

January 19th, 2021

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 20th January 2021 at 6:00 pm** in **Microsoft Teams**.

Committee Membership:

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

Agenda

1.0 Apologies and Chairperson's remarks.

2.0 Declarations of “Conflict of Interest”.

3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 15 December 2020. (Attached).

📎 *NS Committee Action Sheet - 15 December 2020.pdf*

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Facilities Management and Maintenance

4.0 Report on use of floral hanging baskets for Council summer display in 2021. (Attached).

📎 *Report Use of Floral Hanging Baskets in 2021.pdf*

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Waste Management

5.0 Report on refuse collection update (Attached).

📎 *NS Committee - Refuse Collection Update.pdf*

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For Noting

6.0 The DAERA Minister’s response to the Council’s correspondence on Climate Change. (Attached).

📎 *Letter from DAERA re Climate Change Query.pdf*

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7.0 Historic Action Sheet. (Attached)

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

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Exempt Information Items

8.0 Business Case for the refurbishment of Struell Cemetery Amenity Building. (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 refurbishment of Struell Cemetery Amenity building.pdf*

Not included

9.0 Neighbourhood Services Procurement- Resources Update. (Attached).

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

📄 ***NS Committee - Procurement Action Plan Resources Update 20 01 21.pdf***

Not included

ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 15 DECEMBER 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/260/2020	Monthly Action Sheet	Noted and actions removed as marked.	DSO	Completed	
FACILITIES MANAGEMENT A AND MAINTENANCE					
NS/261/2020	Sale of double plots at Council's Municipal Cemeteries, suspended at onset of Covid 19 pandemic	Agreed to note the contents of the report and agree to rescind the amendment to Rule 5 of the Councils Rules and Regulations for the Control of the Public Cemeteries within Newry, Mourne and Down District, approved by the Council on 30th March 2020 to restrict sale of burial rights to single plots. This will permit the sale of double plots. Families affected by the restriction to be written to and offered the second burial plot beside the one they already have, where this remains available.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
WASTE MANAGEMENT					
NS/262/2020	Update on Enforcement Plan - Benchmarking	<p>Agreed to note the content of this report, with further information being provided as part of the Council's Enforcement Improvement Plan.</p> <p>At the request of Councillor McKee it was also agreed officers investigate if the Council owned car park at Ameracam Lane, Cranfield, was closed and provide an update to him.</p>	J Parkes	<p>Implementation of Enforcement Improvement Plan ongoing.</p> <p>Matter addressed with ERT Directorate</p>	<p>Y</p> <p>Y</p>
FOR NOTING					
NS/266/2020	Historic Actions Tracking Sheet	<p>Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.</p> <p>Household recycling centres permit scheme for private operators – expressions of interest be sought now to gauge demand.</p>	<p>DSO</p> <p>J Parkes</p>	<p>Completed</p> <p>No progress since last Committee Meeting</p>	<p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
IN CLOSED SESSION					
NS/267/2020	Arc21 JC Meeting Minutes – Thursday 29 October 2020	Agreed to note the Arc21 Joint Committee Meeting Minutes held on Thursday 29 October 2020	Noted		Y
NS/268/2020	Neighbourhood Services Directorate Procurement Action Plan Update	Agreed to approve the progress update report for the period 1 September – 30 November 2020.	J McBride	Next quarterly update due March 21	Y
NS/269/2020	Strategic Waste Management Arrangements	Agreed to:- <ul style="list-style-type: none"> • Move to the next stage of the process by agreeing to a Full Economic Appraisal being undertaken in respect of the top three options identified in the Strategic Investment Board (SIB) report; and • Agree to this Council making a financial contribution of c.£3,600 towards the costs of the Full Economic Appraisal. The total cost of c.£39,600 to be shared equally amongst all eleven Councils. 	J McBride	Lead Council (MUDC) advised of Council decision	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/270/2020	Business Cases – Pest Control Services across Council facilities	<p>Agreed to accept the findings of the Business Case presented at Appendix 1 of this report. This 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.</p> <p>It was also agreed that the Director of Neighbourhood Services would speak to the Director of Active and Healthy Communities about the potential for the re-introduction of a pest control service for the public.</p>	K Scullion J McBride	<p>In progress</p> <p>Raised with Director of Active and Healthy Communities</p>	N Y
NS/271/2020	Maintenance of Council Public Space CCTV	<p>Agreed to note the content of the report and approve the recommendations as detailed in Section 1.6 of the report.</p> <p>It was also agreed to write to the Justice Minister at Stormont on assistance with the maintenance costs of Council public space CCTV.</p>	K Scullion	In progress	N

Report to:	Neighbourhood Services Committee
Date of Meeting:	20 th January 2021
Subject:	Use of Floral Hanging Baskets for Council summer display in 2021
Reporting Officer	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officer	Jonathan Ellis, Grounds Maintenance Manager

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 seek approval from the Committee on the proposed summer floral display across the district for 2021 which will not as previously has done incorporate hanging baskets.</p> <p>A detailed analysis of the costs and issues arising from the use of hanging baskets is provided at Appendix 1.</p>
1.2	<p>Last year the Council provided 118 hanging baskets which were all located in the legacy Down part of the district (see Appendix 1 for locations). The legacy Newry side of the district ceased the use of hanging baskets several years ago.</p> <p>The proposal as presented takes account of the current impact of Covid-19 on Council resources (financial and staff), current Council approvals regarding summer bedding planting for 2021 and Council aim to become increasingly environmentally sustainable in how it delivers its services.</p>
1.3	<p>Officers have undertaken studies via new landscape work and consultation with local communities to modernise the Council's provision of seasonal amenity landscape displays for the developing landscape strategy. Positive feedback was received concerning these themes.</p> <p>Rationalisation of what can be effectively achieved moving forward concerning the Council's provision of seasonal and ongoing sustainable planting improvements is considered essential.</p> <p>Medium term, a landscape strategy is required which will closely link with the Councils developing Tree and Climate Adaption Strategies. Work is progressing on all these areas.</p> <p>There are several key themes emerging from these studies. Officers wish to bring these to the Committee for their endorsement. These key themes are outlined in section 2 of this report.</p>

1,4	<p>Committee approval is requested for the endorsement to continue the landscape improvement schemes which will directly enhance the Tree & Climate Adaption Strategies and Rewilding Concepts within the district.</p> <p>A cessation of hanging basket provision is requested for 2021 with a possible continuation of this moving forward.</p>
2.0	Key Issues
2.1	<p>Proposed to continue with a sustainable landscape strategy and to cease use of hanging baskets for 2021. This will:</p> <ul style="list-style-type: none"> • Free up staffing and associated resources which can be directed into larger permanent displays. • Prevent the possibility of negative publicity from failed hanging baskets due to limited staffing during 2021. • Enable future proposals with displays at strategic locations where permanent sustainable tree and perennial planting may be mixed with colourful blocks of bedding plants. • Produce a district wide scheme which unifies and presents a stronger Council landscape impact. • Reduce health and safety maintenance implications from roadside working. <p>The current ongoing landscape improvement works have been funded to date via central government - Department for Communities. Officers propose to supplement this with resource and revenue redistribution from the current hanging baskets spend.</p> <p>The aim is to produce a unified scheme district wide which clearly announces arrival when entering the district.</p>
3.0	Recommendations
3.1	The Committee approves the roll out of the key themes as outlined in Section 2 of this report.
4.0	Resource implications
4.1	<p>The proposed saving from not undertaking hanging baskets will be directly utilised to improve year-round sustainable landscape schemes across the district.</p> <p>Identified savings are proposed to be directed to permanent landscape and green infrastructural improvements across the district.</p> <p>If the hanging basket provision is requested to continue the department would propose to tender for the provision of this service with an estimated cost of £19,000.00 per annum.</p>
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: Proposals to Cease Hanging Basket Displays for 2021</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>

	<p>a) <i>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> <p>b) <i>Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i></p> <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: Proposals to Cease Hanging Basket Displays for 2021

The Council's Grounds Maintenance section proposes to cease the provision of hanging baskets within the Down Legacy area due to the following reasons.

- The impact provided by the baskets is limited in effect for both vehicular & foot traffic.
- A very high labour resource is required to provide these displays which must be on a strict timescale – if one watering cycle is missed, much of the display reaches permanent wilting point and can fail. (Council staff have used the best professional compost available with professional water retaining mediums etc. and cannot improve on the situation further).
- The increased prominence of roadside working and H&S requirements – Chapter 8 stipulations – is placing very stringent restrictions on the weekly maintenance which is very difficult to adhere to along busy transit routes.
- The hangers are prone to failure – several have failed in other councils with unfortunate consequences, to prevent this, each hanger would need to be structurally tested by a specialist company at a cost.
- DFI are more reticent to allow structures and features to be suspended from their street furniture etc.
- If units are hung from private properties any damages which result could be linked back to Council.
- These same hangers can look very unsightly when no display is hung on them for circa 9 months of the year.
- The spread out geographical nature of the displays requires a team of 2 staff for a minimum of 2 days a week to maintain during the display season. This is compounded by the windy locations along the coastline which greatly dry out the baskets via transpiration. This has always been problematic for Down legacy staff, but with potentially reduced staffing levels this year, it is not realistic to assume it can be completed.
- The provision of these resource intense baskets goes against the wider ethos of the Council who is addressing sustainability and climate adaption principles including:
 - Enhanced tree planting which provides year-round interest, large scale architectural form and many green infrastructure benefits for health & wellbeing.
 - biodiversity principles and re wilding practices.
 - Permanent sustainable planting schemes (perennials etc.) which will provide 12-month interest.

These principles have been undertaken in landscape schemes from 2019 onward and are currently continuing and will still be enhanced with bedding plants at key areas. Future proposals include larger impact displays at strategic locations where permanent sustainable tree and perennial planting may be mixed, potentially with colorful blocks of bedding at seasonal times.

By not continuing with provision of hanging baskets there is a saving of circa £4000.00 in production cost and £15000.00 in seasonal maintenance, producing a total cost saving of £19,000.00 per annum.

It is proposed this £4000.00 in production cost is redirected into the ongoing district wide landscape strategy.

Appendix A - List of Basket Locations Below

ITEM	Numbers	LOCATION
18 Inch Baskets	4	Ballynahinch - Leisure Centre
18 Inch Baskets	2	Ballynahinch - Lough Inch
Mangers	2	Ballynahinch - Lough Inch
18 Inch Baskets	10	Bryansford
18 Inch Baskets	3	Newcastle – Railway Street Roundabout
18 Inch Baskets	7	Newcastle – barriers at Centre
18 Inch Baskets	6	Newcastle – Shimna Road
16 Inch Baskets	15	Castlewellan – Main Street
18 Inch Baskets	14	Downpatrick - English Street
18 Inch Baskets	24	Killyleagh
Barrier Planters 300mm x 200mm	6	Killyleagh
Barrier Planters	6	Crossgar - Bridge
Barrier Planters	2	Crossgar - Railings
Barrier Planters	7	Killyleagh – DelamontCountry park
Barrier Planters	10	Saintfield – Ballynahinch Rd
Total	118	

Report to:	Neighbourhood Services Committee
Date of Meeting:	20 January 2021
Subject:	Refuse Collection Service Update
Reporting Officer:	Joe Parkes, Assistant Director – Waste Management
Contact Officer:	Peter Whyte, Head of Refuse and Cleansing

<table border="1"> <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 & Background			
1.1	The purpose of this report is to provide the Committee with an update on the recovery of the refuse collection service which was continually disrupted by a combination of adverse weather, industrial action and resource issues from week commencing 28 December 2020.			
2.0	Key Issues			
	<u>Service Disruption</u>			
2.1	Due to adverse weather across the District, week commencing 28 December 2020, a significant number of residual (black) and organic (brown) bins were not collected. This was particularly the case in higher parts of the District. The alternative public holiday collection arrangements implemented for Friday 1 January were also impacted by the poor weather.			
2.2	Industrial action (work to rule), as well as continuing adverse weather, week commencing 4 January 2021, also significantly impacted upon the refuse collection service. This compounded the operational challenges experienced the week before. Mixed dry recyclable (blue bin) waste was primarily impacted upon during this week. More recently, the service has also been impacted upon by workforce deficits due to COVID-19, as well as vehicle breakdowns.			
	<u>Recovery Plan</u>			
2.3	In response to these significant operational challenges, a recovery plan was implemented (effective from 9 January 2021) to ensure the continued provision of the service in accordance with scheduled collection dates, as well as to catch-up on the missed collections from the previous weeks. Members are asked to note this recovery plan (including the catch-up of missed collections) was concluded by close on Monday, 18 January 2021.			
2.4	In support of the operational recovery plan, regular updates have been provided to both the public (via social media channels & responding to email and telephone enquiries via Waste Management Customer Services), as well as to Elected Members.			
2.5	Members are also asked to note that a lessons-learned exercise will be also completed to support future service improvements.			
3.0	Recommendations			
3.1	Members are asked to: <ul style="list-style-type: none"> ▪ Note the Refuse Collection Update 			

4.0	Resource Implications	
4.1	The implementation of the recovery plan was supported via the use of additional resources, including redeployed staff from other Directorate services, overtime, as well hired vehicles. Further analysis is required to quantify the actual cost of supporting its implementation.	
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)	
5.1	General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes	
	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations	<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"/>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations
7.0	Appendices
7.1	<ul style="list-style-type: none"> ▪ None
8.0	Background Documents
8.1	<ul style="list-style-type: none"> ▪ None

**From the Office of the
Minister of Agriculture,
Environment and Rural Affairs**



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Johnny McBride
Neighbourhood Services Director
Newry, Mourne and Down District
Council
Monaghan Row
Newry
BT35 8DJ

Room 438
Dundonald House
Upper Newtownards Road
Ballymiscaw
Belfast
BT4 3SB
Telephone: 028 9052 4140
Email: private.office@daera-ni.gov.uk

johnny.mcbride@nmandd.org

Our reference: CORR-0004-2021
Date: 11 January 2021

Dear Johnny,

MEETING AT NEWRY, MOURNE AND DOWN DISTRICT COUNCIL ON 7 DECEMBER - CLIMATE CHANGE QUERY

Thank you for your letter dated 16 December 2020 requesting an update on the actions being undertaken and planned in respect of Climate Change.

Climate change is one of my top priorities and I remain fully committed to ensuring that Northern Ireland plays its part in reducing our greenhouse gas emissions and adapting to our changing climate and in particular as the UK seeks to lead by example as host of the upcoming COP26 in Glasgow later this year.

My Department is the lead Executive Department on climate change in Northern Ireland. DAERA ensures that NI meets the requirements of the UK Climate Change Act 2008 and contributes towards the Programme for Government Outcome 2 'We live and work sustainably protecting the environment'. DAERA is also contributing to the development of an overall UK pathway to Net Zero and ensuring NI contributes and plays its part in the UK agenda for the UN Conference of the Parties conference (COP26).

It is recognised that climate change is cross cutting and action is needed from across Government, Local Government, private sector and others to take action to tackle it head on. To assist with coordinating action and sharing information my Department provides funding to the Northern Ireland Environment Link (NIEL) to run Climate NI. Under Climate NI, a dedicated website has been developed which provides a wide range of advice and useful toolkits. The Northern Ireland Local Government Association (NILGA) provide Local Government representation on the Steering Group of Climate NI in addition to a Local Government Climate Action Network (LGCAN) having been established.

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.



In June 2020, I launched my concept for a 'Green Growth' approach for Northern Ireland at the Assembly in June 2020, outlining my concept for a Green Growth approach for Northern Ireland to facilitate a transformation of our society toward net zero carbon emissions by 2050 and recommending economic renewal that recognises the importance of our environment and advocates a pathway to a sustainable future, as part of the recovery from Covid-19. This approach was supported by my Executive colleagues.

To support this approach my Department is leading in the development of a multi-decade Green Growth Strategy and Delivery Framework for Northern Ireland, in partnership with other Departments, Local Government and stakeholders from across the business and voluntary sectors. The outcome will be a framework of programmes which will help deliver a resilient recovery through a greener, low carbon and circular economy for Northern Ireland. The Delivery Framework will consist of a range of programmes which together contribute to the key environmental and climate change targets and commitments in the Programme for Government and New Decade New Approach agreement. It is anticipated that a draft Green Growth Strategy and Delivery Framework will be ready for consultation later in 2021.

In tackling climate change my Department recognises the importance that nature based solutions can provide and the results they can deliver. In March 2020, I launched the 'Forests for Our Future' Programme which aims to plant 18 million trees (9,000 hectares) over the next 10 years to both store carbon and increase Northern Ireland's woodland cover.

It is widely recognised that Peatland habitats are also among the most carbon-rich ecosystems on the planet and as such will play a key role in mitigating climate change. My Department is currently developing a Peatland Strategy for Northern Ireland which will provide a framework for conserving our intact semi-natural peatlands and restoring degraded semi-natural peatlands. This strategy is being taken forward under the auspices of the UK Peatlands Strategy and it is envisaged that it will be subject to public consultation later in 2021.

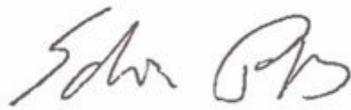
DAERA co-ordinates cross Departmental climate change work through its Green Growth and the Future Generations working Groups and their associated Sub-Groups. These groups assist us to co-ordinate and deliver action across Government to reduce Northern Ireland's Green House Gas (GHG) emissions and adapt to our changing climate.

I recently launched a public discussion document on a Climate Change Bill for Northern Ireland on 8th December 2020. The closing date for comments received to this document will be Monday 1st February 2021. I would encourage the Council to participate in this consultation.

My Department is seeking to develop a Northern Ireland Climate Change Bill with the aim to deliver climate change legislation requirements within the Executives New Decade New Approach agreement. In relation to which the agreement states: "the Executive will introduce legislation and targets for reducing carbon emissions in line with the Paris Climate Change Accord"; and "The Executive should bring forward a Climate Change Act to give environmental targets a strong legal underpinning".

I hope this information is of interest and help.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Edwin Poots', written in a cursive style.

EDWIN POOTS MLA
Minister of Agriculture, Environment and Rural Affairs

NEIGHBOURHOOD SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

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

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

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>recommendations from the draft Strategy.</p> <p>Also agreed a Rowallane DEA Councillors site visit be organised with relevant Council Officials to discuss public convenience provision in Saintfield and that a report be brought back to the Neighbourhood Services Committee for consideration.</p>			
NS/126/2020	DAERA Waste Prevention Programme 2019 – Stopping Waste In Its Tracks	Agreed arc21 would be responding on behalf of the 6 Councils who are members and also that if Councillors had any additional comments they should advise Mr Moore/Mr Parkes.	J Parkes	Awaiting finalisation of Arc21 response	N
NS/127/2020	Study visit to Dulkeek EFW Plant	Agreed to visit the Indaver Facility, Duleek, County Meath on Thursday 4 April 2020 and also agreed the proposed programme	J Parkes	Postponed due to COVID-19	N
NS/129/2020	Historic Actions Tracking Sheet	Agreed an update report on proposed memory gardens would be brought back to the Neighbourhood Services Committee	K Scullion	In progress - Delayed due to current pandemic priorities	N

NEIGHBOURHOOD SERVICES COMMITTEE MEETING

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
18 MARCH 2020					
NS/137/2020	Christmas Illuminations & Celebrations Group Meeting – 13 Feb 2020	<p>Officers proceed to issue an Expression of Interest to support a maximum of seven towns and villages to provide a recognised group with a planted sustainable Christmas Tree under the same terms as last year with the additional selection criteria referred to in Section 2 of this report, for the event that more than seven eligible applications are received. The programme to be delivered over a maximum eighteen-month period.</p> <p>-Officers proceed to procure the required sustainable Christmas trees and supporting infrastructure to support this programme.</p>	J Hillen K Scullion	To be issued August 2020 Complete	N Y
NS/139/2020	Presentation Re: Green Fleet	It was agreed to note this item be deferred.	J Parkes	<p>Report approved at the June 2020 Committee meeting.</p> <p>Please refer to NS/158/2020</p>	Y
NEIGHBOURHOOD SERVICES COMMITTEE MEETING					

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		chosen as the preferred option. Option 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.			
NS/169/2020	Business Case – Annual Servicing, Maintenance and Monitoring of Intruder Alarm Systems in Council Buildings	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and monitor all 45 No. intruder alarm systems in the Council asset register.	K Scullion	In Progress	N
NS/171/2020	Bring Sites Review	Note the content of the report and agree to:- <ul style="list-style-type: none"> ▪ A reduction in the current number of bottle bank "bring sites" across the District. Future provision to be restricted to the twenty-two (22) sites set-out at Appendix I as circulated. 	J Parkes	Contractor to be engaged re removal of redundant sites	N

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Also that officers look at options both for brown bin caddies and liners and report back to Committee.		distribution of bio-bags/caddy bin liners.	
NS/189/2020	Historic Actions Tracking Sheet	At the request of Councillor Clarke it was agreed Mr Scullion investigate the current position in relation to the access to the beach at Glen River car park, Newcastle and advise him of the outcome.	K Scullion	Complete	Y
NS/190/2020	Recycling of Mattresses	Agreed to note the content of the report and agree to the recommendations contained at 2.3 and 2.4 of the report in relation to the recycling of mattresses.	J Parkes	Business case currently being developed for the formal introduction of the service. Forms part of NS Procurement Action Plan	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	K Scullion	In progress	N

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

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/205/2020	Shimna River Wall Repairs	A report to be tabled at October NS Meeting	K Scullion	In progress	N
NS/207/2020	Public Convenience Strategy – 12 week public consultation	Agreed to note the content of the report and the update from Mr Scullion that the findings from the consultation would be brought back to Committee for review.	K Scullion	In progress	N
NS/208/2020	Annual cost of District cleansing and enforcement	A report on benchmarking information from all 11 Councils would be available for the Committee meeting in October.	J Parkes	Presented to NS Committee in Dec-20	Y
NS/209/2020	Update on HRCs reopening plan	Agreed to note the update in relation to the next phase of the re-opening of the Council's Household Recycling Centres (HRCs).	J Parkes	Recovery Plan Update to be presented to NS Committee (Feb-21)	N
NS/215/2020	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO	Completed	N

NEIGHBOURHOOD SERVICES COMMITTEE MEETING –

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/223/2020	Provision of small Christmas Tree at South Promenade Newcastle	Agreed to proceed with Option 2 – to provide a 4-5 metre sustainable Christmas tree at a suitable location close to the Public Toilets at South Promenade Newcastle with estimated costs for year 1 £2700.00 and estimated annual recurring costs of £300.00.	K Scullion	Complete	Y
NS/224/2020	Update on HRCs reopening plan	Agreed to note the above report.	J Parkes	Please refer to NS/209/2020	N
NS/225/2020	Hire/Replacement of small vans for refuse collection	Agreed to confirm approval to hire thirteen vans to ensure the Refuse Service, and other Services within NS, meet their Services' delivery standards (noting spend is unbudgeted), while complying with Covid controls and also to endorse recommendation to replace up to 13- No small vans under the current Capital Vehicle Replacement Budget. These, or the vehicles they displace, would then eliminate the requirement to hire 13-No	J Parkes	Fleet Replacement Update to be considered at NS Committee (Feb-21)	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		escort vans, saving £1,250.00/week.			
NS/230/2020	Business Case – Provision of new public toilet in Killough	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.	K Scullion	In progress	N
NS/231/2020	Business Case – Provision of Electrical Maintenance and Minor Projects	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that that the Council proceed with Option 3. Option 3 will see the appointment of a NICEIC and SparkSafe Registered Electrical Contractor to support the Councils Electrical Maintenance Service and to provide minor electrical works, for a three-year period or up to the maximum value of the overall contract (£450,000). The service to be procured through tender or through use of	K Scullion	In progress	N

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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.			
NS/245/2020	Christmas Illuminations and Celebrations Group Meeting – 15 October 2020	It was unanimously agreed that no action be taken on a request to provide Christmas Illuminations in the English Street area of Downpatrick this year but that this matter be referred to the January/February Meeting of the Christmas Illuminations and Celebrations Group Meeting for further discussion and consideration.	K Scullion	Complete	Y
NS/246/2020	Fly Tipping Revised Shared Protocol	Agreed the Council now sign up to the Fly Tipping Revised Shared Protocol and review after 12 months	J Parkes	NIEA advised of Council decision. NIEA to organise workshop with all Councils	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/252/2020	Report on Residual Waste Processing Contract	Agreed to approve the Heads of Terms of Agreement following mediation for the settlement of the dispute between the two parties in respect of the Council's residual waste processing contract.	J Parkes	Completed.	Y
END					