |
| Newry | Felling of overmatured conifers Daisy Hill Wood - Traffic management etc | Essential H&S work | February | 3360 |
| Downpatrick | Felling of Poplars etc along stream line - Dunleath Park Pitches | Essential H&S work | Apr-21 | 4140 |

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|---------------------------------------|--|------------------------|--------|------------------|
| Kilbroney | Various Pruning, Reductions & Removals | Essential H&S work | May | 13835 |
| Slieve Gullion | Various Pruning, Reductions & Removals | Essential H&S work | May | 13210 |
| Ballynahinch | Riverwalk Surgery Works | Essential H&S work | March | 2655 |
| Ballynahinch | Mourne view | Essential H&S work | Apr-21 | 1335 |
| Killylea | Sectionally fell large tree | Essential H&S work | Mar-21 | 275 |
| Killylea | Raise Trees along Broadmeadows Laneway | Essential H&S work | Mar-21 | 500 |
| Killylea | Removal of epicormic growth from 25 no lime trees | Aesthetic & sightlines | | 375 |
| Killylea | Reduction and pruning of mature limes | Essential H&S work | | 2000 |
| Slieve Gullion | Removal of unsafe tree in teacup area of Slieve Gullion park | Essential H&S work | Jul-21 | 240 |
| Drumaness | Reduction of large poplars | Essential H&S work | Jun-21 | 650 |
| Total Cost of Contracted Works | | | | £72455.00 |

Some of the larger sites had individual works continuing for several months due to the scale of requirements and resources.

Most of the work listed has been undertaken by specialist contractors (3 companies have been involved) with one being awarded the annual tender from September 2020 onward.

The majority of work has been defined and dictated by the ongoing H&S assessments, these are completed by an independent arboriculturist. These are GPS located and then mapped and spatially recorded on ESRI for practical location in the field and future effective management.

Internal Tree Works by Council Staff - have not been fully documented due to time constraints.

As an example, below (The Rostrevor Squad) has completed 18 individual jobs over the same period. We have 4 similar teams within Grounds Maintenance. An average can then be assumed of 80 – 100 individual tree jobs being completed over this period.

This is only to increase with council now taking over the management of additional forest park and routeway locations.

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| 2020 | |
| 16 March 2020 | Remove branches from falling tree, Kilbroney Park |
| 21 April 2020 | Remove hanging branches along the path at the Glen stream |
| 20 & 21 May 2020 | Cut and mulch branches in Kilbroney Park |
| 2 June 2020 | Cut whins at Burren Landfill |
| 24 June 2020 | Cut falling branches in the Fairy Glen |
| 22 July 2020 | Cut falling tree in Forestbrook |
| 17 – 20 August 2020 | Cut up falling trees Hilltown |
| 21 August 2020 | Cut hanging branches in the Fairy Glen and Kilbroney Park |
| 26 & 27 August 2020 | Cut up falling trees at Hilltown |
| 16 September 2020 | Clear away falling tree in the Fairy Glen |
| 6 October 2020 | Cut falling branches in Kilbroney Park |
| 12 October 2020 | Cut falling tree at the Narnia Trail, Kilbroney Park |
| 2021 | |
| 3 February 2021 | Cut falling tree at the Narnia Trail, Kilbroney Park |
| 8 – 10 February 2021 | Cut branches for mulch in Kilbroney Park |
| 16 March 2021 | Cut falling branches in Kilbroney Park |
| 21 May 2021 | Cut falling branches in the caravan site |
| 21 June 2021 | Prune hanging branches over the tennis courts, Kilbroney Park |
| 6 July 2021 | Cut falling branch at the entrance to the compound, Kilbroney Park |

Appendix 2: Future Works from September 2021 onwards.

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This will be comprised of

- Existing tree survey work which has not been completed to date – largely work of a medium risk category
- New locations which council have recently acquired – new forest Parks and extensions to them, for example Tollymore, New Driveways though Slieve Gullion Forest etc.
- Locations which are currently being assessed e.g. – The Newry Canal, Delamont Country Park and generally sites of lower priority and target value.

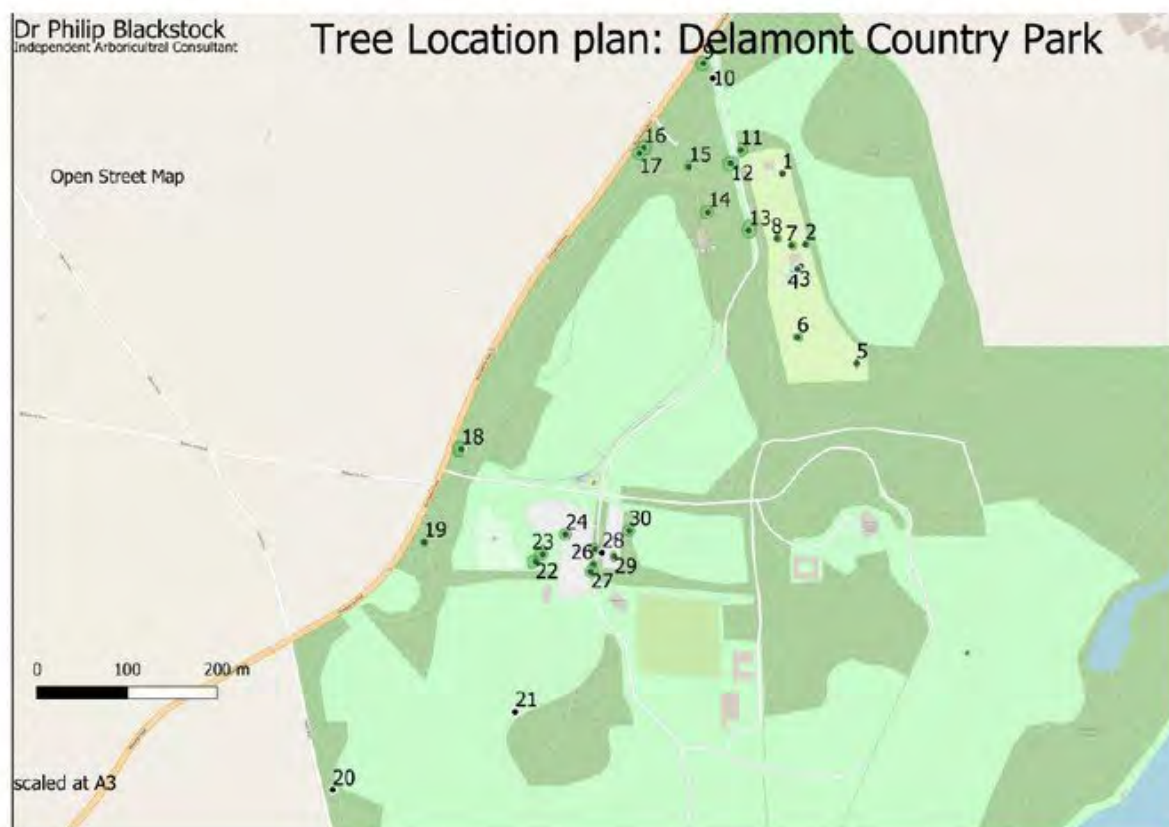
Consider the individual site maps below which identify the locations of identified trees for management works

Downpatrick Cathedral

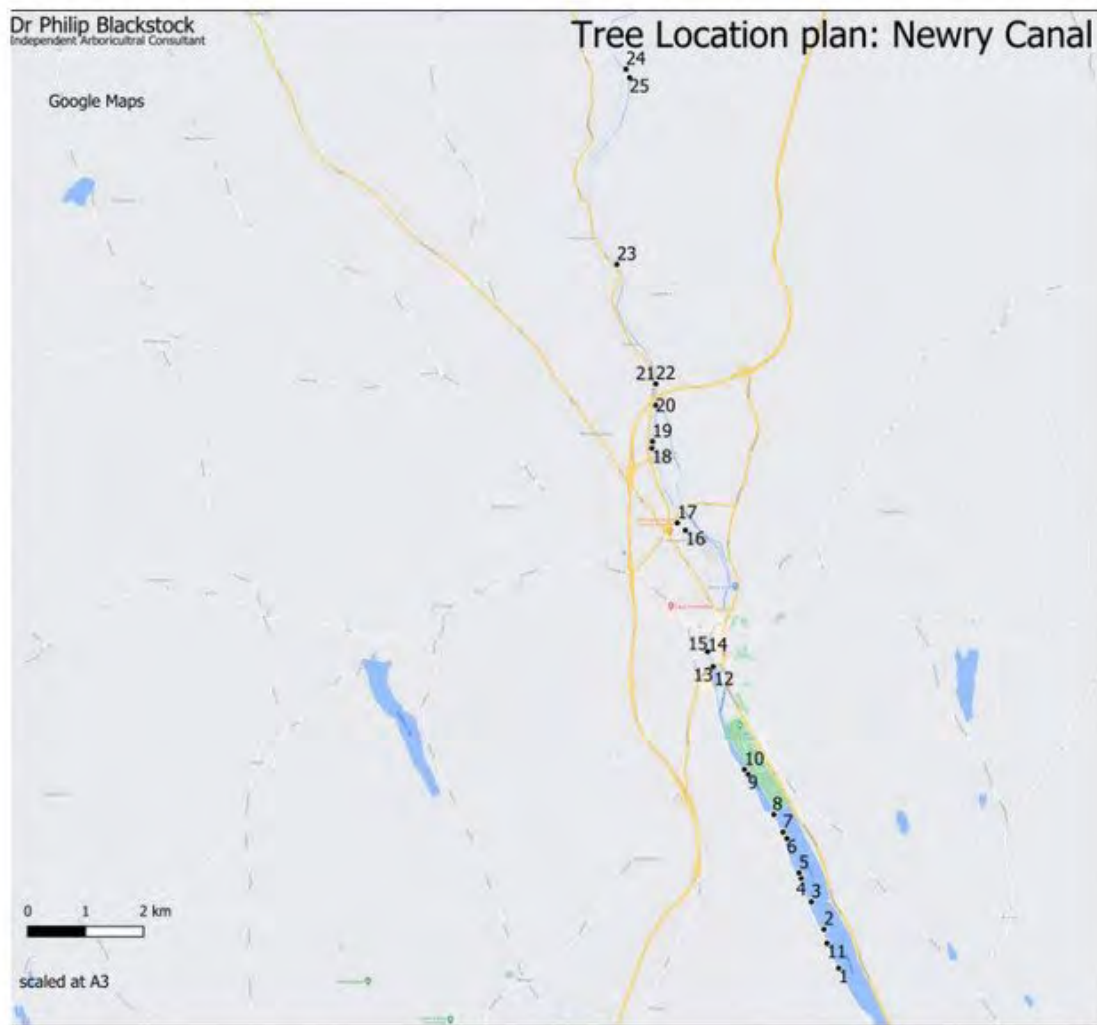
77



Delamont Country Park



Newry Canal



Castlewellan Square



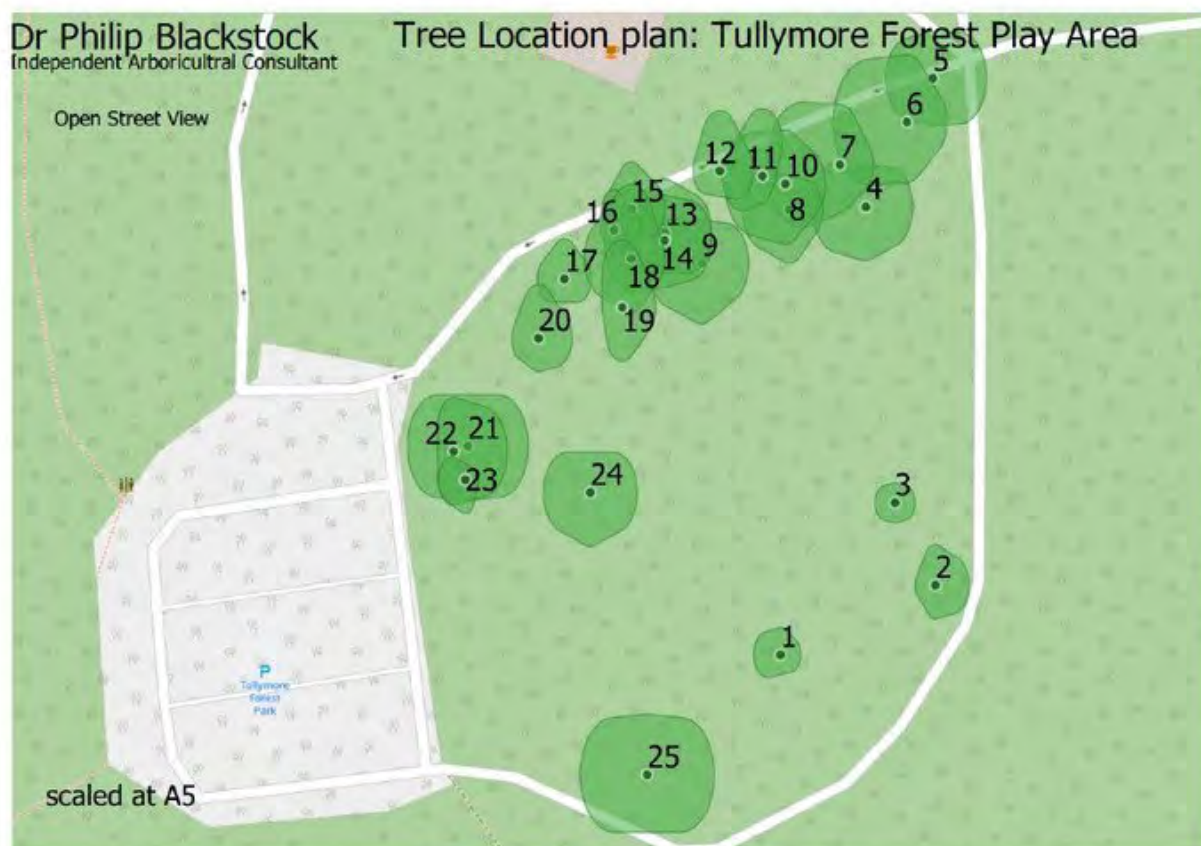
Killough Village

79



Tollymore Forest Park Arboricultural Works





Daisy Hill Wood – Newry

TBC significant work is to be identified by officers and undertaken later in 2021.

Slieve Gullion Forest Drive



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| Report to: | Neighbourhood Services Committee |
| Date of Meeting: | 18 th August 2021 |
| Subject: | All-Ireland Pollinator Plan |
| Reporting Officer (Including Job Title): | Kevin Scullion, Assistant Director Facilities Management and Maintenance |
| Contact Officer (Including Job Title): | Danielle Begley, Biodiversity Officer |

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

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| For decision | <input checked="" type="checkbox"/> | For noting only | <input type="checkbox"/> |
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| 1.0 | Purpose and Background |
| 1.1 | To request that Council officially register its support for the All-Ireland Pollinator Plan. |
| 2.0 | Key issues |
| 2.1 | <p>We all depend on pollinators and the important service they provide. Unfortunately, our pollinators are in decline. Of the 99 different types of bees on the island of Ireland, nearly one third are threatened with extinction. The All-Ireland Pollinator Plan is a strategy that addresses this problem. It is a shared plan of action supported by more than 90 governmental and non-governmental organisations. By helping our pollinators, we are improving biodiversity across the island.</p> <p>Pollinators are important to farmers who grow pollinator dependent crops, to gardeners who want to grow their own fruits and vegetables and for the overall health of our environment. The annual value of pollinators is at least €53 million in the Republic of Ireland and £603 million in the UK. <i>(Information from All-Ireland Pollinator Plan)</i>.</p> <p>To help pollinators we need to ensure that they have food, shelter and somewhere to breed. Many pollinator friendly actions simply require land to be managed in a slightly different way than what we have become used to.</p> <p>Newry Mourne and Down District Council are already taking actions to support pollinators. Through biodiversity initiatives such as 'Re-wilding' on council's own properties, to working with local community groups, local residents and schools, steps are already being undertaken to make Newry Mourne and Down more 'pollinator friendly'.</p> <p>In registering its support for the All-Ireland Pollinator Plan, and becoming an All-Ireland Pollinator Plan Partner, Newry Mourne and Down District Council will be formalising the actions already being undertaken to improve our District for pollinators.</p> <p>In becoming an All-Ireland Pollinator Plan Partner, Newry Mourne and Down District Council agrees:</p> |

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| | <ol style="list-style-type: none"> 1. That Newry Mourne and Down District Council supports the ethos of the All-Ireland Pollinator Plan and will consider the Plan in their policies, plans, and management decisions where possible. 2. To consider the evidence-based actions in the guideline document "Councils: Actions to help Pollinators", and to carry out one pollinator-friendly action in the first year of signing up and plan to carry out at least three more within the following five years. The guideline document lists 30 possible actions, many of which are low cost or cost-neutral. 3. To update the All-Ireland Pollinator Plan Team (within the National Biodiversity Data Centre) on the positive pollinator actions Newry Mourne and Down District Council have planned, implemented or maintained at the end of each year. |
| 3.0 | Recommendations |
| 3.1 | Recommend that Newry Mourne and Down District Council register as a supporter of the All-Ireland Pollinator Plan. |
| 4.0 | Resource implications |
| 4.1 | Minimal financial resources over and above that already committed to the 'Re-wilding' initiative. |
| 5.0 | Due regard to equality of opportunity and regard to good relations (complete the relevant sections) |
| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p> |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> |

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| 5.3 | <p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> |
| 6.0 | <p>Due regard to Rural Needs (please tick all that apply)</p> |
| 6.1 | <p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p> |
| 7.0 | <p>Appendices</p> |
| | <p>None</p> |
| 8.0 | <p>Background Documents</p> |
| | <p>All-Ireland Pollinator Plan 2021-2025 Council-Framework- All-Ireland Pollinator Plan Councils – Actions to Help Pollinators</p> |

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| Report to: | Neighbourhood Services (NS) Committee |
| Date of Meeting: | 18 August 2021 |
| Subject: | Distribution of Compostable Foodbags and Food Waste Caddy Bins |
| Reporting Officer: | Sinead Murphy; Assistant Director Waste Management (Acting) |
| Contact Officers: | Liam Dinsmore, Head of Waste Processing & Enforcement |

| For Decision | X | For Noting Only | |
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| 1.0 | | | Purpose & Background |
| 1.1 | | | <p>The purpose of this report is to recommend for Committee agreement, arrangements for</p> <ol style="list-style-type: none"> 1. the future distribution of compostable food waste bags (caddy liners) 2. to consider arrangements for the availability of household caddies (small brown kitchen bin) <p>The following motion relating to distribution of caddies had been raised in July 2020, but not progressed during the Pandemic.</p> <p>"As this Council is promoting recycling as a key strategic objective, we need to commit to how this is delivered operationally. Distribution of small brown bins for food waste throughout council area is an important part of achieving our objective by helping residents separate their waste. Under Covid 19 restrictions normal practice of residents collecting these bins in person from Greenbank cannot occur at the moment, or in the near future. To ensure effective delivery of this service, council staff should commit to delivery of these bins to local areas and work with local councillors to support delivery of this service where practical. All bins distributed should be to a recorded address".</p> |
| 1.2 | | | The Council had previously considered the distribution of compostable food-waste bags in February 2017 (as part of the implementation of Food Waste Regulations/ Brown Bin project) and in August 2018 (as part of the implementation of the Brown Bin project). |
| 1.3 | | | <p>The distribution and collection of brown bins commenced in legacy councils 20 years ago, with most householders now issued with a small kitchen caddy, into which items of food waste could be placed, prior to transfer of the waste to the householder brown bin provided.</p> <p>Currently a kitchen caddy is provided as part of a 'food waste recycling pack' whenever a householder purchases a new brown bin.</p> |
| 1.4 | | | The Purpose of this Report is to establish a Policy relating to both the distribution of compostable food waste bags and availability of kitchen caddies during the remainder of 2021/22. |

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| 2.0 | Key Issues |
| 2.1 | Current arrangements for the distribution of compostable foodwaste bags |
| 2.1.1 | <p>The Council currently makes compostable food waste-bags available free of charge to residents for collection from the Council's Household Recycling Centres (HRCs), subject to availability.</p> <p>Pre-Covid-19 pandemic, compostable food waste bags were also available for collection by residents from 29 locations throughout the council, specified community centres and Council Buildings. Once Covid restrictions permit, this distribution method will be re-instated.</p> <p>In addition to this, bio-bags are also provided when residents are in-receipt of a new brown bin, with residents also being able to supplement stock via the purchase of bio-degradable bin liners from most supermarkets.</p> <p>In the past foodwaste bags have been made available on request to registered community groups, management of housing blocks and to Councillors as targeted distribution.</p> |
| 2.1.2 | <p>The Council currently stocks 76,000 rolls of compostable liners at a cost of c.£50,000 per annum.</p> <p>Availability has been disrupted recently due to stock supply issues and with stock due to be available from week commencing 23 August 2021, bags will be available as before from previous specified locations, as permitted under Covid restrictions.</p> |
| 2.1.3 | <p>Supporting the use and distribution of compostable food waste bags are regular communications initiatives by the Council which reinforce the proper disposal of food waste. An important element of this is advising residents of the suitability of newspapers as substitutes for bin or caddy lining. The key issue for Members to consider is that residents are permitted to deposit "loose" food waste in either kitchen caddies and brown bins.</p> <p>Compostable food waste bags are not essential for effective food waste recycling but evidence provided by WRAP presents that availability of bags and regular promotion of same does underpin recycling initiatives for food waste recycling.</p> <p>Intent is to seek to implement initiatives to redirect food waste from black bins into the brown recycling waste bins, with a disposal cost saving achieved for each tonne redirected.</p> |
| 2.2 | Current arrangements for the distribution of food-waste caddies |
| 2.2.1 | <p>Current policy is to provide a kitchen bin as part of a 'food waste recycling pack' whenever a householder purchases a new brown bin.</p> <p>Approximately 800-1000 new households are introduced to the food waste collection scheme on an annual basis. All these householders continue to receive a food-waste caddy as part of the 'food-waste recycling pack/introductory promotion.'</p> |
| 2.2.2 | The Council currently stocks 10,000 food waste caddies at a cost of £12,000 per annum. |
| 2.2.3 | Since the beginning of the Covid-19 pandemic, collection of food waste caddies from the Greenbank Complex by residents has been paused. However, distribution of bins is |

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| | <p>currently undertaken free of charge by Council and incurs an unbudgeted cost and reassignment of resources.</p> <p>A small number of food waste caddy-bins have previously been made available to Councillors, on request for distribution.</p> |
| 2.2.4 | <p>Motion as proposed would commit Council to providing kitchen caddies and delivering bins to local areas. Requirement to deliver food waste caddies would further impact on other services should staff be reassigned to such role.</p> |
| 2.2.5 | <p>Schools have previously requested provision of food-waste caddies, to assist to promote recycling initiatives at schools. Not all schools are customers of the Council Trade Waste Collection Service but it is considered that availability of food waste caddies at schools will encourage school children with respect to the use of a similar caddy at home.</p> <p>The Council has agreed to provide 10 Food Waste Caddies to each of the 101 listed primary schools in the District, to underpin existing environmental initiatives.</p> |
| | <p>Options Identification & Appraisal</p> |
| 2.4 | <p>There are several options available to the Council to consider as part of a review of distribution of bio-bags and food -waste caddies. Options are unbudgeted and will require securing additional financial resources.</p> |
| 2.5 | <p>More information on each of the options is provided at Appendix 1: Compostable Food Bags and Appendix 2: Food Waste Caddies.</p> |
| 3.0 | <p>Recommendations</p> |
| 3.1 | <p>Members are asked to consider and agree to:</p> <p>Distribution of Compostable Food Waste Bags: Recommended Option: Option 1</p> <ul style="list-style-type: none"> • The continuation of current arrangements for the distribution of Compostable Food Waste Bags. <ul style="list-style-type: none"> ➤ Bags to continue to be available at HRC sites (10 sites) ➤ Bags to be available for collection at other 29 locations eg Council Offices and Community Centres, following relaxation of Covid restrictions. ➤ Bags to be made available at appropriate Community outlets where requested ➤ Bags to be made available to Councillors where requested for onwards delivery to known requestors, from September 2021. <p>Distribution of Caddy-bins: Recommended Option: Option 3</p> <p>It is proposed that a number of caddy-bins are made available for householders who request a replacement caddy-bin.</p> <ul style="list-style-type: none"> ➤ It is considered that a publicity initiative be re-run to encourage householders not to place food waste in their black bin ➤ To support the initiative a number of foodwaste caddies to be made available and distributed as follows to reduce delivery costs:- |

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| | <ol style="list-style-type: none"> 1. Food waste caddies to be made available to Councillors on an equal basis and maximum limit of 100 caddies, as required, with Councillors to issue to householders at recorded addresses. Householder to receive additional instruction 'Lets Recycle Right' and a roll of compostable liners 2. 1000 food waste caddies to be made available for issue by Customer Services, on request, to replace broken caddies with collection to be arranged from local HRC site by householder and/or at Greenbank /Downshire following reopening of such facilities. Any surplus not taken up by Councillors to be redistributed in this manner. 3. 10 Food Waste Caddies to be issued to primary schools, on request (max 1000 caddies) to further promote food waste recycling in the home, as per previous Council decision. |
| 4.0 | Resource Implications |
| 4.1 | There are no additional resource implications attached to this report. The recommendations are submitted on basis of a redistribution of food waste from Black bin to Brown Bin through publicity regarding use of Recycling Bins. Costs for waste disposal has been included within the agreed budget for 2021-22. |
| 5.0 | Due regard to equality of opportunity and regard to good relations (complete the relevant sections) |
| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the report will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p> |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> |
| | <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> |
| | <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> |
| 5.3 | <p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> |
| 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 |

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| | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: | |
| | Rural Needs Impact Assessment completed | <input type="checkbox"/> |
| 7.0 | Appendices | |
| | <ul style="list-style-type: none"> ▪ Appendix 1 – Options Analysis Delivery /Availability for compostable food waste bags ▪ Appendix 2 -Options analysis Delivery /Availability for caddy-bins | |

Appendix 1

Options Analysis:

Delivery/Availability for Compostable Food Waste Bags

| Option | Advantages | Disadvantages |
|--|---|---|
| Option One – Do Nothing This option describes continuing with the current arrangement. | <ul style="list-style-type: none"> Established arrangement in-place considered to function well. Residents able to collect compostable bags from 10 HRCs and 29 designated locations across the District following relaxation of restrictions. 1 x bag roll issued with every new brown bin Supply is based on identified need by residents, with use for intended purpose Agreed budget | <ul style="list-style-type: none"> Residents may run out of bags but Residents can supplement Council-supplied stock with purchasing compostable bags from supermarkets |
| Option Two – Deliver food waste -bags to all households on a bi-annual basis This option describes distributing bio-bags to all households every six-months | <ul style="list-style-type: none"> Continual supply of bio-bags provided to all households on a six-monthly basis | <ul style="list-style-type: none"> No budget for change to distribution method Currently is not an operational staff requirement Change to service will also require additional resident communications Distribution method may not ensure full utilisation by residents |
| Option Three – Deliver food waste bags on request to households This option describes distributing compostable bags to households on request using a "tag" request arrangement. Tags would be attached to brown bins requesting additional bio-bags | <ul style="list-style-type: none"> Distribution method most likely to support full utilisation by residents (based on actual demand) | <ul style="list-style-type: none"> No budget for change to distribution method Change to service will also require additional resident communications Department does not have the IT systems to support the tracking and fulfilment of customer requests (i.e. potential GDPR risks attached to storing resident data) Administrative costs may be prohibitive |

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| <p>Option Four – Sale of food waste bags from designated Council facilities</p> <p>This option describes charging for the supply of food waste bags at a discounted rate</p> | <ul style="list-style-type: none"> ▪ Distribution method likely to support full utilisation by residents (based on actual demand) ▪ Partial recovery of costs attached to current distribution method | <ul style="list-style-type: none"> ▪ Significant departure from the current arrangement ▪ Change to service will also require additional resident communications ▪ Department does not have the IT systems to support the tracking and fulfilment of customer requests (i.e. payments) ▪ Administrative costs may be prohibitive ▪ Level of subsidy & pricing would require Council agreement |
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Appendix 2

Options Analysis:

Options analysis Delivery / Availability for caddy-bins

| Option | Advantages | Disadvantages |
|---|---|--|
| Option One – Do Nothing This option describes continuing with the current arrangement. | <ul style="list-style-type: none"> Established arrangement in-place 1 x Caddy issued with every new brown bin Supply is based on identified need by residents Agreed budget Alternative is available for householder to line bin with newspaper System does encourage householder to recycle food waste (WRAP published research) | <ul style="list-style-type: none"> Some residents identify a 'yuk' factor associated with food waste and faced with decision may place food waste to black bin. |
| Option 2 -Council to consider that all householders should have a functional food-waste caddy at all times. Council to provide free caddy bin on request to all requests This option considers that Council should replenish broken/lost caddy bins | <ul style="list-style-type: none"> Potentially ensures that every householder has a caddy-bin | <ul style="list-style-type: none"> Unknown costs and additional administrative costs to track issues of bins Currently bins are delivered with significant potential delivery costs arising to implement detail of Motion. Provision of free bin may not encourage householder to be responsible with respect to care for something that they received FOC. |
| Option 3 Council to consider that all householders should have a functional food-waste caddy at all times. Council to provide free caddy bin on request to a defined number of requests, set at 5000 units and to undertake Comms to promote the initiative. Uptake to be kept under review, with additional initiatives to be developed to target a distribution of a further 2000 caddies. | <ul style="list-style-type: none"> Potentially ensures that every householder has a caddy-bin Regular communications to promote NO Food Waste in Black Bin. Costs can be managed and can be capped, with anticipated savings in waste to black bin to meet costs of caddy-bin purchase. | <ul style="list-style-type: none"> Additional unbudgeted cost Currently bins are delivered with significant potential delivery costs arising to implement detail of Motion. Provision of free bin may not encourage householder to be responsible with respect to care for something that they received FOC. |

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| Report to: | Neighbourhood Services Committee |
| Date of Meeting: | 18 August 2021 |
| Subject: | Fleet Replacements (Capital) – Status Update |
| Reporting Officer: | Sinead Murphy, Assistant Director: Waste Management (Acting) |
| Contact Officers: | Tom Daly, Head of Fleet |

| For Decision | X | For Noting Only | | | | | | | | | | | | | | | | | | | | | | |
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| 1.0 | Purpose & Background | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | <p>To provide an update on Council approvals currently in place and plans to complete the procurement processes to deliver new vehicles to replace existing service vehicles so as to ensure the vehicles meet the Service’s needs.</p> <p>The approval of this Report will ensure compliance with the Council’s Procurement Policy and Corporate Governance.</p> <p>Total Estimated value of replacements for those vehicles already approved is £1,610,000.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| 2.0 | Key Issues | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | <p>Priority Replacement Vehicles:</p> <p>A review has been completed of the current fleet and the following table summarises the approvals status of vehicles that have been identified as requiring priority replacement by 31st March 2022. Replacement Criteria is based upon the current vehicle replacement policy for Refuse Vehicles (more than 8 years old) or assessment by Fleet based upon vehicle’s condition, age, reliability, cost to maintain & suitability to meet Services’ needs.</p> <p>Business cases have been approved for the procurement of vehicles as referenced in the table below.</p> <table><tr><th>Vehicle type</th><th>Number</th><th>Business case approved</th></tr><tr><td>32 tonne Skip loader/hook loaders</td><td>3</td><td>0</td></tr><tr><td>Refuse collection vehicles</td><td>24*</td><td>5**</td></tr><tr><td>Medium chassis cab vehicles</td><td>32</td><td>20***</td></tr><tr><td>Sweeper vehicles</td><td>7</td><td>0</td></tr><tr><td>Small vans</td><td>19</td><td>0</td></tr><tr><td>Total</td><td>85</td><td>25</td></tr></table> <p>(* Includes one permanent hire not included in established fleet) (**Refer to June 2020 NS Committee Minutes, Ref. NS/172/2020) (***Refer to March 2021 NS Committee Minutes, Ref. NS/049/2021)</p> <p>Estimated replacement costs for the vehicles listed in the Table above is £5,600,000.</p> | | | Vehicle type | Number | Business case approved | 32 tonne Skip loader/hook loaders | 3 | 0 | Refuse collection vehicles | 24* | 5** | Medium chassis cab vehicles | 32 | 20*** | Sweeper vehicles | 7 | 0 | Small vans | 19 | 0 | Total | 85 | 25 |
| Vehicle type | Number | Business case approved | | | | | | | | | | | | | | | | | | | | | | |
| 32 tonne Skip loader/hook loaders | 3 | 0 | | | | | | | | | | | | | | | | | | | | | | |
| Refuse collection vehicles | 24* | 5** | | | | | | | | | | | | | | | | | | | | | | |
| Medium chassis cab vehicles | 32 | 20*** | | | | | | | | | | | | | | | | | | | | | | |
| Sweeper vehicles | 7 | 0 | | | | | | | | | | | | | | | | | | | | | | |
| Small vans | 19 | 0 | | | | | | | | | | | | | | | | | | | | | | |
| Total | 85 | 25 | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>The replacement programme has stalled in the past 24-months. However, the Neighbourhood Services Department has identified an additional Resource from within the Department to re-energise the Fleet replacement programme.</p> <p>Business cases for additional vehicles to be replaced will be brought to future meetings of the Neighbourhood Services committee.</p> |
| 2.2 | <p><u>Ongoing Additional Priority Replacements :</u></p> <p>The fleet condition is continually changing and is kept under review from a point of view of reliability, availability, safety, legal and cost to maintain.</p> <p>Where Fleet identifies additional vehicles that are no longer viable to keep in service the Council will allow Fleet to make arrangements to replace these with temporary hires, in the short-term, and to make arrangements to replace them using the existing Capital Replacement Budget.</p> |
| 2.3 | <p><u>Operator License & Safety:</u></p> <p>To operate its fleet of vehicles the Council is required to hold an Operator's License. This places legal obligation upon the Council as to the minimum standards of condition and maintenance that its vehicles should be maintained to.</p> <p>Continuing to operate these vehicles places the Council's Operator License at risk, increases the risk to the Council's Staff, and the public, as well as causing additional costs and inefficiencies to the User Services due to their unreliability.</p> |
| 2.4 | <p><u>Method of Procurement:</u></p> <p>At all times the procurement of Capital Assets must comply with EU/UK Procurement Law and Council Policy and ensure Value. To ensure compliance and delivery of these assets in the most efficiently way possible Council will utilise the most suitable National Procurement Framework(s). This will continue to be the most direct route going forward.</p> <p>The target dates to have replacements arriving in the Council are:-</p> <ol style="list-style-type: none"> 1. Refuse vehicles – End of October 2022. 2. Medium Vehicles – End of September 2022 <p>These targets are subject to a number of external factors, namely:-</p> <ul style="list-style-type: none"> • market supply restrictions & prices which can change up to the time of Ordering, • Import tariffs |
| 2.5 | <p><u>Environment & Sustainability:</u></p> <p><i>In line with Council's ' Climate Change Emergency declaration and Environmental objectives, all vehicles approved for replacement should be replaced by vehicles having proven ultra-low or</i></p> |

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| | <p><i>zero tailpipe emissions, or in the absence of these options the best available technology vehicles, and always, they must be able to meet the Service's demands.</i></p> <p>This is in line with Council approvals at the February 2021 NS Committee, namely that,<i>"Council approves the recommendation to adopt an incremental approach at this stage for transitioning the Council to fleet to alternative, greener fuels in-line with green vehicle technology and supporting infrastructure; approve the presentation of business cases for the replacement of prioritised 3,500kg – 6,500kg GVW vehicles".</i></p> <p>Officers will continue to monitor vehicle developments and seek to employ these technologies where they are proven to be meet the Council's needs.</p> |
| 3.0 | Recommendations |
| 3.1 | <p><u>Capital Vehicle Replacement Programme and Budget:</u></p> <ol style="list-style-type: none"> 1. Members approve the review of the fleet replacement programme and authorises Officers to present the outstanding business cases at the next NS Committee for Member consideration & approval 2. Members approve the replacement of additional vehicles identified as no longer viable to keep in service with temporary hires, in the short-term, with a view to making arrangements to replace them using the existing Capital Replacement Budget following the presentation of business cases to NS Committee for Member consideration & approval. |
| 4.0 | <u>Resource Implications</u> |
| 4.1 | <ol style="list-style-type: none"> 1. <u>Capital Budget (2017-22):</u> Recommendations will be covered within the current Capital Vehicle Programme (2017-22) |
| 5.0 | Due regard to equality of opportunity and regard to good relations (complete the relevant sections) |
| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the report will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p> |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> |

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| | The policy (strategy, policy initiative or practice and / or decision) has been equality screened | <input type="checkbox"/> |
| | The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation | <input type="checkbox"/> |
| 5.3 | 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 | <input type="checkbox"/> |
| | Consultation period will be 12 weeks | <input type="checkbox"/> |
| | Consultation period will be less than 12 weeks (rationale to be provided) | <input type="checkbox"/> |
| | <i>Rationale:</i> | |
| 6.0 | Due regard to Rural Needs (please tick all that apply) | |
| 6.1 | Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service | |
| | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| | If yes, please complete the following: | |
| | Rural Needs Impact Assessment completed | <input type="checkbox"/> |
| 7.0 | Appendices | |
| 7.1 | Appendix-1: Priority Replacement Vehicles – Refuse Vehicles Listing | |
| | Appendix-2: Priority Replacement Vehicles - Medium Vehicles Listing | |
| 8.0 | Background Documents | |
| 8.1 | <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <p><i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i></p> | |

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 report.

- Refer to June 2020 NS Committee Minutes, Ref. NS/172/2020*
- Refer to March 2021 NS Committee Minutes, Ref. NS/049/2021*

Appendix-1
Priority Replacement Vehicles
(Refuse Vehicles 26,000kg GVW)

| REG NO. | YEAR OF REG. | MAKE & MODEL | SERVICE USER | GVW (kg) | Cost New |
|----------|--------------|----------------------|-------------------|----------|----------|
| UJZ 5984 | 2013 | Mercedes - RCV | Refuse Collection | 26000 | £165,000 |
| UJZ 5985 | 2013 | Mercedes - RCV | Refuse Collection | 26000 | £165,000 |
| UJZ 7894 | 2013 | Mercedes Benz Econic | Refuse Collection | 26000 | £168,000 |
| VJZ 5742 | 2013 | DENNIS ELITE | Refuse Collection | 26000 | £165,000 |
| VJZ 5743 | 2013 | DENNIS ELITE | Refuse Collection | 26000 | £165,000 |

£828,000

Appendix-2
Priority Replacement Vehicles
(Medium Size Vehicles, 3.5 to 6.5 Tonne GVW)

| REG NO. | YEAR OF REG. | MAKE & MODEL | SERVICE USER | GVW (kg) | Cost New |
|----------|--------------|--|---------------------------|----------|----------|
| FJZ 7713 | 2003 | DAF Tipper | Bulky Collections | 3500 | £32,315 |
| FJZ 7762 | 2003 | Iveco Daily C-Cab Tipper 50C13 | General Recreation | 5000 | £42,000 |
| GJZ 7350 | 2004 | Iveco Daily Crew Cab | Building Maintenance | 3500 | £32,000 |
| GJZ 8700 | 2004 | Iveco Daily Crew Cab | General Recreation | 5000 | £38,000 |
| HJZ 6372 | 2004 | Iveco 5T C-Cab Beavertail | Grounds | 6000 | £46,000 |
| IJZ 5046 | 2005 | Iveco Ford Daily 35C15 Crew Cab | General Recreation | 5000 | £38,000 |
| IJZ 5494 | 2005 | Iveco Daily Model 50C13, 4500kg | General Recreation | 5000 | £38,000 |
| IJZ 5499 | 2005 | Iveco Daily Model 50C13, 4500kg | Building Maintenance | 3500 | £32,000 |
| IJZ 1812 | 2006 | Iveco 5T C-Cab Beavertail | Grounds | 6000 | £46,000 |
| MJZ 3133 | 2007 | Iveco 5T Crewcab + HIAB, 3500kg | Bldg Serv - Bldg Section | 3500 | £32,000 |
| MJZ 3134 | 2007 | Crew-Cab, Cage Tipper, 5000kg | Cleansing | 3500 | £32,000 |
| MJZ 6990 | 2007 | Iveco Day-Cab/Tipper, 4500kg | Building Maintenance | 3500 | £32,000 |
| OJZ 1328 | 2008 | Iveco Daily Model 50c 15, 4500kg | Newry Canal | 5000 | £38,000 |
| OJZ 3864 | 2008 | Iveco 5T Tipper Crew - Grounds, 5000kg | Grounds | 5000 | £38,000 |
| OJZ 3866 | 2008 | Iveco 5T Crewcab + HIAB | Bldg Serv - Bldg Section | 5000 | £38,000 |
| OJZ 7183 | 2008 | Renault Mascot D-Cab Cage | Cleansing- litter picking | 6000 | £58,000 |
| PJZ 1602 | 2009 | Iveco 5T Tipper Crew - Grounds | Grounds | 3500 | £32,000 |
| PJZ 4061 | 2009 | Iveco 5T C-Cab Beavertail | Grounds | 6000 | £46,000 |
| PJZ 4062 | 2009 | Crew Cage Litter | Cleansing | 5000 | £45,000 |
| PJZ 4063 | 2009 | Crew Cage Litter | Cleansing | 5000 | £45,000 |

£780,315

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| Report to: | Neighbourhood Services Committee |
| Date of Meeting: | 18 th August 2021 |
| Subject: | Enforcement Improvement Plan |
| Reporting Officer (Including Job Title): | Sinead Murphy, Assistant Director: Waste Management (Acting) |
| Contact Officer (Including Job Title): | Liam Dinsmore Head of Waste Processing and Enforcement Laura Hughes Waste Facilities & Enforcement Manager |

| <table><tr><td>For decision</td><td>For noting only</td><td>X</td></tr></table> | | For decision | For noting only | X | | | | | | | | | | | | | | | |
|--|--|--|-----------------|--|---------------------|--|---------------------------------------|--|--|---------------------------|---------------------------------------|----------------------|---|-------------------------------|--|--------------------------|--|---------------------|--|
| For decision | For noting only | X | | | | | | | | | | | | | | | | | |
| 1.0 | Purpose and Background | | | | | | | | | | | | | | | | | | |
| 1.1 | The purpose of this report is to update the Committee regarding implementation of the Enforcement Improvement Plan for dog fouling and illicit dumping. Improvement Plan was approved by Committee in March 2021 with direction by members for regular updates, with first update provided here. | | | | | | | | | | | | | | | | | | |
| 1.2 | <p>A summary of the key Action Points and progress is as detailed below:</p> <table><tr><th>Action Points from Report approved in March 2021</th><th>Progress Report</th></tr><tr><td>1. Trial for Enforcement /GIS Mapping App.</td><td>Currently in trial.</td></tr><tr><td>2. Provide Benchmarking Report as to FPN issued.</td><td>Complete and considered by Committee.</td></tr><tr><td>3. Recruitment<ul style="list-style-type: none">2 seasonal staff recruited with start date end-May 2021.1 permanent vacancy due to staff member taking alternative employment.</td><td>1 staff member has resigned effective 31 July to take up overseas employment. Replacement staff member appointed. Staffing currently is 3 no Enforcement Officers. Vacancy occurs for 1 permanent and 2 x seasonal positions.</td></tr><tr><td>4. Additional litter bins</td><td>Addressed by Head of Refuse/Cleansing</td></tr><tr><td>5. Raising Awareness</td><td>Promotional Plan, as approved by Committee implemented June /July 2021, detail below.</td></tr><tr><td>6. Cleaner/Greener initiative</td><td>Interest in clean-ups has been significant with all 61 official requests supported</td></tr><tr><td>7. Community Ambassadors</td><td>No Progress due to Covid restrictions.</td></tr><tr><td>8. Public Reporting</td><td>FPN and actions are included in Appendix A of this report. Plans to report monthly figures on the Council Website are in</td></tr></table> | Action Points from Report approved in March 2021 | Progress Report | 1. Trial for Enforcement /GIS Mapping App. | Currently in trial. | 2. Provide Benchmarking Report as to FPN issued. | Complete and considered by Committee. | 3. Recruitment <ul style="list-style-type: none">2 seasonal staff recruited with start date end-May 2021.1 permanent vacancy due to staff member taking alternative employment. | 1 staff member has resigned effective 31 July to take up overseas employment. Replacement staff member appointed. Staffing currently is 3 no Enforcement Officers. Vacancy occurs for 1 permanent and 2 x seasonal positions. | 4. Additional litter bins | Addressed by Head of Refuse/Cleansing | 5. Raising Awareness | Promotional Plan, as approved by Committee implemented June /July 2021, detail below. | 6. Cleaner/Greener initiative | Interest in clean-ups has been significant with all 61 official requests supported | 7. Community Ambassadors | No Progress due to Covid restrictions. | 8. Public Reporting | FPN and actions are included in Appendix A of this report. Plans to report monthly figures on the Council Website are in |
| Action Points from Report approved in March 2021 | Progress Report | | | | | | | | | | | | | | | | | | |
| 1. Trial for Enforcement /GIS Mapping App. | Currently in trial. | | | | | | | | | | | | | | | | | | |
| 2. Provide Benchmarking Report as to FPN issued. | Complete and considered by Committee. | | | | | | | | | | | | | | | | | | |
| 3. Recruitment <ul style="list-style-type: none">2 seasonal staff recruited with start date end-May 2021.1 permanent vacancy due to staff member taking alternative employment. | 1 staff member has resigned effective 31 July to take up overseas employment. Replacement staff member appointed. Staffing currently is 3 no Enforcement Officers. Vacancy occurs for 1 permanent and 2 x seasonal positions. | | | | | | | | | | | | | | | | | | |
| 4. Additional litter bins | Addressed by Head of Refuse/Cleansing | | | | | | | | | | | | | | | | | | |
| 5. Raising Awareness | Promotional Plan, as approved by Committee implemented June /July 2021, detail below. | | | | | | | | | | | | | | | | | | |
| 6. Cleaner/Greener initiative | Interest in clean-ups has been significant with all 61 official requests supported | | | | | | | | | | | | | | | | | | |
| 7. Community Ambassadors | No Progress due to Covid restrictions. | | | | | | | | | | | | | | | | | | |
| 8. Public Reporting | FPN and actions are included in Appendix A of this report. Plans to report monthly figures on the Council Website are in | | | | | | | | | | | | | | | | | | |

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| | | progress with a view to going live in September. |
| | 9. School Outreach | Proposal submitted to and adopted by Council to provide 10 x kitchen caddies and litterpick kits to schools with view to issuing for new school term. |
| | 10. Communications Plan | <p>Program to increase awareness of littering and responsible dog ownership was implemented and rolled out as approved by Council.</p> <p>Program considered to have been successful with 290,000 views of promotional video on social media.</p> |
| | 11. Use of CCTN/Bodycams | Work in Progress. Further information to be provided at next update. |
| | 12. DNA Testing for dogs | Matter reviewed and recommendation for 'no action' approved by Council. |
| | 13. Partnering Arrangement | Arrangement continues with Louth C.C. Video has been recorded and currently at edit stage. |
| | 14. Joint Meeting with KNIB | Meeting held with KNIB with involvement secured for several publicity and photo call events. Partnering secured for both Dog Fouling and Littering Communications July-August. |
| | 15. Availability of Dog Waste Bags | 40,000 dog waste bags have been purchased with proposal to erect dispensers initially at Warrenpoint/Newcastle seafronts. |
| 1.3 | <u>Communications/Publicity Campaign roll-out June 2021 to 6 August 2021</u> | |
| | Anticipated Program Content | Designed Project Content delivered June 2021 through 6 August 2021 |
| | Publishing details of Responsible Dog Ownership to Licence Holders | <p>Campaign Phase 1: Friday 18 June-Friday 2 July (Responsible Dog Ownership)</p> <p>Campaign Phase 2: Friday 9 July-Friday 23 July (Anti-Littering)</p> <p><u>Phase 1-Education</u> Develop dedicated landing page for Responsible Dog Ownership at</p> |

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| <p>Use of LHLH posters to implement social media messaging regarding littering and dog fouling</p> <p>Continued implementation of the Enforcement Improvement Plan, with updates, as attached.</p> <p>As soon as practical, to implement Community Action initiatives to highlight Dog-Fouling incidence e.g. chalk stencilling, awareness poster/media campaigns, issuing of dog foul bags, etc</p> <p>Implementation of joint patrols, Enforcement with Dog Wardens at key locations, to further underpin awareness of Responsible Dog Ownership</p> <p>Initiatives to inform the public as to responsibility with respect to littering and dog-fouling, to include radio advertisements and development of reporting apps. for use by the public. Consultation with other Council Departments to seek joint initiatives eg signage and enforcements to address issues of dog-fouling in Public Places. Liaison with Cleansing Services regarding response times for removal of Illicit Dumping, siting of litterbins and cleansing operations.</p> | <p>https://www.newrymournedown.org/dogs-and-animal-welfare</p> <p>A series of Social Media posts with key messages agreed on Dog Ownership/Fouling issued as above.</p> <p><u>Phase 2-Enforcement (Littering/Dog Fouling)</u> Public Relations plan was implemented as agreed:</p> <ul style="list-style-type: none"> • Photo Opportunity completed with Chairperson of Council plus NS, ERT Director/Partners • Media Interviews • Press Release agreed with all key messages relating to Enforcement Campaign • PR issued to local media with photos plus social media assets for sharing on their respective social channels • PR opportunities explored with local media outlets including print/online and broadcast • Social Media Content Planner agreed for sharing with web links, tags, assets for sharing <p>Phase 3-Engagement</p> <p>The following activities are in progress in line with Covid-19 restrictions.</p> <p>Public Relations</p> <ul style="list-style-type: none"> • The NS team will support a number of community groups by supplying them with resources including litter pickers/bags/gloves, 'Pick Up the Poo' Dog Fouling posters/stickers/bags/chalk packs etc. Press Release/Photo call with NS Team allocating resources to groups. • PR issued from NS to acknowledge their efforts and support and shared online and across our social media channels. • Further PR to be issued in August in relation to the impact of Enforcement Officers work across the district in terms of FPN's issued, impacts, targets met etc <p>Social Media</p> <ul style="list-style-type: none"> • Groups who are organising community clean ups across the district can share content images of clean up etc with NS |
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| | | team and we can post to our social media channels. |
| 1.4 | <p>Live Here Love Here posters were used on Social Media Channels/Paid Campaign on Facebook</p> <p>The publicity programme as outlined above was rolled out setting out a variety of approaches to heighten awareness of dog-fouling and litter awareness.</p> | |
| 2.0 | Key Issues | |
| 2.1 | As noted above. | |
| 3.0 | Recommendations | |
| 3.1 | <ul style="list-style-type: none"> To note the content of this update report. | |
| 4.0 | Resource implications | |
| 4.1 | None | |
| 5.0 | Due regard to equality of opportunity and regard to good relations (complete the relevant sections) | |
| 5.1 | <p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>N/A <input checked="" type="checkbox"/></p> | |
| 5.2 | <p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> | |
| 5.3 | <p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> | |

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| | <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> |
| 6.0 | Due regard to Rural Needs (please tick all that apply) |
| 6.1 | <p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> |
| 7.0 | Appendices |
| | None |
| 8.0 | Background Documents |
| 8.1 | <ul style="list-style-type: none"> • Notices of Motion (February 2019), • Elected Member workshop on the issue on the 22 March 2019, as considered 19 June 2019. • NS Committee Report (August 2020 and March 2021) • Live Here Love Here Assets (Static Assets for Dog Fouling & Litter for use on Social Media Channels/Paid Campaign on Facebook) • Enforcement Improvement Plan March 2021 |

Appendix A

Fixed Penalty Notice Report

1. Background

- 1.1 A Fixed Penalty Notice (FPN), as issued must comply with a Procedure requiring Name and Address for person against notice is to be served. As such some notices may take several months to be processed pending response to information enquiries issued to external parties and other agencies.

2. FPNs issued

- 2.1 FPN as issued in last 2 financial years as follows:
- April 2020/March 2021 = 52
 - April 2021/March 2022 (YTD) = 65 issued with 45 paid (69.23%)
- 2.2 Fixed penalty notices served and enquiries in process in 2021 to date are as follows;

| Month | FPN Issued | | FPN Paid | | Enquiries in Process | |
|---------------|------------|-----------|-----------|-----------|----------------------|-----------|
| | Dog Foul | Litter/FT | Dog Foul | Litter/FT | Dog Foul | Litter/FT |
| January | 0 | 2 | 0 | 1 | 0 | 0 |
| February | 1 | 9 | 1 | 9 | 0 | 2 |
| March | 10 | 5 | 2 | 2 | 1 | 0 |
| April | 9 | 1 | 2 | 1 | 0 | 1 |
| May | 3 | 10 | 2 | 7 | 0 | 1 |
| June | 9 | 9 | 9 | 6 | 0 | 10 |
| July | 2 | 16 | 2 | 13 | 0 | 10 |
| Totals | 34 | 52 | 18 | 39 | 1 | 24 |

- 2.3 A total of 18 FPNs were issued in July 2021 by the Enforcement Team = 11.1% (2) Dog Fouling + 88.9% (16) Littering/Flytipping
- 2.4 86 FPNs have been issued between January – July 2021, averaging 12 FPNs issued per month, with a further 25 enquiries pending = 39.5% (34) Dog Fouling + 60.5% (52) Flytipping/Littering. It is anticipated that the pending enquiry notices will result in FPN issue.
- 2.5 A consistent trend of FPN issue by the Enforcement officers is being demonstrated. An increase in FPNs was realised since June 2021 with the commencement of the Newry Seasonal Enforcement Officer on 24th May who was directed and assigned to target patrols within key areas identified as presenting with persistent dog foul and littering incidents
- 2.6 Enforcement officers are following up on the remittance of overdue fines in Quarter 1 & 2 2021 with 57/86 (66.3%) of fixed penalty notices paid

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| Report to: | Neighbourhood Services (NS) Committee |
| Date of Meeting: | 18 August 2021 |
| Subject: | Circular Economy Strategic Framework – Call for evidence |
| Reporting Officer: | Sinead Murphy, Sinead Murphy, Assistant Director: Waste Management (Acting) |
| Contact Officers: | Sinead Murphy, Sinead Murphy, Assistant Director: Waste Management (Acting) |

| For Decision | For Noting Only | X |
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| 1.0 Purpose & Background | | |
| 1.1 | The Department for the Economy (DfE) is currently developing a Circular Economy Strategic Framework for NI to increase collaboration and deliver a more joined-up approach on Circular Economy (CE) activities. This is to enhance DfE's understanding of the NI CE ecosystem and set a clear vision and ambition to inform future strategy. | |
| 2.0 Key Issues | | |
| 2.1 | DfE has called for evidence on eight focus areas for inclusion in the Circular Economy Strategic Framework that they believe present the greatest opportunity to increase circulation of key products and materials in NI, reduce carbon emissions and help create a green economy. The focus areas are closely aligned with the European Circular Economy Action Plan and include sectors identified for investment by DfE. | |
| 2.2 | A response to the Call for Evidence was provided on behalf of Newry Mourne and Down District Council endorsing the responses provided by arc21, Northern Ireland Local Government Association and Sustainable NI and providing evidence of good examples of planned and delivered circular activities and innovations within Newry Mourne and Down District Council and in Northern Ireland. | |
| 3.0 Recommendations | | |
| 3.1 | Members are asked to note the contents of the response provided in Appendix 1. | |
| 4.0 Resource Implications | | |
| 4.1 | None | |
| 5.0 Due regard to equality of opportunity and regard to good relations (complete the relevant sections) | | |
| 5.1 | <i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i> | |

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| | It is not anticipated the report will have an adverse impact upon equality of opportunity or good relations | <input checked="" type="checkbox"/> |
| 5.2 | <i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: | |
| | The policy (strategy, policy initiative or practice and / or decision) has been equality screened | <input type="checkbox"/> |
| | The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation | <input type="checkbox"/> |
| 5.3 | <i>Proposal initiating consultation</i> Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/> Consultation period will be 12 weeks <input type="checkbox"/> Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/> <i>Rationale:</i> | |
| 6.0 | Due regard to Rural Needs (please tick all that apply) | |
| 6.1 | Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: | |
| | Rural Needs Impact Assessment completed | <input type="checkbox"/> |
| 7.0 | Appendices | |
| 7.1 | Appendix 1 - Newry Mourne and Down District Council's Response to the 2021 Call for Evidence on a Circular Economy Strategic framework (CESF) | |

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| 8.0 | Background Documents |
| 8.1 | <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p> |

Appendix 1



Newry Mourne and Down District Council's Response to the 2021 Call for Evidence on a Circular Economy Strategic framework (CESF)

9 July 2021

Response provided by email to Heidi.Clarke@sibni.org by Sinead Murphy, Acting Assistant Director – Waste Management (sinead.murphy@nmandd.org)

1. Introduction

The Department for the Economy (DfE) is currently developing a Circular Economy Strategic Framework for NI to increase collaboration and deliver a more joined up approach on Circular Economy (CE) activities. This is with a view to enhancing our understanding of the NI CE ecosystem and setting a clear vision and ambition to inform a future strategy.

DfE have identified eight focus areas for inclusion in the CESF which they believe present the greatest opportunity to increase circulation of key products and materials in NI, reduce carbon emissions and help create a green economy. The focus areas are closely aligned with the European Circular Economy Action Plan and include sector identified for investment by DfE.

2. Comments

Newry Mourne and Down District Council are a partner council of arc21 along with Antrim & Newtownabbey Borough Council, Ards & North Down Borough Council, Belfast City Council, Lisburn & Castlereagh City Council and Mid & East Antrim Borough Council. Arc21 have prepared and submitted a response to this call for evidence which is in this report is endorsed by Newry Mourne and Down District Council.

Arc21's response is aligned with the response provided by Northern Ireland Local Government Association (NILGA) to the call for evidence on CESF. Newry Mourne and Down District Council also endorse the response provided by NILGA.

Newry Mourne and Down District Council also support the submission provided by Sustainable NI.

3. Additional Information

Newry Mourne and Down District Council in this call for evidence wish to provide the following good examples of planned and delivered circular activities and innovations within Newry Mourne and Down District Council and in Northern Ireland in the focus area of

Food:

- FareShare NI take unsold food from retailers and suppliers and redistribute it to vulnerable families across NI. Last year the charity supported c. 30k people in NI whilst redistributing 798 tonnes of food (see: <https://fareshare.org.uk/fareshare-centres/northern-ireland/>)
- Community initiatives such as Community Fridges. Cloughmills Community Action Team (CCAT) vision is to reconnect people with each other, their community and the natural world by developing a sustainable, fair and healthy food system. Part of the programme includes 'Share the Surplus' – to encourage and connect people with the surplus produce to share. Through this project in Cloughmills 3.6 tonnes of food was prevented from ending up as waste last year. (see: <http://www.cloughmills.org.uk/community-food-initiative>)

Textiles:

- Habitat for Humanity – Restore (Newry) demonstrate significant and sustainable impact for local people and the wider community. More than 150 volunteers invest 2,500 hours every month in helping low-income families access low-cost home improvement materials. Hundreds of tons of reusable material is diverted from landfill, protecting the environment. <https://www.habitat.org/where-we-build/ireland-and-northern-ireland>
- Pop up Arts, Downpatrick (<https://lifechangechangeslives.com/>) provides support through [creative therapy](#), [counselling](#) and by building self-esteem through [selling](#) finished, upcycled products through the operation of a [social enterprise shop](#).
- Emerging social enterprise, Changing cycles are retailing re-usable sanitary products through their online shop <https://www.changingcyclescommunity.com/>
- Mens Sheds Network – recycled materials used repurposing, value of product and social value of therapeutic benefit <https://menssheds.ie/>
- Social Enterprise, Cycle-Recycle, established in 2013 and run by a small number of volunteers supply affordable, up-cycled bicycles to encourage people to take up cycling to help improve their Physical, Mental or Emotional Wellbeing! <https://newrycyclerecycle.wixsite.com/home>

| | |
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| Report to: | Neighbourhood Services (NS) Committee |
| Date of Meeting: | 18 August 2021 |
| Subject: | Availability of compost from Brown bin collections |
| Reporting Officer: | Sinead Murphy, Sinead Murphy, Assistant Director: Waste Management (Acting) |
| Contact Officers: | Sinead Murphy, Sinead Murphy, Assistant Director: Waste Management (Acting) |

| For Decision | For Noting Only | X |
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| 1.0 Purpose & Background | | |
| 1.1 | The purpose of this report is to inform committee on the availability of compost from brown bin collections to community and environmental groups, as requested to be tabled at the August Meeting of the Neighbourhood Services Committee | |
| 2.0 Key Issues | | |
| 2.1 | arc21, through their steering group meeting, co-ordinate the distribution of bagged compost from NWP during compost week. Each council makes a decision whether to buy bags of compost for distribution during Compost Week which normally runs in September each year and carry out associated publicity arc21. However, it is noted that due to the Covid-19 pandemic this has not progressed over the last two years. | |
| 2.2 | Compost Week 2021 will be tabled for discussion at the August arc21 steering group meeting with a view to exploring the feasibility of a joint approach to the distribution of compost through arc21. | |
| 2.3 | Should the decision be made not to opt for a joint approach during Compost Week 2021, Council will have the opportunity to order compost for local projects as identified at the cost of £60 per pallet plus delivery. Each pallet holds 60 bags and prices may vary according to cost of bags. | |
| 3.0 Recommendations | | |
| 3.1 | Members are asked to note an update report will be provided at the September meeting of the NS Committee. | |
| 4.0 Resource Implications | | |
| 4.1 | None | |
| 5.0 Due regard to equality of opportunity and regard to good relations (complete the relevant sections) | | |

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| 5.1 | General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes | |
| | It is not anticipated the report will have an adverse impact upon equality of opportunity or good relations | <input checked="" type="checkbox"/> |
| 5.2 | Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: | |
| | The policy (strategy, policy initiative or practice and / or decision) has been equality screened | <input type="checkbox"/> |
| | The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation | <input type="checkbox"/> |
| 5.3 | 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 <input type="checkbox"/> Consultation period will be 12 weeks <input type="checkbox"/> Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/> <i>Rationale:</i> | |
| 6.0 | Due regard to Rural Needs (please tick all that apply) | |
| 6.1 | Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: | |
| | Rural Needs Impact Assessment completed | <input type="checkbox"/> |
| 7.0 | Appendices | |

| | |
|-----|--|
| 7.1 | None |
| 8.0 | Background Documents |
| 8.1 | <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p> |

ITEM 3
ARC21 JOINT COMMITTEE
Meeting No 057
MINUTES
Thursday 27 May 2021

Members Present:

Councillor M Goodman
 Councillor A Bennington
 Alderman R Gibson (*Chair*)
 Alderman A Carson
 Councillor A McDowell
 Councillor F Ferguson
 Councillor M Gregg
 Alderman D Drysdale
 Councillor S Lee
 Councillor W Clarke (*Deputy Chair*)
 Councillor K Owen

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

Members' Apologies:

Councillor R Kinnear
 Councillor P McReynolds
 Councillor JJ Magee
 Alderman R Cherry
 Councillor D Reid
 Councillor H McKee
 Councillor I Friary

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

Officers Present:

T Walker
 G Craig (*Secretary*)
 H Campbell
 J Green
 K Boal
 M Lavery
 J McConnell
 H Moore
 P Thompson
 J McBride

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

Officers' Apologies:

G Girvan
 D Lindsay
 S Toland

Antrim & Newtownabbey Borough Council
 Ards & North Down Borough Council
 Belfast City Council

The Chair welcomed all to the meeting along with the new member Councillor Alan McDowell from Ards and North Down Borough Council. He advised that he had written, on behalf of the Committee, to Councillor Gavin Walker who had stepped down as the representative from Ards and North Down Borough Council thanking him for his contribution and support.

He also welcomed Councillor Carson back to the meeting following his recent illness.

He advised that he would be leaving the meeting at 11.30am and the Deputy Chair, Councillor Willie Clarke, would be taking the Chair for the rest of the meeting.

Item 12 - Remote Meetings

Mr Craig presented a report to propose arrangements for holding both Joint Committee and Audit Committee meetings remotely following the expiry of the legislation permitting the hosting of remote meetings, for approval by Members.

He reported that due to the Covid-19 pandemic, the Joint Committee and Audit Committee have had to meet remotely to ensure that Public Health Agency guidance was followed. The authority to meet remotely is governed by S78 of the Coronavirus Act 2020 and this act became effective on 1 May 2020.

However, the legislation expired on 6 May 2021 and there had been no provision made to extend the regulations resulting in the Joint Committee and Audit Committee being required to be "*physically*" present to make decisions.

He reported that the Department was working on the introduction of legislative changes to extend powers to operate remotely but, in the meantime, arrangements needed to be put in place to enable decisions to be made when meetings are held remotely.

Following legal advice, it was proposed to amend the Standing Orders to permit the hosting of remote meetings of both the Joint Committee and the Audit Committee to continue. Mr Craig explained the proposed process for decision-making which would in effect mean that Members would make recommendations to the Acting Chief Executive who would have delegated authority to make the decisions, taking into account the views of the Members of the Joint Committee or Audit Committee present whilst remote meetings were taking place.

Discussion ensued around the potential for holding physical or hybrid meetings should this situation persist, along with the potential for video conferencing facilities, and Mr Craig advised that the flexibility for this would be considered going forward, health and safety permitting.

Following discussion, the Joint Committee recommended the changes to the Standing Orders and Mr Walker approved the recommendation. Mr Walker advised that if he had a conflict of interest he would advise the Committee accordingly.

Action: Agreed

Item 1 - Conflicts of Interest Statement

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

Action: Noted

Item 2 - Apologies

Apologies were noted.

Action: Noted

Item 3 - Minutes of Joint Committee Meeting 056 held on 29 April 2021

Following discussion, the Joint Committee recommended the approval of the minutes of Joint Committee meeting 056 held on 29 April 2021 and Mr Walker approved the recommendation.

Action: Agreed

Item 4 - Matters Arising

Letter to Chief Executives - Mr Walker advised that a letter had been issued to the Chief Executives outlining some of the issues raised at the last meeting on the state of the NI waste management landscape etc.

Investment Strategy Northern Ireland (ISNI) 2021-2031 - Call for Evidence - Mr Walker confirmed that a response had been submitted by the deadline taking into consideration the concerns raised by Members.

CIWM and IEMA webinars - Mr Walker advised that he had circulated details to Members accordingly.

Site Visits - Mr Green advised that, following discussion at the last meeting regarding the potential for site visits he was, given the current constraints, investigating the possibility of being able to undertake some relevant facilities including the potential for virtual tours.

Following discussion, the Joint Committee recommended that the matters arising from the last meeting be noted and Mr Walker approved this recommendation,

Action: Noted

Item 5 - Contracts & Operations Briefing Report

Ms Boal provided an overview of issues pertaining to contracts and operations.

She reported that services were running well with COVID-19 measures still in place at the various sites. There were a number of rejected loads, three loads to organics facilities and one to a MRF facility, during the month.

A review of contract tonnages was provided for information and an indicative calculation on NILAS.

Some information was presented regarding the use of the NWP compost across the arc21 area and local community projects. She suggested that if councils had ideas for local projects or indeed collective projects, these should be put forward for consideration.

An overview of supplies orders and deliveries was also supplied for information.

Following discussion, the Joint Committee recommended that the report be noted and Mr Walker approved this recommendation.

Action: Noted

Item 6 - Waste Tonnage Trends

Ms Boal provided a report showing the tonnage comparisons for material processed through arc21 contracts over the last four years.

The graphs showed the waste trends for each of the arc21 contracts and the trends in terms of tonnage delivered and the impact of COVID-19. Overall, the tonnages handled by the arc21 contracts rose by 6% rising to 366,415 tonnes.

Following discussion, the Joint Committee recommended that the report be noted and Mr Walker approved this recommendation.

Action: Noted

IN COMMITTEE

The Chair recommended that the meeting would be held "in committee" for items 7 to 11 of the Agenda and Mr Walker approved this recommendation.

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

Following discussion on the commercially sensitive matters, the Chair recommended that the meeting would now return to the main agenda, which Mr Walker approved, but whilst "in committee" there were five matters discussed as follows:

| | |
|---|-----------------------|
| Item 7 - Minutes of Joint Committee Meeting 056 held on 29 April 2021 'in committee' | Action: Agreed |
| Item 8 - Matters Arising | Action: Noted |
| Item 9 - Landfill Tax Scheme Update | Action: Noted |
| Item 10 - Commerciality Sensitive Contact & Procurement Issues | Action: Noted |
| Item 11 - Residual Waste Treatment Project | Action: Agreed |

OUT OF COMMITTEE

Item 13 - Consultation on Extended Producer Responsibility for Packaging

Mr Walker presented a first draft of the proposed arc21 response to Defra's consultation on Extended Producer Responsibility for Packaging launched on 24 March and closing on 4 June 2021.

He reported that the "*Extended Producer Responsibility for Packaging*" consultation is a nationwide exercise and one of three currently underway. This is a second-round consultation document which, when combined with the Environment Bill due for final consideration by Parliament in the autumn, and the other consultation(s) is likely to radically change the operation of the UK market for secondary materials/recyclate.

The other consultation is the "*Introduction of a Deposit Return Scheme in England, Wales & Northern Ireland*" which is addressing specifically all types of drinks containers and the reduction of litter.

The "*Consistency in Household & Business Recycling in England*" consultation is not relevant to Northern Ireland.

Following discussion, the Joint Committee recommended that the arc21 response to the consultation be submitted by the deadline subject to any final comments so that they can be taken into account in the final response. Mr Walker approved the recommendation.

Action: Mr Walker

Item 14 - DEFRA Consultation on the Draft Policy Statement on Environmental Principles

Mr Walker presented a proposed arc21 response to Defra's consultation on the Draft Policy Statement on Environmental Principles launched on 10 March and closing on 2 June 2021.

He reported that Government has committed itself to be the first generation to leave the environment in a better state than when they took office. Government has stated that environmental protection must be factored into policy across all Departments through consideration of environmental principles.

Following Brexit, Government has now proposed a raft of legislation within the Environment Bill which is currently proceeding through the Parliamentary process. Government proposes that this Bill will be underpinned by a number of environmental principles and has identified the mechanism by which their application will be assessed. This consultation paper identifies these principles and reservations about their application and Members were requested to provide any feedback.

Following discussion, the Joint Committee recommended that the proposed arc21 draft response be submitted by the deadline of 2 June taking into account any further comments in the final response. Mr Walker approved the recommendation.

Action: Mr Walker

Item 15 - Consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland

Mr Walker presented the Joint Committee with a first draft of the proposed arc21 response to Defra's consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland launched on 10 March and closing on 4 June 2021.

He reported that in response to the 2019 consultation, noting the high level of public and stakeholder interest in introducing a deposit return scheme for drinks containers, Government committed to continuing to develop proposals and stated that it was minded to implement a scheme from 2023, subject to further evidence and analysis on the costs and benefits of such a scheme.

This second consultation builds on the first, offering a chance to explore further what the continued appetite is for a deposit return scheme in a 'post-Covid' context. The second consultation will also inform how a future scheme can be designed in the best and most coherent way possible to deliver on the objectives set out for introducing such a policy.

It is anticipated that the introduction of a deposit return scheme in England, Wales and Northern Ireland would be in late 2024 at the earliest.

The Joint Committee was presented with a draft response to the consultation as far as Q53. Mr Walker advised that he was still to complete the response and hoped to finalise in due course and circulate to Members accordingly.

Following discussion, the Joint Committee recommended that, subject to the complete response being circulated in advance of the deadline to allow time for Members to review and comment, that the response be submitted by the deadline. Mr Walker approved this recommendation.

Action: Mr Walker

Item 16 - Waste Management Plan

Mr Walker provided an update on the progress of the review of the Waste Management Plan.

He reported that the arc21 Waste Management Plan was adopted in 2016 and following several developments in Northern Ireland and nationally since then and, in line with the support being provided by DAERA, it was now timely that a review of "our" Waste Management Plan is undertaken to update it accordingly.

Following the establishment of a small working group to work with WRAP to undertake the DAERA-funded review of the councils' Waste Management Plans (including the arc21/ constituent councils' version that contextualises waste and resources management in the sub-region and determines the programme of work for contracts), there have been two meetings held with WRAP.

The NI WMP Group, made up of Mr N Martin, Mr M Lavery and Mr T Walker as the arc21 representatives, are attending update sessions that are scheduled for every three weeks (or so) and they commenced mid-April. The programme is that in order to meet the tight timescale of completing the arc21 review in September 2021, the Group will keep to this rolling schedule.

WRAP has appointed a number of consultants that are screening arc21's Waste Management Plan on a chapter-by-chapter basis and noting where there have been developments.

Given the pace of the Waste Management Plan review, it may be necessary to hold some Special Steering Group meetings to consider the results from this screening exercise. The Joint Committee will be kept apprised of developments as appropriate as the WMP progresses

The Joint Committee recommended the approach being adopted by the NI WMP Group and also supported the approach being used by the arc21 representatives to progress the review of "our" Waste Management Plan. Mr Walker approved this recommendation.

Action: Agreed

Item 17 - AOB

Mr Craig discussed the Declaration of Members Interests forms to be completed by Members and advised that he would reissue forms to those who had not returned their form and encouraged all to complete and return as quickly as possible to either george.craig@arc21.org.uk or heather.campbell@arc21.org.uk

Action: Mr Craig & Members

Item 18 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee is due to be held, once again in a virtual format, on Thursday 24 June 2021 at 10 30am.

Action: Noted

Date: _____

Chairman: _____

Southern Division

Director
Neighbourhood Services Department
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Monaghan Row
NEWRY
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Our reference: IN1-21-11084

18th June 2021

RECORDED DELIVERY

Dear Sir/Madam

The Trunk Road T2 (Ballynahinch Bypass) Order (Northern Ireland) 2021

The Department for Infrastructure (the Department) has made the above Statutory Rule (S.R) for the A24 Ballynahinch Bypass scheme, which is due to come into operation on 16th July 2021. As a Statutory Body previously consulted as part of the published draft Statutory Orders process, the Department is notifying you of its decision to make the Order with modification (a copy of the Notice is enclosed). A Notice of Making The Trunk Road T2 Order is due to be published in the local press during the week commencing 21st June 2021. The S.R and associated maps are available to view online at: <https://www.infrastructure-ni.gov.uk/publications/trunk-road-t2-ballynahinch-bypass-order-northern-ireland-2021-no-153>

If you require further information regarding this, please address any queries for the attention of the SRI A24 Ballynahinch Bypass Project Team, DfI Roads, Southern Division, Marlborough House, Central Way, Craigavon, BT64 1AD, or by email: dfiroads.southern@infrastructure-ni.gov.uk

Please be aware that progression of the A24 Ballynahinch Bypass scheme to procurement and subsequent construction will depend on the approval of the business case, clearing the statutory procedures and funding being made available to the Department.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L McEvoy', is written over a horizontal line.

Liam McEvoy

Project Sponsor – A24 Ballynahinch Bypass
Strategic Roads Improvement Team

Enc.

- Notice of Making The Trunk Road T2 Order



Department for

Infrastructure

An Roinn

Bonneagair

www.infrastructure-ni.gov.uk

Trunk Road Order

The Trunk Road T2 (Ballynahinch Bypass) Order (Northern Ireland) 2021

The Department for Infrastructure has made a Statutory Rule entitled 'The Trunk Road T2 (Ballynahinch Bypass) Order (Northern Ireland) 2021' (S.R. 2021 No. 153) which will come into operation on 16th July 2021.

The Order provides that 3138 metres of new and 257 metres of upgraded road in the townlands of Ballynahinch, Glassdrumman, Ballylone Little, Ballylone Big, Magheradrool and Ballymaglave South, County Down, shall become trunk road and be part of the Belfast - Newcastle Trunk Road T2.

The Order also provides for the abandonment and stopping-up of certain roads as set out in parts 2 to 4 of the schedule and to the de-trunking of roads as per part 5 of the Schedule.

Copies of the Order may be obtained from Room 2-01, Clarence Court, 10-18 Adelaide Street, Belfast BT2 8GB or viewed online at <http://www.legislation.gov.uk/nisr>

NEIGHBOURHOOD SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|---|--|---|--------------|---|------------------------------------|
| NEIGHBOURHOOD SERVICES MEETING – 19 JUNE 2019 | | | | | |
| NS/011/2019 | Defective wall at Shimna River, Newcastle | Note the contents of the above report and, depending on the outcome of the Structural Engineer's Report, if there were emergency issues, that authority be given to officers to proceed quickly with the necessary works. | K Scullion | In progress – Application submitted to Rivers Agency for proposed works- not approved – further discussion with Rivers Agency ongoing. Report to NS Committee once agreed | N |
| NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019 | | | | | |
| NS/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 | K Scullion | On hold as part of Neighbourhood Services Review. Carrying out various tenders for Electrical, Plumbing and construction which will have a | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|--|--|---|--------------|---|---|
| | | accordance with Council Procurement Procedures. | | major effect on policy | |
| NS/075/2019 | Household Recycling Centres (HRC) Update | <p>To further illustrate changes at the new HRC site at Downpatrick, a HRC competition to be promoted at all primary schools at Downpatrick.</p> <p>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.</p> <p>Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.</p> <p>Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.</p> | L Dinsmore | <p>Completion of HRC Review Phase 2 has been impacted upon by Covid-19 service response.</p> <p>Phase II of the review to be presented to NS Committee (Q3)</p> | <p>N</p> <p>N</p> <p>N</p> |
| NEIGHBOURHOOD SERVICES MEETING 19 FEBRUARY 2020 | | | | | |
| 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 | L Dinsmore | Postponed due to COVID-19 | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|--|---|--|--------------|--|------------------------------------|
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 JUNE 2020 | | | | | |
| NS/168/2020 | Business Case – Inspection, Testing and Maintenance of Councils Fire Alarm Systems | Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 2 was chosen as the preferred option. Option 2 would see the appointment, through a tender process, of a competent contractor to inspect, test and maintain Council Fire Alarms throughout Council premises at recommended intervals ensuring Councils legal compliance. | K Scullion | In progress- Tenders returned and being evaluated. | N |
| NS/169/2020 | Business Case – Annual Servicing, Maintenance and Monitoring of Intruder Alarm Systems in Council Buildings | Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and monitor all 45 No. intruder alarm systems in the Council asset register. | K Scullion | In Progress – Tenders returned and being evaluated. | N |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 AUGUST 2020 | | | | | |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|-------------|--|---|--------------|--|------------------------------------|
| 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 liners and report back to Committee. | L Dinsmore | Item at NS Committee Meeting (Aug-21) | 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 | Complete | Y |
| NS/193/2020 | Business case for the annual servicing and maintenance of fire fighting equipment in Council buildings | Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to see the appointment, through a tender process, of a competent contractor to inspect, maintain and testing of | K Scullion | Complete | Y |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|---|---|--|--------------|--|------------------------------------|
| | | all Fire Fighting Equipment in Buildings in the Council's asset register. | | | |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020 | | | | | |
| NS/230/2020 | Business Case – Provision of new public toilet in Killough | Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough. | K Scullion | In progress | N |
| NS/231/2020 | Business Case – Provision of Electrical Maintenance and Minor Projects | Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that that the Council proceed with Option 3. Option 3 will see the appointment of a NICEIC and SparkSafe Registered Electrical Contractor to support the Councils Electrical Maintenance Service and to provide minor electrical works, for a three-year period or up to the maximum value of the overall | K Scullion | In progress – Tenders returned and being evaluated. | N |

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|--|---|--|--------------|---|------------------------------------|
| | | 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 – Tender issued and closes in August 2021. | N |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020 | | | | | |
| NS/243/2020 | Notice of Motion – Green New Deal Strategy | Grant approval to Officers to further scope the issues contained within the | L Dinsmore | Response received from DAERA Minister | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|--|--|---|--------------|---|------------------------------------|
| | | Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI Executive in respect of climate change. | | and considered by NS Committee. Scoping of the issues delayed by on-going COVID-19 pandemic. | |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING 15 DECEMBER 2020 | | | | | |
| | | Household recycling centres permit scheme for private operators – expressions of interest be sought now to gauge demand. | L Dinsmore | No progress since last Committee Meeting. Delayed by ongoing COVID-19 pandemic | N |
| NS/270/2020 | Business Cases – Pest Control Services across Council facilities | Agreed to accept the findings of the Business Case presented at Appendix 1 of this report. This | K Scullion | Complete | Y |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|---|--|--|--------------|--|------------------------------------|
| | | would see the Council appoint, through a tender process or framework, a suitably competent pest control operator to provide both planned and reactive pest control service for all Council facilities over a three-year period or up to a maximum value of £90,000. | | | |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 JANUARY 2021 | | | | | |
| NS/008/2021 | Business Case for the refurbishment of Struell Cemetery Amenity Building | Agreed to note the content of the report and to accept the conclusion of the business case that option 2 be approved. Option 2 would see the appointment, through tender, of a competent contractor to undertake refurbishment works to Struell Cemetery amenity building which was extensively fire damaged in 2020. | K Scullion | In Progress. Tenders returned and assessed. Contract award to be completed. | N |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 FEBRUARY 2021 | | | | | |
| NS/025/2021 | Business Case for minor works | Agreed to note the content of the report and accept the | K Scullion | Complete | Y |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|-------------|--|--|--------------|--|------------------------------------|
| | maintenance across Council Play areas | conclusion of the business case that option 3 be approved. Option 3 would see the appointment through tender of a competent contractor or contractors to undertake council wide minor works contract within Council play parks and MUGA'S (costs not exceeding the maximum value per works order as detailed in the report). | | | |
| NS/028/2021 | Business case for the supply of feminine hygiene products | Agreed to note the content of the report and approve the findings of the business case presented in that Option three was the preferred option. Option three would see the appointment of a contractor to supply and service feminine hygiene products and similar services in Council facilities for the next 36-month period or up to a maximum value as detailed in the report | K Scullion | Appointment through Framework – process underway but not complete | N |
| NS/029/2021 | Business case for the provision of as required cleaning services | Agreed to note the content of the report and approve the findings of the business case presented in that Option three was the preferred option. Option three would see the | K Scullion | Ongoing | N |

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|---|---|---|--------------|------------------------------------|------------------------------------|
| | | appointment of a competent cleaning contractor to provide "as required" cleaning services for the Councils 31 Public Toilets, Newry Market and Chapel of Ease, to cover any future staff shortages for the next 12-month period or up to a maximum value as detailed in the report. | | | |
| NS/030/2021 | Business Case for Maintenance of Council public space CCTV | Agreed to note the content of the report; approve the findings of the business case presented for Town Centre CCTV Repairs and Maintenance and accept Option 3 - to issue a tender for 2 + 1 year to appoint competent CCTV Maintenance Contractor to provide maintenance of Council Public CCTV systems | K Scullion | Complete | Y |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING – TUESDAY 16 MARCH 2021 | | | | | |
| NS/041/2021 | Siting of bee hives on former Council landfill at Aughnagun | Agreed to note the content of this report and recommend Council give permission to the Beekeeping organisation to place 6 hives on the former landfill site at Aughnagun, | L Dinsmore | In Progress | N |

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|-------------|---|--|--------------|---|------------------------------------|
| | | <p>initially for 1 x year subject to:</p> <p>1.Successful engagement with local residents and on-site gas-extraction partner, to support the placing of beehives on the Aughnagun site.</p> <p>2.Meeting to be held with Beekeeping Organisation and to seek assurances regarding</p> <ul style="list-style-type: none"> - access arrangements to site and to hives - location for hives - communications with Local residents - ongoing review - renewal dates/periods - any potential insurance implications - Strict guidance with respect to attendance on site to be adhered to | | | |
| NS/046/2021 | Business Case for the provision of Hire of Building Maintenance and Grounds | Agreed to note the content of the report and approve the findings of the business case presented in Option three which | K Scullion | In progress Tender issued but due to issues with | N |

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|-------------|---|---|--------------|---|------------------------------------|
| | Maintenance Plant and Machinery | would see the appointment of suitable hire firm(s) to supply ad hoc plant and machinery for the next 12 month period with an option to extend or up to a maximum value of £80,000. | | tender pricing, it is to be reissued | |
| NS/047/2021 | Business Case for Deep Cleaning of Paved Surfaces in Public Realm Area | Agreed to note the content of the report and approve the business case to procure a contract for the provision of deep cleaning of public realm areas within the District. | P Whyte | Procurement completed. Contractor to be appointed | N |
| NS/048/2021 | Business Case for Supply and Delivery of 120L Street Litter Bins | Agreed to note the content of the report and approve the business case to procure a contract for the supply and delivery of 120l street litter bins. | L Dinsmore | In Progress | N |
| NS/049/2021 | Business Cases for the replacement of Medium-Size Chassis Cab Vehicles (Cover Report) | Agreed to note the content of the report and approve the business cases for the replacement of medium-size chasis cab vehicles. | T Daly | In Progress | N |
| NS/050/2021 | Business case for the replacement of 5 x | Agreed to approve the business case at Appendix II for the | T Daly | In Progress | N |

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|---|---|---|--------------|---|------------------------------------|
| | 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Cleansing (Appendix II) | replacement of 5 x 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Cleansing | | | |
| NS/051/2021 | Business case for the replacement of 10 x 5,000 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance (Appendix III) | Agreed to approve the business case at Appendix III for the replacement of 10 x 5,000 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance. | T Daly | In Progress | N |
| NS/052/2021 | Business case for the replacement of 5 x 3,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance (Appendix IV). | Agreed to approve the business case at Appendix IV for the replacement of 5 x 3,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance. | T Daly | In Progress | N |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2021 | | | | | |
| NS/059/2021 | Notice of Motion – Biodegradable Bag Delivery System | Agreed that Mr McBride bring back a report on the preferred option for distribution of biodegradable bags to the August Neighbourhood Services | L Dinsmore | Item at NS Committee Meeting (Aug- 21) | N |

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| | | <p>Committee Meeting for consideration.</p> <p>It was also agreed that in the interim Mr McBride arrange for a supply of biodegradable bags to be delivered to each Councillor for distribution to the community, similar to the arrangements that had been put in place when HRCs were closed due to COVID restrictions (subject to stock being available).</p> | | Awaiting delivery of stock | N |
| NS/062/2021 | Feasibility study for EV infrastructure at the Council's Depots | <p>Agreed to note the content of the report and to approve the recommendation that a Business Case be prepared which examined the investment and benefits of the EV charging system, together with costings.</p> <p>It was further agreed as part of the Business Case, that officials consider the need for a generator at the proposed sites, in the</p> | K Scullion | In Progress | N |

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| | | <p>event of an interruption to electricity supply.</p> <p>It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.</p> | | | |
| NS/067/2021 | Cleaner, Greener Communities Initiative | <p>Agreed to note the content of this report and approve the following recommendations:-</p> <p>Continue with support to Community Groups to undertake one-off roadside litter collection and Community Clean-ups, where Government Guidance permits.</p> <p>Council to provide assistance as detailed in the report.</p> | L Dinsmore | Completed | <p>Y</p> <p>N</p> |
| NS/074/2021 | Business Case for the supply of Vehicle Hire Services | <p>Agreed to note the content of the report and approve the economic appraisal to procure a contract for the supply of</p> | T Daly | In Progress (forms part of NS Procurement Action Plan) | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|---|--|---|--------------|------------------------------------|------------------------------------|
| | | vehicle-hire services | | | |
| NS/076/2021 | Public Space CCTV – monitoring and analogue fibre cable services | <p>Agreed to note the content of the report and approve the findings of the business cases presented, that is:</p> <p>Business Case for Town Centre CCTV Monitoring – Approve Option 1 - Continue with annual monitoring contract with the named provider for 21 town centre Public Space CCTV cameras for 12-month period under an STA.</p> <p>Business Case for Town Centre CCTV Analogue Fibreoptic lines to link Camera system to Monitoring Centre – Approve Option 1 - Continue with analogue line rental from the named provider pending outcome of review of Public Space CCTV for 12-month period under an STA.</p> | K Scullion | Complete | Y |
| NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 MAY 2021 | | | | | |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|-------------|---|--|--------------|---|------------------------------------|
| NS/079/2021 | Monthly Action Sheet Wind-blown litter at Damolly Retail Park | Mr Dinsmore said he had engaged with the owners and the restaurant franchise and would now formalise the request that a green fence be erected at this location and that he continue to update Cllr. Casey on progress | L Dinsmore | | N |
| | Bio-degradable caddy bags for Councillors | Mr Dinsmore to contact Councillors re: distribution | L Dinsmore | Currently awaiting delivery of new stock | N |
| | Litter pickers for schools | The Sustainability Officer to advise Councillors on how litter pickers would be distributed to schools | L Dinsmore | Councillors will be advised once received | |
| NS/081/2021 | Public Toilet Strategy | Agreed: <ul style="list-style-type: none"> To approve the Council's Public Toilet Strategy as presented at Appendix 1 of this report. Council Officers to revert to this Committee with a report setting out each work package as part of the implementation process for delivery of the service going forward. | K Scullion | Complete | Y |
| | | | | In Progress | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|-------------|---|--|--------------|------------------------------------|------------------------------------|
| NS/089/2021 | Purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations District wide | Agreed to note the content of the report and associated Business Cases and accept the conclusion of the Business Cases that Option 3 from each be chosen as the preferred option. This would see the procurement of an industrial tractor and a side arm flail. | K Scullion | In Progress | N |
| NS/090/2021 | Business case looking at options for strategic maintenance of Council artificial sports pitches and surfaces 2021 to 2023 | Agreed to note the content of the report and associated Business Case and approve the recommendation from the Business Case that Option 2 be accepted. Option 2 would see a hybrid model for maintenance of these surfaces whereby Council staff undertake maintenance works with support from an external contractor for more specialised tasks. The external contractor would be appointed for up to a three-year period. | K Scullion | In Progress | N |

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|-------------|---|---|--------------|---|------------------------------------|
| NS/091/2021 | Economic appraisal – supply of vehicle parts and external fleet maintenance services | Agreed to approve the economic appraisal to procure contractors for the supply of vehicle parts and external fleet maintenance services. | T Daly | In Progress (forms part of NS Procurement Action Plan) | N |
| END | | | | | |