



January 17th, 2020

Notice Of Meeting


You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 22nd January 2020 at 6:00 pm** in **Boardroom, District Council Offices, Monaghan Row, Newry.**

Committee Membership:

- Councillor K Owen (Chair)
- Councillor G Stokes (Deputy Chair)
- Councillor T Andrews
- Councillor D Curran
- Councillor W Clarke
- Councillor V Harte
- Councillor T Hearty
- 1 No. Sinn Fein Councillor (to be appointed)
- Councillor O Magennis
- Councillor G Malone
- Councillor C Mason
- Councillor H McKee
- Councillor K McKevitt
- Councillor D Taylor
- Councillor J Tinnelly

Agenda

- 1.0 Apologies and Chairperson's remarks.
- 2.0 Declarations of Conflicts of Interest.
- 3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 17 December 2019. (Attached).

 [NS Action Sheet - 17 December 2019.pdf](#)

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For Consideration and/or Decision

- 4.0 Presentation from NIEA on illicit dumping.
- 5.0 To consider the following Notice of Motion in the name of Councillor Kathryn Owen, seconded by Councillor Billy Walker:-

"That this Council will maximise food waste collection contributing to our recycling targets and reduction of our carbon footprint by simplifying it's biodegradable bag delivery system to residents".

The Motion was referred from the Council Meeting of 6 January 2020 to the Neighbourhood Services Committee in accordance with Standing Order 16.1.6.

- 6.0 Report on Notice of Motion. (Attached).

 [Report re - Notice of Motion.pdf](#)

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Facilities Management and Maintenance

- 7.0 Report on draft action plan for the development of a Council Tree Strategy. (Attached).

 [Report re Draft Action Plan for the development of a Council Tree Strategy.pdf](#)

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- 8.0 Report on Public Convenience Strategy. (Attached).

 [Report on Public Convenience Strategy.pdf](#)

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- 9.0 Report on evaluation of alternatives to use of herbicides containing glyphosate for controlling weeds and invasive species on Council property. (Attached).

 [Report re Evaluation of alternatives to use of herbicides containing G ... y.pdf](#)

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10.0 Fleet update - Fleet Policy and Operational Licence Compliance. (Attached).

 *Report re Fleet Report Policy.pdf*

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11.0 Visit to Waste Facility. (Attached).

 *Report to NSC Visit to Regen Wastes 19 February 2020.pdf*

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For Noting

12.0 Historic Action Sheet. (Attached).

 *UPDATED NS Historic Actions Tracker Sheet (02-01-2020).pdf*

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ACTION SHEET ARISING FROM NS MEETING HELD ON WEDNESDAY 17 DECEMBER 2019

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/088/2019	Monthly Action Sheet	<p>Noted and actions removed as marked.</p> <p>In response to a query, Mr Moore advised that an issue regarding target setting for enforcement which had been raised at the Council meeting in December, would be discussed with the Chairperson of Neighbourhood Services in the first instance and then agree a way forward.</p>	R Moore/RTS-PA	Noted	Y
		FACILITIES MANAGEMENT AND MAINTENANCE			
NS/104/2019	Review of Council Municipal Cemetery Rules and Regulations	<p>Agreed to adopt the revised Rules and Regulations for the Control of the Public Cemeteries within the Newry, Mourne and Down District and that Councillor Tinnelly be furnished with the information he had requested ie</p> <ul style="list-style-type: none"> A record of triple grave requests received since these cemeteries were opened. 	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<ul style="list-style-type: none"> In percentage terms how much burial ground has been utilised in each of the cemeteries to this point. An estimation of when the land may run out. 			
NOTED					
NS/106/2019	NIEA – illegal waste disposal	Mark Cherry, Enforcement Branch, NIEA, would attend the NS Meeting to be held on 22 January 2020 to discuss illegal waste issues.	J Parkes	In attendance at January Committee Meeting.	Noted
NS/109/2019	Historic Actions Tracking Sheet	Noted and actions removed as marked.	R Moore	Noted	Y
IN CLOSED SESSION					
NS/110/2019	Business case for the appointment of contractor to undertake legionella control measures	Note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 be chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Councils	K Scullion	In Progress	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Legionella Management Control Scheme for a three-year period.			
NS/111/2019	Business case for the appointment of a contractor to undertake asbestos control measures	Note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 1 be chosen as the preferred option. Option 1 would see the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Councils Asbestos Management Plan for a three-year period.	K Scullion	In Progress	Y
NS/112/2019	Business case for the provision of Council wide service contracts for all Council premises	Note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the Facilities Management Section organising corporate wide maintenance and servicing of all services within all Council premises.	K Scullion	In Progress	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/113/2019	Business case for the purchase of small scale machinery for grounds maintenance	<p>Note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the procurement through tender of a range of small scale machinery to the value of £150,000.</p> <p>At the request of Councillor Andrews it was also agreed Officials investigate and report back on his query if machinery could be used to deal with dog fouling on footpaths.</p>	K Scullion	In progress	Y
NS/114/2019	Business case for the purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations	<p>Note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the procurement through tender of an industrial heavy grade tractor & side arm flail / cutting unit.</p>	J Parkes	To be procured.	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/115/2019	Business case for the purchase of 2 new industrial grade tractors for grounds maintenance for various locations district wide	Note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 4 was chosen as the preferred option. Option 4 would see the procurement through tender of two industrial tractors to replace existing tractors which were beyond their useful life.	J Parkes	To be Procured	Y
NS/116/2019	Business case for approval to tender for external under-vehicle wash service for fleet	Note the content of the report dated 17 December 2019 and for Council to give approval to Fleet to test the market through a tendering exercise with a view to appointing one or more suppliers to provide under-vehicle washing operations for the Council's fleet.	J Parkes	To be procured	Y
NS/117/2019	Fleet replacement (Capital) Update	Note the content of the report dated 17 December 2019 and that Council approve the revised forecasted spend within the Capital Spend Budget, as detailed in Appendix 1 circulated at the Meeting and also that Officers develop a Fleet	J Parkes	To be developed	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Transition Strategy in consultation with other relevant organisations. Officers continue to consider alternatives prior to completion of the Strategy.</p> <p>It was also recommended that the hired small refuse vehicle (MacPac) be retained for a period of 12 months or until such times as the route remeasurement exercise was completed.</p>		Noted	Y
NS/118/2019	Business case for replacement of gantry vehicle wash – Greenbank Depot Newry	Note the content of the report dated 17 December 2019 and that Council approve the replacement of the existing gantry wash unit with a similar automatic wash system at an estimated cost of £95,000.	J Parkes	To be procured	Y
NS/119/2019	Review of Bring Sites across the District	Note the content of the report dated 17 December 2019 and that the Council grant approval to Council to undertake a review regarding the current provision of the bring-sites currently provided by the Council. The review to examine:	J Parkes	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Current usage at bring-site locations</p> <p>Cost benefits associated with provision of bring-site locations</p> <p>Options for repositioning of bring-banks</p> <p>Options for income-generation and licence considerations</p> <p>Maintenance costs</p> <p>Potential contractual issues</p> <p>Disposal options for any redundant stock</p> <p>The review would consider removal of the banks which were not at the designated household recycling centres.</p>			
NS/110/2019	In Committee Items from Arc 21 Joint Committee Minutes 15 August 2019	Note the In-Committee Items from the Arc21Joint Committee Minutes of 31 October 2019	R Moore	Noted and remove	Y

Report to:	Neighbourhood Services Committee
Date of Meeting:	22 nd January 2020
Subject:	Notice of Motion received from Councillor Owen
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services
Contact Officer (Including Job Title):	Joe Parkes, Assistant Director Waste Management Liam Dinsmore, Head of Waste Processing Peter Whyte, Head of Refuse and Cleansing

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

For decision	X	For noting only	
1.0	Purpose and Background:		
1.1	<p>To consider Motion referred from Council Meeting of 6th January 2020:</p> <p>"This Council will maximise food waste collection contributing to our recycling targets and reduction of our carbon footprint by simplifying its biodegradable bag delivery system to residents."</p> <p>Councillor Owen formally proposed the motion, which was seconded by Councillor Walker and referred, in accordance with Standing Order 16.1 (6), to the NS Committee for consideration and report.</p>		
2.0	Key issues:		
2.1	The motion and issue contained therein, if adopted, will require further research by Officers.		
2.2	<p>Should the NS committee agree to the motion, then Officers will need time to research best practice biodegradable bag deployment, by local authorities in N. Ireland.</p> <p>In addition, Officers will need to understand the time and resources required to implement a new system.</p> <p>Officers will undertake necessary research and report back to NS committee with findings on this research and present options for consideration and approval.</p>		
3.0	Recommendations:		
3.1	That the Committee agree to the notice of motion and that Officers undertake necessary research and report back to NS committee presenting options for consideration and approval.		
4.0	Resource implications		
4.1	Officer time to undertake research. Any additional resource implications will be highlighted as part of future report to Committee.		

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

Report to:	Neighbourhood Services Committee
Date of Meeting:	22 nd January 2020
Subject:	Draft Action Plan for the development of a Council Tree Strategy
Reporting Officer	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officer	Aidan Mallon, Head of Maintenance Jonathan Ellis, Grounds Maintenance Manager

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

For decision	X	For noting only	
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1.0	Purpose and Background
1.1	<p>The purpose of this report is to provide the Committee with a copy of the Council Draft Action Plan for the development of a Tree Strategy and seek its approval.</p> <p>This is to comply with a recommendation arising from the Neighbourhood Services Committee Meeting held in September 2019. At this meeting a Notice of Motion was tabled as detailed below.</p> <p>"This Council produces a tree strategy to protect and enhance tree cover for future generations. Council recognises the importance of trees, the benefits they afford us and the increasingly important role they can play in mitigating the effects of climate change, flooding and pollution control.</p> <p>Furthermore, Council acknowledges that trees can greatly enhance the visual amenity of our environment, they are vital for people's sense of well-being and contribute to everyone's quality of life".</p>
1.2	<p>At the meeting members raised the following issues: -</p> <ul style="list-style-type: none"> • The North of Ireland has the lowest level of tree cover in Europe – the amount of tree cover had to be increased and this could be dovetailed into the Local Development Plan. • Trees help combat climate change and minimise flooding. They also improve the health and well-being of citizens by making streets look visually softer and removing carbon dioxide from the atmosphere • Council should continue to engage and work with the Woodland Trust and their Community Plan Partners on this issue. • Council should incorporate woodland into the proposed new park at Albert Basin to act as the lungs of the City. • Areas such as along the tow path require additional tree cover. • There is very little tree cover in the Mourne area. <p>At the close of the discussion the Notice of Motion was approved and Officers were instructed to develop an action plan for the development of a Tree Strategy and report back to the Neighbourhood Services Committee for approval within three months.</p> <p>This report is to provide the Committee with the Draft Action Plan for the development of a Tree Strategy and to seek its approval for the work so far.</p>
1.3	Development of a Council Tree Strategy is seen as part of the wider Council Climate Adaption Strategies which are being discussed and developed.

	<p>The European parliament has declared a global "climate and environmental emergency" urging all EU countries to commit to net zero greenhouse gas emissions by 2050. Central to this will be the expansion of and better management of effective tree and forestry cover locally.</p> <p>A copy of the draft Action Plan is provided at Appendix 1.</p>
2.0	Key Issues
2.1	<p>To develop an effective Tree Strategy, this has been split firstly into a Draft Action Plan for defined and strategic progression, then from this, a formal Tree Strategy will be produced.</p> <p>The Key Issues in Developing the Action Plan have been structured into</p> <p>1.- Sustainable Management Map & study the distribution & effectiveness of trees across the district, adopt best practices etc.</p> <p>2.- Appropriate Planting Creating a district wide healthy tree canopy cover with climate and disease resilient species etc.</p> <p>3.- Effective Protection Tree Protection Orders and effective tree replacements to maintain varied age structures and tree population numbers etc.</p> <p>4.- Innovative Involvement Community involvement to create attractive places to live, work and visit, improving the exceptional landscapes of the district.</p> <p>5 – Partnership Working Extensive links are being formed, including the Woodland Trust, other Councils, NIEA, Sport NI, Mourne Heritage Trust, NI Forest Service, RSPB, DAERA and Universities etc.</p> <p>The above concepts have taken direction from the key principles set out by the Trees and Design Action Group, an industry leading body. This forum facilitates cross-sector and cross-disciplinary projects promoting the role of arboriculture & forestry throughout the U.K.</p> <p>It is anticipated that completion of the Tree Strategy will take circa 6 months with extensive ongoing practical work and a building up of detailed local landscape knowledge on the ground.</p> <p>The actions of tree expansion planting programme will create multiple benefits including:</p> <ul style="list-style-type: none"> ○ Air & water quality improvements ○ Climate betterment ○ Flood alleviation ○ Pollution Removal <p>The Tree Strategy will drive how Council undertake its urban & rural forestry tree expansion. Paramount to the Council stock of trees is effective and appropriate urban & rural tree, woodland planting & management.</p> <p>The Draft Action Plan is attached at Appendix 1 takes all these matters into account.</p>
2.2	<p>The main points of note within the current Draft Action Plan are: -</p> <p>To drive the concepts the 2050 climate crisis date of zero carbon has been adopted by the Draft Action Plan to achieve woodland coverage equal to the National Target of 12% by this date. The council area currently has only 5.58% woodland cover.</p> <p>Key milestones in improving the tree resource will include:</p>

	<ul style="list-style-type: none"> ○ Mapping & identification of suitable Council lands for expansion of tree coverage via ESRI software. ○ Link with ancient & existing forests and green networks (including hedges). ○ Initiate landscape connection concepts for biodiversity improvements district wide. ○ Detail specific areas for new woodland creation & associated woodland carbon schemes. ○ Identify tree planting mechanisms & sources of potential funding. ○ Undertake Tangible Flagship Schemes for example; <ul style="list-style-type: none"> ○ Undertaking the "The Heritage Trees of Ireland Project on Council Lands" for genetic species retention, ○ Castlewellan to be a Biophilic Park driven by health & wellbeing landscape concepts, ○ Aim for the Council to be NI's Archangel Ancient Tree Archive flagship location. ○ The Council's Grounds Maintenance Section to develop an ecosystem services valuation of the tree resource – apportioning an actual monetary value to the trees and the specific benefits they produce. <p>Much of this work is at the cutting edge of Green Infrastructure & Tree Management with its current focus on essential climate action.</p> <p>Central to the wider concept will be the related S. Down & S. Armagh landscape, its heritage values and scenery of the areas, often regarded as the Council's best asset.</p>
3.0	Recommendations
3.1	Committee approval is requested for the endorsement of the key concepts within the Draft Action Plan and to agree to further progression of the developing Tree Action Plan and Tree Strategy.
4.0	Resource implications
4.1	Costs related to this project are in the form of officer time to develop the strategy. This will be an ongoing practical project to produce tangible results, including potential funding avenues, collaborative working, and physical seasonal works continuing across the landscape sites.
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 are incorporated.
7.0	Appendices
7.1	Appendix 1: - Draft Action Plan for developing a Council Tree Strategy
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> <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> <p><i>b) 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: Draft Action Plan for developing a Council Tree Strategy

The Action Plan mirrors the developing Tree Strategy:

- 1.- Sustainable Management
- 2.- Appropriate Planting
- 3.- Effective Protection
- 4.- Innovative Involvement
- 5 – Partnership Working

The aims take direction from the key principles set out in the Trees and Design Action Group Publication **Trees in the Townscape**. The Trees and Design Action Group (TDAG) is an open collaborative forum facilitating cross-sector and cross-disciplinary dialogue and projects promoting the role of the urban forest throughout the U.K.


This draft Action plan incorporates suggestions by partners including the **Woodland Trust** and **City of Trees**. The draft Action Plan has been developed collaboratively, working with a range of organisations and agencies, referencing existing and new partners. The list of actions to be delivered by all partners and stakeholders is provided below, illustrating commitment to a sensible, sustainable and essential future for trees and woodlands across the district.

Its driven by the realisation of the actives illustrated below and an ongoing passion to support the true value of trees to the District; making commitments to enhance and protect the council tree-scape.

1 –Sustainable Management

Defined Action	Activity / Resultant	Delivery Body
ESRI map and monitor changes & distribution of trees across NM&DDC	<ul style="list-style-type: none"> Refine datasets of tree and woodland cover Link with ancient forest. Initiate landscape connection concepts. 	Ground Maintenance Section of Council
Define & Develop NMDDC Tree Resource	<ul style="list-style-type: none"> Develop NM&DDC tree management system Drive a network of data gathering and information sharing e.g. Universities access to canopy data for research Value NM&DDC tree stock utilising for e.g. I Tree Eco The development of an ecosystem services valuation of treescape 	Ground Maintenance Section of Council
Sustainable management of trees and woodland with best practice approaches	<ul style="list-style-type: none"> Adopt best practice ref all design, landscape and management issues referring to BS standards and Professional Bodies. BS 3998:2010 'Tree work – Recommendations' – the latest British Standard applying to work carried out on trees. BS 5837:2012 'Trees in relation to design, demolition and construction. Recommendations' – the latest British Standard applying to tree protection in relation to works carried out close to trees 	Ground Maintenance Section of Council
Identify Ancient Tree Cover, Promote Stratification, Address Tree Management at Landscape & Local Scales	<ul style="list-style-type: none"> Connect & protect heritage & biodiverse locations. Plan tree management and planting for the benefit of all from district wide landscape impact to individual resident's benefits. 	Ground Maintenance Section of Council

2 – Appropriate Planting

Defined Action	Activity / Resultant	Delivery Body
Drive climate resilient tree planting	<ul style="list-style-type: none"> Effective species mix to create resilience against pests and diseases Effective Pest & Disease Protection Measures 	Ground Maintenance Section of Council Biosecurity Policy Written
Healthy tree canopy cover	<ul style="list-style-type: none"> Sustained tree and woodland canopy cover of 13% by 2050 Undertake sustainable tree planting projects in line with the Council Strategy, Adopt as a minimum a one for one tree replacement for Council trees Aim to plant 4,500 Ha district wide by 2030, Commit to help planting 400 hectares annually across NM&DDC 	Ground Maintenance Section of Council
Planting linear & community orchards	Involve local communities ref food production etc.	Ground Maintenance Section of Council
Investigate funding for tree planting, management, & maintenance	Involve Woodland Trust, HLF, DEARA etc	Ground Maintenance Section of Council
Join and Utilise Specialist Organisations / Professional Bodies	<p>Join the Tree Charter</p>  <p>Charter for Trees, Woods and People sets out principles for society in which people & trees stand together. Launched in Lincoln Castle 6 Nov 2017; the 800th anniversary of 1217 Charter of the Forest. Its rooted in over 60,000 'tree stories' gathered from across the UK. Utilise Arboricultural Association</p>	Ground Maintenance Section of Council

3 - Effective Protection

Defined Action	Activity / Resultant	Delivery Body
Effective tree replacement & compensation	Measure & develop appropriate schemes	TBC
Adopt effective Tree Preservation Orders (TPOs)	Designate new controls & enforce existing protection as appropriate	TBC
Utilise planning conditions to enforce high standard of tree works & management	TBC	TBC

It is paramount to conserve and maintain existing old and large trees. Replacing old trees with newly planted ones is essential, but for new trees to replicate the benefits of older larger trees they need to be replaced at a rate of approximately 40 to 1. Alternatively, we can wait for 30 – 50 years for their value to increase naturally. Older and larger urban trees in particular are currently under-valued and should not be removed unless essential.

4 - Innovative Involvement

Defined Action	Activity / Resultant	Delivery Body
Drive community led and focussed tree projects and food growing	<ul style="list-style-type: none"> Heritage Trees Linear Orchards 	TBC
Cultivate awareness of tree benefits	<ul style="list-style-type: none"> Ongoing promotion of tree related information via DEA coordinators, managers Councillors & local communities to include tree activity in DEA activities 	TBC
Create opportunities for Community Engagement & Involvement	<ul style="list-style-type: none"> Ireland Best Kept awards In Bloom Groups, Ulster & Britain in Bloom RHS Awards, Community greening projects Nominate Champion / Notable Trees reference trees in Britain and Ireland Register 	TBC
NM&DDC as attractive place to live, work and visit with exceptional landscapes & Green Infrastructure	<ul style="list-style-type: none"> Create NM&DDC Heritage Trees Programme Promote Castlewella as one of the World's best arboreta Expand this outward to Kilbroney, Slieve Gullion and other identified arboretum towns / locations. 	TBC

5 Partnership Working

Defined Action	Activity / Resultant	Delivery Body
Drive working with current & potential partners to include N.I. Water Mourne Heritage Trust Woodland Trust Private Landowners Other Councils Ards & North Down Council Derry & Strabane Council Louth County Council Locks Agency & HED HLF Forest Service	<p>To help reach the national target of 12% tree cover</p> <p>Undertaking massive woodland creation programme – The Mourne is a central location.</p> <p>Help to achieve tree cover %, help establish connectivity networks. Best practice.</p> <p>Advice / Progression</p> <p>Greenway / Tangible Cross Border Project.</p> <p>Direct advice & legislative control on Newry Canal – Greenway Progression. Funding - Currently Active Castlewella Forest.</p> <p>Connect with existing locations – e.g. Fathom Forest.</p>	TBC
N.I. Water	Biggest Mourne Landowner	Ni Water

<p>Mourne Heritage Trust</p> <p>Woodland Trust</p> <p>Private Landowners</p> <p>Other Councils</p> <p>Ards & North Down Council</p> <p>Derry & Strabane Council</p> <p>Louth County Council – Cross Border</p> <p>Locks Agency</p>	<p>To help reach the national target of 12% tree cover direct assistance with Mourne Landscape & Management.</p> <p>Large landowner Mournes.</p>	
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Monitoring, Review and Progress Reporting Actions

Defined Action	Activity / Resultant	Delivery Body
Review & update	<ul style="list-style-type: none"> Undertake an annual review against the Action Plan. 	TBC
Key performance indicators	<ul style="list-style-type: none"> The total area of trees & woodland within management plans. The percentage of tree canopy cover across NM&DDC. The number of trees removed and replaced annually. Numbers involved via volunteer activity etc. 	TBC
Website and news promotion	Section on Council website.	TBC

Report to:	Neighbourhood Services Committee
Date of Meeting:	22 nd January 2020
Subject:	Public Convenience Strategy
Reporting Officer (Including Job Title):	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officer (Including Job Title):	Gail Kane, Head of Facilities Management

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

For decision	<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 the Committee with an update on progress in developing the Councils Public Convenience Strategy and to seek approval to commence the business case process for capital works which have been identified at this stage.</p> <p>The last report on this matter was provided to the Committee in June 2019. A copy of the report provided to the Committee is attached at Appendix 1 for ease of reference.</p>
1.2	<p>Since this last report Officers have undertaken a public consultation exercise through the Councils DEA Forum at which Officers presented in summary form the findings to date concerning the Council's provision of public toilets and outlined the approach which was emerging for the various principles within the strategy. Positive feedback was received concerning these principles.</p> <p>It had been expected that at this stage the draft strategy would be complete for the Committee's consideration, but this is not the case. Work is progressing on its completion, but it is not at a development stage yet where it can be presented to the Committee.</p> <p>There are several key principles emerging from the work on the Strategy and Officers wish to bring these principles to the Committee for their endorsement. These key principles are outlined in section 2.1 of this report.</p>
1.3	<p>Work to date has identified capital projects which Officers are seeking Committee approval to proceed with. Approval for these capital projects would allow officers to begin to develop the full business cases with final ratification of these capital projects being dependent on the results of the business case process. These projects are outlined in Section 2.2 of this report.</p>
2.0	Key Issues
2.1	<p>The following principles have been derived from the ongoing work in developing the strategy which has included advice from the British Toilet Association (BTA), the work arising from the Council's Public Convenience Review Working Group,</p>

	<p>Officer research and feedback from public consultation through the Council's DEA Forum.</p> <ul style="list-style-type: none"> • Undertake a review of the strategic and legal case for continuing to provide a public toilet provision service across the district. • Answer the question "Are there sufficient public toilets within the Council area?" - It will look to agree a means of measuring whether our current provision is sufficient and where the strategy identifies a shortfall in provision it will set a framework for how the Council will consider addressing the shortfall, - Consider removal of individual Council's Public Conveniences due either to underuse or over provision. - Consider adequacy of current opening hours. • Answer the question "Is the condition of existing facilities adequate?" - The strategy will review the findings of structural and usage surveys which have been undertaken of the service provision and make recommendations for any improvements to the provision. • It will review how we currently clean our facilities and make recommendations for improvement where these are identified. • It will consider whether the Council's public convenience service should be restricted to its "stand alone" units (currently 31) or be extended to include other suitable Council public buildings and other public buildings. • It will consider the potential for a Community Toilet Scheme which would see a partnership arrangement between the Council and commercial operators who would offer up their commercial premises toilets to be part of the public toilet provision. • It will propose capital works for replacement of "stand alone" units identified as being beyond repair at reasonable cost. • It will recommend, that when new capital works are proposed or significant refurbishment works to existing facilities are undertaken, the design brief must take into account the needs of less able users (to include people with Autism, Dementia and severely disabled). • It will consider how issues concerning anti-social behaviour affecting our public toilets can be addressed. • It will consider how we can corporately brand our public toilet provision service and advertise its availability to the public. <p>The next steps in the development of the strategy will be to present the draft strategy to this Committee for approval prior to consulting with the public. Following this consultation the draft strategy and a report on feedback from the consultation will be provided to this Committee for its final ratification.</p>
2.1	<p>The Council has agreed a capital budget of £1.2 million towards improving our public convenience provision.</p>

	<p>Officers are recommending, having regard to the findings of the work undertaken so far in developing the strategy, that the following works should commence.</p> <ul style="list-style-type: none"> • Provision of a new Public Toilet within the village of Killough (previously approved by RTS Committee in November 2017 and Full Council December 2017 as Year 1 works – see attached report at Appendix 2). • Refurbishment of Castle Park Public Toilet in Newcastle (previously approved by RTS Committee in November 2017 and Full Council December 2017 as Year 1 works – see attached report at Appendix 2). Note: Newcastle currently has 6 stand-alone Public Toilets, five of which are prefabricated buildings and Castle Park Public Toilet which is of traditional brick construction. Initial progress with refurbishment of this building, which is seen as a flagship site, is proposed at this time with a review of the other five prefabricated buildings to follow as part of the Strategy. • Refurbishment of Rostrevor Public Toilet (previously approved by RTS Committee in November 2017 and Full Council December 2017 as Year 3 works – see attached report at Appendix 2). The Committee will be aware of recent issues identified with the facility which has led to its closure which is why this project is being progressed earlier than expected. Council has recently agreed to proceed with this project along with the refurbishment of its adjacent premises, 16 The Square. (January 2020) <p>Subject to approval Officers will proceed to develop for presentation the business cases concerning the provision of a new Public Toilet within the village of Killough and refurbishment of Castle Park Public Toilet in Newcastle.</p>
3.0	Recommendations
3.1	Committee approval is requested for the endorsement of the key principles outlined in section 2.1 of this report.
3.2	Committee approval is requested for the commencement of the business case process for capital works as outlined in Section 2.2 of this report.
4.0	Resource implications
4.1	<p>Costs attributed to this contract will be funded through the Council's Capital Budget.</p> <p>The expected three-year cost is £1.2m.</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: Report to Neighbourhood Services Committee June 2019 - Update on Public Convenience Capital Project.</p> <p>Appendix 2: Report to RTS Committee November 2017 - Update Report on Council's Public Conveniences.</p>

<p>8.0</p>	<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>
<p>8.1</p>	<p>Previous Council reports as per Appendix 1 and 2 of this report.</p>

Appendix 1: Report to Neighbourhood Services Committee June 2019 - Update on Public Convenience Capital Project.

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Report to:	Neighbourhood Services Committee
Date of Meeting:	19 th June 2019
Subject:	Update on Public Convenience Capital Project
Reporting Officer (Including Job Title):	Kevin Scullion Assistant Director Facilities Management & Maintenance
Contact Officer (Including Job Title):	Gail Kane, Head of Facilities Management

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

For decision	X	For noting only	
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1.0	Purpose and Background
1.1	<p>Council previously agreed to undertake a review of the public toilet provision within our District, and has set aside £1.2m for this review.</p> <p>The proposal is to upgrade the toilet provision currently managed by the Facilities Management & Maintenance Department, and to also develop a Public Toilet Strategy which provides guidance on the way forward.</p> <p>The purpose of this report is to provide members with an update on how this Project is progressing and plans for the immediate future.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> We have met with a leading member of the British Toilet Association who is assisting with the provision of independent advice and guidance in relation to Public Conveniences. The BTA is a "not for profit" organisation who works with Local Authorities to discuss current standards of provision, strategy and issues relevant to design, layout, product, service needs, security and maintenance. The BTA has visited all 31 No. public toilets and provided us with a scoping document which provides a complete review of the current toilet provision within the Council area. It gives specific detail on the current standard and provision of each of the 31 No. public toilets. We have assembled a Public Convenience Review Working Group which consists of members of Tourism, Leisure, Community Services and Environmental Health. The aim of the Working Group is to assist with setting down of a forward thinking strategy to provide the best level of service to all our residents and the tourist trade and visitors to the district.

Appendix 1: Report to Neighbourhood Services Committee June 2019 - Update on Public Convenience Capital Project.

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	<ul style="list-style-type: none"> During the meeting of the Working Group the findings of the Scoping document were discussed, together with a number of issues of concern which were identified as needing addressed. One of the decisions taken from the Working Group was to undertake a Public Consultation in order to ascertain the needs and wishes of the members of the public. We are planning to carry out this consultation process over the summer months. We are currently in the process of developing a draft Public Convenience Strategy document which should identify a number of opportunities for continued improvement, increase awareness of provision, investigate provision of other toilet schemes such as community toilet scheme and Changing Places toilets, together with addressing any other issues of concern identified.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> Note the content of the report. Carry out a Public Consultation during July/August 2019. To present the draft Public Convenience Strategy document to Council at the Summer/Autumn 2019 Neighbourhood Services Committee meeting.
4.0	Resource implications
4.1	<p>Costs attributed to this contract will be funded through the Council's Capital Budget.</p> <p>The expected three-year cost is £1.2m.</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
	None
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> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p>

Appendix 1: Report to Neighbourhood Services Committee June 2019 - Update on Public Convenience Capital Project.

	<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> <p><i>b) 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>
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Appendix 2: Report to RTS Committee November 2017 - Update Report on Council's Public Conveniences.

Agenda Item:	Facilities Management and Maintenance
Report to:	Regulatory & Technical Services Committee
Subject:	Update Report - Council Review of Newry, Mourne and Down District Council Public Convenience's
Date:	22 nd November 2017
Reporting Officer:	Adam Wilkinson
Contact Officer:	Kevin Scullion and Gail Kane

Decisions Required

Decisions required: Members are asked to note the contents of the report.

1.0 Purpose & Background

- 1.1** At this Committee's meeting in October 2017 a review was provided on the condition of Public Conveniences (PC's) within the Council area. There was agreement in principle for the need to replace a number of PC's, refurbish others and undertake repairs to the remaining.

The following update is provided. Attached at Appendix 1 is a provisional programme for replacement/upgrading of PC's over three-year period starting 2018. This programme has been prioritised having regard to the findings of the recent survey of PC's reported on last month. The budget for this work will be considered further as part of the Rates Estimates process.

Officers are currently arranging for more comprehensive condition reports to be provided on existing facilities which will aid and refine the proposed programme of works.

2.0 Key Issues

- 2.1**
- The condition of the PC's provided varies across the district with some in a very good state of repair requiring minor works, whereas others are in a poor condition requiring significant refurbishment or replacement in order to achieve and maintain a satisfactory standard for public use.
 - Council has agreed in principle to funding a capital programme for replacement/refurbishment of the Council's stock of PC's and provided here is an initial estimate of funding this programme over a three-year period.

3.0 Recommendations

- 3.1**
- Committee to note contents of above report with a view to the matters being considered further during the forthcoming setting of rates.

4.0 Resource Implications

- 4.1**
- Estimated at £1, 200,000 over a three year programme as per information provided in Appendix 1.

5.0 Appendices

- 5.1** Appendix 1: Provisional Programme for replacement/upgrading of PC's over three-year programme

Appendix 1 - Report to RTS Committee 22nd November 2017 - Public Conveniences Review

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Location	Site Address	Type of Structure	Approx age construction/ last renovated	Nature of Facility	Recommended Remedial Works	Estimated Capital Costs	Year Works to be Undertaken
Newcastle	Donard Park	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex/Unisex/ Unisex - Model 132	Replace facility to meet legislative requirements	90000	1
Newcastle	South Promenade	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex - Model 112	Refurbish existing units with upgrade to doors	50000	1
Saintfield	New Line	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex - Model 113	Replace facility to meet legislative requirements	90000	1
Newcastle	Downs Road	Existing Trad. Built Toilet Facility	2008	Disabled/Urinal/Unisex/Unisex	Refurbish existing units with upgrade to doors	20000	1
Killough	Quay Lane	None at present			New PC block to be constructed	90000	1
Newcastle	Castle Park	Existing Trad. Built Toilet Facility	1960	Disabled/Urinal/wc/wc/wc	Replace entire facility to meet legislative requirements, keeping shell of building	90000	1
Ardglass	The Quay	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex/Unisex - Model 121	Refurbish existing units with upgrade to doors	50000	2
Ballynahinch	Windmill Street	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex/Unisex - Model 122	Refurbish existing units with upgrade to doors	50000	2
Crossgar	Lislea Drive	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex - Model 111	Refurbish existing units with upgrade to doors	50000	2
Downpatrick	Market Street	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex/Unisex - Model 121	Replace entire facility to meet legislative requirements	90000	2
Newcastle	Islands Park	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex - Model 111	Replace facility to meet legislative requirements	90000	2
Castletwellan	Upper Square	Existing Bldg with prefabricated Danflo Cubicles	1998	Disabled/Urinal/Unisex/Unisex	Refurbish existing units with upgrade to doors & toilets	90000	2
Dundrum	Murlough	Prefabricated Danflo Building	1998	Disabled/Urinal/Unisex - Model 111	Refurbish existing units with upgrade to doors	50000	3
Killyleagh	High Street	Prefabricated Danflo Building	2012	Disabled/Urinal/Unisex/Unisex - Model 121	General maintenance/repairs required	10000	3
Ballyhornan	Rocks Road	Existing Bldg with prefabricated Danflo Cubicles	1998	Disabled/Urinal/Unisex/Unisex	Refurbish existing units with upgrade to doors	20000	3
Downpatrick	Quoile Road	Existing Bldg with prefabricated Danflo Cubicles	1998	Disabled/Urinal/Unisex	Refurbish existing units with upgrade to doors	20000	3
Ballynahinch	Lough Inch Cemetery	Existing Trad. Built Toilet Facility	1987	Disabled/Urinal/wc/wc/wc	General maintenance/repairs required	10000	3
Downpatrick	Struell Cemetery	Existing Trad. Built Toilet Facility	1987	Disabled/Urinal/wc/wc/wc	General maintenance/repairs required	10000	3
Spelga	Kilkeel Road, Spelga, Hilltown	Old pre-existing building		Disabled/3 x Gents/Urinal/6 x Ladies	Refurbish facility to meet legislative requirements	20000	3

Cranfield	Cranfield Beech	Old pre-existing building		Disabled/Shower/2 x Gents/Urinal/3 x ladies	General maintenance/repairs required as part of normal operations	10000	3
Annalong	Marine Park	Interpublic	2004	Disabled/Urinal/Unisex/Unisex/Unisex/ Shower	General maintenance/repairs required as part of normal operations	10000	3
Rostrevor	The Square	Old existing building - Not renovated		Disabled/Gents/Ladies	Refurbish facility to meet legislative requirements	10000	3
Newcastle	Bloody Bridge, Ballagh Road	Interpublic	2001	Disabled/Urinal/Unisex/Unisex/Changing Room	General maintenance/repairs required as part of normal operations	10000	3
Kilkeel	Bridge Street	Old existing building - Castledara	2009	Disabled/Urinal/Unisex/Unisex	General maintenance/repairs required as part of normal operations	10000	3
Hilltown	Rostrevor Road	Old existing building - Interpublic		Disabled/Urinal/Unisex	General maintenance/repairs required as part of normal operations	10000	3
Warrenpoint	The Square	Old existing building - Castledara	2012	Disabled/Urinal/Unisex/Unisex	General maintenance/repairs required as part of normal operations	10000	3
Warrenpoint Park	Queen Street	Old existing building - Castledara	2006	Disabled/Urinal/Unisex/Unisex	General maintenance/repairs required as part of normal operations	10000	3
Crossmaglen	The Square	Interpublic	2002	Disabled/Urinal/Unisex	General maintenance/repairs required as part of normal operations	10000	3
Crossmaglen	Loughross	Old existing building - Not renovated		Disabled/Gents/Ladies	General maintenance/repairs required as part of normal operations	10000	3
Newry	Newry Market, John Mitchell Place	Old existing building		Disabled/Urinal/Unisex/Unisex/Unisex	General maintenance/repairs required as part of normal operations	10000	3
Newcastle	Central Promenade	Prefabricated Danflo Building	2002	Disabled/Urinal/Unisex - Model 111	Replace facility to meet legislative requirements	90000	3
Bessbrook	College Square	Old existing building - Not renovated		Gents/Ladies	General maintenance/repairs required as part of normal operations	10000	3

Year 1	£430,000
Year 2	£420,000
Year 3	£350,000
TOTAL	£1,200,000.00

Report to:	Neighbourhood Services Committee
Date of Meeting:	22 nd January 2020
Subject:	An evaluation of alternatives to use of herbicides containing glyphosate for controlling weeds and invasive species on Council property
Reporting Office	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officers	Aidan Mallon, Head of Maintenance Jonathan Ellis, Grounds Maintenance Manager

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

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 the Committee with an update on action taken concerning the approved recommendations arising from the Notice of Motion regarding use of herbicides containing glyphosate to control weeds and invasive species on Council property which was tabled at the Neighbourhood Services Committee Meeting held in November 2019.

The Committee is asked to consider this report and approve the recommendations as detailed within Section 3 of the report.

The recommendations from the November 2019 Neighbourhood Services Committee Meeting are included below and attached at Appendix 1 is a copy of the report.

- **Recommendation 1: On the proposal of Councillor Tinnelly, seconded by Councillor Kimmins, it was agreed to approve the recommendations contained in the report dated 20 November 2019 and that Officers undertake research into the implications of ceasing the use of herbicides containing glyphosate across the Council Estate as a means of controlling weeds and invasive species and that Officers bring back a report to the NS Committee with recommendations for consideration at the January 2020 meeting.**
- **Recommendation 2: It was also agreed the report include an update on the actions taken by Derry City and Strabane District Council in implementing such a ban.**
- **Recommendation 3: It was further agreed Officials would write to other Statutory Agencies operating within the District advising the Council was giving consideration to banning its own use of this product on its property and would encourage those Public Authorities within this District to undertake a similar review.**
- **Recommendation 4: It was noted the Assistant Director had given a commitment that herbicides containing glyphosate would not be used by Council staff in advance of a report being tabled at the January Meeting of the Neighbourhood Services Committee.**

Below in Sections 1.2 to 1.5 is a summary of the action taken to address the recommendations above.

1.2	<p>Recommendation 1: Research undertaken by Officers</p> <ul style="list-style-type: none"> Officers undertook research through best practice, advice from agencies including APSE, DAERA and Pesticide Action Network (PAN UK). A specific network query via APSE across the UK has been utilised to ascertain what other councils are currently doing and proposing. A summary of this is provided at Appendix 2. The Council's Grounds Maintenance Manager attended the APSE Parks Advisory and Action Group & Performance Networks meeting in Manchester in October 2019 which specifically addressed these concerns. See Appendix 3 for a summary of this meeting. The effects and practicalities of controlling weeds across the district has been further researched by the Council's Grounds Maintenance Team and the findings from this have been used in developing alternative options. All locations sprayed by Council have been further studied with associated costs for potential alternatives to the use of herbicides containing glyphosate to control weeds and invasive species. Some weeds spreading across Northern Ireland, Ireland and Britain, are listed as invasive and therefore require control. This is currently only effective with herbicides containing glyphosate. Consideration of extra resources required if herbicide control was varied / reduced or stopped has been compiled and is included within the Options appraisal discussed later in this report.
1.3	<p>Recommendation 2: Update on the actions taken by Derry City and Strabane District Council in implementing such a ban</p> <ul style="list-style-type: none"> Officers met with Derry & Strabane Councils Streetscape Manager and Supervisors on site in Derry City to discuss in detail their methodology. Derry & Strabane Council are currently not applying herbicides but have no operational alternative, their suggestions include reduced applications and ongoing studies into alternative methods.
1.4	<p>Recommendation 3: Contact with other statutory agencies operating within the district</p> <ul style="list-style-type: none"> Officers contacted other statutory agencies operating within the district to advise them of the Council's review of the use of herbicides containing glyphosate, asking that they too review its use. Contact was made with NIHE, DFI Rivers Agency, DFI Road Service, NI Water and DAERA. See example of correspondence issued attached at Appendix 4. To date one formal response has been received and this was from DFI Rivers Agency. A copy of this response is provided at Appendix 4.
1.5	<p>Recommendation 4: Herbicides containing glyphosate would not be used by Council staff in advance of a report being tabled at the January Meeting of the Neighbourhood Services Committee.</p> <p>This recommendation has been carried out.</p>
2.0	Key Issues
2.1	<p><u>Summary of Research</u></p> <ul style="list-style-type: none"> The UK Regulatory Authority continues to advise that glyphosate-based products are safe to use provided appropriate controls are in place, these include ensuring that staff have

	<p>received adequate training, information, instruction and personal protective equipment. Please see Appendix 5 for relevant statutory guidance.</p> <ul style="list-style-type: none"> • Council Officers have studied alternative herbicide methods of control, identifying - use area, advantages, disadvantages, costs and practicalities. This is further discussed within the report. • The Councils Grounds Maintenance Service are practically reducing herbicide application on an ongoing basis, where achievable. This will achieve a phased reduction in the use of herbicides containing glyphosate. The developing sustainable spray programme will result in significant reductions in annual application of herbicide amounts, while still achieving effective weed control. • There is a significant effect on Health & Safety issues within grounds maintenance with potentially changed maintenance operations – Road Side Working legislation will have implications. • Local trials have been undertaken by the Grounds Maintenance Section of alternative methods of weed control including; Eco-plugs, CDA controlled droplet applicators, physical removal and residual herbicides. Further details provided in Appendix 6.
2.2	<p><u>Options identified for controlling weeds and invasive species on Council property</u></p> <p>1 -No Weed Control</p> <p>2 – Control Regime used prior to July 2019</p> <p>3 – Invasive Species Only Control</p> <p>4 -The Sustainable Herbicide Control Methodology (Phased Reduction Plan)</p> <p>5 – Physical Weed Control Without Herbicides</p> <p>An assessment of each of these options is provided at Appendix 7.</p>
3.0	Recommendations
3.1	<p>Note the content of the report.</p> <p>Approve Option 4 - The Sustainable Herbicide Control Methodology as outlined in section 4 and Appendix 7.</p> <p>The proposed methodology will operate within the remits of a:</p> <ul style="list-style-type: none"> ▪ Phased Pesticide Reduction Plan ▪ Liaising with APSE & Other Councils ▪ Current Achievable Council efficiencies of circa 200% Reduction in glyphosate annual usage. ▪ Grounds Maintenance Section continue to research and trial all effective alternatives and provide feedback on results.
4.0	Resource implications
4.1	<p>Costs attributed to these actions will be resourced through the Council's existing Revenue and Capital Budgets for Grounds Maintenance.</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 are incorporated.
7.0	Appendices
7.1	<p>Appendix 1: Report Notice of Motion regarding use of herbicides containing Glyphosate tabled at NS Committee Meeting November 2019.</p> <p>Appendix 2: A summary of action being taken by other local authorities concerning use of herbicides containing Glyphosate.</p> <p>Appendix 3: Summary of APSE Parks Advisory and Action Group & Performance Networks meeting in Manchester in October 2019.</p> <p>Appendix 4: Copy of correspondence issued to other statutory agencies operating within the district concerning Council review of it use of herbicides containing Glyphosate and response received from DFI Rivers Agency.</p> <p>Appendix 5: Relevant statutory guidance considered as part of this research.</p> <p>Appendix 6: Alternative methods of weed control trialled by Council's Grounds Maintenance Section.</p> <p>Appendix 7: Assessment of options identified for controlling weeds and invasive species on Council property.</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> <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> <p><i>b) 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	<ul style="list-style-type: none"> • The Directive on the Sustainable Use of Pesticides 2009/128/EC • The Water Framework Directive 2000/60/EC • Hard Surface Regulations (42/2011)

Appendix 1: Report Notice of Motion regarding use of herbicides containing Glyphosate tabled at NS Committee Meeting November 2019.

Report to:	Neighbourhood Services Committee
Date of Meeting:	20 th November 2019
Subject:	Notice of Motion regarding use of herbicides containing Glyphosate
Reporting Officer	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officer	Aidan Mallon, Head of Maintenance Jonathan Ellis, Grounds Maintenance Manager

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

For decision	x	For noting only	
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1.0	Purpose and Background
1.1	<p>The purpose of this paper is to consider the motion presented below.</p> <p>Notice of Motion received from Councillor Patrick Brown and was initially raised at the Council Monthly Meeting on Monday 2 September 2019.</p> <p>"Council will cease from using the weed killer Glyphosate and request that all subcontractors employed by Council also cease the use of Glyphos and all products containing Glyphosate in this Council district, in favour of a more environmentally friendly product and approach"</p> <p>Councillor Gibbons seconded the motion.</p> <p>The Chairperson advised that in accordance with Standing Order 16.1.6 the motion would be referred to the Neighbourhood Services Committee.</p>
2.0	Key Issues
2.1	The notice of motion and issues contained therein will require officers to investigate and consider the implications of ceasing to use herbicides containing glyphosate across the Council Estate.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> Officers to undertake research into the implications of ceasing the use herbicides containing glyphosate across the Council Estate as a means of controlling weeds and invasive species.

	<ul style="list-style-type: none"> Officers to bring back a report to the NS Committee with recommendations for its consideration at its January 2020 meeting.
4.0	Resource implications
4.1	<ul style="list-style-type: none"> Officer Time.
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	None
8.0	Background Documents
	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.
8.1	None

Appendix 2 - Summary of Actions being taken by Councils re the Use of Glyphosate.

A broad representation has been tabulated below to the usage, reduction, alternatives and current use.

Council	Currently use herbicides containing glyphosate?	Opted to reduce or cease using herbicides containing glyphosate in future	What herbicides are you using instead?	Other methods currently used
Falkirk Council	Yes	No	Not using other herbicides	No other methods being used
Cheltenham Borough Council	Yes, we use glyphosate	aim to reduce and use alternatives 2020	None	None
South Lanarkshire Council	Yes, alternative methods ineffective and more expensive	Herbicides is restricted to selective operations and locations,	None	None
Conwy County Borough Council	Yes, currently apply No-Mix Dual & No-Mix Hilite.	No	None	None
Blackburn with Darwen Borough Council	using glyphosate highways & open spaces	NO	None	None
Rossendale Borough Council	Yes	Yes	glyphosate on highway, using acetic acid in parks and open spaces for 1 year trial.	None
Gedling Borough Council	Yes	Yes some areas either strimmed or left to grow.	Other herbicides ineffective	None, previous flame
Tameside Metropolitan Borough Council	Yes	Researching	Several trials, bio alternatives	
Bolsover District Council	Yes herbicides containing glyphosate, won't change until they are banned.	NO	None	None

North East Derbyshire	Yes herbicides containing glyphosate, won't change until they are banned.	NO	None	None
Renfrewshire Council	Yes used extensively	no intention of changing our use of Glyphosate.		
North Warwickshire Borough Council	Yes – Round Up Proactive for knapsack usage.	reduced usage in park areas.	None. Manual methods of control used instead.	No.
Bradford Metropolitan District Council	currently use herbicides containing glyphosate.	no plans to further reduce or cease using herbicides containing glyphosate.	use Katana along with herbicides containing glyphosate reducing the number of annual sprays to one rather than two or three.	Naturalising of grass areas in some parks rather than spraying under and around trees and obstacles.
Manchester City Council	Yes	continuing to reduce its reliance on all chemical weed treatments within its parks and play areas. Over the last 3 years, twenty-four parks have been subject to a new approach where biocides and alternative mechanical weed control methods have been trialled.	Various trials	2019 as part of an extended trial the quantity of glyphosate used across all the city's remaining parks and play areas will be further reduced, with future use restricted to spot treatments, and the management of invasive weeds.

Appendix 3 - Summary of Concepts from APSE Network Meeting

Where practical councils will reduce application, this will be targeted, controlled and away from high footfall if achievable.

Recommend adherence to - Application Records, Operational Bullet Points for Operatives & Tool Box Talks, Accurate Calibration of Sprayers.

Alternatives will become available – Bayer are investing \$5 billion into alternative bio chemicals and research. An alternative Bio Effective Herbicide may be 18-24 months away.

No councils involved had given up application.

Some alternative chemicals are neonicotinoid which are harmful to bees etc provantage isn't.

This process may be considered as an opportunity to influence change and improve current working practices

France may be banning it and Scottish authorities are listing & identifying all locations applied following FOI's – direction appears toward reduced or no application.

Presentation from East Riding reinforced operationally that no effective alternative currently exists. A presentation from Glasgow Council fully detailed costs and effectiveness of alternative herbicides following an annual trial but also found no comparable alternative.

Several Councils have stopped application in playgrounds & high use school grounds, this is often a PR decision as opposed to effective solutions. Mechanical machines have generally variable weed control effectiveness and serious accessibility issues.

Appendix 4

37

Scullion, Kevin

From: Scullion, Kevin
Sent: 13 December 2019 12:47
To: rivers.registry@infrastructure-ni.gov.uk
Cc: McAteer, Colette
Subject: Use of Herbicides containing Glyphosate by Public Bodies

Dear Sir/Madam,

I refer to the above matter and am writing to you on the instruction of Newry, Mourne & Down District Council.

At a meeting in November 2019 of the Council's Neighbourhood Services Committee there was a Notice of Motion put forward by Councillor Patrick Brown concerning the Councils use of Herbicides containing Glyphosate. The notice of motion read:

"Council will cease from using the weed killer Glyphosate and request that all subcontractors employed by Council also cease the use of Glyphosate and all products containing Glyphosate in this Council district, in favour of a more environmentally friendly product and approach".

In formally proposing the Motion Councillor Brown said glyphosate was an incredibly controversial chemical that had been deemed by the International Agency for Research Against Cancer to be carcinogenic to humans. He outlined the alleged health issues linked to the weed killer glyphosate in studies carried out and said at least 29 Countries and a number of Councils in England and Wales had banned it.

The Council has now agreed that Officers will undertake research into the implications of ceasing the use herbicides containing glyphosate across the Council Estate as a means of controlling weeds and invasive species. It is our intention to bring back a report to the Neighbourhood Services Committee with recommendations for its consideration at its January 2020 meeting. In the interim period until a final decision on this matter is taken by the Council we have ceased using products containing Glyphosate.

The Council has also asked that I write to other Statutory Agencies operating within the Council district advising of the above course of action the Council is taking and to encourage your organisation to undertake a similar review. On behalf of the Council I would ask that your authority, if it too uses products containing Glyphosate to control weeds within this Council area, to undertake a review of its use having regard to the concerns expressed by Councillor Brown in his Notice of Motion.

Yours sincerely,

Kevin Scullion
 Assistant Director: Facilities Management and Maintenance

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Department for

Infrastructure

An Roinn

Bonneagairwww.infrastructure-ni.gov.uk

Mr. Kevin Scullion
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DfI Rivers
49 Tullywiggan Road
Loughry
Cookstown
Co Tyrone
BT80 8SG

Telephone: 028 8676 8300

Our reference: IN1-19-14467

8th January 2020

Dear Mr. Scullion,

Thank you for your email of 13 December 2019, regarding the use of Herbicides containing Glyphosate.

DfI Rivers only carry out weed spraying activities when it is necessary to control noxious weeds and invasive species along designated watercourses and flood defences. Glyphosate and products used by DfI Rivers containing it are registered as safe to use by the European Commission.

In instances where the products containing Glyphosate are used, a full Risk Assessment is carried out (as required under COSHH Regulations) which takes account the manufacturer's information on the substance (Material Safety Data Sheet) and how the product should be used/applied. Effective controls are then put in place to safeguard the health and safety of those applying it or likely to be affected by its use.

DfI Rivers will continue to monitor the situation, if the authorities responsible for authorising these products change their stance, we will follow their advice.

Alternative methods of application are currently being investigated which are more effective in treating weeds/invasives in a more controlled manner, applying pesticide directly to the weed rather than all grass species in a particular area, for example, using a mechanical weed wiper.

Dfi Rivers would welcome any feedback on any findings from the research report being undertaken by your Council.

Yours sincerely,



Andrew Hitchenor
Dfi Rivers

Appendix 5 - Relevant Statutory Guidance

The three main legislation elements having an impact on UK pesticides application are;

- The Directive on the Sustainable Use of Pesticides 2009/128/EC – stipulates sustainable use of pesticides via reducing the risks and impacts of pesticide use on human health and the environment. Promotes the use of Integrated Pest Management (IPM) and alternative approaches where practical.
- The Water Framework Directive 2000/60/EC – stipulates the requirement for good qualitative and quantitative status of all water bodies by 2015.
- Hard Surface Regulations (42/2011) – herbicides must be target applied as opposed to blanket applications surface wide.
- Consolidated List of Species of Union Concern – identified species subject to restrictions including keeping, importing and growing. Measures must be taken to prevent unintentional introduction, ensure early detection and rapid eradication, and to manage species that are already widely spread on their land.
- Invasive Alien Species Order (NI) 2019 – makes provision for criminal offences relating to breaches of requirements of the EU Regulation above.

Council adhere to all the above, and the stipulations provided by The Amenity Forum below

Full Training of all Operatives Applying Herbicides (PA1, PA6 etc)

Planning of the Weed Control Strategies.

Council only use herbicides where necessary; use of non-chemical methods, and an integrated approach combining pesticide applications with non-chemical controls is recommended.

Pesticides Purchased from Reputable Distributors.

Current suppliers have recently trained staff available to advise on the correct, safe and economic use of products.

Herbicides Stored Correctly.

Council use only authorised products and comply with conditions specified on the product label; legal requirements to ensure best practice.

Maintaining Application Equipment.

All application equipment is tested & calibrated to ensure applications are confined to the target area.

Minimise use.

Using the minimum amount of product necessary for weed control.

Protecting workers and the public.

All reasonable precautions taken to protect human health.

Protect water.

All reasonable precautions have been taken to protect the environment and avoid pollution of water for e.g. surface water safeguard zones & utilising products fully assessed for this work.

Keep records.

Clear and accurate records for assessing pesticide applications effectiveness.

Appendix 6 Alternative Methods of Weed Control

The following have been utilised effectively by our Grounds Maintenance Section during 2019.

Manual Weeding

This was targeted to specific weeds with instant visible results, however, it is slow and labour intensive. The regrowth speed is high, weed coverage can often increase afterwards with a disturbed seed bed. Stress injuries are a concern with staff.

Strimming

Has been undertaken but has proven ineffective as a long-term solution. It disturbs the seed bed & spreads seeds increasing total weed coverage. It causes rapid regrowth across the vegetation by operating as a "prune" which often encourages more vigorous denser growth.

Stem Injector

A hand-held applicator which injects a small amount of herbicide directly into the plant stem (often 1.5ml into a mature Knotweed stem). The herbicide is quickly absorbed by the plant and translocated through the roots, giving effective control of very difficult weeds for example Japanese Knotweed & Giant Hogweed. It provides very targeted application ensuring no run-off into water and no damage to surrounding vegetation.

Eco Plugs

These sealed cartridge type units are drilled into the stem, killing the whole root system of target established woody weeds. It is highly effective, delivering 95-100% control of treated tree stumps etc. It has no risk of run-off, water pollution or damage to the surrounding environment. Applications not affected by weather and are completely targeted. (used in Drumaness Reservoir).

CDA

Controlled Drop Applicators have been used effectively (e.g. The Newry Canal), 2 treatments are adequate per year as opposed to an original of 5. Oil-emulsion formulations stick to the leaf and easily penetrate the waxy surface, allowing the active ingredients to effectively enter the plants growth mechanism. Herbicide amount is reduced by up to 70%, there is no spray drift, exposure is 20 times lower and there are zero carbon emissions at point of application. A noticeable reduction in the weed seed bank can be observed by application 2.

To enable maximum effectiveness of the above full practical use is made of weather windows, stage of weed growth and application method applied to specific plants.

Appendix 7 - Assessment of Options.

Options	Negatives	Positives	Operational Relevance
<p>1 – No Weed Control</p> <p>Weeds left to grow uncontrolled</p>	<p>Sports playing surfaces permanently damaged</p> <p>Significant increase in the seed bank</p> <p>Trees lower bark damaged with having to cut close which will decline then die.</p>	<p>Apparent reduced cost.</p> <p>No chemicals applied.</p> <p>Some apparent short term environmental benefits</p>	<p>Cannot be considered as massive renovation projects would ensue.</p> <p>Catch up costs would be several hundred thousand per annum.</p>
<p>2 – Control regime used prior to July 2019</p> <p>Herbicides applied for effective control of weeds prior to recent modernisation.</p>	<p>Quite a high amount of glyphosate was applied.</p> <p>Process could be much more efficient.</p>	<p>Effective economic weed control.</p>	<p>With current concerns and acceptance that GROUNDS MAINTENANCE needs to modernise a stand still option is not defensible.</p> <p>Cost previously £72,000.00</p>
<p>3 – Invasive species only</p> <p>Controlling only species with legislative requirement.</p>	<p>The vast majority of weeds are still left to their own devices.</p>	<p>Only Invasive Species are controlled.</p>	<p>While removing the obvious litigation potential from invasive weeds nothing else is undertaken on the majority of sites.</p> <p>Cost £9,850.00</p>
<p>4 – Sustainable Herbicide Control Methodology (Current Approach)</p> <p>The current developing phased reduction control methods.</p>	<p>An amount of glyphosate is still applied</p> <p>If Foamstream is adopted there is an increase in resource cost</p> <p>(min of £30k for machine +20k plus for van)</p> <p>Cost of operative(s)</p>	<p>Most efficient process</p> <p>Significant reductions in chemical application for similar result.</p> <p>All best practices followed</p> <p>Enables adoption of alternatives which may prove effective i.e. Foamstream - biodegradable, sufficiently kills plant.</p> <p>Enables application timing within life cycle of plants. CDA technology fully included.</p>	<p>This is the achievable operational model which rules no future potential solution out.</p> <p>Cost £48,297.04</p>

<p>5 – Physical Weed Control</p> <p>No herbicides, all weeds physically reduced/ removed by manual & mechanical means</p>	<p>Increased carbon footprint</p> <p>Increased labour costs</p> <p>Operators can suffer from repetitive stress injuries - constantly bending over.</p> <p>Strimming ineffective long-term solution Disturbs the seed bed & spreads seeds increasing total weed coverage.</p> <p>Causes rapid regrowth across area via almost pruning plants.</p> <p>Manual Weeding Weed coverage increases year on year - disturbed seed bed, spreading seeds pulling out weeds.</p> <p>Increased time & cost treating same area.</p>	<p>Massive costs of £487,501.02 increased staff and machinery</p> <p>Speed of regrowth high, never effectively gets all the root.</p> <p>Cleans detritus from kerblines reducing the chances of weeds growing</p>	<p>Brushes often don't fully remove the plant structure below ground which leads to fast regrowth.</p> <p>Repeated treatments are required over the season to keep weeds at bay.</p> <p>Diesel consumption and pollution</p> <p>Increased H&S issues with roadside working etc.</p> <p>Cost £439,203.82</p>
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Final Evaluation

Grounds Maintenance do not choose to spray needlessly; many staff are passionate about the areas they work in, but as a service area we must be practical. If a ban is adopted without effective alternatives -

- By end of year 1 football pitches will be weed infested and degrading. Bowling greens would already unplayable, the reinstatement costs will be four figure sums for almost each location.
- The permanent degradation of infrastructure will have a massive effect on capital renovation projects as weeds grow, and expand into pavements, roots expand, further detritus gathers, weeds increase & become stronger. Stronger growth expands the surfaces further opening more degradation & damages
- Health and safety risks will be greatly increased, chapter 8 road side working will be invoked in many grass cutting locations.
- Cost of ineffective control leads to dramatic increase in seed bank, increasing weed population. Dramatic increase in future cost and time.
- If alternatives are not employed, perennials and trees emerge & significantly degrade infrastructure with large renovation capital schemes from year 5 onwards.
- The Negative impact on public perception – Council have a responsibility to control weeds to maintain aesthetics of area

Option 4 – Sustainable Herbicide Control Methodology, is identified as the best practical option.

This will enable application of the minimum of spray during the year while working on alternative methods, allowing time to adjust to potential new work regimes and machinery. Alternative chemicals range in price from 8.5 to 33 times more in cost to Provantage with much less effectiveness.

The public also need educated to the more natural appearance which will result from less frequent control applications. With regards sports surfaces, herbicides and fungicides etc will have to be applied until a suitable alternative exists. Many sporting fixtures are very labour and chemical intensive to maintain the pristine artificial playing grass sward. This option is an acceptable compromise allowing practical progression with time while still enabling a 25% reduction of glyphosate applied compared to original methodology.

Report to:	Neighbourhood Services Committee
Date of Meeting:	22nd January 2020
Subject:	Council Fleet Update - Operator License Compliance - Fleet Policy & Related Procedures
Reporting Officer:	Mr Joe Parkes, Assistant Director (Waste)
Contact Officers:	Mr Tom Daly, Head of Fleet

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

For Decision	X	For Noting Only	
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1.0	Purpose & Background
1.1	<p>The purpose of the Fleet Policy is to provide the framework to ensure that all the Council's driving activities are organised safely and efficiently and comply with statutory legislation.</p> <p>The Council has an existing policy and this new policy will support the rollout of procedures to ensure compliance.</p>
2.0	Key Issues
2.1	<p>To operate its Fleet of vehicles the Council is required to hold an Operator's License. This places minimum legal standards on the use of vehicles and driver and Management standards. The License is issued by the DVA.</p> <p>To ensure compliance with its legal undertakings NS/Waste Department have, in consultation with key Stakeholders, updated the Fleet Policy and drafted a number of supporting procedures.</p> <p>This policy was previously agreed in April 2018, with supporting procedures being drafted.</p> <p>The updated Policy and supporting procedures are now complete and will be rolled out to all relevant Staff. These have been discussed and agreed with key stakeholders.</p> <p>This will address matters previously reported through audit committee to ensure compliance with the Transport Regulation Unit (TRU) recommendations and Operator License Legislation. A report will be brought back to a further meeting of NS Committee to update progress on audit recommendations.</p>
3.0	Recommendations
3.1	<p>The following documents are approved by council for immediate implementation: -</p> <ul style="list-style-type: none"> <i>Fleet Policy, Ver. 2</i>

4.0	<u>Resource Implications</u>
4.1	<p>Policy and agreed procedures will require a series of internal training events to ensure all Staff affected by the Policy and procedures are made familiar with their contents.</p> <p>This training is expected to be delivered In-house, utilising existing local expertise and management resources.</p>
4.2	<p>Services Review:</p> <p>The impacts of these new procedures on the Council's Services is expected to have minimal impact on Services. However, each Service should make their own assessment and advise of any negative resource impacts through their own internal service structure.</p>
5.0	Equality and Good Relations Implications
5.1	No Equality Issues Arise
6.0	Rural Proofing Implications
6.1	No Rural Proofing Issues Arise
7.0	Appendices
7.1	Fleet policy v2
8.0	Background Documents
8.1	<i>April 2018 – report to Committee on Fleet Policy</i>

Newry, Mourne & Down District Council



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

Newry, Mourne
and Down
District Council

FLEET POLICY

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1. Policy Statement

Driving is an essential part of working life for many people. Driving is one of the most dangerous activities that people do. It is estimated that **one third** of all road traffic collisions involves someone who is at work at that time

- 1.1 Newry, Mourne & Down District Council (the Council) is responsible for the health and safety of its employees whilst at their place of work (Health and Safety at Work (NI) Act etc). Any vehicle in which an employee carries out business on behalf of their employer is regarded as a place of work and is therefore subject to the current legislation. It follows that the Council is required to carry out an assessment of the risks to the health and safety of its employees, while they are at work and to other people who may be affected by their work activities.

The purpose of the Fleet Policy is to provide the framework to ensure that all the Council's driving activities are organised safely and efficiently and comply with statutory legislation.

- 1.2 This Policy regulates:

- The allocation and management of vehicles owned, hired or leased by the Council ("Council Vehicles");
- The management of employees driving Council vehicles ("Council Vehicle Drivers");

And is supported by the Drivers' Handbook and a number of operating Procedures

2. Aim

The aims of the Fleet Policy are:-

- to ensure that Driving activities within the Council are conducted in a manner that minimises the risk to its Employees and the Public.
- To ensure that Council's vehicles are used efficiently to meet the needs of the Council's services.

3. Scope

This policy applies to all Council Employees who drives a Council Vehicle for Council Business.

4. Definitions

Council Vehicle: Vehicles owned, leased or hired by the Council, including "Special Vehicles" eg Tractors, & other plant that travel on the public highway.

Council Vehicle Driver: Any Council Employee who has been authorised to undertake driving of a "Council Vehicle" as opposed to a "Grey Fleet Vehicle".

Grey Fleet Vehicle: A private, hired or leased vehicle used for "Official Business Journeys".

Council Vehicle Line Manager: All Managers who allocate and use Council vehicles to meet their Service's needs.

Fleet Management Section (FMS): This includes the Head of Fleet, his/her approved Delegates, eg. Garage Managers and any other Supporting Staff with responsibility for maintaining the Fleet.

Official Business Journey: Any driving where the Employee has been authorised, implicitly or expressly, by the Council to carry out or further Council business. An employee is driving "during the course of his/her employment" when driving to a business meeting, training session or workplace away from the usual workplace. The term "during the course of their employment" therefore excludes the commute to and from home to the usual workplace.

Council Fleet Asset Register: A Register of all Council vehicles detailing make, model, year and registration number of all Council vehicles, as well as the name and Driver Permit number of any Council vehicle driver.

Council Fleet Insurance Policy: The motor insurance policy that covers all vehicles owned, leased or hired by the Council.

5. **Policy Owner.**

Responsibility for ensuring this Policy remains current will lie with the Head of Fleet.

6. **Policy Review Date:**

This Policy will be reviewed in line with Council's agreed policy review cycle, i.e. every 4-years (as per Council's Equality Scheme Commitment 4.31), or sooner, to ensure it remains reflective of legislative developments.

7. **Responsibilities:**

7.1 **The Senior Management Team (SMT) will:**

- Ensure the requirements of the Fleet Policy are implemented as an integral part of the business and operations planning and service delivery.
- Ensure appropriate resources are made available to ensure compliance with this Policy.

7.2 **Assistant Directors & Heads of Services¹:**

- Ensure the requirements of the Fleet Policy are implemented as an integral part of the business and operations planning and service delivery.
- Ensure that risk assessments are conducted to cover driving activities.
- Ensure that all employees permitted to drive vehicles must have undergone an assessment appropriate training before being permitted to drive.
- Ensure Policies & procedures in relation to Fleet operations and vehicle management are complied with.
- Notify the SMT of any serious offences against this Policy.
- Review and, if necessary, revise this Policy and any related procedural documents.
- Monitor vehicle insurance claims reports and patterns
- Ensure persons affected by this Policy have access to this Policy.

7.3 **Head of Fleet:**

The Head of Fleet will:

- Ensure the requirements of the Fleet Policy are implemented as an integral part of the business and operations planning and service delivery.
- Ensure appropriate Fleet related policies and procedures are developed and maintained.
- Maintain the Driver Entitlements Database for all authorised Council Vehicle Drivers;
- Keep an up-to-date Fleet Asset Database;
- Provide advice to management on use of Council Vehicles.
- Review compliance of Councils' undertakings in line with The Goods Vehicles (Licensing of Operators) Act (NI) 2010.
- Provide regular updates on compliance to the Senior Management Team through their Line Manager/Director.
- Ensure all Vehicles are maintained in line with Council's Policies and the legal undertakings under the Council's Operator License.
- Through liaising with appropriate Section or Officer ensure insurance arrangements are in place for vehicles.

7.4 Corporate Services/Human Resources:

The Assistant Director HR, or his/her delegates will:

- Ensure that all appropriate driving qualifications & pre-employment checks for new Employees are completed in line with this Policy
- Establish though appropriate medicals, driver entitlement checks, assessments and procedures that Drivers are medically fit and have the necessary entitlements to drive the vehicle required through job description.
- Ensure Drivers' records are maintained in line with Council's procedures and Data Protection.

7.5 Line Managers with Responsibility of Drivers:

It is the responsibility of each Manager that uses Council vehicles to deliver their Service to ensure they: -

- Assist the FMS in maintaining the Driving Entitlements Database of the Council Vehicles Drivers in their Department in accordance with the License Check Procedure;
- ensure that Council Vehicle Drivers only drive vehicles which they are entitled to drive;
- Ensure that all Driver activities complies with Driving Hours regulations and records are maintained, in line with current procedures.
- Check that, as far as reasonably practicable, the driver's vehicle is suitable for the task

- Ensure that Drivers have received appropriate training on the safe operation of vehicles, related plant and associated equipment, including Driver Certificate of Professional Competence (CPC).
- Monitor Council Vehicle Drivers' compliance with this policy and the Drivers' Handbook and take action accordingly.
- Notify their Line Manager and the Insurance Section of any vehicle damage or collisions.
- Investigate driving collisions or near misses which occur at Work in line with Vehicle Accident reporting procedures & Health & Safety Policy procedures
- Identify Council Vehicle Drivers' training needs and communicate these to their Line Manager;
- Arrange driver training as identified by the Council Vehicle Line Managers,
- Forward to the Head of Fleet/ FMU any information regarding Council Vehicles' defects that could affect the Council Fleet Insurance Policy or Operator License.

7.6 Council Vehicle Drivers

Council Vehicle Drivers must:

- Hold a valid current driving license and present such license to their Council Vehicle Manager in accordance with this policy and carry such license with them at all times unless it has been submitted to the DVLA or the Council Vehicle Manager for routine checking.;

Notify their Council Vehicle Line Manager of any sanctions imposed on their driving license, medical conditions or medical restrictions that impacts on their ability to drive, vehicle defects or anything else that could impact on the Council Fleet Insurance Policy;

- Notify the DVLA and their Council Vehicle Manager if they feel they might be affected by certain conditions that could inhibit their ability to drive (A full listing of these conditions can be found in DVLA Form D100 which is available from post offices or downloadable at: <http://www.dft.gov.uk/dvla/forms.aspx>;
- Abide by this policy and all related procedures;
- Drive in keeping with any road traffic law;
- Follow the guidance contained in the Drivers' Handbook;
- Advise the Council if they undertake any other work outside of their employment with the Council, which may affect driving, for another Employer.

- Use Council Vehicles for business purposes only.
- Regularly clean the inside and outside of the Council Vehicle they are driving;
- Carry out and record daily vehicle roadworthiness inspections as required under the Operator License, and in line with Council Procedures.
- Undertake & complete any training identified by their Council Vehicle Line Manager.

8. Framework

This section describes the broad framework for the management of the Council Fleet to ensure that the Council complies with its statutory duties as set out in Section 1.0 above.

8.1 The framework will be divided into the following sub-sections:

- Council vehicle Driver authorisation
- Principles of license checking
- Principles of Council vehicle allocation
- Permitted and prohibited use of Council vehicles
- Collisions/Vehicle Damage
- Insurance
- Driver Training
- Council Vehicle Maintenance and Servicing
- Fleet Management Unit

8.1.1 Council Vehicle Driver Authorisation

A Council Vehicle's Line Manager may authorise a member of staff to become an authorised Council Vehicle Driver provided the Employee has passed the appropriate driving assessment tests and training needs as agreed between the FMS and the Driver's Line Manager.

8.1.2 Principles of Licence Checking – Council Vehicles

Council Vehicle Line Managers shall assist the FMU in periodically checking the licences of all authorised Council Vehicle Drivers working in their Department/Division in line with the agreed Driver Licensing Checking Procedure.

8.1.3 Principles of Vehicle Allocation

It is the responsibility of each Vehicle Line Manager to ensure that their Staff uses the most efficient and economical means of transport, that is available, for any business-related journey.

8.1.4 Permitted and Prohibited Use of Council Vehicles

Use of a Council Vehicle must be for business purposes only.

Driving Council Vehicles is strictly prohibited in the following circumstances:

- For personal gain, for example, to transport passengers or goods for personal purposes;
 - Whilst being impaired by alcohol, drugs, illness or fatigue;
 - Whilst smoking or vaping;
 - Whilst using a mobile phone or any other communication or in-cab technology device;
 - For transporting unauthorised passengers or unauthorised goods.
- Council details as to the driving and loading requirements are included in the Drivers' Handbook.
 - Road Traffic offences, e.g. for parking or speeding will normally be the responsibility of the Driver (Exceptional circumstances will be addressed by Senior Management).

8.1.5 Collisions/Damage

Where the Driver is involved in a vehicle collision the Driver must comply strictly to the Road Traffic Collision Procedure detailed in the Council's Drivers' Handbook,

8.1.6 Insurance

The Director of Corporate Services, or the responsible person, is responsible for ensuring that the Council has the appropriate type and level of insurance in place for all Council Vehicles (Council Fleet Insurance Policy)

8.1.7 Driver Training

Council Vehicle Drivers' training needs are to be assessed by Line Managers before the authority to drive a Council Vehicle is granted. Identified training needs are to be approved in line with current Council Training approvals procedures.

8.1.8 Vehicle Maintenance and Servicing

- Vehicle roadworthiness is the responsibility of each driver, in particular, drivers have to ensure that the Council Vehicle they are driving is in a safe and roadworthy condition & is suitable for the purpose it is to be used. Council Vehicle Drivers should follow the recommendations set out in the Drivers' Handbook.

8.1.9 Fleet Management Section:

The Fleet Management Section (FMS) is required to keep an Asset Register of all Council Vehicles (Council Fleet Database), setting out the make, model, year and registration number. This database is to be reviewed annually and two months prior to any change or renewal of the Council Fleet Insurance Policy.

9. Implementation of this Policy

- 9.1 Council's Assistant Director of Waste will provide advice and support about the implementation of this policy.
- 9.2 Vehicle User Line Managers are to report to their Line Manager or the Head of Fleet any serious breaches of this Policy.

10. Monitoring the Effectiveness of this Policy:

Auditing of compliance with this Policy will be in accordance with Internal Audit requirements.

11. References

- Health & Safety at Work Order 1978
- Corporate Manslaughter and Corporate Homicide Act 2008
- Provision & Use of Work Equipment Regulations (PUWER) 1998
- Management of Health & Safety Regulations 1992 (updated 1999)
- Health and Safety (Offences) Act 2008
- Road Traffic Act 1988
- Highway Code (NI)
- Road Safety Act 2006
- The Road Vehicles (Construction and Use) Regulations 1984 & Amendments.
- The EU Drivers' Hours Rules (Regulations (EC) 561/2006)
- NI Domestic Rules – Vehicles (Drivers Hours of Duty) Regulations (NI) 1991
- Goods Vehicles (Licensing of Operators) Act (NI) 2010
- The Road Transport Working Time Regulations 2005.
- The Vehicle Drivers (Certificate of Professional Competence) Regs. 2007

12. Associated Approved Controlled Documents

- Drivers' Handbook

13. Equality Screening.

This Internal Policy has been Equality Impact screened and the outcome is that it is not subject to an equality impact assessment (with no mitigating measures required).

14. Rural Impact Assessment:

This Internal Policy has been Rural Needs Impact assessed and determined to have no mitigating impacts.

15. Policy Authorisation.

Policy approved by Neighbourhood Services Committee on 22nd January 2020.

Any staff who knowingly commits a breach of this policy may face disciplinary action under the Council Disciplinary Procedure.

Report to:	Neighbourhood Services Committee
Date of Meeting:	22 January 2020
Subject:	Study Visit to Regen Waste, Waste Reprocessing Facility, Carnbane Industrial Estate, Newry.
Reporting Officer (Including Job Title):	Mr Joe Parkes, Assistant Director (Waste)
Contact Officer (Including Job Title):	Mr Liam Dinsmore, Head of Waste Processing

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>Arising from the Neighbourhood Services Committee Meeting, as held 2 December 2019, it was agreed that arrangement be made for Members to visit the Waste Processing Facilities operated by Regen Wastes at Carnbane Industrial Estate, Newry.</p> <p>Purpose of Report is to confirm arrangement for proposed visit to Regen Wastes.</p>
2.0	Key issues
2.1	<p>Currently Regen Wastes process Contract Wastes delivered to the Regen Wastes Facility, in accordance with Contract Documents, commenced April 2015.</p> <p>The Contract duration is for a period of 10 years, to March 2025.</p> <p>The intent of the Contract is for Regen Wastes to receive Contract Materials, pre-treat the wastes, extract as much recyclate as possible and resell the extracted materials to markets identified by Regen Wastes. Non -recyclable wastes are treated for Waste to Energy, with any wastes to Landfill minimalised.</p> <p>A visit to the re-processing plant will provide opportunity for Members to view the processing facility and to receive information from Regen Wastes, in relation to all aspects of their recycling and Waste to Energy processes.</p> <p>Please note the Committee also requested a visit to Indaver Waste-to-Energy Facility in Duleek, County Meath, which is still to be confirmed.</p>
3.0	Recommendations
3.1	It is recommended:

	<p>1.Visit to the Regen Waste Reprocessing Facility at Carnbane Industrial Estate, Newry be a set at 19 February2020, 3: 00 p.m.</p> <p>2.Attendance at Regen Waste Reprocessing Waste to be Neighbourhood Services Committee and Key Waste Team Officers.</p>
4.0	Resource implications
4.1	There are no resource implications.
5.0	Equality and good relations implications
5.1	No Equality issues arise
6.0	Rural Proofing implications
6.1	No Rural Proofing issues arise.
7.0	Appendices
	None
8.0	Background Documents
	Contract for the treatment of Residual Waste

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/009/2019	Public Conveniences Strategy	Note the content of the above report: to carry out a public consultation, starting with engagement through the local DEA Forum, on the public toilet provision within the District and to present the draft Public Convenience Strategy document to Council at the Summer/Autumn 2019 Neighbourhood Services Committee Meeting.	K Scullion	Update on Progress provided at January 2020 NS Committee Meeting.	Y
NS/010/2019	Flood Alleviation of drain along Newry/Portadown Canal at Lock Gate 5	Approve the Council participating in the provision of improved drainage arrangements in the area of Lock Gate Number 5 at Carnbane Industrial Estate up to a maximum value of £15,000.	K Scullion	In progress	N
NS/011/2019	Defective wall at Shimna River, Newcastle	Note the contents of the above report and, depending on the outcome of the Structural Engineer's Report, if there were emergency issues, that authority be given to officers to proceed quickly with the necessary works.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Council Officers contact the Library Service on the opposite side of the bridge regarding cracks which had appeared in that section of wall, and to discuss necessary action.		Libraries NI have been contacted and are aware of the issue. This is a project they are working on.	Y
NS/027/2019	Emergency Lights Business Case	Note the content of the report dated 19 June 2019 and associated Business Case and to grant retrospective approval to accept the conclusion of the Emergency Lights Business Case that Option 1 was chosen as the preferred option. Option 1 would see the appointment, through a tender process, of a competent Contractor who would undertake this installation.	K Scullion	In Progress	Y
NS/029/2019	Safety Tiles Business Case	Note the content of the report dated 19 June 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 2 was chosen as the preferred option. Option 2 would see the appointment, through a tender process, of a competent Contractor who would remove the old safety tiles and install wet-pour surfacing at identified play areas as per specifications.	K Scullion	Capital Budget no longer available for this project. If it is to proceed it will be part of maintenance revenue budget.	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES MEETING – 19 SEPTEMBER 2019					
NS/055/2019	Notice of Motion – Tree Strategy	Approve the Notice of Motion and that Officers develop an action plan for the development of a Tree Strategy and report back to the Neighbourhood Services Committee for approval, within three months.	R Moore	Report provided to NS Committee January 2020.	Y
NS/056/2019	Christmas Illuminations and Celebrations Group Meeting: 8 August 2019	Agree to the additional costs, not currently included within the FM&M budget, for procurement of 14 Christmas trees and associated infrastructure works (estimated at £43,000.00) to be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets.	K Scullion	Complete	Y
NS/057/2019	Re-Use Scheme: Household Recycling Centres	Agreed to progress the Re-Use Scheme Pilot as part of the Review of Household Recycling Centres (Phase 1). Further agreed that if any other Charity, other than those listed in the report, expressed an interest in the Re-Use Scheme, that they	J Parkes	Collating additional interested groups	Y

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		would be considered, provided they formally contacted Joe Parkes/Liam Dinsmore.			
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 requirements and costs to establish and maintain Further report to be brought back to the December Meeting of the NS Committee	K Scullion	In Progress	N
NS/071/2019	Memorandum of Understanding Partnering Arrangements for the removal of snow and ice from Town Centre footways and pedestrian areas	Agreed to review the Agreement and Schedule of the Memorandum of Understanding Partnering Arrangements for the Removal of Snow and Ice from Town Centre Footways and Pedestrian areas during prolonged winter weather and the Agreement would be extended for a further 12 months in accordance with the “Scope of	R Moore	Letter sent to DFI to meet with officials to review priority list. Meeting held and further correspondence with DFI to revert.	N

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		<p>the Agreement" Clause 3 and Appendix 1 as amended.</p> <p>Also agreed officials meet with representatives from Dfi to review the priority list of locations, with a view to adding towns/villages that had increased in population and other relevant factors and also to raise the provision of grit to local communities by Dfi, for spreading themselves, in extreme weather situations.</p>			
NS/073/2019	Proposed Property Maintenance Policy and Strategy 2019 to 2023	<p>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.</p> <p>If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.</p>	K Scullion	In Progress	N
NS/074/2019	Provision of new bus shelter in Jonesborough Village	Agreed Council remove the bus shelter located at the junction of	K Scullion	In Progress	N

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>The success of the competition to be reviewed with proposal to run similar at both Castlewellan and Ballynahinch if deemed worthwhile.</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>		<p>Intent to extend to both Castlewellan and Ballynahinch areas,</p> <p>Meeting scheduled with Marketing Officers to agree Comms. Meeting scheduled for 15 Nov. 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> <p>N</p> <p>N</p>
NS/076/2019	Illegal tyre disposal	Also agreed to invite representatives from NIEA to a	J Parkes	Letter of invitation sent to NIEA	Y

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

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		<p>Commencement Order scheduled to be implemented end-February 2020 therefore:</p> <p>Officers from relevant Departments meet to review the operational arrangements and responsibilities arising from the commencement of the Order. This would involve a number of Directorates across the Council.</p>		In Progress. Convening meeting with relevant AHC and NS Officers having received response from TAG,	N
NS/084/2019	Mutual Granting of Easement for Visibility Splays at Daisy Hill, Newry	Agreed to note the content of the report dated 23 October 2019 and that the Council grant an easement of visibility splay for an adjacent landowner for their property located adjacent to Council property at Daisy Hill, Newry, subject to the landowner granting the Council an easement of visibility splay for its property at Daisy Hill, Newry.	K Scullion	In Progress	Y
NS/085/2019	Business case for development of car park at Strangford Road Depot, Downpatrick	Accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender	K Scullion	In Progress	Y

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

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		considered through the Strategic Project Working Group.			
NEIGHBOURHOOD SERVICES MEETING 20 NOVEMBER 2019					
NS/089/2019	Notice of Motion – Weed killer	<p>Agreed to approve the recommendations contained in the report dated 20 November 2019 and that Officers undertake research into the implications of ceasing the use of herbicides containing glyphosate across the Council Estate as a means of controlling weeds and invasive species and that Officers bring back a report to the NS Committee with recommendations for consideration at the January 2020 meeting.</p> <p>Also agreed the report include an update on the actions taken by Derry City and Strabane District Council in implementing such a ban.</p> <p>Further agreed Officials would write to other Statutory Agencies operating within the District</p>	K Scullion	Report to be provided to NS Committee January 2020.	Y
			K Scullion	Complete	Y

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		advising the Council was giving consideration to banning its own use of this product on its property and would encourage those Public Authorities within this District to undertake a similar review.			
NS/100/2019	Visit to Waste Incinerator Treatment Plans	Agreed to organise a visit for Members of the Neighbourhood Services Committee to the Regen Waste Incinerator Plant in Newry and the Waste Incinerator Plant in Duleek.	J Parkes	Item on the January Committee Agenda	N