

February 18th, 2022

**Notice Of Meeting**

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 23rd February 2022 at 6:00 pm** in **Mourne Room Downshire Civic Centre and via Microsoft Teams.**

**Committee Membership for 2021-2022**

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

# Agenda

**1.0 Apologies and Chairperson's remarks.**

**2.0 Declarations of “Conflict of Interest”.**

**3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 26 January 2022. (Attached).**

[Item 3 NS Action Sheet - 26 January 2022.pdf](#)

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## *Presentations*

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**4.0 Presentation from Mr Tim Walker, Acting Chief Executive Arc 21.**

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## *Facilities Management and Maintenance*

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**5.0 Action sheet and associated papers from the Neighbourhood Services Working Group Meeting held on 3 February 2022. (Attached).**

[Report Action Sheet and associated papers from the Neighbourhood Services Working Group 3rd February 2022.pdf](#)

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[Appendix A NSWG 3.2.22 Action Sheet.pdf](#)

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[Appendix B - Item 4 Report - Public Toilet Strategy Update.pdf](#)

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[Appendix C - Item 5 Report - Public Toilet Strategy Discussion on Priority Areas and Next Steps.pdf](#)

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**6.0 Christmas Illuminations and Celebrations Group Meeting January 2022. (Attached).**

[Report Christmas Illuminations and Celebrations Group Meeting January 2022.pdf](#)

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[Appendix 1 - Christmas Illuminations Working Group - Action Sheet 20th January 2022.pdf](#)

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**7.0 Revision of Facility Management & Maintenance Department Charges for financial year 2022/2023. (Attached).**

[Report - Revision of Facility Management Maintenance Department Charges.pdf](#)

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## 8.0 Opening and closing arrangements for vehicular access to Warrenpoint Cemetery. (Attached).

[Item 8 Warrenpoint Cemetery Access.pdf](#)

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### Waste Management

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## 9.0 Fleet Replacement Programme Update. (Attached)

[Item 9 NS Committee - Fleet replacement programme update - 22 Feb 2022.pdf](#)

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## 10.0 Enforcement Improvement Plan Update. (Attached).

[Item 10 NS Committee - Report Enforcement Improvement Plan Update 23.02.22.pdf](#)

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[Item 10 App 1 - Enforcement Improvement Plan Nov 2021 Update.pdf](#)

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## 11.0 Report re: Waste Management Scale of Charges 2022/2023. (Attached).

[NS Committee Report - Waste Management Charges 2022-23 - 23.02.2022.pdf](#)

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### Exempt Information Items

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## 12.0 Arc21 Special Joint Committee Meeting in Committee Minutes Friday 3 December 2021 and Arc21 Special Joint Committee Meeting in Committee Minutes Thursday 7 December 2021. (Attached).

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

[ARC21 - JC065-27Jan22-Item9-JC In Comm Mins 3Dec21.F.pdf](#)

Not included

[Item 12 ARC21 - JC065-27Jan22-Item11-JC In Comm Mins.7Dec21.F.pdf](#)

Not included

## 13.0 Arc21 Joint Committee Members' Monthly Bulletin held on 27 January 2022. (Attached).

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

[ARC21 - JC065-27Jan2022-JC MembersBulletin.F.pdf](#)

Not included

## 14.0 Waste Management Procurement Update. (Attached).


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

 *Item 14 NS Committee - Procurement Update Report - 23-02-22 v1.2.pdf*

*Not included*

## 15.0 Electrical Maintenance and Minor Projects Procurement Update. (Attached).

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

 *Item 15 Report -Update on tender for the provision of Electrical Maintenance and Minor Projects.pdf*

*Not included*

 *Appendix 1 - NS Committee Report October 2020 - Business Case Provision of Electrical Maintenance and Minor Projects.pdf*

*Not included*

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### *For Noting*


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## 16.0 DAERA Recycling Statistics. (Attached).

 *Item 16 DAERA Recycling Statistics.pdf*


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## 17.0 Arc21 Special Joint Committee Meeting Minutes of Friday 3 December 2021. (Attached).

 *ARC21 - JC065-27Jan22-Item3-JC Mins 3Dec21.F.pdf*

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## 18.0 Arc21 Joint Committee Meeting Minutes of Tuesday 7 December 2021. (Attached).

 *ARC21 - JC065-27Jan22-Item5-JC Mins.7Dec21.F.pdf*

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## 19.0 Historical Action Sheet. (Attached).

 *Item 19 NS Historic Actions Tracker Sheet (updated Jan 2022).pdf*

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**ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 26 JANUARY 2022**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/003/2022	Monthly Action Sheet	<p><b>Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 21 December 2021 be noted and actions removed as marked.</b></p> <p><b>Mr McBride to give an update to Committee on the outcome of a meeting with ABC Council re: Newry Canal when it was available</b></p>		Meeting held with ERT & ABC Council representatives on 10.02.22	Y  Y
		<b>WASTE MANAGEMENT</b>			
NS/004/2022	Trade Waste and Caravan Refuse Collection Services	<p><b>Agreed to approve the report and recommendations:-</b></p> <p><b>1. Alternate Weekly Commercial Waste Collection Service</b></p> <p><b>Commercial refuse customers (shops and businesses) to be contacted and advised of the proposed move to an</b></p>	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p><b>alternate weekly collection cycle of residual and dry recyclable waste, where this is achievable.</b></p> <p><b>Commercial customers, (not including Caravan Operators) to be provided with appropriate bins to facilitate this change, so there is no cost burden to customers as a result of this change.</b></p> <p><b>2. Collection Arrangements and Charges at Caravan Sites</b></p> <p><b>Integration and alignment of the waste collection service for Caravan site customers with the waste service provided for Trade Waste customers by offering an alternate weekly collection service as required throughout the year.</b></p> <p><b>Commercial refuse charges for caravan parks to be increased to align with and be equitable to charges applied to other businesses from April 2022.</b></p>			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>IN CLOSED SESSION</b>					
NS/005/2022	Estates Management and Security Audit Findings	<b>Agreed to approve the Estates Management and Security Action Plan and agree to quarterly updates being provided to the Committee on the implementation status of the Plan</b>	K Scullion	In Progress	N
NS/006/2022	Waste Management Procurement Update	<b>Agreed to note the issue identified with license requirements to carry goods for hire and reward associated with the tenders identified in the report and the follow up action taken by the Department</b>  Noted that Councillor McKee had raised an issue regarding hook skips being full at Kilkeel Recycling Centre and Ms S Murphy advised she would investigate and report back to Councillor McKee.	S Murphy	Update provided at February committee meeting  Completed	Y  Y
NS/007/2022	Fleet Operators Licence – Fleet Management Action Plan Update	<b>Agreed to approve the Fleet Management Action Plan Update (dated 20 January 2022).</b>	S Murphy	Approved	Y
<b>FOR NOTING</b>					

<b>Minute Ref</b>	<b>Subject</b>	<b>Decision</b>	<b>Lead Officer</b>	<b>Actions taken/ Progress to date</b>	<b>Remove from Action Sheet Y/N</b>
NS/008/2022	Historic Actions Tracking Sheet	<b>Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.</b>	J McBride	<b>Noted</b>	<b>Y</b>
<b>END</b>					



<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> February 2022
<b>Subject:</b>	Action sheet and associated papers from the Neighbourhood Services Working Group Meeting of 3 <sup>rd</sup> February 2022
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director of Facilities Management & Maintenance Department
<b>Contact Officer</b>	Kevin Scullion, Assistant Director of Facilities Management & Maintenance Department

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

<b>For decision</b>	<b>For noting only</b>	<b>X</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide Councillors with an opportunity to review the Action Sheet and associated papers from the Neighbourhood Services Working Group held on 3 <sup>rd</sup> February 2022.
<b>2.0</b>	<b>Key issues</b>
2.1	<p>At the Neighbourhood Services Committee in December 2021 it was agreed to:</p> <ul style="list-style-type: none"> <li>• Approve the revised proposed Terms of Reference for the Neighbourhood Services Working Group.</li> <li>• Set up of a meeting of the Neighbourhood Services Working Group in January 2022 to agree a programme of work for the Group for 2022.</li> </ul> <p>The first meeting was held on the 3<sup>rd</sup> February 2022 and a copy of the Action Sheet is provided at Appendix A attached.</p>
2.2	<p>The focus at this meeting was in relation to the Public Toilet Strategy with two papers presented.</p> <ol style="list-style-type: none"> <li>1. Appendix B – Public Toilet Strategy Update NSWG 3<sup>rd</sup> February 2022</li> <li>2. Appendix C - Item 5 Report - Public Toilet Strategy Discussion on Priority Areas and Next Steps</li> </ol> <p>Both papers were for noting providing an overview of the steps taken to agree the Council's Public Toilet Strategy, agreement of the initial priorities and an update on progress with meeting the initial priorities.</p>

<b>3.0</b>	<b>Recommendations</b>
3.1	To note contents of this report.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service

	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
<b>7.0</b>	<b>Appendices</b>
7.1	<p><b>Appendix A</b> - Neighbourhood Services Working Group Action Sheet 3.2.22  <b>Appendix B</b> - Item 4 Report - Public Toilet Strategy Update  <b>Appendix C</b> - Item 5 Report - Public Toilet Strategy Discussion on Priority Areas and Next Steps</p>
<b>8.0</b>	<b>Background Documents</b>
8.1	None

**Action Sheet arising from the Neighbourhood Services Working Group held on Thursday 3 February 2022****In attendance:**

Johnny McBride  
Emma McParland  
Kevin Scullion

Gail Kane  
Andrew Sweeney  
Ciaran Og Mussen

Councillor Gary Stokes

<b>Agenda Item:</b>	<b>Issues:</b>	<b>Actions:</b>	<b>Referred to:</b>
1	Welcome and Appointment of Chair	Due to limited Elected Member Representation agreement was given to present the Public Convenience Strategy to the next NS Committee meeting on 23 February 2022	NS Committee meeting on 23 February 2022
2	Apologies	Councillor Karen McKeivitt Councillor Kathryn Owen Councillor Gavin Malone Councillor Oonagh Magennis	
3	NS Working Group Terms of Reference		
4	Public Convenience Strategy Update		
5	Public Convenience Strategy Discussion on Priority Areas and Next Step		
6	Schedule of Meetings 2022		

Appendix B – Public Toilet Strategy Update NSWG 3<sup>rd</sup> February 2022

<b>Report to:</b>	Neighbourhood Services Working Group
<b>Date of Meeting:</b>	3 <sup>rd</sup> February 2022
<b>Subject:</b>	Public Toilet Strategy Update
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
<b>Contact Officer</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department Gail Kane, Head of Facilities Andrew Sweeney, Facility Coordinator (East) Ciaran Og Mussen Facility Coordinator (West)

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide the Neighbourhood Services Working Group (NSWG) with a summary of what has been agreed to date concerning the Council's plans to improve its Public Toilet Service.
1.2	To date the Council has agreed on a Public Toilet Strategy and has identified its immediate Priorities.  The NSWG will provide political direction and support to the development and implementation of the Public Toilet Strategy in line with the terms of reference for NSWG.
<b>2.0</b>	<b>Key issues</b>
2.1	<u>Public Toilet Strategy</u> A draft strategy was approved by the NS Committee in February 2020 and by full Council in March 2020.  A 12-week public consultation was undertaken on the findings of the strategy and the findings of this were reported to the NS Committee in April 2021.  At the NS Committee in May 2021 an amended copy of the draft Public Strategy was presented and approved as the final version. This was subsequently approved by Full Council in June 2021. A copy of the approved strategy is presented at <b>Appendix 1</b> .  The Strategy has nine key recommendations as detailed below, <ul style="list-style-type: none"> <li>• Council will remain committed to providing a Public Toilet Service across the district;</li> </ul>

Appendix B – Public Toilet Strategy Update NSWG 3<sup>rd</sup> February 2022

	<ul style="list-style-type: none"> <li>• Council will undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need;</li> <li>• Council will consider corporate branding its facilities as part of future capital and revenue works to improve existing Public Toilet provision. Ensure the needs of people with Autism, Dementia and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision;</li> <li>• Council will review the opening/closing times of its Public Toilets and consider extending these to meet identified need;</li> <li>• Council will review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service;</li> <li>• Council will consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision;</li> <li>• Council will consider providing Changing Places facilities as part of its Public Toilet provision;</li> <li>• Council will investigate the introduction of charging at some facilities as a means of reducing vandalism and antisocial behaviour;</li> <li>• Council will consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.</li> </ul> <p>It is considered that taking forward these recommendations will require the rollout of a number of work packages each involving a range of work activities and approval procedures within the Council and also externally. This will inevitably take time to deliver but it is expected that significant progress can be made in all these identified areas during the course of the current Council, 2019 to 2023.</p>
2.2	<p><u>Work Packages</u></p> <p>Within the Strategy the following seven work packages were identified as the mechanism for delivering on the strategy objectives.</p> <ul style="list-style-type: none"> <li>• WP1 – Capital Works and Revenue Works Programme</li> <li>• WP2 – Additional Public Convenience Services Sources Research</li> <li>• WP3 – Changing Places Requirements Review</li> <li>• WP4 – Public Convenience Opening Hours Review</li> <li>• WP5 – Public Convenience Cleaning and Maintenance Review</li> <li>• WP6 – Combating Vandalism/Anti-social Behaviour Research</li> <li>• WP7 – Communications and Branding Improvements Review</li> </ul>
2.3	<p><u>Councillor Workshop</u></p> <p>Following a recommendation from the NS Committee Meeting in June 2021 a Councillor Workshop was held in August 2021 to discuss the key recommendations of the Strategy and to identify Council priorities within these.</p>

Appendix B – Public Toilet Strategy Update NSWG 3<sup>rd</sup> February 2022

	<p>The Workshop was held in August 2021 and a copy of the Action Sheet from the Workshop is provided at <b>Appendix 2</b>.</p> <p>A report of the Workshop was provided to the NS Committee in August at which the following priorities were agreed.</p> <ol style="list-style-type: none"> <li>1. Initial Priorities under the Public Toilet Strategy are proposed as follows. <ol style="list-style-type: none"> <li>a) Providing a Public Toilet Cleaning/Maintenance Service which is cost effective, efficient and meets customers' expectations.</li> <li>b) Bring forward proposals for how to address the significant usage of the Public Toilets in the Newcastle area.</li> <li>c) Identify those public toilets which are to remain, but which need general repair/refurbishment. Bring a business case to Committee for approval for a project to repair/refurbish these facilities.</li> <li>d) Consider the use of portable toilets as part of Council provisions in specific areas on a trial basis.</li> <li>e) Identify and secure the additional support required to deliver the project in its entirety at which point a fully costed proposal for completion of the strategy can be tabled at Committee for approval.</li> </ol> </li> <li>2. Mode of delivery of the Public Toilet Service</li> </ol> <p>A variety of models exist for delivery of the Public Toilet Service from the current model which is a service provided using in-house services almost exclusively to a model which uses an external service provider to deliver the service on behalf of the Council. It is proposed to undertake market testing on what is available on the market and bring back a report to Committee on the findings.</p> <ol style="list-style-type: none"> <li>3. Governance arrangements for the delivery of the Public Toilet Strategy</li> </ol> <p>Councillors may consider establishing a Project Board, similar to that set up to progress the Castlewellan Park project, or alternatively officers could continue to bring regular reports to the NS Committee, for final approval by Council.</p>
2.4	A separate report will be provided today concerning progress to date in relation to the priorities referred to in Section 2.3 above.
<b>3.0</b>	<b>Recommendation</b>
3.1	For noting
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Officer time and spend within agreed budgets on operation of Public Toilet service.</p> <p>Work arising from implementation of the work packages will be agreed through the Council business case process.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>

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



Appendix B – Public Toilet Strategy Update NSWG 3<sup>rd</sup> February 2022

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	<p>Appendix 1 – Public Toilet Strategy</p> <p>Appendix 2 – Action Sheet – Neighbourhood Services Workshop on Scoping Exercise: Council Public Toilet Strategy</p>
<b>8.0</b>	<p><b>Background Documents</b></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"> <li><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></li> <li><i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i></li> </ul> <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

## Comhairle Ceantair an Iúir, Mhúrn agus an Dúin Newry Mourne and Down District Council



### Public Toilet Strategy

May 2021

In partnership with the British Toilet Association





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## 1.0 EXECUTIVE SUMMARY

The Council operates and maintains thirty-one publicly accessible toilets, and these are strategically located across the district. All existed prior to local government reform in April 2015 which resulted in the former Newry and Mourne District Council and Down District Council combining to form the new Newry, Mourne and Down District Council.



There is a significant variance in the style and types of facilities offered. All current units have accessible facilities (for use by less able user groups) associated with them. Eighteen of the toilet blocks are a brick/tiled construction while the remaining thirteen are primarily aluminium facades covering a central core/block of sanitary appliances.

A condition report on the fabric of all Council Public Toilets was carried out in 2018 by the Council's Estates and Project Management Department and the integrity of the structures (measured from (A) Excellent to (D) Needs immediate repair and or replacement) show that most units are rated A or B. The results of this survey are summarised in Appendix A.

The British Toilet Association (BTA) was commissioned in 2019 by the Council to assess the internal integrity and utility of the Council's Public Toilets, considering their position/location and their vulnerability to anti-social activity. The results of this survey and other research form the basis of the proposals within this Strategy.

The Council has no legal responsibility to provide public toilets, however, across the UK and Ireland the provision of a Public Toilet Service has been a Council function. It is for each local authority to determine the level of Public Toilet provision it provides and whether this service is provided free or if a charge is levied on the user of the facility. This Strategy concludes that the Council should continue to provide a Public Toilet Service and that a range of improvements to this service should be considered including increasing provision, reviewing opening hours, functionality, cleaning practices, maintenance, corporate branding and advertising. There is recognition within the Strategy that such improvements whilst having a value, are at a cost, and so consideration on how such costs can be paid for must be considered and agreed as part of any planned improvements.

The Strategy highlights the importance of a Public Toilet Service for the Council's tourist trade. The user experience of the Council's Public Toilets can influence the drive to make Newry, Mourne and Down a cleaner/safer environment for everyone to work in, live in and visit. The Council seeks to make our town centres, shopping areas and visitor attractions more accessible to visitors of all abilities and Public Toilets play an important role in making such places an inviting experience.

The Strategy recommends upgrading and maintaining the majority of the current Public Toilet provision. The Strategy recommends how the Council should measure whether its current provision of Public Toilets is sufficient for local needs. Referring to British Standard 6465 Part 4 (2010) Sanitary Installations – Code of Practice for provision of public toilets as a guide (Section 11), the Strategy recommends that the Council seek to provide a Public Toilet facility in all settlements with a population exceeding 1000 people (as determined by Census 2011). Using this guide the settlements of Dundrum, Drumaness, Killough, and Mayobridge, which have no Public Toilet facility were identified as having over 1000 residents. The Strategy recommends a methodology that the Council could adopt for determining how such identified need may be met.

The Strategy recommends that the Council adopts a greater focus on the growing range of accessible needs within our communities. Through working with several internal and external groups, the Council can endeavour to address the needs of not just those suffering with a physical handicap, but also be sympathetic to those struggling with other conditions including, Dementia and Autism. The strategy recommends providing a limited number of Changing Places facilities. Changing Places facilities are Public Toilets which are much more spacious than the typical Public Toilet and are designed to accommodate user groups who are unable to use Public Toilets independently. Further information on what a Changing Places facility contains is provided in Section 4 of this Strategy.

The Strategy considers whether the Council should only consider its existing thirty-one Public Toilets as being its Public Toilet provision or if it should seek to include other buildings. The Strategy recommends that the Council seek, where appropriate, to widen the scope of what is a Public Toilet to include other buildings in its own ownership, other public-sector buildings and participating private businesses.

The strategy considers a range of new developments and technologies used within Public Toilets across the UK and Ireland. The introduction of charging for entry has been acceptable for many years in parts of the UK. The Council's Public Toilets are free to enter; however, the use of charging has been used by other local authorities as a means of curtailing the anti-social behaviour and vandalism that frequently is directed at free-access Public Toilets.

The Strategy considers how the current Public Toilet provision is currently managed and notes a disjointed approach which can lead to inconsistencies leading to poor service delivery. The Strategy recommends a review of management of the facilities with the aim of ensuring a more cost efficient and effective service delivery.

The Strategy recommends that the Council's Public Toilet provision is corporately branded as part of future refurbishment plans to achieve a consistent look and feel

for use of materials and décor thereby creating a familiar ambience or its users which creates a sense of security and improves overall efficiency by having increased interchangeability of parts between units.

The Strategy also recommends the advertising of the availability of the Council's Public Toilet provision on a range of media to maximise their potential use and knowledge of availability.

**Key Recommendations** arising from the Strategy are that the Council will:

1. Remain committed to providing a Public Toilet Service across the district.
2. Undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need.
3. Consider corporate branding facilities as part of future capital and revenue works to improve existing Public Toilet provision. Ensure the needs of people with Autism, Dementia and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision.
4. Review the opening/closing times of its Public Toilets and consider extending these to meet identified need.
5. Review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service.
6. Consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision.
7. Consider providing Changing Places facilities as part of its Public Toilet provision.
8. Investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour.
9. Consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.

It is considered that taking forward these recommendations will require the rollout of a number of Work Packages each involving a range of work activities and approval procedures within the Council and also externally. This will inevitably take time to deliver but it is expected, if approved to proceed, that significant progress can be

made in all these identified areas during the course of the current Council, 2019 to 2023.

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

## 2.0 INTRODUCTION



This strategy was commissioned by Newry, Mourne and Down District Council to review current toilet provision within the Council. The department has prepared the toilet strategy document by undertaking a complete review of the its public toilet provision across the district, reviewing the condition and benefit of the thirty-one public toilets that currently exist in the Council and assessing the need for any publicly accessible toilets in other areas within the district.

The three main sources of input to the strategy were:

- A condition report on the fabric of all Council public toilets was carried out in 2018 by the Council's Estates and Project Management Department.
- Assessment by the British Toilet Associations (BTA), including an inspection of each public toilet unit, to survey and provide feedback on the condition, viability and perceived need for each. BTA has worked with and for a number of similar sized councils across the UK and Ireland to help upgrade their current toilet provision and to assess any future developments and planning issues that might be arising. BTA has shared a number of procedures and methodologies that should be of value in the evolution and implementation of the strategy for the Council.
- A study group from within the Council, representing all departments with control, input or management of any of the Council's public toilets was convened to discuss and identify common issues and to scope a management structure or brief relating to all these sites.

Of the thirty-one public toilets in the council area, BTA highlighted that a number of units were not accessible to the general public during the evening/weekends when there is generally a greater need; some units were also not even accessible to the general public during the working day.

The BTA survey also indicated that Newry city centre in particular was suffering from a lack of adequate public toilet provision for the numbers expected to visit the city each week. Additionally, looking to the future, if the city desires to host major events or activities, the lack of freely available toilets would be a concern.

BTA is conscious of the tight financial constraints within Council and sought to identify and embrace new ways and methodologies to increase the available provision within the district without significantly increasing either capital or revenue spending.

The Council Study Group applied in-depth knowledge of their departments and the relevant localities to draw up and assess existing and future requirements for public toilet facilities within the Council. With considerable inward investment already agreed



by Council and an ever-increasing desire to attract both visitors and commercial traders the Council Study Group considered it extremely important to focus significant attention on providing an increased level of clean and hygienic toilet provision.

Additionally, the group recognized the responsibility that this Council has to its citizens and rate payers and to the many social groups who live and work within the district boundaries. The health and well-being of all user groups working in or visiting the district must be of paramount importance.

Many commercial and private properties contain public toilet facilities and if agreement and favourable conditions were reached it was felt that a reasonable number of these facilities could be made freely available to the general public to help increase the overall provision. This report includes some basic proposals to further develop this approach.

Consideration has been given to inviting a number of commercial companies and private individuals to participate in the potential development of a Council Toilet Stakeholders Group. The remit was to discuss and identify potential partnerships that could be considered if this strategy is accepted

This Strategy will revise and review the information gained and the thoughts of the Council Study Group to assimilate a series of actions that could be instigated to upgrade the current provision. This information will be refined and help the Council to set down a forward thinking strategy to provide the best level of service to all the residents and welcome tourist trade and visitors to the district.

It is hoped that the Strategy will:

- Clearly identify all the Council sites and review the current levels of provision
- Gain support for the outline and future adoption for the strategy proposals
- Act as a catalyst for discussions and thought through other Council departments and stakeholders
- Provide individual focus on the locations and positioning of our facilities
- Give guidance for all immediate and longer term remedial action identified and required
- Review new technologies and safe practices regarding future toilet provision
- Create a review of the opening hours and our levels of cleaning and maintenance

- Review the use of external contractors to provide cleaning and maintenance services
- Discuss corporate branding, advertising and information for public access toilets across the Council district.
- Seek to identify solutions for many anti-social activities and incidents
- Investigate, review and evaluate "pay to enter" schemes, barriers and control
- Seek to identify other Council and public buildings that have publicly accessible toilets
- Help to identify any private and commercial businesses who might offer additional provision
- Enable identification of community partnerships and charitable groups who could support this initiative (to discuss opening/closing, security and maintenance issues)

This section is not intended to be an exhaustive list but merely a working brief to give constructive guidance to Council to seek approval for officers to proceed to develop a business case for future submissions and adoption by the Council.

### 3.0 EXISTING TOILET FACILITIES and OTHER COUNCIL PROPERTIES UNDER CONSIDERATION

Council currently controls the running of 31 publicly accessible toilet blocks across the district.

The Council is committed to providing Public toilets throughout the year, which are clean, stocked with appropriate materials and open at reasonable hours. All the Council's Public Conveniences have accessible facilities.

#### Public Conveniences are located at:

Bloodybridge, Annalong	Bessbrook, The Square
Central Promenade, Newcastle	Cranfield Blue Flag Beach
Downs Road, Newcastle	High Street, Killyleagh
Castle Park, Newcastle	Lislea Drive, Crossgar
Islands Park, Newcastle	Loughross, Crossmaglen
Donard Park, Newcastle	The Square, Crossmaglen
South Promenade, Newcastle	New Line, Saintfield
Upper Square, Castlewellan	The Square, Rostrevor
Quoile Road, D'patrick	Rostrevor Road, Hilltown
Market Street, Downpatrick	Spelga, Hilltown
Struell Cemetery D'patrick	Murlough, Dundrum
Lough Inch Cemetery, Ballynahinch	Newry Market
Windmill Street, Ballynahinch	Rocks Road, Ballyhornan
Marine Park, Annalong	The Square, Warrenpoint
Queen Street, Warrenpoint	The Quay, Ardglass
Bridge Street, Kilkeel	

#### LIST OF HISTORIC SITES AND TOURIST ATTRACTIONS

<b>Castles, Parks and Gardens</b>	
Kilbroney Forest Park	Delamont Country Park
Killyleagh Castle	Rowallane Gardens (NT)
Castlewellan Forest Park	Slieve Gullion Forest Park
Tollymore Forest Park	
<b>Municipal Parks/Open Spaces</b>	
Killough Road Recreation Area	Nursery Area, Downpatrick
Shrigley Community Garden	Cushowen Place, Drumaness

Ballyrussell Park, Burren	Clonallon Park, Warrenpoint
Town Park/Stream Street, Downpatrick	Clanrye Park, Newry
Corry Park, Newry	Fisher Park, Newry
Heather Park, Newry	McClelland Park, Newry
St Colman's Park, Newry	Newry Canal and Towpath
<b>Beaches</b>	
Cranfield	Dundrum
Murlough	Kilkeel
Newcastle Strand	Tyrella
<b>Other Visitor Centres</b>	
Victoria Lock	Seaforde Gardens and Tropical Butterfly House
Downpatrick and County Down Railway	

Tourism is a key component of the Council's economy and a major source of both employment and revenue; generating around £50m to the area's economy in 2018. In 2017 visitor numbers increased by 6% to 0.5m. The tourism industry supports more than 5,000 jobs in the council area. Effective partnership working is essential to manage and present the council destination in an integrated way and to ensure that the visitor is considered and planned for at the earliest stages of any new development. This may mean changes to traditional ways of working to enhance transparency of decision making, wider strategic thinking and a more active engagement between private, public and third sector partners.

**Other Council buildings and properties to be reviewed and considered for inclusion (all contain toilets which can be accessed by the public)**

- Newry Town Hall
- Warrenpoint Town Hall
- Newry Arts Centre
- Bagenals Castle, Newry
- Council Buildings - Monaghan Row, Newry
- Council Buildings – Greenbank Industrial Estate, Newry
- Council Buildings – Downshire Civic Centre, Downpatrick
- Down County Museum, Downpatrick
- Down Arts Centre, Downpatrick
- St Patricks Centre, Downpatrick

### Community Centres (Managed by the Council)

- Ballynahinch Community Centre
- Bessbrook Community Centre
- Bridge Community Centre, Killyleagh
- Cloughreagh Community Centre
- Crossmaglen Community Centre
- Dan Rice Hall, Drumaness
- Market House, Ballynahinch

### Leisure Centres and complexes:

- Newry Leisure Centre
- Downpatrick Leisure Centre
- Kilkeel Leisure Centre
- Newcastle Centre
- Ballymote Sports and Wellbeing Centre, Downpatrick
- St Colman's Sports Complex, Newry

Below is a map showing the location of all Council 31 Public Toilets with reference to Newry City, other towns, villages and settlements.



## 4.0 STRATEGIC RECOMMENDATIONS AND PRIORITIES

This Strategy calls for a review of the Council's vision for publicly accessible toilets across the districts. It is recommended that a working programme to address the following key issues should be implemented and periodically assessed and tailored for ongoing improvement:

### **(1) Understanding the legal and strategic case for public provision**

While there is no legal or regulatory obligation on councils across the UK to supply, provide or even maintain publicly accessible toilet facilities, it has always been the directive of successive governments and their departments that each local authority is responsible for deciding a set level of public toilet provision that it feels is appropriate and ensuring their upkeep.

Toilets are important to health and well-being, social inclusion, equality, public decency and public safety, and play a vital role in making our cities, counties and districts warm and welcoming areas to live, grow, work, visit and stay. They are essential for the growth of local business and supporting the social interactions of groups and communities. They empower tourism and visitors who bring much needed revenue into the district. They support an aging populous who want to shop locally and visit local amenities. They play a major role in supporting everyone suffering with or caring for a person with severe accessibility issues; this would include Autism, Dementia, Ostomy sufferers and those with severe bowel conditions or limited mobility. Whilst encouraging greater numbers of our residents and visitors to enjoy the wealth of outdoor activities that area provides, it makes perfect sense that the Council should identify and plan for the needs of those persons when they seek to use a Public Toilet.

The Strategy recommends that the Council continues to provide a Public Toilet Service.

### **(2) Deciding on the correct levels of provision**

The Council, like many large Councils, has many remote locations, parks, coastal drives and recreational areas that have benefited from the toilet facilities already installed. Most of these units clearly show evidence of sustained wear and tear from repeated visits, others would benefit from being repaired or replaced. A review of the visitor levels and the seasonal requirements would perhaps highlight the problems that some units face from incoming visitors. Many units have been in situ for over twenty years and as the demographics of some areas have changed, this review would help understand and recognise future needs, continuing with strong focus on the major visitor and holiday attractions such as Newcastle, Spelga and Cranfield, but also assessing requirements for toilets in all towns and densely populated areas.

Despite already having a significant number of Public Toilets, the Council needs to look at its Public Toilet provision, and whether there is any shortfall. There is no legal framework to provide this but British Standard 6465 Part 4 (2010) Sanitary Installations – Code of Practice (COP) for provision of public toilets has been used as a guide.

As a code of practice, this part of BS 6465 takes the form of guidance and recommendations. It should not be quoted as if it were a specification and care should be taken to ensure that claims of compliance are not misleading.

This part of BS 6465 gives recommendations on the location, numbers, siting, design and management of public toilets. It is applicable to the provision of new facilities and to the retention and refurbishment of existing facilities.

Section 11 of the COP provides guidance and recommendations on determining the level of Public Toilets which should be provided. In drawing up this Strategy Officers within the Study Group have considered several measures. They are drawn to the recommendations within the COP under Section 11.2.2.3 as quoted below.

**11.2.2.3** The British Toilet Association recommends that “a Local Authority should provide no fewer than one cubicle per 550 women and girls and one cubicle or one urinal per 1100 men and boys dwelling in the area”. Any large number of people visiting the area regularly would have to be added to these population numbers. These figures might not apply to every situation, but they can be used as a guideline when assessing whether overall toilet provision is likely to be adequate or not.

In interpreting this recommendation, it is proposed that the standard that the Council will seek to achieve is to provide a Public Toilet in all settlements which have a population exceeding 1000. If this is accepted, then by examining the populations of the Council's various settlements and having regard to current Public Toilet provision it is possible to determine settlements exceeding a population of 1000 which do not have a Public Toilet.

A framework will help Council to address this issue and using the population density (figures obtained from 2011 census contained within Appendix B: Population and Household Figures) will assist in identifying any shortfall there may be within the district. As previously discussed within this strategy, towns and villages with a headcount of over one thousand persons should be an automatic benchmark for provision.

Taking this recommendation and referring to the population density (figures obtained from 2011 census contained within Appendix B: Population and Household Figures)

the following settlements are identified as not having a Public Toilet but having a population over 1000 - Dundrum, Drumaness, Killough, and Mayobridge.

In determining how to meet such identified needs, this Strategy proposes the following thought process be undertaken.

1. Is there another Council facility within the town/village that could be used?
2. Is there another public building that could be used, and that the authority is willing to put forward its facility as a Public Toilet during its opening hours?
3. Is there a commercial business locally that is willing to put forward its facility as a Public Toilet during its opening hours?
4. If none of the above are options within the town/village listed, then consideration to be given for development of a new public toilet facility (subject to a Business Case / Finance approval).

### **(3) A review of Internal and External condition and readiness**

A full review of the structural integrity of each building has been commissioned and carried out for this Strategy and the results are attached (Appendix A). Furthermore, a complete Scoping Review was completed by the BTA showing the condition of the internal fixtures and fittings. Information has been collated regarding anticipated usage and known levels of damage or vandalism from varying degrees of anti-social behaviour. All this data can now be combined to allow the Council to devise a business case for each individual site and agree a management plan on a series of maintenance and remedial works.

The proposed programme for each of the facilities is provided at Appendix C.

### **(4) Cleanliness and Maintenance Issues and Opening/Closing of Facilities**

Having to provide and maintain a regular and consistent level of cleaning and servicing of the Council's Public Toilets has proved to be an extremely difficult task. There is also a variance in opening hours which has been a cause for complaint.

The Strategy proposes a review of these issues. Such review should identify how each of the issues; opening/closing regimes, cleaning, and maintenance are currently managed and how such systems meet the Council's expectations for this public service. Feedback to date would indicate that there are shortfalls in each of these areas. Should this be confirmed from the review then the report arising from the review will clearly define these and provide costed options for how improvements may be achieved.

### **(5) Identify and encourage other Council facilities to become more publicly available**

The Council has identified other potential Council facilities that could be included as



part of its Public Toilet provision and proposes to seek to include these sites subject to assessment and agreement. These would potentially include Leisure, Recreation and Community Centres, Parks and Gardens, Museums and Town Halls, and all publicly accessible buildings.

To take this forward a management plan would need to be initiated and designed to encourage and utilise Council owned/run facilities to make their toilet blocks available for the general public. This should be achievable for a relatively small investment of money, time and materials.

**NB:** Community Centres would need to be carefully considered and treated as a special case study because of their use as creche and or child and family friendly areas.

### **(6) Establish partnership links with public/private companies and organisations**

During comparative studies it was noted many Local Authorities engaged with local traders and commercial vendors who were keen to achieve a higher footfall. Visitor numbers were substantially increased when these public buildings promoted their in-house toilet facilities to the public. It was also noted that these units are usually very well kept and maintained – drawing in significant numbers of visitors and tourists.

The Strategy proposes that the Council identify sites within the district and work to establish a network of links or partnerships with the management of these public and commercial providers to increase the availability of Public Toilets across the district.

### **(7) Providing Changing Places toilets**

Changing Places toilets are designed so that they are completely accessible and provide sufficient space and equipment for people who are not able to use the toilet independently. They must be an extra facility, in addition to the accessible toilets for independent use.

There must be adequate space in a Changing Places: three metres by four metres is the recommended minimum, with a ceiling height of at least 2.4 metres.

Equipment that should be included is: changing bench, hoist, toilet, washbasin, curtain or screen, non-slip flooring, large waste bin (for disposal of pads etc), grab rails and emergency alarm.

Currently, there are only three custom Changing Places toilet facilities operated by the Council: Newry Leisure Centre, Downpatrick Leisure Centre and Downshire Civic Centre, Downpatrick.

Over 1440 Changing Places facilities have been installed across the UK and Ireland, with a total of thirty-five sites now operating across Northern Ireland. A socially

inclusive and equality driven Council needs to strategically consider this type of facility as part of its overall Public Toilet provision.

### **(8) Measures to eradicate or control persistent social misuse and vandalism**

The Councils Public Toilets are provided on a free of charge basis. Many UK authorities have already embraced the concept of charging a small fee for entry.

Paddle gates and single user units with coin operated locks are now very commonplace throughout the UK. Charges vary from 20p to £1.00 depending on the volume of traffic and the location of the toilet block. The majority of installations using any of these types of charging mechanisms are reporting considerable drops in congregation, loitering and serious misuse within these toilet areas. Incidents regarding anti-social behaviour appear to be considerably reduced and the toilets are reported easier to keep clean and in a serviceable condition. In addition to the revenue income and the revenue saved by fewer replacement items being fitted there is a significant reduction in the cleaning schedules. Persons having to pay seem to respect the units and therefore substantially less incidents are recorded.

The latest advancement has now seen the introduction of "swipe-card" technology. Many Councils have already embraced card payments instead of cash. This new payment method has a number of immediate and direct advantages. No collection process required, no measurable risk of theft (cash-less) and greatly reduced levels of damage (removal of the temptation/reward). Some Councils are operating a local Council Card for visitors and persons with special needs.

The Strategy recommends that the Council consider the installation of paddle gates in sites that have experienced high levels of anti-social activity and misuse – perhaps beginning with the minimum 20p charge.

### **(9) Developing a corporate design or identity**

Using a generic colour scheme and design for the toilet facilities would greatly enhance the visitor perception and feeling of safety with these units. Interchangeable panels and sanitary fittings can significantly reduce down-time and units being out of service. With corporate identity comes corporate responsibility - a feeling of being part of the greater whole. Council would benefit from embracing a common colour scheme, fixtures and fittings and psychologically users would feel safer and more willing to use these publicly accessible units.

Most of the major toilet provision organisations across Europe and globally have a consistent theme and colour branding for their realm of toilets. This can be achieved reasonably cheaply with an inhouse design and agreed colour scheme. The corporate identity should be carried through to the council webpage for toilets and could be used for all mailings and servicing requirements. If local toilet maps, or

even an electronic mapping system, is introduced these would also require corporate branding identity.

The Strategy recommends that the Council consider corporate branding of its facilities as part of future capital and revenue works to improve existing Public Toilet provision.

#### **(10) Improve Communication and Information on available Toilet Facilities**

There is little or no street signage for the public toilets in the district. This is an issue for visitors to our area who do not know where Council's Public Toilets are located.

Annalong is a prime example, it is a substantial building, but set well back from the main road and hidden by the local community centre. Newcastle has no signage to direct anyone towards the 6 units that provide public toilet facilities across the town – this is less of an issue for local residents, but cause non-residents significant difficulties in locating the facilities.

The Strategy recommends that the Council consider signposting its Public Toilet provision by use of physical signs, printed material, Council Website and other media. The installation of multi-use information boards giving tourism and event information alongside public notices and Council advertising could achieve savings and heighten public/visitor awareness.

#### **Summary of Recommendations**

The recommendations arising from the twelve key issues discussed above can be summarised in the nine recommendations below.

1. The Council will remain committed to providing a Public Toilet Service across the district.
2. The Council will undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need.
3. The Council will consider corporate branding of its facilities as part of future capital and revenue works to improve existing Public Toilet provision. It will ensure the needs of people with Autism, Dementia, and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision.
4. The Council will review the opening/closing times of its Public Toilets and consider extending these to meet identified need.

5. The Council will review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service.
6. The Council will consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision.
7. The Council will consider providing Changing Places facilities as part of its Public Toilet provision.
8. The Council will investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour.
9. The Council will consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.

## 5.0 CONCLUSIONS AND ACTION PLAN

The Council seeks to provide or facilitate the provision of clean, safe, accessible and sustainably functional toilets for both residents and visitors to the district. It aims to deliver a Public Toilet service that can meet the expectations of everyone, and to ensure facilities are available at key locations in high demand areas throughout the district.

This review of service provision currently provided would indicate that the Council is falling short of achieving this aim. The recommendations as presented within this Strategy provide a pathway to achieving this aim.

It is important that the Council take account of its communities' views and so prior to finalising the Strategy it is proposed that there is a period of consultation (12 weeks) with the public on the recommendations within this Strategy.

Recommendations and comments from the public consultation will be taken into consideration prior to approving the Strategy.

The Strategy has identified twelve recommendations. These recommendations may be best taken forward through the rollout of defined work packages (WP) as detailed below:

- **WP1** – A study on how the Council can extend its Public Convenience service, e.g. CTS, use of other Council facilities, public buildings, and new build facilities (Killough). This work package will require detailed research and consultation with a number of Stakeholders. A Business Case is then required to be presented to Council.
- **WP2** – Capital Works and Revenue Works Programme – Details already provided within this strategy document should follow with a detailed Business Case to be presented to Council.
- **WP3** – Review of how the Council clean and maintain their Public Conveniences – Detailed Business Case to be presented to Council.
- **WP4** – Review of opening hours of all Public Conveniences – Business Case presented to Council with view of amalgamating opening hours for all facilities.
- **WP5** – Review of Changing Places need within the district – Research needed to exact requirements of Changing Places facilities and consultation with all Stakeholders to ensure correct locations are found.

Detailed Business Case to Council following this research and consultation.

- **WP6** – Combating anti-social behaviour and vandalism – More detailed research into facilities which have high anti-social behaviour, and consultation with Elected Members and PSNI to identify a way forward. Business Case to Council providing costed options on identified solutions.
- **WP7** – Improving Communication and branding of the Council's Public Convenience Service – Liaison with the Council's Marketing/PR Department to identify the best way forward. Business Case to Council on identified solutions.

## **6.0 EQUALITY SCREENING AND RURAL IMPACT ASSESSMENT**

This Strategy has been equality screened and signed off and approved by the Senior Manager responsible for this area of work. It has also been subject to a Rural Needs Assessment.

The findings of the assessments are summarised below.

**The Public Toilet Strategy has been equality screened and the outcome is that it not be subject to an Equality Impact Assessment (with no mitigating measures required).**

**Due regard to rural needs has been considered and a rural needs impact assessment has been completed.**



Public Toilet Strategy

**STRATEGY DOCUMENT**

APPENDIX A

ESTATES DEPARTMENT REPORT  
STRUCTURAL INTEGRITY OF MAIN TOILET BLOCKS

<b>Public Convenience list</b>			
<b>NUMBER</b>	<b>NAME</b>	<b>CODE</b>	<b>ESTATES RATING</b>
1	Annalong Bloody Bridge	PC NM005	B
2	Annalong Marine Park	PC NM004	A
3	Ardglass Harbour	PC DDC400	B
4	Ballynahinch - Lough Inch Cemetery	PC DDC019	B
5	Ballynahinch Community Centre	PC DDC014	B
6	Ballyhornan	PC DDC009	B
7	Bessbrook The Square	PC NM028	B
8	Castlewellan, Upper Square	PC DDC038	B
9	Crossgar, Lislea Drive	PC DDC045	C
10	Crossmaglen Lough Ross Amenity Area	PC NM058	C
11	Crossmaglen The Square	PC NM055	B
12	Downpatrick, Market Street	PC DDC067	B
13	Downpatrick Quoile Recreation Area	PC DDC074	B
14	Downpatrick Struell Cemetery	PC DDC083	B
15	Dundrum Bay Recreation Area	PC DDC104	B
16	Hilltown, Rostrevor Road	PC NM084	B
17	Hilltown Spelga Dam	PC NM086	B
18	Kilkeel, Lower Square	PC NM118	B
19	Cranfield Blue Flag Beach	PC NM201	B
20	Newcastle South Promenade	PC DDC159	B
21	Newcastle Castle Park	PC DDC145	B
22	Newcastle Centre, B6	PC DDC157	B
23	Newcastle Donard Park	PC DDC148	B
24	Newcastle Downs Road Recreation Area	PC DDC149	B
25	Newcastle Island Park	PC DDC154	B
26	Newry, The Market	PC NM195	B
27	Rostrevor, The Square	PC NM245	C
28	Saintfield, New Line	PC DDC169	B
29	Warrenpoint, Park	PC NM276	B
30	Warrenpoint, The Square	PC NM278	B
31	High Street, Killyleagh	PC DDC 133	A



Condition A	<b>As new condition</b> - Typically build within the last five years or may have undergone a major refurbishment within this period, maintained/serviced to ensure fabric and building services replicate conditions at installation, no structural, building envelope, building services or statutory compliance issues apparent, no impacts upon operation of the building.
Condition B	<b>Sound, operationally safe, and exhibiting only minor deterioration</b> - Maintenance will have been carried out, minor deterioration to internal/external finishes, few structural, building envelope, building services or statutory compliance issues apparent, likely to have minor impacts upon the operation of the building.
Condition C	<b>Operational but major repair or replacement needed in the short to medium-term (generally 3 years)</b> - Requiring replacement of building elements or services elements in the short to medium-term, several structural, building envelope, building services or statutory compliance issues apparent, or one particularly significant issue apparent, often including identified problems with building envelope (windows/roof etc.), building services (boilers chillers etc.), likely to have major impacts upon the operation of the building, but still allow it to be operable.

Public Toilet Strategy

**STRATEGY DOCUMENT**

APPENDIX B

POPULATIONS AND HOUSEHOLD FIGURES  
(Census 2011)

## Population and Households Review

### HEADCOUNT AND HOUSEHOLD ESTIMATES NMDDC - 2011 CENSUS DATA

#### CROTLIEVE DEA

Location	Settlement Type	Population	Households
BALLYHOLLAND	Hamlet	664	215
BARNMEEN	Hamlet	136	54
HILLTOWN	Village	1698	588
LURGANARE	Hamlet	294	118
MAYOBRIDGE	Village	1068	359
ROSTREVOR	Settlement	2788	1087
SHEEPTOWN	Hamlet	333	112
WARRENPOINT / BURREN	Town	8721	3296
<b>TOTAL</b>		<b>15702</b>	<b>5829</b>

#### DOWNPATRICK DEA

Location	Settlement Type	Population	Households
ANNACLOY	Hamlet	318	105
ARDGLASS	Village	1643	640
BALLYALTON	Hamlet	132	49
BALLYHORNAN	Hamlet	369	166
CONEY ISLAND	Hamlet	57	25
DOWNPATRICK	Town	10874	4192
KILCLIEF	Hamlet	191	74
KILLOUGH	Hamlet	843	346
SAUL	Hamlet	97	35
STRANGFORD	Hamlet	495	232
<b>TOTAL</b>		<b>15019</b>	<b>5864</b>

#### NEWRY

Location	Settlement Type	Population	Households
NEWRY	City	26893	10136
NEWTOWNCLOGHOGE	Hamlet	457	169
<b>TOTAL</b>		<b>27350</b>	<b>10305</b>

#### ROWALLANE

Location	Settlement Type	Population	Households
BALLYNAHINCH	Town	5715	2329
CROSSGAR	Village	1892	726
DARRAGH CROSS	Hamlet	490	172
KILLYLEAGH	Settlement	2928	1196
SAINTFIELD	Settlement	3406	1322
SHRIGLEY	Hamlet	437	175
<b>TOTAL</b>		<b>14868</b>	<b>5920</b>

**SLIEVE CROOB**

Location	Settlement Type	Population	Households
ANNSBOROUGH	Hamlet	767	273
BALLYKINLER	Hamlet	447	170
CASTLEWELLAN	Settlement	2792	1026
CLOUGH	Hamlet	279	105
DRUMANESS	Village	1344	497
DUNDRUM	Village	1551	665
KILCOO	Hamlet	335	122
LOUGHINISLAND	Hamlet	218	66
SEAFORDE	Hamlet	263	111
THE SPA	Hamlet	583	203
<b>TOTAL</b>		<b>8579</b>	<b>3238</b>

**SLIEVE GULLION**

Location	Settlement Type	Population	Households
BELLEEK	Hamlet	375	127
BESSBROOK	Settlement	2739	1059
CAMLOUGH	Village	1081	392
CREGGAN (NEWRY AND MOUR)	Hamlet	227	96
CROSSMAGLEN	Village	1608	641
CULLAVILLE	Hamlet	232	81
CULLYMANNA	Hamlet	326	120
DRUMINTEE	Hamlet	337	125
FORKHILL	Hamlet	498	179
GLASSDRUMMAN (CO. ARMAG)	Hamlet	165	54
JONESBOROUGH	Hamlet	465	163
MULLAGHBANE	Hamlet	596	228
MULLAGHGLASS	Hamlet	125	49
NEWTOWNHAMILTON	Hamlet	800	340
SILVERBRIDGE	Hamlet	112	49
<b>TOTAL</b>		<b>9686</b>	<b>3703</b>

**THE MOURNES**

Location	Settlement Type	Population	Households
ANNALONG	Village	1796	705
ATTICAL	Hamlet	171	61
BALLYMADEERFY	Hamlet	69	29
BALLYMARTIN	Hamlet	506	175
BRYANSFORD	Hamlet	306	114
DUNNAVAL / BALLYARDLE	Hamlet	161	54
GLASSDRUMMAN / MULLARTOWN	Hamlet	110	42
KILKEEL	Town	6521	2555
LISLEA	Hamlet	180	64
NEWCASTLE	Town	7743	3224
<b>TOTAL</b>		<b>17563</b>	<b>7023</b>



Public Toilet Strategy

**STRATEGY DOCUMENT**

APPENDIX C  
Public Toilets Proposed Works

## WORKS RECOMMENDATIONS

The information provided below are recommendations for prioritising the anticipated works and seeks to provide an overview of the changes that will be required to streamline the Public Toilet provision and enhance the visitor experience. Some areas will need considerable thought whilst many units simply need attention and upgrading

Many of the remote units (manufactured by Danfo) have been serving the residents and visitors for over 20 years however they have been showing considerable signs of corrosion, internal wear and in many cases of vandalism and damage. A decision is required to repair, replace or remove these units within this capital budget. The table below gives a guide to the priority of works anticipated.



### Strategic development to benefit directly from the Capital budget

NEWCASTLE	Amalgamate Central Promenade, South Promenade and Islands Park units into Castle Park to create a central Toilet Block in the centre of the town.
SPELGA	Requires total refit and added enhancement with barrier (pay entry). Review security, safety and maintenance issues.
ROSTREVOR	The Square - Requires total refit and added enhancement.
CRANFIELD	Potential to substantially increase the provision for visitors during holiday periods. Extending the footprint and using shutters to control the overall provision offered at peak times.
CASTLEWELLAN	Upper Square – replace entire facility, keeping shell of building.
DOWNPATRICK	Market Street - replace entire facility, including shell of building.
NEWCASTLE	Donard Park - replace entire facility, including shell of building.
BALLYHORAN	The Rocks – Replace entire facility, keeping shell of building Investigate community involvement.
DUNDRUM	Murlough - Well used by passing traffic. replace entire facility, including shell of building.
ARDGLASS	Harbour Quay – replace entire facility, including shell of building.
CROSSGAR	Lislea Drive – replace entire facility.

SAINTFIELD	Newline – replace entire facility.
DOWNPATRICK	Quoile Road – replace entire facility, keeping shell of building.

If approved these projects will be reviewed in detail through the Council's approval system which involves a Business case being drawn up and approved by Council. The Business Case would look at several costed options for addressing the identified need. The Council seeks to ensure that this is a rigorous process to ensure the correct solution is developed which addresses the concern in a manner which is cost effective and efficient.

There is recognition within the Strategy that such improvements whilst having a value, are at a cost, and so consideration on how such costs can be paid for must be given and agreed as part of any planned improvements. Budgets are limited, so every £1 spent on a project is a £1 that cannot be spent elsewhere.

#### Strategic upgrading to benefit directly from the Revenue budget

NEWCASTLE	Downs Road - refurbish and upgrade.
KILKEEL	Upgrade with coin operated barrier entry and improve security. Encourage community engagement for enhancement and security/control.
ANNALONG	Refurbish and upgrade – Investigate community involvement.
CROSSMAGLEN	The Square - Repair and ongoing maintenance.
KILLYLEAGH	Refurbish and upgrade.
ANNALONG	Bloodybridge - Refurbish and upgrade.
NEWRY	Market - Refurbish and upgrade.
WARRENPOINT	Queen Street and The Square - Repair and ongoing maintenance.
BALLYNAHINCH	Lough Inch Cemetery - Refurbish and upgrade.
DOWNPATRICK	Struell Cemetery - Refurbish and upgrade.
HILLTOWN	Rostrevor Road - Refurbish and upgrade.

**Strategic Review required - units that require ongoing maintenance**

BESSBROOK	Review usage – Community Centre facilities – Accessibility.
CROSSMAGLEN	Loughross - Review usage – Signage – ongoing costs.
BALLYNAHINCH	Windmill Street – Beside Community Centre – shared facilities.
NEWCASTLE	Central Promenade, Islands Park, South Promenade - With the potential development of the Castle Park facility these units could be removed and amalgamated into the new development.

**SUMMARY**

<b>Toilet Block</b>	<b>Funding Stream</b>	<b>Upgrade / Move / Review</b>
Cranfield Beach	CAPITAL	EXTENSION
Kilkeel, Bridge Street	REVENUE	REPAIR and UPGRADE
Newcastle, Castle Park	CAPITAL	EXTENSION
Rostrevor, The Square	CAPITAL	REPAIR and UPGRADE
Spelga, Kilkeel Road	CAPITAL	REPAIR and UPGRADE
Murlough Bay, Dundrum	CAPITAL	REPAIR and UPGRADE
Annalong, Marine Park	REVENUE	REPAIR and UPGRADE
Ardglass Harbour Quay	CAPITAL	REPAIR and UPGRADE
Ballyhornan, Rocks Road	CAPITAL	REPAIR and UPGRADE
Castlewellan, Upper Square	CAPITAL	REPAIR and UPGRADE
Downpatrick, Market Street	CAPITAL	REPAIR and UPGRADE
Newcastle Donard Park	CAPITAL	REPAIR and UPGRADE
Newcastle, Downs Road	REVENUE	REPAIR and UPGRADE
Crossmaglen, The Square	REVENUE	ONGOING MAINTENANCE
Killyleagh, High Street	REVENUE	REPAIR and UPGRADE
Hilltown, Rostrevor Road	REVENUE	ONGOING MAINTENANCE
Annalong, Bloodybridge	REVENUE	ONGOING MAINTENANCE
Newry, The Market	REVENUE	REPAIR and UPGRADE
Warrenpoint, Queen Street	REVENUE	ONGOING MAINTENANCE
Warrenpoint, The Square	REVENUE	ONGOING MAINTENANCE



Ballynahinch, Lough Inch Cemetery	REVENUE	ONGOING MAINTENANCE
Downpatrick, Struell Cemetery	REVENUE	ONGOING MAINTENANCE
Crossgar, Lislea Drive	CAPITAL	LOW USAGE – REVIEW
Downpatrick, Quoile Road	CAPITAL	LOW USAGE – REVIEW
Bessbrook, Old Town Hall	REVIEW	COMMUNITY CENTRE – Accessibility
Crossmaglen, Loughross	REVIEW	LOW USAGE – REVIEW LOW
Ballynahinch Windmill Street	REVIEW	DUPLICATION WITH COMMUNITY CENTRE - REVIEW
Newcastle, Central Promenade	REVIEW	CLOSE - UPGRADE OF CASTLE PARK PUBLIC TOILET
Newcastle, Islands Park	REVIEW	CLOSE - UPGRADE OF CASTLE PARK PUBLIC TOILET
Newcastle, South Promenade	REVIEW	CLOSE - UPGRADE OF CASTLE PARK PUBLIC TOILET
Saintfield, New Line	CAPITAL	REVIEW LOCATION

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

In attendance:

**(Councillors)**

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

In attendance:

**(Officials)**

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

Apologies:

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

**Overview – Scoping Exercise: Council Public Toilet Strategy**

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

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

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

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

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

Members then raised the following issues:-

#### **General issues**

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

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

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

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

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

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

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

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

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

#### Slieve Gullion DEA

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

#### The Mourne DEA

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

### Downpatrick DEA

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

### Slieve Croob DEA

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

### Rowallane DEA

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

### Crotlieve DEA

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

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

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

### **Mode of delivery of the Public Toilet Service**

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

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

### **Governance arrangements for the delivery of the Public Toilet Strategy**

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

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

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

Signed: Kevin Scullion  
Assistant Director Facilities Management and Maintenance

# Scoping Exercise: Council Public Toilet Strategy

Kevin Scullion

Assistant Director: Facility Management & Maintenance

4<sup>th</sup> August 2021

# Discussion

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



# Areas for Consideration

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

# Locations of Public Toilets



# 31 Existing Public Toilets

Annalong Marine Park

Newcastle, Bloody Bridge

Newcastle, South Promenade

Newcastle, Castle Park

Newcastle Centre

Newcastle Donard Park

Newcastle Downs Road Recreation Area

Newcastle Island Park

Ardglass Harbour

Ballynahinch Lough Inch Cemetery

Ballynahinch Community Centre

Ballyhornan

Castlewellan – Upper Square

Cranfield Blue Flag Beach

Crossgar, Lislea Drive

Dundrum Bay Recreation Area

Downpatrick, Market Square

Downpatrick, Quoile  
Recreation

Downpatrick Struell Cemetery

Kilkeel, Lower Square

Killyleagh, High Street

Saintfield, New Line

Bessbrook – The Square

Crossmaglen, The Square

Crossmaglen, Lough Ross  
Amenity Area

Hilltown, Rostrevor Road

Hilltown, Spelga

Newry, The Market

Rostrevor, The Square

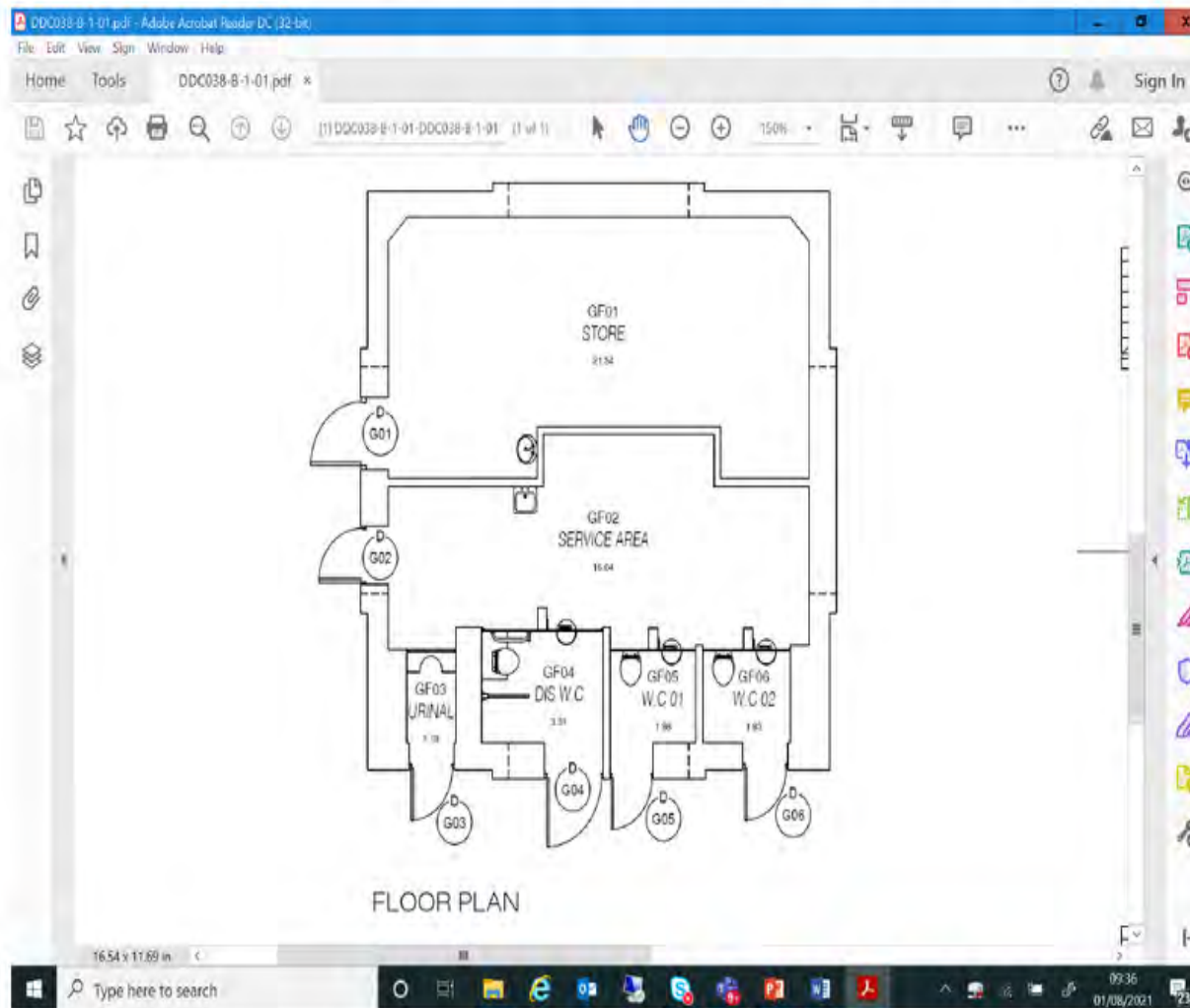
Warrenpoint, The Park

Warrenpoint, The Square

# Danfo Public Toilet Unit – Type A



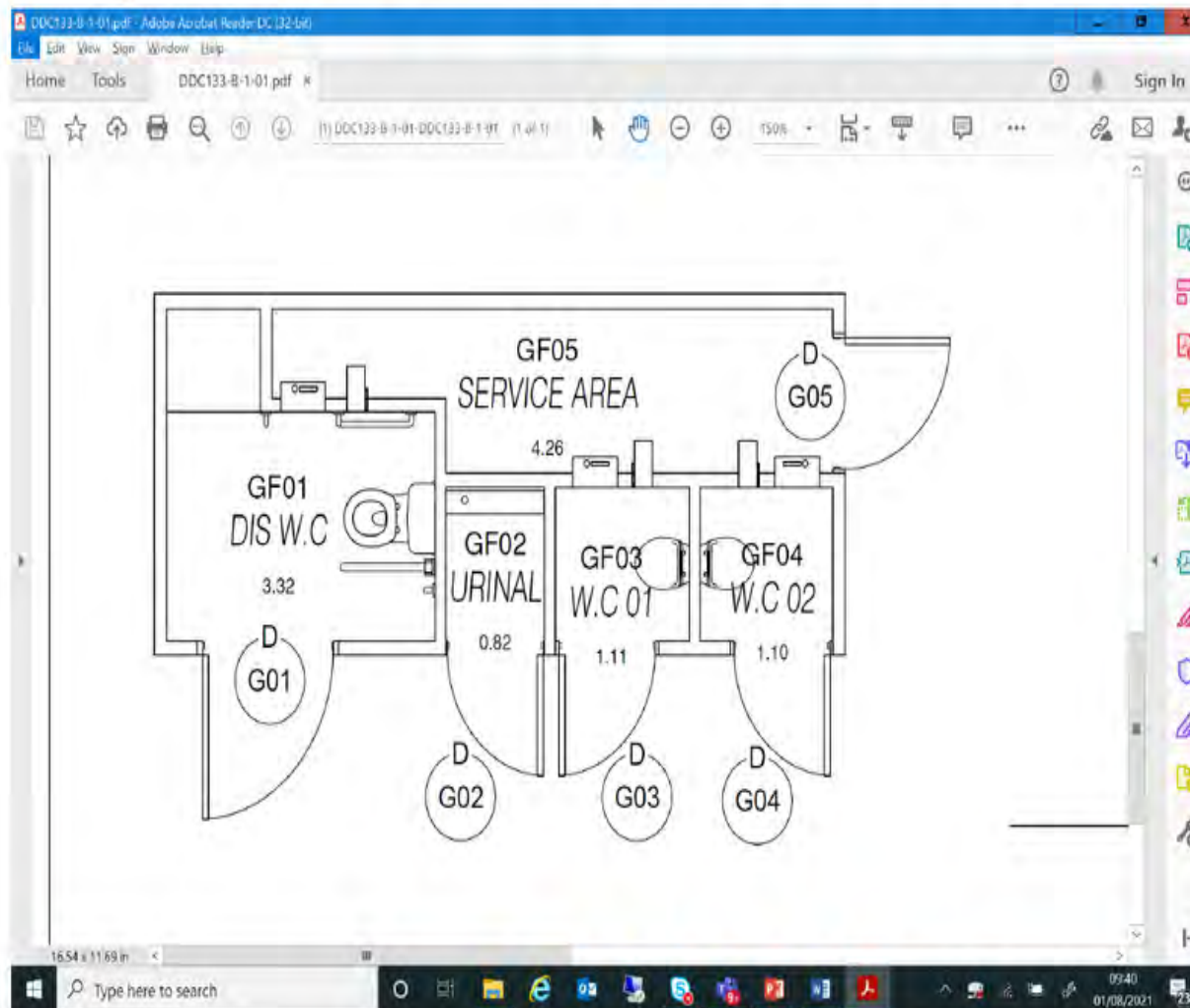
# Typical Layout of Danfo Toilet Unit (A)



# Danfo Public Toilet Unit – Type B



# Typical Layout of Danfo Toilet Unit (B)

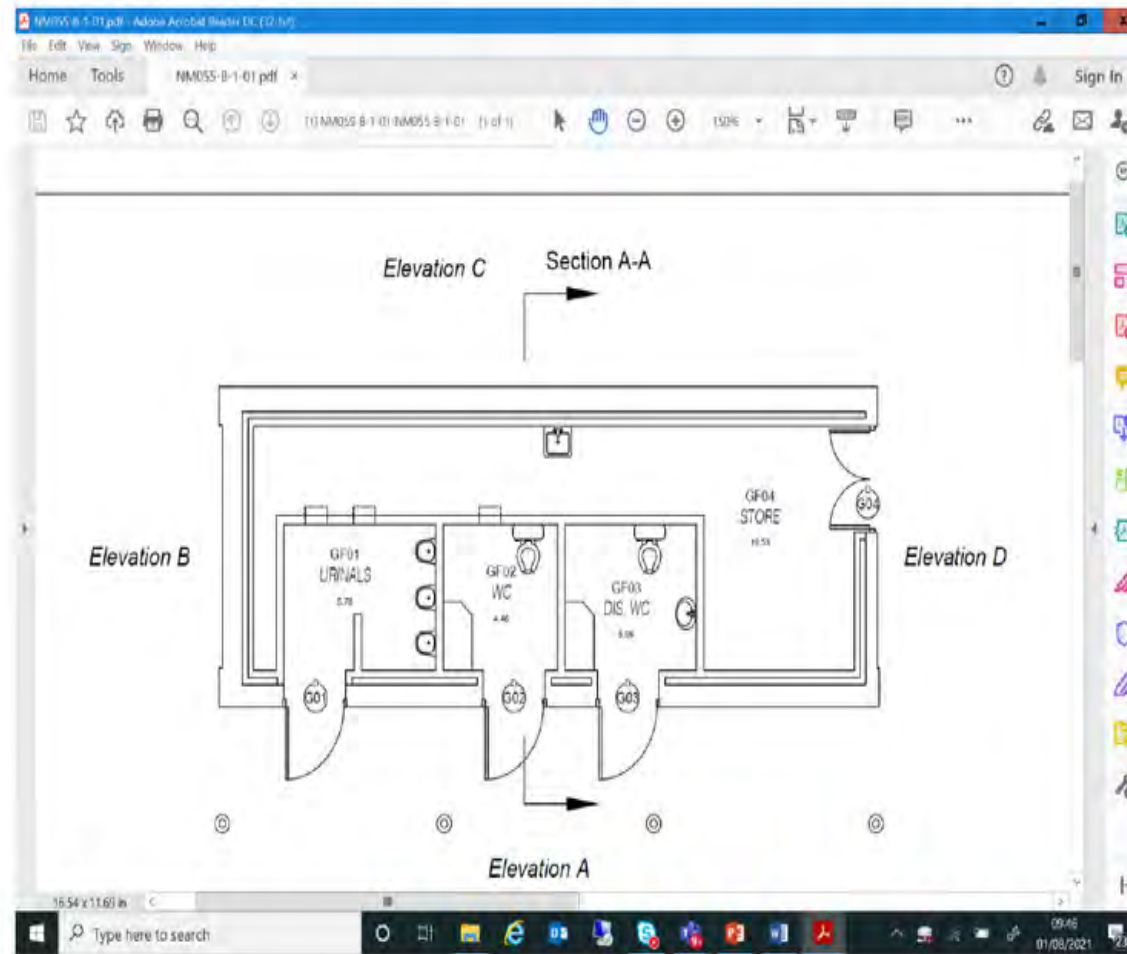


# Traditionally Built Public Toilet Unit





# Traditionally Built Toilet Layout Example



# Cost of Providing Public Toilet Service

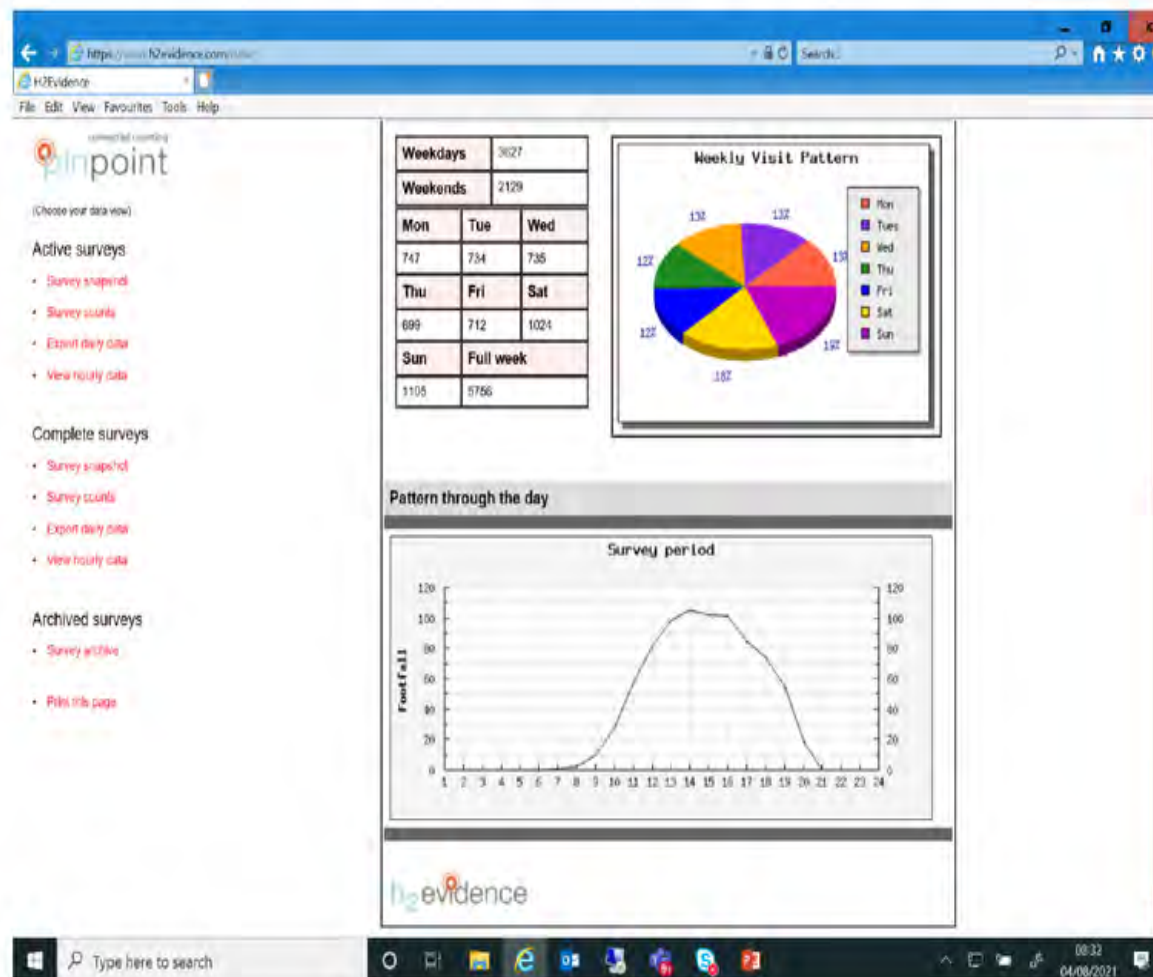
- Process does not allow for accurate recording of cost
- Estimated Annual Revenue cost of £300,000 plus (2019/20)

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

# Usage of Public Toilets

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

# Downs Road Unisex Toilet Usage Data



# Issues with Public Toilet Service

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

# Strategy Objectives

- **Remain committed to providing a Public Toilet Service across the district.**
- **Review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service.**
- **Consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision.**
- **Consider providing Changing Places facilities as part of its Public Toilet provision.**
- **Investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour.**
- **Consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups**

# Strategy Objectives (Continued)

- Undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need.
- Consider corporate branding facilities as part of future capital and revenue works to improve existing Public Toilet provision.
- Ensure the needs of people with Autism, Dementia and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision.
- Review the opening/closing times of its Public Toilets and consider extending these to meet identified need.

# Required Work Packages

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



# Core Facilities Provision Work Package

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

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

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

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

# Summary of Proposed Works -1

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

# Summary of Proposed Works - 2

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

# Summary of Proposed Works - 3

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

# Summary of Proposed Works - 4

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

# Investigative Work Packages: Broader Facilities Provision

- **WP2 – Additional Public Convenience Services Sources Research :**
  - CTS opportunities.
  - Use of existing Council facilities/public buildings;
  - Use of new build facilities (Killough). ;
- Next Stage: *Detailed research and consultation with a number of Stakeholders.*
- Output: *Business Case on proposed use of additional facilities for presentation to Council.*
  
- **WP3 – Changing Places Requirements Review:**
  - Identify Changing Places requirements across Council district;
  - Identify Changing Places locations to meet these needs.
- Next Stage: *Research and consultation with all Stakeholders to identify appropriate Changing Places needs and locations.*
- Output: *Detailed Business Case on Changing Places proposals for presentation to Council.*
  
- **WP4 – Public Convenience Opening Hours Review:**
  - Review existing opening hours for each public convenience, identifying any special circumstances;
  - Standardise opening times where possible across the Council.
- Next Stage: *Research and consultation with a number of Stakeholders.*
- Output: *Business Case on new opening times proposals for presentation to Council.*

# Investigative Work Packages: Improved Efficiency/Quality of Service

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

# Discussion

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



## Appendix C – Public Toilet Strategy discussion on priority areas and next steps

<b>Report to:</b>	Neighbourhood Services Working Group
<b>Date of Meeting:</b>	3 <sup>rd</sup> February 2022
<b>Subject:</b>	Public Toilet Strategy discussion on priority areas and next steps
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
<b>Contact Officer</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department Gail Kane, Head of Facilities Andrew Sweeney, Facility Coordinator (East) Ciaran Og Mussen Facility Coordinator (West)

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide an update on action taken so far on the priority areas identified under the Public Toilet Strategy and consider the next steps to progress these matters.
<b>2.0</b>	<b>Key issues</b>
2.1	Initial priority areas agreed with Council in relation to the Public Toilet Strategy are identified in sections 2.2 to 2.4 below along with a summary of action taken to date (blue font).
2.2	<p><u>Initial Priorities under the Public Toilet Strategy</u></p> <p>a) Providing a Public Toilet Cleaning/Maintenance Service which is cost effective, efficient and meets customers' expectations.</p> <p>Overall management of the Council's Public Toilet provision is undertaken by the Facility Management &amp; Maintenance Department (FM&amp;M) (AD K Scullion). Management is through one of two Facility Coordinators. Building maintenance of the facilities is coordinated through the Facility Coordinators and the work is undertaken by the Council's own in house building maintenance team (under FM&amp;M) or for specialist works through private contractors.</p> <p>Issues are present in relation to maintenance of the M&amp;E parts of the facilities with often long delays in procuring new parts. Officers are reviewing the current maintenance arrangements to address this, but no proposals have been agreed so far.</p>

## Appendix C – Public Toilet Strategy discussion on priority areas and next steps

Cleaning of the Public Toilets is undertaken by the Council's Cleansing Section which is within the Waste Department (AD Sinead Murphy). Councillors will be aware of criticism of the cleaning service provided, particularly in relation to the public toilets provided in Newcastle which have a significant level of usage compared to some of our other public toilets. A review of the Council's Cleansing Service is underway.

- b) Bring forward proposals for how to address the significant usage of the Public Toilets in the Newcastle area.

Within the Public Toilet Strategy, the following was agreed in relation to Newcastle.

- Amalgamate Central Promenade, South Promenade and Islands Park units into Castle Park to create a central Toilet Block in the centre of the town.
- Donard Park - replace entire facility, including shell of building.
- Downs Road - refurbish and upgrade.

To move these recommendations, forward a Business Case will need to be agreed by Council. However, there may be scope for further refining of this proposal with a range of options being considered within the Business case.

In the interim the priority is to keep the existing facilities maintained (having regard to issues raised above at "a" and to have a cleaning service which reflects the usage of the facility. Council has agreed to appoint a contractor to provide support to the existing in-house toilet cleaning service and this is currently being tendered. Through this contract Officers will seek to provide the increased level of cleaning identified for the Newcastle public toilets over the coming spring and summer season. Value of contract is £80,000.

- c) Identify those public toilets which are to remain, but which need general repair/refurbishment. Bring a business case to Committee for approval for a project to repair/refurbish these facilities.

This information is already agreed within the Public Toilet Strategy and is summarised at Appendix C (pages 29 to 32). Limited progress has been made in moving this work forward due to limited resources (Officer time and technical support).

For progress of these projects technical support is required – see item "e" below.

- d) Consider the use of portable toilets as part of Council provisions in specific areas on a trial basis.

Projects are under consideration – detail to be provided at the meeting.

- e) Identify and secure the additional support required to deliver the project in its entirety at which point a fully costed proposal for completion of the strategy can be tabled at Committee for approval.

Officers are currently looking at potential to use the SCAPE Framework to procure the range of technical support that will be required to deliver on the identified work packages within the Strategy.

## Appendix C – Public Toilet Strategy discussion on priority areas and next steps

	<p>An initial meeting has been held and Council has provided the contractor with an overview of its requirements. The contractor is to respond with the detail on the level of service they could provide the Council with for this project.</p> <p>If this is successful, the provision of this technical support will be essential in achieving momentum in starting and completing the work required under each of the agreed Public Toilet work packages as set out within the Strategy.</p>
2.3	<p><u>Mode of delivery of the Public Toilet Service</u></p> <p>A variety of models exist for delivery of the Public Toilet Service from the current model which is a service provided using in-house services almost exclusively to a model which uses an external service provider to deliver the service on behalf of the Council. It is proposed to undertake market testing on what is available on the market and bring back a report to Committee on the findings.</p> <p>There are several potential suppliers of public toilet services to local councils. Officers will contact the suppliers providing them with a copy of the Council's Strategy seeking their views on how they could assist the Council in the delivery of the Strategy. Feedback from this can be provided to the Neighbourhood Services Working Group (NSWG) for review.</p> <p>This feedback will allow the creation of a range of options on how the Public Toilet service may be delivered.</p>
2.4	<p><u>Governance arrangements for the delivery of the Public Toilet Strategy</u></p> <p>Councillors may consider establishing a Project Board, like that set up to progress the Castlewellan Park project, or alternatively officers could continue to bring regular reports to the NS Committee, for final approval by Council. Committee direction is requested.</p> <p>This recommendation is complete with the agreement to facilitate Councillor involvement through the NSWG</p>
<b>3.0</b>	<b>Recommendation</b>
3.1	For noting.
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Officer time and spend within agreed budgets on operation of Public Toilet service.</p> <p>Work arising from implementation of the work packages will be agreed through the Council business case process.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>

Appendix C – Public Toilet Strategy discussion on priority areas and next steps

<p>5.2</p>	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
<p>5.3</p>	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<p><b>6.0</b></p>	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
<p>6.1</p>	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
<p><b>7.0</b></p>	<p><b>Appendices</b></p>
<p>7.1</p>	<p>None</p>
<p><b>8.0</b></p>	<p><b>Background Documents</b></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>

Appendix C – Public Toilet Strategy discussion on priority areas and next steps

	<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"> <li><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></li> <li><i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i></li> </ul> <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

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> February 2022
<b>Subject:</b>	Report of Christmas Illuminations and Celebrations Group Meeting 20 <sup>th</sup> January 2022
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department
<b>Contact Officer</b>	Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department

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

<b>For decision</b>	<input checked="" type="checkbox"/>	<b>For noting only</b>	<input type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide Councillors with an opportunity to review the Action Sheet (see Appendix 1) from the Councils Christmas Illuminations and Celebrations Group meeting which took place on the 20 <sup>th</sup> January 2022 and consider any recommendations arising.
<b>2.0</b>	<b>Key Issues</b>
2.1	The Council Christmas Illuminations and Celebrations Group was set up to agree on how Council will help local communities across the district celebrate Christmas. It has no decision-making powers with all recommendations coming to the Neighbourhood Services Committee for consideration.
2.2	Councillors are asked to note the contents of the Action Sheet and to agree to the recommendations as provided in Sections 2.3 to 2.5 below.
2.3	<p><u>Capital Programme for replacement of Christmas Illuminations</u></p> <p>There was positive feedback received at the Christmas Illuminations and Celebrations Group Meeting concerning the Christmas lighted displays across the district.</p> <p>However, Officers are of the view that there is a requirement to replace some of the older stock and stock which is proving unreliable, despite repairs being undertaken. Areas recommended include; Merchants Quay and Sugar Island, Newry, Newry Town Hall motifs, Newry Town Hall artificial tree, Irish Street, Downpatrick, artificial Christmas tree in the Square, Downpatrick, living tree lights across the district, and Bessbrook village Christmas lighting.</p> <p>Officers also recommend consideration be given to replacement of the cut Christmas trees provided in Newry, Warrenpoint, and Ballynahinch for artificial trees.</p>

	The Committee is asked to accept these recommendations and that Officers prepare a business case or business cases on the proposals for consideration by a future NS Committee Meeting.
2.4	<p><u>Requests for additional provision</u></p> <p>Officers are aware of requests for additional provision from a number of groups including, provision of a sustainable Christmas tree in Gargory and Saval and requests from groups in Annalong, Clough, Crossgar and Killyleagh for additional Christmas illuminations.</p> <p>Officers recommend that the Committee approve contact with these groups to establish further detail on the requests and to report back to the NS Committee.</p>
2.5	<p><u>Sustainable Christmas Tree Programme</u></p> <p>It is proposed that a review be undertaken of the sustainable Christmas tree programme which has operated for several years.</p> <p>The review would consider the health of the current stock of sustainable Christmas trees and how local communities continue to engage with the programme.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Note the contents of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 20<sup>th</sup> January 2022.</p> <p>To approve the recommendations as set out in Sections 2.3 to 2.5.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Work under this report is funded through the Councils revenue budget and agreed capital funding.</p> <p>There are no recommendations within this report which at this stage will involve revenue or capital spend beyond Officers time to work through agreed recommendations.</p>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations</p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened</p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation</p>

5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves</p> <p>Consultation period will be 12 weeks</p> <p>Consultation period will be less than 12 weeks (rationale to be provided)</p> <p><i>Rationale:</i></p>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed</p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs.</p>
7.0	<p><b>Appendices</b></p>
7.1	<p>Appendix 1 - Christmas Illuminations Working Group - Action Sheet – 20<sup>th</sup> January 2022</p>
8.0	<p><b>Background Documents</b></p>
8.1	<p>None</p>



## Appendix 1

**Action Sheet****Working Group Meeting Christmas Illuminations: 20<sup>th</sup> January 2022**

Councillors in Attendance: Cllr T Andrews, Cllr W Walker, Cllr A Lewis

Officers in Attendance: K Scullion, J Hillen A Mallon, J Ellis,  
A Rennick, T McDonald, Admin C O'Neill

Apologies: Cllr J Tinnelly C Burns, S Burns, C Moffett

Subject	Actions and Updates	Officer Responsible
Welcome, Introduction Apologies	Cllr T Andrews chaired the meeting in the absence of Cllr C Mason and in line with Working Group Terms of Reference	Noted
<b>Agenda Item 3.</b> <b>Review of</b> <b>Action Sheet</b> <b>11.10.2021</b>	There were no declarations of interest.  K Scullion advised that the Action Sheet of 11th October 2021 had been approved by the Neighbourhood Services committee. He confirmed that all the proposed additional lighting on the action sheet had been delivered. Also, Meigh & Leitrim got their sustainable trees. He also confirmed that dirty/damaged lighting from the Albert Basin will be disposed of.	Noted  Noted

Appendix 1

<p><b>Agenda Item 4 Update from Neighbourhood Services (K Scullion)</b></p>	<p>Significant spend on repairing and replacing lights this year.</p>	<p>Noted</p>
	<p>The existing Christmas lighting contract is for 3 years with year two complete. Discussions to take place with Contractor concerning Year 3.</p>	
	<p>K Scullion proposed taking a report to Neighbourhood Services in February with the following recommendations: Bessbrook Illuminations to be replaced (the existing display looks tired) Newry Town Hall Motifs – refurbish or reconsider. Newry Town Hall: Artificial Tree – remove and replace with modern illuminations. Newry Market: may benefit from additional lighting. Hill Street Tree Lighting: there are concerns the lights are having a detrimental effect on the trees – possibly look at other options. Storage Facilities: proposal to review current storage arrangements.</p>	<p>Proposed / Kevin Scullion</p>
	<p>It was agreed by Councillors to accept proposals and recommendations</p>	<p>Accepted</p>
	<p>Dundrum Community Association were loaned 24 pole illuminations during Christmas 2021.</p>	<p>Noted</p>
	<p>Gargory &amp; Saval had requested Sustainable Trees but as there is no programme in place this year.</p>	<p>Proposed / K Scullion</p>
	<p>Annalong and Clough villages have expressed interest in further Christmas illuminations for their areas.</p>	<p>Noted</p>
	<p>To be reported to NS Committee</p>	<p>Accepted</p>
	<p>J Ellis confirmed that those trees affected by drought and salt burn have been</p>	<p>Noted</p>

## Appendix 1

	replaced. Council currently have 31 sustainable trees throughout the district and the majority are being lit up by Community Groups.	
<b>Update regarding Health of Trees from Jonathan Ellis</b>	ERT were not present but it was noted that several towns/villages held their own light up events and were responsible for delivering within the Covid guidelines in place at the time.	Noted
<b>Update from ERT (A Patterson)</b>	A Rennick proposed that a review (small scale) be carried out on the success of the scheme. This was proposed by Cllr Lewis and Seconded by Cllr Walker.	Proposed/ A Rennick  Accepted
<b>Update from AHC (A Rennick)</b>	A Rennick reported that out of the 27 applications received for funding, 24 were successful. The call for Christmas Illuminations this year will be in Call 2 (June time) and they will, as always, endeavour to notify as many groups as possible.	Noted
	Councillors thanked Officers for their efforts and advised that generally communities were very happy with the displays.	Noted
<b>Agenda Item 5 Any Other Business</b>	There were a few issues in Killyleagh with 2021 being the first Christmas there were no lights in High Street. Officers to review this.	Agreed
<b>Date of next Meeting</b>	Thursday 7 <sup>th</sup> April 2022 14:00 – 15:00 Preferably face to face but if not via Teams Thursday 7 <sup>th</sup> July 2022 14:00 – 15:00 Thursday 6 <sup>th</sup> October 2022 14:00 – 15:00	Agreed

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> February 2022
<b>Subject:</b>	Revision of Facility Management & Maintenance Department Charges for financial year 2022/2023
<b>Reporting Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director Facilities Management and Maintenance
<b>Contact Officer (Including Job Title):</b>	Gail Kane, Head of Facilities

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

**For decision**  **X** **For noting only**

<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to recommend an increase of 1.95% to charges levied by the Facility Management & Maintenance Department for its services.
<b>2.0</b>	<b>Key Issues</b>
2.1	Service charges covered include charges for the Council's burial service and Markets. See attached at Appendix 1, tables 1 and 2 of current charges and recommended revised charges.  These charges have not been amended since the beginning of financial year 2020/21.
2.2	The level of increase applied to all charges is 1.95% which is in line with the agreed rates increase for 2022/23.
<b>3.0</b>	<b>Recommendations</b>
3.1	It is recommended to adopt the Facility Management & Maintenance Department Charges as set out in Appendix 1 for the financial year 2022/23
<b>4.0</b>	<b>Resource implications</b>
4.1	Increased fees have the potential to increase income for these services, however overall the provision of these services by the Council is at a cost which is provided for under the Council's agreed Revenue budget.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	Due regard to rural needs has been considered.

<b>7.0</b>	<b>Appendices</b>
7.1	<b>Appendix 1:</b> Revised Charges for Facility Management & Maintenance Department Services
<b>8.0</b>	<p><b>Background Documents</b></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"> <li><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></li> <li><i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i></li> </ul> <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 – Revised Charges for Facility Management & Maintenance Department Services**

**Table 1: Cemetery Services Charges**

Type of Facility/Activity	Details	Charges (£)	Charges (£)
		2020/21	2022/23
Private Grave	Resident	£258	£263
	Non-Resident	£515	£525
First Opening	Resident	£216	£220
	Non-Resident	£618	£630
Second Opening	Resident	£216	£220
	Non-Resident	£618	£630
Burial of Cremated Remains/Burials	Resident	£52	£53
Under Headstones	Non-Resident	£103	£105
Transfer Burial Rights	Resident	£41	£42
	Non-Resident	£98	£100
Duplicate Grant Per Plot	Resident	£41	£42
	Non-Resident	£97	£99
Exhumations	Resident	£412	£420
	Non-Resident	£412	£420
Additional charge for burials after 3.00pm	Resident	£52	£53
week days	Non-Resident	£52	£53
Search fees (Deeds not produced)	Resident	£0	£0
	Non-Resident	£0	£0
Approval for Erection of Headstone	Resident	£52	£53
	Non-Resident	£52	£53
Burials of Under 18's		£0	£0

Table 2: Market Services

Type of Facility/Activity	Charges (£) or €	Charges £ or €
	2020/21	2022/23
Newry Market Stall	£23.50	£24.00
Newry Market outside Pitch	£20.50	£20.90
Crossmaglen Market Stall	£14.00	£14.30
Crossmaglen Market Stall	€20	€20.40
Kilkeel Market Stall	£18.00	£18.40

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> February 2022
<b>Subject:</b>	Opening and closing arrangements for vehicular access to Warrenpoint Cemetery
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director, Facilities Management & Maintenance
<b>Contact Officer</b>	Gail Kane, Head of Facilities

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

For decision     For noting only   

<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide Councillors with Officers proposals on the opening and closing arrangements for vehicular access to Warrenpoint Municipal Cemetery.
1.2	<p>A report was brought to the Neighbourhood Services (NS) Committee in December 2021 in relation to operational matters of Council's five Municipal Cemeteries. As part of this report operational matters relating to Warrenpoint Cemetery was discussed.</p> <p>Out of the discussion Officers were asked to investigate an issue regarding the opening/closing of the gates at Warrenpoint Cemetery and report back to the NS Committee with proposals on how vehicular access to the cemetery will be managed.</p> <p>This report is presented in completion of this recommendation.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>Within the report to NS Committee, Councillors were advised that the recent development of Warrenpoint Cemetery (Phase II) allowed for vehicular access to the site at all times. Prior to the development of Phase II, vehicular access was limited to users of the site who had been provided with a key to the gate.</p> <p>Part of the development of Phase II included widening the access roads in parts to allow for two vehicles to pass each other. The site was also extended to include the rear of the sites which was previously undeveloped. Access to the site is quite steep and providing vehicular access accommodates less abled visitors. Since the opening of Phase II of the site the entrance gate has been left open.</p>
2.2	<p>The current practice of leaving the site open for vehicular access has highlighted a few issues.</p> <ol style="list-style-type: none"> <li>1. Phase II brings the cemetery into proximity with residential properties and some concerns have been raised concerning vehicular noise casing disturbance during early hours of the day (before 7 am) to residents.</li> <li>2. The access roadway is quite steep and therefore during the winter period the Council will need to consider how to reduce the risk of vehicles driving over an ungritted road surface.</li> </ol>



	<p>It is Officers view that to continue with the current arrangements at this site does represent a risk to the Council and therefore further controls are being implemented to reduce this risk. Short term and long-term measures are being implemented as detailed below.</p>
2.3	<p><u>Short Term Management Plan</u> A member of staff has agreed to open and close the vehicular access daily at times which are reflective of other Council Municipal Cemeteries.</p> <p>A notice will be placed at the entrance to advise visitors of the opening and closing times for vehicular access. This will continue until a longer-term management system is in place. This will not prohibit pedestrian access to the cemetery which will remain open.</p> <p><u>Long Term Management Plan</u> Subject to business case approval, an automated barrier system will be procured and installed on site to control vehicular access. This will allow for the site to remain accessible by vehicles during agreed opening hours. The system will be designed to work on a time clock basis, set up in a way which ensures that vehicles cannot be locked into the site after closing time, but neither can vehicles enter the site during normal closing times for vehicles.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Note the content of the report.</p> <p>Agree to the installation of an automated barrier system at Warrenpoint Municipal Cemetery to control vehicular access, subject to satisfactory business case completion.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p><u>Short Term Management Plan resource implications</u> This will be funded through the Facilities Management &amp; Maintenance budget.</p> <p><u>Long Term Management Plan resource implications</u> Estimated costs for the provision of an automated barrier system are below £10,000 capital costs with additional annual maintenance costs of circa £400.</p> <p>The capital budget for Phase II development was £191,000 with current spend at £161,570. Remaining capital funding will be used to fund the installation of an automated barrier system as proposed. Annual maintenance and repair costs will be funded through the Council's centralised maintenance budget.</p> <p>The business case for this will be presented to the NS Committee for noting at a future meeting.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>

5.2	<p><b>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b>Proposal initiating consultation</b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p><b>Appendices</b></p>
7.1	<p>None</p>
8.0	<p><b>Background Documents</b></p>
8.1	<p>None.</p>

<b>Report to:</b>	Neighbourhood Services (NS) Committee
<b>Date of Meeting:</b>	23 February 2022
<b>Subject:</b>	Fleet Replacement Programme Update
<b>Reporting Officer:</b>	Sinead Murphy, Acting Assistant Director Waste Management
<b>Contact Officers:</b>	Tom Daly, Head of Fleet Brendan McClean, Garage/Workshop Officer

For Decision	For Noting Only	X	
<b>1.0</b>	<b>Purpose &amp; Background</b>		
1.1	<p>To provide an update on the Fleet Replacement programme outlining the progress made and plans in place to complete the procurement processes to deliver new vehicles to meet the needs of Service users. Business case approval has been secured to replace a number of existing service vehicles identified as requiring priority replacement by 31st March 2023.</p> <p>Following approval by SMT in September 2021, additional resources were released from the Garage at Strangford Road to enable progress of the Fleet Replacement programme in line with the Council's Procurement Policy and Corporate Governance.</p>		
<b>2.0</b>	<b>Key Issues</b>		
2.1	<p>Following the identification of an initial batch of 75 vehicles for priority replacement (all of the vehicles having exceeded their economic lives) at an estimated value of some £7.4 million, specifications for replacement vehicles have been completed in consultation with service users and the appropriate business cases have been approved.</p> <p>A timetable was established for the running of a series of six mini-competitions through the preferred Yorkshire Purchasing Organisation (YPO) Framework. The first three lots were advertised in December 2021 with the remaining three published in January 2022. All the tender returns are due back in late January and February 2022. The tender evaluations, which have been aligned with each of the tender closing dates over a six-week period are all on schedule to be completed by Friday 4 March 2022. Tender reports are in the process of being prepared following the completed evaluations with the intention of making the awards before the end of the financial year.</p>		
2.2	<p>As evaluations are completed and orders are placed with preferred suppliers, indications of estimated delivery time are provided. Appendix 1 details for each Lot the vehicle type, number of vehicles to be ordered, evaluation status and estimated delivery time, if known.</p>		
2.3	<p>Members should note that delivery times from all suppliers have, following the pandemic, been exacerbated by the global shortage of semi-conductors and it is unlikely that any vehicles will be delivered until the start of the 2023/2024 financial year.</p>		

2.4	<p>Work is continuing in identifying the next set of vehicles that are in excess of their economic life; of the 40 vehicles identified to date approximately half are small vans. Specifications have been drafted for the small vans to be procured with either diesel or electric as the main power source. The exact number of each is still being determined. Appropriate Business Cases will be brought to the Neighbourhood Services Committee for approval in due course.</p> <p>Ultimately the objective is to ensure on an ongoing basis that the Councils Fleet is maintained in good condition and that capital expenditure is equalised out over the life of the Fleet Replacement Programme.</p>
3.0	<b>Recommendations</b>
3.1	<b>Members are asked to note the contents of the report.</b>
4.0	<b><u>Resource Implications</u></b>
4.1	No additional resources are associated with this report.
5.0	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p>

	Consultation period will be less than 12 weeks (rationale to be provided)	<input type="checkbox"/>
	<i>Rationale:</i>	
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>	
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If yes, please complete the following:	
	Rural Needs Impact Assessment completed	<input type="checkbox"/>
<b>8.0</b>	<b>Appendices</b>	
8.1	<b>Appendix 1 – Replacement vehicle details with estimated evaluation and delivery timetable</b>	
<b>9.0</b>	<b>Background Documents</b>	
9.1	None	

### Appendix 1 – Replacement vehicle details with estimated evaluation and delivery timetable

<b>Lot</b>	<b>Vehicle Type</b>	<b>Number</b>	<b>Evaluation</b>	<b>Estimated Delivery (from order)</b>
<b>1</b>	<b>3.5T Medium Chassis Vehicles</b>	<b>7</b>	<b>Complete</b>	<b>47 weeks</b>
<b>2</b>	<b>5/6T Medium Chassis Vehicles</b>	<b>24</b>	<b>Complete</b>	<b>56-78 weeks</b>
<b>3</b>	<b>12T/26T/32T Refuse Collection Vehicles</b>	<b>30</b>	<b>22/02/2022</b>	<b>50-52 weeks</b>
<b>4</b>	<b>7.5T Beavertail Vehicles</b>	<b>2</b>	<b>22/02/2022</b>	<b>59 weeks</b>
<b>5</b>	<b>Compact 2.5T/4.5T/7.5T /12T Sweeper vehicles</b>	<b>10</b>	<b>25/02/2022</b>	<b>TBC</b>
<b>6</b>	<b>Mule Vehicles</b>	<b>2</b>	<b>02/03/2022</b>	<b>TBC</b>

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 February 2022
<b>Subject:</b>	Enforcement Improvement Plan Update
<b>Reporting Officer (Including Job Title):</b>	Sinead Murphy, Assistant Director: Waste Management (Acting)
<b>Contact Officer (Including Job Title):</b>	Liam Dinsmore Head of Waste Processing and Enforcement Laura Hughes Waste Facilities & Enforcement Manager

<b>For decision</b>	<b>For noting only</b>	<b>X</b>
<b>1.0 Purpose and Background</b>		
1.1	The purpose of this report is to update the Committee regarding implementation of the Enforcement Improvement Plan for dog fouling and illicit dumping. Improvement Plan was approved by Committee in March 2021 with direction by members for regular updates and actions for next 6-month period are as detailed below.	
1.2	The current Enforcement Improvement Plan can be found in Appendix 1, with a summary of the key Action Points and progress detailed below:	
	<b>Action Points from Report approved in March 2021</b>	<b>Progress Summary Report</b>
	1. Trial for Enforcement /GIS Mapping App.	Developed app now available for use by Enforcement / Authorised Council Officers Agile/mobile working IT equipment being identified by IT Manager to meet requirements
	2. Provide Benchmarking Report as to FPN issued.	Complete and considered by Committee. Annual Performance Improvement Targets set at 90 for issue of FPN & 80% payment
	3. Recruitment  Establishment: <ul style="list-style-type: none"> <li>• 4 Permanent Enforcement Staff</li> <li>• 2 Seasonal Enforcement Staff</li> </ul>	Staffing currently is 3 no Enforcement Officers (2 X Newry + 1 X Down)  1 Permanent staff member recently resigned Recruitment in progress for replacement  Agency recruitment live for 2 x Seasonal Staff
	4. Additional litter bins	Addressed by Head of Refuse/Cleansing
	5. Raising Awareness	Promotional Plan, as approved by Committee implemented June /July 2021  Refer to Enforcement Improvement Update August 2022 (Appendix: 1)

6. Cleaner/Greener initiative	Interest in clean-ups has been significant with 81 official requests supported since 14 <sup>th</sup> April 2021 – current.
7. Community Ambassadors	Project reported as delayed during 2021, due to Covid restrictions. Initiatives now to be trialled
8. Public Reporting	FPN and actions are included in Appendix: II of this report. FPN issued to date are in excess of target annual Performance Improvement Plan baseline set.
9. School Outreach	Proposal submitted to and adopted by Council to provide 10 x kitchen caddies. Caddies are available, with Sustainability currently procuring litter picks for schools. Target to issue post – Easter 2022.
10. Communications Plan	<p>Program as approved by Council to increase awareness of littering and responsible dog ownership was implemented and rolled out between Friday 18 June – Friday 30 July 2021</p> <p>For the Live Here Love Here (LHLH) Anti-littering campaign there were 292,792 Facebook video views, with a total reach to 91,910 people across all social media channels</p> <p>For the LHLH Dog-Fouling campaign there were 43,470 Facebook video views, with a total reach to 172,658 people across all social media channels</p> <p>Program considered to have been successful in 2021 with 352,400 views of campaign videos on social media platforms – Facebook, Instagram and SnapChat.</p> <p>Requirement to continue Communications and visibility in 2022</p>
11. Use of CCTV/Bodycams	Work in Progress. Meeting to be convened with CCTV providers to discern requirements
12. DNA Testing for dogs	Matter reviewed and recommendation for 'no action' approved by Council
13. Partnering Arrangement	Arrangement continues with Louth C.C. Video has been recorded.



		Agreed joint cross-border school clean-up scheduled w/e 18 February 2022
	14. Joint Meeting with KNIB	Meeting held with KNIB with involvement secured for publicity and photo call events during 2022.
	15. Availability of Dog Waste Bags	<p>40,000 dog waste bags purchased to replenish the 9 dispenser units which have been erected in December 2021 across the District as follows:</p> <ul style="list-style-type: none"> <li>• Ashgrove Avenue, Newry (1)</li> <li>• Derrymore Rd/Main St, Bessbrook (1)</li> <li>• Clonallon Park, Warrenpoint (1)</li> <li>• Killyleagh Harbour Walkway (2)</li> <li>• Newcastle Promenade (2)</li> <li>• Warrenpoint Seafront (2)</li> </ul> <p>Comms to be provided to Council social media platforms to promote awareness when available for use.</p>
1.3	<b><u>Communications/Publicity Campaign roll-out February - August 2022</u></b>	
	<b>Completed Program Content</b>	<b>Project Content to be delivered February 2022 - August 2022.</b>
	<b>Dog-Fouling</b>  1. Publishing details of Responsible Dog Ownership Seek to issue Leaflet from Dog Trust.	<p>1. Council has published details relating to Responsible Dog Ownership</p> <p><b>Proposal:</b> Indications from KNIB that most dog-owners are in fact responsible</p> <p>1:1 Press Release to restate details of Responsible Dog-Ownership March 2022</p> <p>1:2 Enforcement Officers on patrol in hotspot areas to approach dog-walkers and issue leaflet detail regarding Responsible Dog-Ownership</p> <p>1:3 Review of existing landing page for Responsible Dog Ownership at <a href="https://www.newrymournedown.org/dogs-and-animal-welfare">https://www.newrymournedown.org/dogs-and-animal-welfare</a></p> <p>1:4 Undertake targeted awareness media campaigns to stimulate dog -fouling awareness initially at Warrenpoint Seafront, Newcastle Seafront, Crossgar, Drumaness, Killyleagh/Shirgley and Strangford in conjunction with interested Community Groups</p> <p>1:5 Awareness Campaign to highlight the problem of dog -fouling to include:</p> <p>-The use of eco-spray paint to showcase the problem more visually to dog owners to emphasize the damage their actions are having on their community.</p>

<p>Use of LHLH posters to implement social media messaging regarding littering and dog fouling</p>	<p>1:6 Consultation with other Council Departments to seek joint initiatives e.g. signage, targeted patrols and enforcement to address issues of dog-fouling in Public Places.</p> <p>1:7 Billboard Campaign</p> <p>The Live Here Love Here billboard campaign will run 14/03/22 to 27/03/22 at the following locations.</p> <table border="1" data-bbox="448 510 1437 792"> <thead> <tr> <th>Area</th> <th>Location</th> <th>Design</th> </tr> </thead> <tbody> <tr> <td>Newry</td> <td>Newry, Belfast Road, at Newry Hockey Club</td> <td>Dog</td> </tr> <tr> <td>Ballynahinch</td> <td>Ballynahinch, Dromore Street</td> <td>Cup</td> </tr> <tr> <td>Downpatrick</td> <td>Downpatrick, Racecourse Road</td> <td>PPE</td> </tr> </tbody> </table> <p>1:8 Public Relations - Plan to be implemented:</p> <ul style="list-style-type: none"> <li>• Photo Opportunity to be undertaken with Chairperson of Council plus KNIB. Theme: Responsible Dog Ownership.</li> <li>• Seek to display LHLH posters to school partners boundary wall detailing key messages relating to Dog Fouling</li> <li>• Develop PR with participating Community Groups ref: stencils and eco-paint initiatives to highlight dog-fouling. Meet with local Editors to seek engagement.</li> <li>• PR opportunities explored with local media outlets</li> <li>• Patrols by Enforcement Officers</li> </ul>	Area	Location	Design	Newry	Newry, Belfast Road, at Newry Hockey Club	Dog	Ballynahinch	Ballynahinch, Dromore Street	Cup	Downpatrick	Downpatrick, Racecourse Road	PPE
Area	Location	Design											
Newry	Newry, Belfast Road, at Newry Hockey Club	Dog											
Ballynahinch	Ballynahinch, Dromore Street	Cup											
Downpatrick	Downpatrick, Racecourse Road	PPE											
<p><b>Litter Awareness</b></p> <p>Continued implementation of the Enforcement Improvement Plan</p> <p>Illicit Dumping, siting of litterbins and cleansing operations.</p>	<p>2. Council has published details relating to Anti-Littering/Flytipping</p> <p><b>Proposal</b></p> <p>2:1 Undertake targeted awareness media campaigns to target Littering/Fly-Tipping initially at Flagstaff Newry, Warrenpoint Seafront, Newcastle Seafront, Crossgar, Drumaness, Killyleagh/Shirgley and Strangford in conjunction with interested Community Groups. Awareness campaigns to utilise signage</p> <p>2:2 Launch of Cross Border Anti: Litter Campaign to encourage visitors to our shared area not to drop litter and to 'Take it Home'</p> <p>2:3 Cross Border awareness regarding litter to involve schools in both areas to undertake a collection of litter in their area, designed to highlight the problem of littering.</p> <p>2:4 Continued support of community groups to encourage litter collection and 'Adopt a Spot' by supplying them with resources including litter pickers, bags, gloves and 'Pick Up the Poo' Dog Fouling posters/stickers/bags/chalk packs etc. Press Release/Photo call with NS Team allocating resources to groups' Project to be administered and publicised via Sustainability Section of the Council</p> <p>2:5 Publicise issue of litter-picks to schools to promote litter-awareness</p>												

		<p>Social Media</p> <ul style="list-style-type: none"> <li>▪ Groups who are organising community clean ups across the district can share content images of clean up etc with NS team and we can post to our social media channels.</li> </ul> <p>2:6 Liaise with KNIB to explore and develop initiatives to highlight the impact of littering to the Marine Environment.</p> <p>2:7 Public Relations - Plan to be implemented:</p> <ul style="list-style-type: none"> <li>• Photo Opportunity to be undertaken with Chairperson of Council plus KNIB. Theme: Anti-Litter / Take It Home</li> <li>• Seek to display LHLH posters to school partners boundary wall detailing key messages relating to Littering</li> <li>• Photo Opportunity ref: issue of Litterpicks to schools with associated Press Release</li> </ul> <p>Develop PR with participating Community Groups ref: stencils and eco-paint initiatives to highlight Littering. Meet with local Editors to seek engagement.</p> <ul style="list-style-type: none"> <li>• PR opportunities explored with local media outlets</li> <li>• Patrols by Enforcement Officers</li> <li>• Publish details of Fixed Penalty notices issued.</li> </ul>
2.0	<b>Key Issues</b>	
2.1	As noted above.	
3.0	<b>Recommendations</b>	
3.1	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• To note the content of this update report</li> </ul>	
4.0	<b>Resource implications</b>	
4.1	None	
5.0	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>	
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p><b>N/A</b> <span style="float: right;"><input checked="" type="checkbox"/></span></p>	
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>	

	<p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
<p>5.3</p>	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<p>6.0</p>	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
<p>6.1</p>	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
<p>7.0</p>	<p><b>Appendices</b></p>
	<ul style="list-style-type: none"> <li>• Appendix I: Enforcement Improvement Plan November 2021</li> <li>• Appendix II: Fixed Penalty Notice Report</li> <li>• Appendix III: LHLH Billboard Designs</li> </ul>
<p>8.0</p>	<p><b>Background Documents</b></p>
<p>8.1</p>	<ul style="list-style-type: none"> <li>• Notices of Motion (February 2019)</li> <li>• Elected Member workshop on the issue on the 22 March 2019, as considered 19 June 2019</li> <li>• NS Committee Report (August 2020 and March 2021)</li> <li>• Live Here Love Here Assets (Static Assets for Dog Fouling &amp; Litter for use on Social Media Channels/Paid Campaign on Facebook)</li> <li>• Enforcement Improvement Plan March 2021</li> <li>• Enforcement Improvement Plan August 2021</li> <li>• Enforcement Improvement Plan November 2021</li> </ul>

## Appendix I: Enforcement Improvement Plan November 2021

Please see separate pdf

## Appendix II: Fixed Penalty Notice Report

### 1. Background

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

### 2. FPNs issued

- 2.1 FPN as issued in last 2 financial years as follows:

- April 2020/March 2021 = 58 issued with 33 (56.9%) Paid
- April 2021/March 2022 (to 11/02/2022) = 107 issued with 84 (78.5%) Paid

As of 30 November 2021, 91 FPNs had been issued by Enforcement, exceeding the set annual PIP target of 90 FPNs to be issued for dog fouling, illicit dumping and littering

- 2.2 Fixed penalty notices served and enquiries in process in 2021/2022 financial year to date are as follows;

Month	FPN Issued		FPN Paid		Enquiries in Process	
	Dog Foul	Litter/FT	Dog Foul	Litter/FT	Dog Foul	Litter/FT
April	9	1	2	1	0	0
May	3	10	2	8	0	0
June	9	9	9	6	0	2 - Legal
July	2	16	2	15	0	2 - Legal
August	0	9	0	9	0	1
September	0	6	0	6	0	1
October	1 - Legal	7	0	6	0	2
November	1	9	1	8	0	1
December	0	0	0	0	0	3 (1 – Legal)
January	1	7	1	6	0	10
February MTD	0	7	0	2	0	0
<b>Totals</b>	<b>26</b>	<b>81</b>	<b>17</b>	<b>67</b>	<b>0</b>	<b>22</b>

- 2.3 A total of 107 FPNs have been issued by Council Enforcement Officers between 1 April 2021 – 11 February 2022, with a consistent, averaging trend of 10 FPNs issued per month. A further 22 enquiries are pending, which are all related to incidents of Flytipping/Littering

It is anticipated that the majority of pending enquiry notices will result in Enforcement action

- 2.4 Of the 107 FPNs issued to date, 24.3% (26) relate to incidents of Dog Fouling, with 75.7% (81) relating to incidents of Littering/Flytipping
- 2.5 Enforcement officers are continuing to follow up on the remittance of overdue fines with 84/107 (78.5%) of fixed penalty notices paid with total of FPN payments received in 2021/2022 to date amounting to £4,440 (2020/2021 FPN payment received = £1,710)
- 2.6 Four case files relating to littering (3) and flytipping (1) offences have been progressed for Court proceedings due to non-return of Article 20 information. It is anticipated that Courts may award a higher fine with details publicised to local papers.

A further two cases are pending internal legal review for subsequent Court action. One case relates to non-payment of fine for a dog-fouling offence. The second case relates to non-return of Article 20 information for a flytipping offence. Progress update to be provided at the next NS committee meeting

### Appendix III: Live Here Love Here Billboard Designs

**Dog:**




**Cup:**








**PPE:**





Theme	Supporting Action	Timeframe	Comments	Progress Updates as at August 2020/March 2021:	Status	Comment as at 11 November 2021
<b>Management Information</b>	Recording, categorisation & mapping of fly-tipping incidents and removal / processing costs	S/T	Analysis of this information will support the identification of "hot-spots" & the corresponding targeting of resources. Enabled by access to Tascomi system.	<p><b>August 2020:</b> All fly-tipping incidents reported have been collated from 2016 from the Tascomi System- ready to be sent to the GIS team.</p> <p>Asbestos related tipping has also been filtered- awaiting cost analysis.</p> <p>Attempt to attribute cost to removal of flytipping had begun however, due to COVID and staff shortages, the work has been postponed</p> <p><b>March 2021:</b> Two Council web applications for the recording, categorisation and mapping of fly-tipping incidents in development by the GIS Officer.</p> <p>Trial underway of Enforcement GIS mapping app. Anticipated rollout April/May 2021</p>		<p><b>In Progress:</b> GIS mapping app finalised and currently on trial by Enforcement / Authorised Council Officers. Officers to feedback to GIS Officer as to any issues presenting</p> <p>Basic design of a public reporting app has been constructed.</p> <p>Further consultation and development required to address GDPR compliance and end user final design</p> <p>Tascomi address list to be updated.</p> <p>These developments will facilitate the identification of "hotspots" to improve targeted enforcement</p>










	Mapping & analysis of Dog Licences	S/T	<p>This will potentially identify specific parts of our District where take-up is under-performing.</p> <p>Subsequent analysis can also be used to identify high-volume areas &amp; corresponding targeting of resources.</p>	<p><b>August 2020/March 2021:</b> Mapping of licenses is complete.</p> <p>Meeting to be set up when feasible to liaise with GIS team regarding updating data and analysis.</p>		<p><b>In Progress:</b> Meeting to be convened with GIS Team to progress</p>
	Analysis of LEAMS (Local Environmental Audit & Management System) scoring for litter pollution & dog fouling.	S/T	<p>Our on-going participation in this scheme (via Keep NI Beautiful) will enable our performance to be tracked over-time.</p> <p>Analysis of scores will identify areas for improvement.</p>	<p><b>August 2020:</b> We continue to work with Keep NI Beautiful to track our performance overtime. Head of Performance and Improvement had analysed the trends which are to be published in the Performance and Improvement Plan Assessment 2019-20 (September 2020).</p> <p>Collaboration between Head of Enforcement and Waste Processing, the Head of Refuse and Cleansing and the Head of Performance and Improvement could help identify areas of improvement.</p> <p><b>March 2021:</b> 2019/2020 NMDDC LEAMS score = 64</p>		<p><b>In Progress:</b> 2021/2022 target to achieve or surpass NI average 2020/2021 LEAMS =</p> <p>2020/2021 NMDDC LEAMS score = 64</p>
	Collection & analysis of benchmarking information with	S/T	Continual performance & process (activity) benchmarking with other Councils, specifically in relation to	<p><b>August 2020:</b> We continue to work with Keep NI Beautiful to track our performance over time.</p>		<p><b>Completed:</b> Press release observed highlighting low levels of FPNs issued South of Ireland in 2020.</p>

	other (NI) Councils		LEAMS scoring & the issuing of Fixed Penalty Notices (FPNs) will inform the development of new actions.	<p>Head of Performance and Improvement had analysed the trends which are to be published in the Performance and Improvement Plan Assessment 2019-20 (September 2020),</p> <p>Collaboration between Head of Enforcement and Waste Processing, the Head of Refuse and Cleansing and the Head of Performance and Improvement could help identify areas of improvement.</p> <p><b>March 2021:</b> Benchmarking information provided to Council December 2020.</p>		<p>Monthly tracking in progress for FPNs issued by Enforcement Team and payments</p> <p><b>In Progress:</b> Request statistics for England, Wales, Scotland for benchmarking</p> <p>Meeting to be convened with Departments Heads as stated</p>
<b>Legal Provisions &amp; Policy</b>	Extend the number of Dog Control Orders to other locations	S/T	Enabled by The Clean Neighbourhoods & Environment (NI) Act 2011. Current geographical scope is limited. Opportunity to extend to other Council land assets. Partly supported by the identification of hot-spots & extending enforcement powers to other Council Officers.	<b>August 2020/March 2021:</b> Areas to be identified by liaising with the GIS team. If areas are identified, an opportunity to work collaboratively with parks and grounds staff could be explored		<b>Action Required:</b> Liaise with Assistant Director of Tourism, Culture and Events to seek extend enforcement powers to Park Wardens/Mourne Heritage and other potential options.
	Explore increased use of powers to require the removal of waste	M/T	Enabled by Article 28 of The Waste & Contaminated Land (NI) Order 1997. Will require	<b>August 2020:</b> Work was underway with the Senior Environmental Health		<b>Ongoing:</b> Monthly Enforcement Team Review meeting extended to Heads of EH & Cleansing and





	unlawfully deposited (fly-tipping)		legal clarification & (potentially) supporting protocols.	<p>Officer to identify areas of responsibility.</p> <p>Progress halted by COVID, however, will be continued as soon as feasible.</p> <p><b>March 2021:</b> Joint working in place with EH Officers</p> <p>Wastes dumped in private gardens addressed by EH and wastes dumped on lands in country side by Enforcement</p>	other regulatory body officials to address areas of responsibility
	Extend powers to issue Fixed Penalty Notices (FPNs) to other Council Officers	M/T	This has the potential to supplement existing Enforcement Officer resources. Potential human resource implications.	<p><b>August 2020:</b> No progress on extending powers to staff.</p> <p>However, successfully recruited two seasonal enforcement officers (23/07/2020) and interviewing for two permanent officers (07/08/2020)</p> <p><b>March 2021:</b> Enforcement Section appointed 2 x Permanent staff 1<sup>st</sup> November 2020 with training concluded 31<sup>st</sup> December</p>	<p><b>Completed:</b> 1 X Seasonal Officer appointed into post 24<sup>th</sup> May to 31<sup>st</sup> August 2021</p> <p>1 X Permanent Officer appointed into post 1<sup>st</sup> September 2021</p> <p><b>In Progress:</b> Recruitment process underway for one temporary officer based at Down</p> <p>Recruitment process also currently underway for two seasonal enforcement officers – 1 X Down based and 1 X Newry based</p> <p>Intention for Seasonal Officers to be strategically assigned to identified "hotspots" where</p>

					there has been an increase in dog-fouling and littering offences.
	Litter Bin provision policy	M/T	Development of a litter bin provision policy (based on an assessment of need) governing kerbside and other Council land asset provision, as well as bin-type and frequency of emptying.	<b>August 2020/March 2021:</b> Policy has been developed and approved by Council.	 <p><b>Completed:</b> 31 Public Health Litter &amp; 6 Littering Tascomi service requests received by Enforcement Team from 01/04/2021-11/11/2021</p> <p>6 (16.2%) specific requests for additional litter bin provision.</p> <p>Cleansing section consulted on requests received</p> <p><b>In Progress:</b> Further litter bin review with Head of Cleansing in light of current littering issues.</p>
<b>Awareness Raising &amp; Education</b>	Dog Fouling Strategy (Phases I & II)	S/T	Continue with the promotion of responsible dog ownership (Phase I) but officially launch Phase II (greater focus on enforcement). Supporting publicity campaign.	<b>August 2020/March 2021:</b> With the COVID pandemic, the Strategy has been put on hold however, we have continued with the promotion of Responsible Dog Ownership (Phase I) by providing information on responsible dog ownership on the council website and social media channels during the COVID pandemic.	 <p><b>Completed:</b> Public information as to issues of Flytipping/Littering and Responsible Dog-Ownership updated to Council web site – June/July 2021</p> <p>Enforcement representation at NIDAG Group meetings since February 2021</p> <p><b>In Progress:</b> Detail ref Responsible dog ownership provided to Head of Licensing for inclusion on dog-licence registration form</p> <p>Collaborative joint Enforcement / Licensing officer patrols to be</p>




						<p>conducted in identified "hotspot" areas</p> <p>Intention for recruited Seasonal officers to be strategically assigned to identified "hotspots" where there has been an increase in dog-fouling and littering offences</p>
Cleaner, Greener Communities pilot	S/T	Review the effectiveness of the recent pilot & prepare a business case to roll-out in future years.	<b>August 2020/March 2021:</b> Reviewed by the Head of Sustainability, decided to not proceed with the project in the future.		<b>Completed</b> Interest in clean-ups has been significant with 79 official requests supported since relaunch 14 <sup>th</sup> April 2021	Raise with Head of Sustainability as to continuation arrangements for 2022/2023
Temporary suspension of cleansing regimes	S/T	Consider the feasibility of suspending local cleansing regimes to highlight the scale of the problem in local hot-spots.	<b>August 2020/March 2021:</b> Please refer to Head of Refuse and Cleansing for update.		Not progressed	<b>Action Required</b> Please refer to Head of Refuse and Cleansing for update.
Signage	S/T	Consider the erection of suitable signage at all Council land assets (i.e. play parks etc.). Possible financial implications.	<b>August 2020/March 2021:</b> Recommend that signs should be erected however, cannot progress due to budgeting issues.		<b>In Progress</b> Seek Departments to review this aspect and to provide low cost identifiable signage under 2022/2023 rates estimate provision	
Community Ambassadors	M/T	Opportunity to appoint local ambassadors to supplement Council enforcement activities to approach offenders in local areas. Will require legal clarification & risk assessment.	<b>August 2020/March 2021:</b> Work had begun with Tidy NI regarding a Dog Fouling pilot with local ambassadors, however, progress has halted due to the COVID pandemic.		This Project continues to be delayed due to Covid	<b>In Progress:</b> As an alternative joint Enforcement / Dog Warden patrols to be set up at key sites:




						<ol style="list-style-type: none"> <li>1. Dog Licence</li> <li>2. Carrying of dog waste bags</li> <li>3. Dog chipped/licensing</li> <li>4. Education</li> </ol>
Public reporting of performance information	M/T	Opportunity to highlight the scale of the problem in local areas by periodically reporting the number of recorded incidences and FPNs issued (District-wide & DEA). Enabled by short-term management information actions.	<p><b>August 2020:</b> With staffing issues during the COVID pandemic the data has not be analysed and reported at DEA level. However, the Performance and Improvement Plan Assessment 2019-20 when published in September 2020 will include district wide trend analysis.</p> <p><b>March 2021:</b> All FPNs are continually recorded and are mapped</p>		<p><b>Completed:</b> All FPNs continue to be recorded and mapped</p>	
Local Schools Education Programme	M/T	Develop an education programme for local schools highlighting the health and environmental hazards of dog fouling, littering & fly-tipping. Links with Environmental Health.	<p><b>August 2020:</b> We were in contact with Patrick McShane regarding uptake. Progress has halted with the COVID pandemic, will continue once feasible</p> <p><b>March 2021:</b> Schools reopening w/c 08/03/2021 on phased basis</p>		This Project is in progress and due to fully recommence in Quarter 4 with the issuing of litter pickers and food waste caddies to schools as previously approved by Council in May 2021	
Local Community Reporting (including naming & shaming of offenders)	M/T	Will require legal clarification & an assessment of data protection implications etc.	<p><b>August 2020/March 2021:</b> Legal opinion was sought. Name and shame is not an option when a person pays their fine/ However, if the case is brought to court, the details will be in the public arena.</p>		<p><b>Completed:</b> FPN reported to NS Committee and to be provided monthly.</p> <p><b>In Progress:</b> Extended plans to report monthly figures by DEA on the Council Website with a view to</p>	

				<p>We could however, present data visually by postcode for example and community level reporting would be possible.</p> <p>Possible discussion to be had with the GIS team.</p>	going live in Quarter 4 2021/2022
Communications	S/T	Raise awareness of related littering and dog-fouling issues	<p><b>August 2020:</b> This aspect due for release</p> <p><b>March 2021:</b> Target roll out end - March 2021</p>	<p><b>Completed:</b> LHLH Anti-Littering &amp; Responsible Dog Ownership Comms Project – Rolled out June/July 2021</p> <p>Public information as to issues of Flytipping/Littering and Responsible Dog-Ownership updated to Council web site – June 2021</p> <p>Co. Louth Anti-Flytipping video recorded July 2021 and at final edit stage</p> <p>Monthly FPN stats provided to NS Committee</p> <p><b>In Progress:</b> Bill-board advertising ref: Dog-fouling / Anti-Littering</p> <p>Lobby Central Govt to raise fines</p> <p>Radio advertising ref: reporting of littering/flytipping and dog-fouling</p> <p>Use of CCTV/Body Cameras</p>	

	Establishment of a Community Fund	M/T	Opportunity to explore the potential of a community fund (secured from grant-aid funding or from other income sources) to support anti-dog fouling, littering & fly-tipping activities.	<p><b>August 2020/March 2021:</b> Unaware of grant aid funding or other income to support anti-dog fouling, littering &amp; fly-tipping activities.</p> <p>However, there is an opportunity to discuss with "Live Here, Love Here" for support in the activities.</p>		<p>Chalk stencilling at hotspots</p> <p><b>Action Required:</b> Raise with Head of Sustainability</p>
<b>Technology</b>	CCTV	M/T	Explore the feasibility of using temporary / mobile CCTV to support enforcement activities.	<p><b>August 2020/March 2021:</b> Protocol and Policy needs to be developed by Facilitates to progress this action.</p> <p>Possibility of receiving grant aid from NIEA.</p>		<p><b>In Progress:</b> Discussion underway to implement appropriate CCTV and bodycams.</p> <p>Engagement with neighbouring/other Councils currently availing/utilising cameras to explore best fit solution and policy development requirements</p>
	Bodycams & Hand-held Devices	M/T	Explore the potential use of Bodycams to collate evidence & hand-held devices to process FPNs.	<p><b>August 2020/March 2021:</b> Once all necessary staff has been recruited a pilot will be conducted.</p>		<b>As above</b>
	DNA Testing for Dog Waste	L/T	This option is not feasible	N/A		<p><b>No further action to be progressed at this time</b></p> <p>No legal power to insist owners register for this service. Project not considered to be financially deliverable and does not deal with dogs as are brought into Council District from other locations.</p>



						<p>1. Cost at approx. £44 per initial sample to identify dog</p> <p>2. Cost of tests thereafter £70 per sample not including collection costs</p>
	Mechanised Cleansing Equipment	M/T	Explore the potential for the increased use of mechanised cleansing equipment (i.e. small scrubber sweepers & quad-type vehicles) to assist with cleansing activities. Enabled by Cleansing review.	<b>August 2020/March 2021:</b> Please refer to the Head of Refuse and Cleansing.		<b>Action Required:</b> Refer to Head of Cleansing as reduced levels of cleansing impacts on Leams and visibility of dog-fouling
<b>Partnership Working</b>	Louth County Council Joint Working	S/T	Prepare action plan with Louth County Council to address shared fly-tipping issues.	<p><b>August 2020:</b> Last meeting was held on 13<sup>th</sup> March 2020 regarding the action plan, however due to the COVID pandemic, process has halted. Work will continue once feasible.</p> <p><b>March 2021:</b> Target delivery for promotional video of 30 June 2021</p>		<b>Completed:</b> Co. Louth working group is active. Promotional video regarding Fly-Tipping along shared border has been commissioned and recorded on 21 <sup>st</sup> July 2021. Video complete and currently at final edit stage. Anticipated to be released in Quarter 4 2021/2022
	NIEA / Neighbouring Councils	S/T	Explore the potential for collaboration with the NIEA and neighbouring Councils specifically in relation to support for the improvement plan.	<p><b>August 2020/March 2021:</b> Currently working with NIEA and Louth County Council regarding actions/implementations to support the improvement plan.</p> <p>Work in currently on hold with the COVID pandemic, will continue once feasible.</p>		<p><b>Completed:</b> NIEA contacted and have recently collaborated to remove wastes in South Armagh area. Further meetings programmed</p> <p>Current collaborative engagement with ABC Council Neighbourhood Environmental &amp; Community Engagement team</p>

	Dogs Trust	S/T	Working with Building Control & Licensing and Environmental Health to develop a partnership agreement with The Dog's Trust (promotion of responsible dog ownership)	<p><b>August 2020:</b> Currently working with the Dog's Trust and using their PR material to promote responsible dog ownership.</p> <p><b>March 2021:</b> No progress due to Covid</p>		<p>No further progress due to Covid.</p> <p>Once feasible with the COVID pandemic, progress will resume.</p>
	Keep NI Beautiful	S/T	Work with Keep NI Beautiful to review improvement plan & support improvement initiatives.	<p><b>August 2020/March 2021:</b> We keep regular contact and work with Keep NI Beautiful. Once the LEAM's and FPN data has been analysed fully, more targeted progress and collaborative work can begin.</p>		<p><b>Action Required:</b> Meeting to be convened Enforcement, Cleansing Services and KNIB.</p>
<b>Resources</b>	Recruitment	S/T	Complete recruitment to seasonal & permanent posts.	<p><b>August 2020:</b> Two seasonal enforcement officers have been recruited starting Monday 27<sup>th</sup> July 2020. Interviews for two permanent enforcement are due to take place Friday 7<sup>th</sup> August 2020.</p> <p><b>March 2021:</b> Permanent appointments made October 2020</p>		<p><b>Completed:</b> 1 X Seasonal Officer appointed into post 24<sup>th</sup> May to 31<sup>st</sup> August 2021</p> <p>1 X Permanent Officer appointed into post 1<sup>st</sup> September 2021</p> <p><b>In Progress:</b> Recruitment process underway for one temporary officer based at Down</p> <p>Recruitment process also currently underway for two seasonal enforcement officers – 1 X Down based and 1 X Newry based</p> <p>Intention for Seasonal Officers to be strategically assigned to identified "hotspots" where there has been an increase in</p>

	Enforcement Workforce Plan	M/T	Identify future workforce requirements to support improved enforcement performance. Enabled by Neighbourhood Services Transformation Project (NSTP).	<p><b>August 2020:</b> Assessed and proposed to increase enforcement bodies by using private firms or council staff with targeted initiatives.</p> <p>Plan to also have 4 permanent enforcement officers and 4 seasonal.</p> <p><b>March 2021:</b> Enforcement establishment set at 2 X Seasonal and 4 X Permanent</p>	<p>dog-fouling and littering offences.</p> <p>No further action</p>
<b>Performance Management</b>	Performance Indicators	S/T	Develop a suite of performance indicators to support enforcement improvement plan.	<p><b>August 2020:</b> Data is collated regarding FPN's and payment of fines, with a target of 10% increase by the end of 2020-21.</p> <p>Data is collated, analysed and currently reported by the Performance and Improvement Plan 2020-21.</p> <p><b>March 2021:</b> 2019/20 (54 FPN)</p>	<p><b>Completed:</b> 10% increase in FPN issue not realised from 2019-2020 v 2020-2021 due to impact of COVID-19 restrictions and risk control measures with regards to waste inspections and physical distancing for approaches to person further to incident observation. Also issues presented with return of DVLA requests during the period</p> <p>2021/2022 YTD FPNs issued are currently significantly surpassing 2019/20 and 2020/21 totals demonstrating a 65% increase</p> <ul style="list-style-type: none"> <li>▪ 2019/20 (54 FPN)</li> <li>▪ 2020/21 (52 FPN)</li> <li>▪ 2021/22 (86 FPN) YTD</li> </ul>



<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 February 2022
<b>Subject:</b>	Waste Management Scale of Charges 2022/2023
<b>Reporting Officer (Including Job Title):</b>	Sinead Murphy, (Acting) Assistant Director Waste Management
<b>Contact Officer (Including Job Title):</b>	Liam Dinsmore, Head of Contracts, Waste Processing & Enforcement

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

	For decision	x	For noting only
<b>1.0</b>	<b>Purpose and Background</b>		
1.1	Annually, the Waste Management Section reviews its pricing structure for waste collection charges and pricing of new and replacement bins and parts. This report presents the reviewed scale of charges for 2022/2023 and proposed to take effect from 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> March 2023 for Committee consideration.		
<b>2.0</b>	<b>Key Issues</b>		
2.1	The Waste Management section currently charges for the following services: <ul style="list-style-type: none"> <li>• <b>Purchase of Wheeled Bins and spare parts</b></li> <li>• <b>Trade/Commercial Waste Collection Services including from Caravan Sites</b></li> <li>• <b>Trade/Commercial Wastes received at Civic Amenity Sites</b></li> <li>• <b>Bulky Collection Service</b></li> </ul>		
2.2	Council are obliged to apply charges for collection of wastes at Commercial Premises. Charges are levied based on bin size, service requirements and frequency of collection.  Council Waste Strategy seeks to encourage recycling and minimisation of black bin wastes. Charges for collection and disposal of non-recycling wastes are notably higher.  The current charging structure has been reviewed and a 1.95% increase has been applied. Full details of the proposed pricing structure for 2022/23 is detailed in <b>Appendix 1</b>		
<b>3.0</b>	<b>Recommendations</b>		
	Members are asked to: <ul style="list-style-type: none"> <li>• <b>Approve the Proposed Waste Management Services Scale of Charges 2022/23 as set out in Appendix 1.</b></li> </ul>		
<b>4.0</b>	<b>Resource implications</b>		
4.1	Officer time – to make staff aware of pricing and to update and configure literature and computerised systems.		
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>		

5.1	<p><b>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</b></p> <p><i>n/a</i> <input type="checkbox"/></p>
5.2	<p><b>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input checked="" type="checkbox"/></p>
5.3	<p><b>Proposal initiating consultation</b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> <p><i>n/a</i></p>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p><b>Appendices</b></p>
	<p><b>Appendix 1:</b> Proposed Waste Management Scale of Charges 2022/2023.</p>
8.0	<p><b>Background Documents</b></p>
	<p><b>NS Committee Minute - NS/004/2022 TRADE WASTE AND CARAVAN REFUSE COLLECTION SERVICES</b></p>

## Appendix 1 – Waste Management Scale of Charges 2022/2023

### 1. Bin Purchases

<b>BIN PRICES</b>	<b>BLACK (RESIDUAL BIN) 2022/2023</b>	<b>BLUE &amp; BROWN RECYCLING BINS (Domestic &amp; Trade) 2022/2023</b>
140 litre bin collected from Depot	£41.34	£20.27
240 litre bin collected from Depot	£43.52	£21.34
360 litre bin collected from Depot	£91.42	£44.80
660 litre bin collected from Depot	£302.43	£148.32
1100 litre bin collected from Depot	£341.64	£167.54
140 Litre bin delivered	£46.51	£25.45
240 Litre bin delivered	£48.70	£26.51
360 Litre bin delivered	£101.78	£55.16
660 Litre bin delivered	£333.50	£182.28
1100 Litre bin delivered	£372.71	£201.88
Axles & Wheels collected from depot (140 litre & 240 litre)	£13.07	£13.07
Axles & Wheels fitted (140 litre & 240 litre)	£17.39	£17.39
Lid delivery & fitting (only available Greenbank 140 litre & 240 litre)	£14.14	£14.14

### 2. \*Bulky Household Waste

<b>Bulky Collection</b>	<b>2022/2023</b>
£10.70 (maximum 5 items)	10.90

### 3. \*HRC Commercial Charges (Camlough & Kilkeel Sites only)

<b>Quantity of Waste</b>	<b>2022/2023</b>
Car Boot	6.83
Car Full	31.60
Small van up to 1.5 GVW	31.60
Small trailer up to 2 x 1.5 1.5 m	31.60
Large van assumed weight 0.84 tonne	97.90
Large trailer (twin axle)	97.90
Commercial recyclable waste (max 6 x bags or equivalent)	FREE
Car Tyre (No commercial tyres accepted) per tyre (max x 4)	1.63

\*Note: Prices are V.A.T. inclusive

#### 4. **\*\*Trade Waste Residual Bins (including Caravan Trade Waste)**

<b>Residual Waste</b>	<b>2022/2023</b>
140 litre bin collected	4.42
240 litre bin collected	5.41
360 litre bin collected	7.58
660 litre bin collected	14.18
1100 litre bin collected	23.00

#### 5. **\*\*Trade Waste Dry Recyclable (including Caravan Trade Waste)**

<b>Dry Recyclable Waste</b>	<b>2022/2023</b>
140 litre bin collected	3.40
240 litre bin collected	3.60
360 litre bin collected	4.85
660 litre bin collected	9.50
1100 litre bin collected	14.50

#### 6. **\*\*Trade Waste Organic (including Caravan Trade Waste)**

<b>Organic Waste</b>	<b>2022/2023</b>
140 litre bin collected	3.40

\*\* Note: Collection charges are V.A.T. exempt

#### 7. **Charities**

Charities to pay for purchase of bin, but receive free collection service for 1x240L black, 1x240L blue & 1 x 140L brown per fortnight. Anything over this usage is subject to standard Trade Waste Charges.

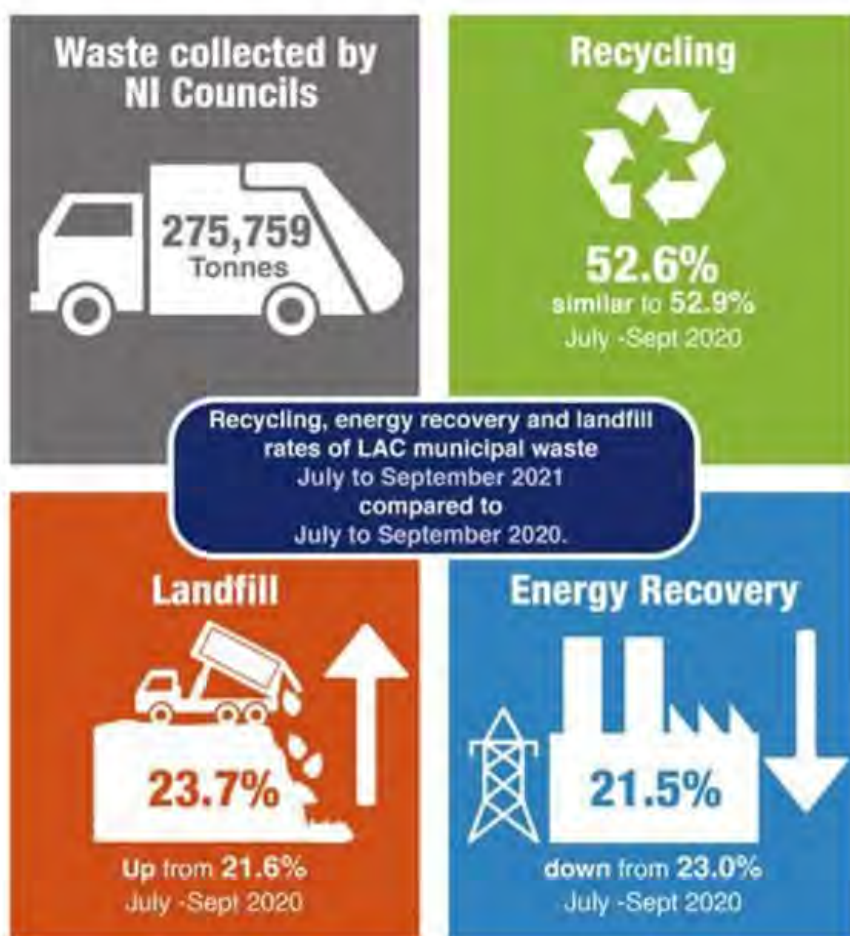


## DAERA RECYCLING STATISTICS

The provisional Northern Ireland local authority collected municipal waste management statistics report for July to September 2021 published by the Department of Agriculture, Environment and Rural Affairs.

This publication provides information on local authority collected municipal waste from household and non-household sources and recycling and landfill rates in Northern Ireland.

<https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-july-september-2021>



**ITEM 3**  
**ARC21 SPECIAL JOINT COMMITTEE**  
**Virtual Meeting No 063**  
**MINUTES**  
**Friday 3 December 2021**

**Members Present:**

Councillor A Bennington	Antrim & Newtownabbey Borough Council
Councillor M Goodman ( <i>Deputy Chair</i> )	Antrim & Newtownabbey Borough Council
Councillor R Kinnear	Antrim & Newtownabbey Borough Council
Alderman R Gibson	Ards & North Down Borough Council
Alderman D Drysdale ( <i>Chair</i> )	Lisburn & Castlereagh City Council
Councillor M Gregg	Lisburn & Castlereagh City Council
Councillor K Owen	Newry, Mourne & Down District Council

**Members' Apologies:**

Alderman A McDowell	Ards & North Down Borough Council
Alderman A Carson	Ards & North Down Borough Council
Councillor F Ferguson	Belfast City Council
Councillor P McReynolds	Belfast City Council
Councillor JJ Magee	Belfast City Council
Councillor S Lee	Lisburn & Castlereagh City Council
Alderman R Cherry	Mid & East Antrim Borough Council
Councillor I Friary	Mid & East Antrim Borough Council
Councillor D Reid	Mid & East Antrim Borough Council
Councillor R Burgess	Newry, Mourne & Down District Council
Councillor W Clarke	Newry, Mourne & Down District Council

**Officers Present:**

G Craig ( <i>Secretary</i> )	arc21
H Campbell	arc21
K Boal	arc21
J Green	arc21
M Laverty	Antrim & Newtownabbey Borough Council
N Martin	Ards & North Down Borough Council
C Mathews	Belfast City Council
J McConnell	Belfast City Council
D Carey	Mid & East Antrim Borough Council
J McBride	Newry, Mourne & Down District Council

**Officers' Apologies:**

T Walker	arc21
G Girvan	Antrim & Newtownabbey Borough Council
D Lindsay	Ards & North Down Borough Council
H Moore	Lisburn & Castlereagh Borough Council
P Thompson	Mid & East Antrim Borough Council

The Chair welcomed all to the meeting and thanked them for attending and advised that Mr Donal Doyle from the RPS Group was in attendance to present to the Committee and welcomed him also.

**Item 1 - Conflicts of Interest Statement**

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

**Action: Noted**

**Item 2 - Apologies**

Apologies were noted.

**Action: Noted**

The Chair welcomed all and made the point that there were just about enough Members in attendance to form a quorum for this important meeting which had been deferred from the previous scheduled date of 26 November due to a lack of a quorum. He noted that Councillor Owen had advised that she was not able to be in attendance for the whole meeting.

**IN COMMITTEE**

The Chair recommended that the meeting would now move "in committee" for Item 3 which was agreed.

Matters of a confidential and commercially sensitive nature were discussed under this agenda item.

Following discussion on the commercially sensitive matters, the Chair recommended that the meeting would now return to the main agenda, which was approved, but whilst "*in committee*" there was one matter discussed as follows:

**Item 3 - Residual Waste Treatment Interim Services – Report and Decision Document -  
Action: Decision deferred to Joint Committee meeting on 7 December**

**OUT OF COMMITTEE**

Members agreed to return to the main Agenda.

**Item 4 - AOB**

There was no further business discussed.

**Item 5 - Next Meeting**

The Chair advised that the next Joint Committee meeting would be held as scheduled on Tuesday 7 December and would be held virtually.

**Action: Noted**

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

**ITEM 5**  
**ARC21 JOINT COMMITTEE**  
**Virtual Meeting No 064**  
**MINUTES**  
**Tuesday 7 December 2021**

**Members Present:**

Councillor A Bennington	Antrim & Newtownabbey Borough Council
Councillor M Goodman ( <i>Deputy Chair</i> )	Antrim & Newtownabbey Borough Council
Alderman A McDowell	Ards & North Down Borough Council
Alderman R Gibson	Ards & North Down Borough Council
Alderman D Drysdale ( <i>Chair</i> )	Lisburn & Castlereagh City Council
Councillor M Gregg	Lisburn & Castlereagh City Council
Councillor S Lee	Lisburn & Castlereagh City Council
Councillor R Burgess	Newry, Mourne & Down District Council

**Members' Apologies:**

Councillor R Kinnear	Antrim & Newtownabbey Borough Council
Alderman A Carson	Ards & North Down Borough Council
Councillor F Ferguson	Belfast City Council
Councillor P McReynolds	Belfast City Council
Councillor JJ Magee	Belfast City Council
Alderman R Cherry	Mid & East Antrim Borough Council
Councillor I Friary	Mid & East Antrim Borough Council
Councillor D Reid	Mid & East Antrim Borough Council
Councillor K Owen	Newry, Mourne & Down District Council
Councillor W Clarke	Newry, Mourne & Down District Council

**Officers Present:**

T Walker	arc21
G Craig ( <i>Secretary</i> )	arc21
H Campbell	arc21
K Boal	arc21
J Green	arc21
M Laverty	Antrim & Newtownabbey Borough Council
C Matthews	Belfast City Council
H Moore	Lisburn & Castlereagh Borough Council
D Carey	Mid & East Antrim Borough Council
J McBride	Newry, Mourne & Down District Council

**Officers' Apologies:**

G Girvan	Antrim & Newtownabbey Borough Council
D Lindsay	Ards & North Down Borough Council
P Thompson	Mid & East Antrim Borough Council

The Chair welcomed Councillor Burgess, the new representative from Newry, Mourne and Down District Council, to the meeting.

**Item 1 - Conflicts of Interest Statement**

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

**Action: Noted**

**Item 2 - Apologies**

Apologies were noted.

**Action: Noted**

**Item 3 - Minutes of Joint Committee Meeting 061 held on 28 October 2021**

Following discussion, the Joint Committee approved the minutes of Joint Committee meeting 061 held on 28 October 2021.

**Action: Agreed**

**Item 4 - Matters Arising**

Mr Craig discussed the Declaration of Members Interests forms to be completed by Members and reported that at this time, there were only two forms outstanding.

He advised that he would be following this up but noted that Councillor Clarke may be stepping down from the Committee. It was suggested that Councillor Goodman contact Councillor Clarke to confirm.

**Action: Councillor Goodman**

Annual General Meeting - Mr Craig advised that, following an action from the last meeting, he had received legal advice regarding the issue of the AGM and a report had been provided in the papers under Item 19, which was discussed next in the meeting.

**Item 19 - Annual General Meeting**

Mr Craig advised that legally, unlike a council who has a statutory requirement to hold an AGM in June, there was no requirement for the Joint Committee to have an AGM at all. However, it was the view of our legal advisor, Colin Campbell, that it is considered good practice to do so and Members agreed with his recommendation to continue this practice.

He also recommended that, as councils hold their AGMs in June and to allow for any Member changes, that we continue to hold our AGM in September and update the Standing Orders accordingly.

Following discussion Joint Committee agreed to the recommendations.

**Action: Agreed**

**Item 16 - Consultation - The Local Government Pension Scheme Amendments**

Mr Craig presented Members with a proposed arc21 response to the Department for Communities (DfC) consultation on proposed amendments to the Local Government Pension Scheme (NI) Regulations 2022.

He reported that DfC are responsible for updating the Local Government Pension Scheme (LGPS) in NI on an ongoing basis and NILGOSC administer the scheme on behalf of local government employees and employers.

Following discussion, the Joint Committee agreed to endorse the arc21 draft response for submission to the Department.

**Action: Agreed**

## IN COMMITTEE

The Chair recommended that the meeting would now move "in committee" which was agreed.

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

Following discussion on the commercially sensitive matters, the Chair recommended that the meeting would now return to the main agenda, which was approved, but whilst "in committee" during this section of the meeting, there were six matters discussed. These were discussed in a different order to the agenda due to issues with having a quorum.

<b>Item 10 - Residual Waste Treatment Interim Services - Report and Decision Document.</b>	<b>Action: Agreed</b>
<b>Item 8 - Minutes of Meeting 061 held on 28 October 2021 'in committee'</b>	<b>Action: Agreed</b>
<b>Item 9 - Matters Arising</b>	<b>Action: Noted</b>
<b>Item 11 - Residual Waste Treatment Project</b>	<b>Action: Agreed</b>
<b>Item 12 - HR Support - the report was presented and the recommendations approved later in the meeting</b>	
<b>Item 14 - Council Covid-19 Waste Management Financial Losses</b>	<b>Action: Noted</b>

## OUT OF COMMITTEE

After Item 14, the meeting returned to the main agenda due to being inquorate. The recommendations for Item 12 and the report in relation to Item 13 were discussed later in the meeting.

### Item 7 - Contracts & Operations Briefing Report

Ms Boal updated Members on the services and supplies contracts.

She reported that we continue to operate with the protocols that all of the contractors have in place in relation to COVID-19. She noted that some of the contractors had begun to ease some of their protocols but unfortunately had to reintroduce these as and when they were hit with spikes of covid, but services had continued to run with little noticeable change.

Ms Boal reported that the health and safety audits continue and there had been some site visits. Arising out of the audit Bryson Recycling has some issues to follow up.

She reported that we are also heavily focussed at this time of the year on the Christmas arrangements to make sure that appropriate requirements are in place to suit the councils' varied working patterns. In addition, contact lists are gathered for those on call those days to deal with any issues which may occur.

In relation to service status, Ms Boal she reported that things were generally good, the only issue being with fridges. She noted that it was understood that the fridges situation had

eased but there were some issues with some areas still feeling pressure and we are working with the contractor to try and resolve this.

In terms of the rejected loads, there were two rejected loads into organics delivery sites in October 2021 and one rejected load into Bryson Recycling in October 2021.

She advised that we were working closely with the contractors particularly around the MRF as the overall contaminations levels had risen. She reported that arc21 officers were working closely with Bryson and we would be inviting council officers to a session to try and focus on the contamination issue.

Referring back to the earlier discussion on communications, Ms Boal reported on things we can do when we have the resource there to produce articles such as the recent organics item produced for councils to use as a press release.

The contract tonnages were presented in the report and she noted that there had been decreases in the mixed dry recyclables but it was too soon to see an obvious trend.

In terms of the Organics Contract, there was a decrease for Type 1 which is the garden waste normal for this time of year and the Type 2 tonnages for October 2021 were almost the same in comparison to October 2020 last year, which shows a steady amount of food waste being collected in the bins with garden waste falling off at this time of the year.

Ms Boal noted that again there was an opportunity here in terms of the wider communications plan in messaging around getting the organic waste out of the more expensive bins which could be drawn upon.

In terms of the landfill contract, she reported that there was a decrease again and hopefully that would continue to be the trend but there was normally a rise in December which would be monitored.

She reported that the stats had come out for last year for overall tonnages which is growing at 2.1%, a sharper increase than in the past. In addition, as previously noted, the recycling rate had fallen slightly from the previous year, so there was work to be done.

Ms Boal reported that we would be starting to look at the revenue share to go back to councils and because the market had been quite good in terms of materials, there should be revenue share on MRF for cardboard, paper and tin cans.

She noted that one of the highlights on the variation on the organics contract was the revenue share on gate fees, and we will be reporting back shortly on this. She noted, however, that a CPI rate increase is due and this has been on the rise.

On a general note, Ms Boal advised that the NI Audit Office were doing a review of waste management generally and noted that she had provided an overview of the value of the contracts, amount of waste in the market generally and the issues faced.

In terms of supplies, she reported that a large number of orders were being placed, deliveries are coming in as planned and we haven't had any non-conformances, however a few issues now on prices on orders placed some months ago which we are working through.

Following discussion the Joint Committee noted the report.

**Action: Noted**

**Item 15 - ISO Audit**

Ms Boal reported that last year, due to covid, the external audit process had been put back to January but had now returned to the normal pattern of being audited in October/ November.

She advised that we have a new external auditor and she was happy to report that we had been re-certified with no areas of improvement, no observations or no non-conformances.

She noted her thanks to the team at arc21 who supported her in achieving this result.

The Joint Committee noted the report.

**Action: Noted**

**Item 17 - Audit Committee Meeting 9 December 2021 Report**

Mr Craig advised that the next Audit Committee meeting would be held on 9 December at which they would be welcoming the new Chair, Councillor Bennington, and the new member, Councillor Owen.

He advised that the focus of the next committee meeting would be a workshop specifically designed to meet the needs of the Audit Committee members.

A copy of the Executive Summary was also provided which provides an overview of all the areas to be discussed at the beginning of the meeting.

Councillor Goodman advised that he would be happy to join the Audit Committee and Mr Craig welcomed him, and advised that he would circulate the invite and papers for the next meeting accordingly.

**Action: Mr Craig**

Following discussion the Joint Committee noted the report and the Executive Summary.

**Action: Noted**

**Item 18 - Waste Management Plan**

Mr Walker provided an update on the progress of the review of the Waste Management Plan (WMP) being undertaken by the 11 councils.

He reported that as previously advised the 11 councils were considering how to work together to create a single waste plan.

He noted that over this in the summer it had been identified that it would not be possible to produce a single document at this time and three shorter Waste Management Plan (WMP) addenda were being planned instead.

He reported that this was being overseen by the Waste Forum which had approached DAERA about supplementary funding and support, but this has been declined as DAERA do not have the resources to provide this in the current financial year.

The Waste Forum met recently to progress the addenda for the councils using a single consultancy and they are now considering how such a service could be procured and the likely cost on a council-by-council basis.

Following discussion the Joint Committee noted the report.

**Action: Noted**



**Councillor Burgess re-joined the meeting and therefore the meeting was again quorate and the meeting returned to 'In Committee'.**

#### **IN COMMITTEE**

The Chair recommended that the meeting would now move "in committee" for Items 12 and 13 which was agreed.

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

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

<b>Item 12 - HR Support</b>	<b>Action: Agreed</b>
<b>Item 13 - Commercially Sensitive Contract &amp; Procurement Issues</b>	<b>Action: Agreed</b>

#### **OUT OF COMMITTEE**

##### **Item 5 - Minutes of AGM Meeting 062 held on 9 November 2021**

Following discussion, the Joint Committee approved the minutes of the AGM meeting 062 held on 9 November 2021.

**Action: Agreed**

##### **Item 6 - Matters Arising**

There were no matters arising.

**Action: Noted**

##### **Item 20 - Joint Committee Attendance Report**

Mr Craig presented a report to provide Members with the opportunity to consider how best to maximise Member attendance at meetings considering the recent levels of attendance.

He reported that at the last two special meetings we had struggled to get a quorum so the issue of attendance needs to be considered going forward as it is important that we have as many Members in attendance as possible.

The Chair advised that he would be discussing this with the Deputy Chair and Chair of the Audit Committee as an action from the meeting.

**Action: Chair**

Following discussion it was suggested that the Chair writes to the Chief Executives of the councils advising of the recent difficulties of achieving a quorum at meetings through non-attendance of Members.

The Chair also noted that he intended to call the individual Members of the Joint Committee to discuss further.

It was also suggested that the Chair write to the Group Party Leaders and the Chair advised that he was happy to progress with that.

**Action: Chair**

Following discussion the Joint Committee noted the report.

**Action: Noted**

#### **Item 21 - AOB**

There was no further business discussed

#### **Item 22 - Next Meeting**

The Chair advised that the next Joint Committee meeting would be held as scheduled on Thursday 27 January 2022 commencing at 10.30am and wished everyone a very merry Christmas and happy new year

**Action: Noted**

The Chair requested that Councillors Goodman and Bennington and Mr Walker stay online after the meeting for a further discussion.

**Date:** \_\_\_\_\_

**Chairman:** \_\_\_\_\_

**NEIGHBOURHOOD SERVICES COMMITTEE****HISTORIC ACTIONS TRACKING SHEET**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019</b>					
NS/073/2019	Proposed Property Maintenance Policy and Strategy 2019 to 2023	<b>Council's Facilities Management and Maintenance Department develop for agreement with the NS Committee a Property Maintenance Policy and Strategy for the Council to cover the term of this Council 2019 to 2023. If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.</b>	K Scullion	<b>Update provided to NS Committee January 2022 - Property Maintenance Policy and Strategy 2019 to 2023 to be agreed by June 2022.</b>	<b>N</b>
NS/075/2019	Household Recycling Centres (HRC) Update	<b>Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.</b>	S Murphy	<b>Ongoing</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020</b>					
NS/230/2020	Business Case – Provision of new public toilet in Killough	<b>Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.</b>	K Scullion	<b>In progress – In discussions with AECOM in relation to provision of consultancy support for project.</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020</b>					
NS/243/2020	Notice of Motion – Green New Deal Strategy	<b>Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI Executive in respect of climate change.</b>	S Murphy	<b>Response received from DAERA Minister and considered by NS Committee.</b>  <b>Scoping of the issues delayed by on-going COVID-19 pandemic.</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING – TUESDAY 16 MARCH 2021</b>					
NS/041/2021	Siting of bee hives on former Council landfill at Aughnagun	<p><b>Agreed to note the content of this report and recommend Council give permission to the Beekeeping organisation to place 6 hives on the former landfill site at Aughnagun, initially for 1 x year subject to:</b></p> <p><b>1.Successful engagement with local residents and on-site gas-extraction partner, to support the placing of beehives on the Aughnagun site.</b></p> <p><b>2.Meeting to be held with Beekeeping Organisation and to seek assurances regarding</b></p> <ul style="list-style-type: none"> <li>- access arrangements to site and to hives</li> <li>- location for hives</li> <li>- communications with Local residents</li> <li>- ongoing review</li> <li>- renewal dates/periods</li> <li>- any potential insurance implications</li> </ul>	S Murphy	<b>Ongoing - Hives currently being prepared by Beekeeping Group to be installed April 2022.</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<ul style="list-style-type: none"> <li>- Strict guidance with respect to attendance on site to be adhered to</li> </ul>			
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2021</b>					
NS/062/2021	Feasibility study for EV infrastructure at the Council's Depots	<p><b>Agreed to note the content of the report and to approve the recommendation that a Business Case be prepared which examined the investment and benefits of the EV charging system, together with costings.</b></p> <p><b>It was further agreed as part of the Business Case, that officials consider the need for a generator at the proposed sites, in the event of an interruption to electricity supply.</b></p> <p><b>It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.</b></p>	K Scullion	<b>In Progress – In discussions with AECOM in relation to provision of consultancy support for project.</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 MAY 2021</b>					
NS/079/2021	Monthly Action Sheet Wind-blown litter at Damolly Retail Park	Mr Dinsmore said he had engaged with the owners and the restaurant franchise and would now formalise the request that a green fence be erected at this location and that he continue to update Cllr. Casey on progress	S Murphy	Ongoing	N
	Litter pickers for schools	The Sustainability Officer to advise Councillors on how litter pickers would be distributed to schools	S Murphy	Litter pickers currently being procured	N
NS/089/2021	Purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations District wide	<b>Agreed to note the content of the report and associated Business Cases and accept the conclusion of the Business Cases that Option 3 from each be chosen as the preferred option. This would see the procurement of an industrial tractor and a side arm flail.</b>	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 JUNE 2021</b>					
NS/099/2021	Proposed Memorial Gardens Landscape Scheme	<b>Agreed to recommend approval of the choice of locations for both Memorial Gardens as outlined in the report and the implementation of the proposed design for each site.</b>	K Scullion	<b>In Progress</b>	<b>N</b>
NS/100/2021	Applications for bus shelters in Crossgar and Saintfield	<p><b>Agreed to note contents of this report and to approve the recommendations in Appendix 1 circulated for the erection of a bus shelter at Comber Street Saintfield and the relocation of a shelter at Downpatrick Street, Crossgar.</b></p> <p><b>**At the Council Meeting held on Monday 5 July 2021, in relation to NS/100/2021: Applications for bus shelters in Crossgar and Saintfield, it was agreed on the proposal of Councillor Andrews, seconded by Councillor Curran, to defer the decision in relation to the bus shelter at Crossgar and that officials take on board the points raised by Councillor</b></p>	K Scullion	<p><b>Both recommendations on hold pending:</b></p> <p><b>1 Consultation with HED for type of bus for Saintfield as area is a Conservation Area.</b></p> <p><b>2. As per recommendation of Council Monthly Meeting noted in column.</b></p>	<b>N</b>



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Andrews in relation to the consultation process and also the points raised by the redevelopment at this stage and for other options and locations to be taken into account now.**			
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING WEDNESDAY 18 AUGUST 2021</b>					
NS/120/2021	Public Toilet Strategy Work Packages	<p><b>Agreed to</b></p> <p><b>Note contents of this report</b></p> <p><b>To agree the recommendations as set out in section 2.2</b></p> <p><b>Agreed that the governance arrangements for the delivery of the Public Toilet Strategy would be via a Project Board and that a report be brought back to the September Committee Meeting on the establishment of such a Board; Membership and draft terms of reference.</b></p>	K Scullion	<b>In Progress – Neighbourhood Services Working Group Meeting held on 3<sup>rd</sup> February 2022. Report provided to NS Committee February 2022.</b>	<b>N</b>
NS/125/2021	Distribution of compostable food	<b>Agreed approval of Option 1 for the distribution of compostable food</b>	S Murphy	<b>In Progress – food waste bags and caddy bins</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	bags and food waste caddy bins	<p>waste bags and option 3 for the distribution of caddy bins</p> <p>Agreed to that Officers explore the feasibility of deploying brown bins to residents of high-rise buildings, who were not previously provided with these, and a report be brought back to the next Committee Meeting.</p>		<p>purchased. Plans to publicise and distribute in progress.</p> <p>Report to be presented at future committee meeting</p>	N
NS/127/2021	Enforcement Improvement Plan	<p>Agreed to note the content of this report.</p> <p>Agreed that officers prepare a report for the next Committee Meeting on options for future staffing levels to improve the enforcement service, including the possibility of supplementing the service with a contractor on a short-term basis.</p> <p>Also agreed officers replace the existing signage with updated Newry, Mourne and Down signage, in relation to keeping dogs on a lead on Newry Towpath.</p>	S Murphy	<p>Report to be presented at future committee meeting</p> <p>In progress</p>	<p>N</p> <p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/133/2021	Business Case for the replacement of safety tiles with wet-pour surfacing in various Council play areas	<p><b>Agreed to:-</b></p> <p><b>Note the content of the report.</b></p> <p><b>Approve the findings of the Business Case presented. Accept Option 3 – Replacement of defective safety tiles with a Wet Pour surface to safety standards required for each of the 24 Play Parks under consideration over the financial years 2021/22 to 2022/23. Project to proceed subject to budget availability.</b></p>	K Scullion	<b>In Progress</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 SEPTEMBER 2021</b>					
NS/137/2021	Translink proposed programme – Bus Shelters in Council area	<p><b>To approve Option 2 – to delay installation of a bus shelter in Burren pending outcome of Translink’s deliberations in October / November 2021 with the option to reconsider this position if Translink were deemed to be making limited progress in providing the bus shelter in Burren.</b></p>	K Scullion	<b>Noted</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/138/2021	Distribution of Compost for Community Groups	<ol style="list-style-type: none"> <li>1. Note and approve contents of this Report.</li> <li>2. Note an update report on Compost week will be provided at a future meeting of the NS Committee.</li> <li>3. Direct requests for the supply of compost from local community groups to <a href="mailto:recycling@nmandd.org">recycling@nmandd.org</a></li> <li>4. Note an update report on future delivery of compost will be provided at a future meeting of the NS Committee</li> </ol> <p>It was also agreed that Ms Murphy contact Arc21 regarding the delivery charges for the compost to see if there would be an option for community groups to collect the compost themselves, or if there could be a reduction in the £25 delivery charge. Ms Murphy to report back to Committee on this matter as part of a future options report.</p>	S Murphy	Report to be provided regarding compost week, future delivery of compost and delivery charges at future Committee Meeting.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 19 OCTOBER 2021</b>					
NS/149/2021	Report re Council Sites receiving Green Flag Awards	<b>Investigate Tidy NI criteria for Green Flag awards with the view to possibly having Newcastle Harbour included for future consideration for a Green Flag award.</b>	K Scullion	<b>In progress</b>	<b>N</b>
NS/150/2021	Report re: Social Enterprise Partnership Offer – Planting Trees on Council Land	<p><b>a) Council seek through an expression of interest exercise, to form a partnership with a not for profit organisation who would link Council with individuals who wish to have a tree or trees, planted on Council designated land. The agreement to be for an initial two year period and may be extended for a further two years subject to Council approval.</b></p> <p><b>b) Officers to determine suitable sites and tree species for the scheme.</b></p> <p><b>c) Any agreement to be formalised through a Licence Agreement drawn up by Council Legal Advisors.</b></p>	K Scullion	<b>In Progress</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/153/2021	Biodiversity Pedestrian Collection Mower	<b>To approve the recommendations contained in the Business Case for the purchase of a Ride-on Collection Biodiversity Mower, as per option 3, ie, Purchase high powered compact collection mower to enable biodiverse and re wilded grass cutting with aid of DAERA funding.</b>	K Scullion	<b>In Progress</b>	<b>N</b>
<b>TUESDAY 16 NOVEMBER 2021</b>					
NS/171/2021	Deep cleansing of paved surfaces	<b>Agreed to approve the deep cleansing schedule as set out in section 2.2 of the report.</b>	S Murphy	<b>In progress</b>	<b>N</b>
NS/174/2021	Business case for maintenance of town clocks	<b>Note the content of the report.</b>  <b>Approve the findings of the business case that reviews options for maintenance of five town clocks. The preferred option (Option 3) would see a suitably qualified maintenance contractor appointed through tender to undertake routine maintenance of the six town clocks and provide breakdown cover for up to a maximum three-year period.</b>	K Scullion	<b>In Progress</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>The contract would include the option to remove existing clocks or add additional clocks from the service provision.</p> <p>Council consider undertaking a project which would lead to the restoration of the clock at Dan Rice Hall and if agreed to proceed then to approve the recommendations within section 2.3 of this report.</p>			
END					